

**THE EARLY CHILDHOOD CENTER PROGRAMS**  
**Lab School of the School of Education**  
*Brooklyn College*  
*City University of New York*

# PARENT HANDBOOK



2900 Bedford Avenue, 1604 James Hall  
Brooklyn, New York 11210-2889  
Tel. 718.951.5431° Fax: 718.951.4658

<http://www.brooklyn.cuny.edu/web/academics/schools/education/partnerships/ecc.php>

**TABLE OF CONTENTS**

THE EARLY CHILDHOOD CENTER PROGRAMS	3
OUR MISSION & VISION	4
COLLABORATIONS	5
PARENT/CHILD ORIENTATION	7
ATTENDANCE, ARRIVAL & DEPARTURE	8
OBSERVATION BOOTH & LACTATION ROOM	9
HEALTH & WELLNESS	10
SAFETY & EMERGENCY PROCEDURES	11
CARE & COMFORT OF YOUR CHILD	12
NUTRITION	13
THE CLASSROOM ENVIRONMENT	14
HOLIDAYS AND CELEBRATIONS	14
PARENT INVOLVEMENT	15
TRANSITIONS	15
FEES & GRANTS	16
CENTER POLICIES	17
PARENT REFERENCES/RESOURCES	19
PARENT SIGNATORY PAGE	20

### **Early Childhood Center Programs at Brooklyn College:**

The Early Childhood Center (ECC) Programs at Brooklyn College were established in 1953 as the Laboratory School of the Early Childhood School of Education.

The center provides a space for students to explore questions of child development and to study the contributions of educational, social, and cultural environments to support children's growth and learning. The Early Childhood Center Programs offer day programs for infants, toddlers, and preschool-age children. Parents and family members are actively involved in their children's education here at the center. The ECC also offers instructional, observational, and research opportunities for students, interns and faculty at Brooklyn College.

The learning experiences of our program follow developmentally appropriate practices both indoors and out-of-doors. Children learn and develop through play. At the Early Childhood Center at Brooklyn College, outdoor time is considered a natural extension of the indoor work and play of the children. All developmental areas are addressed and learning is fully experienced within multiple domains of development -- including but not limited to gross and fine motor explorations, cognition and perception, language and communicative skills, social/emotional development and sensory integration.

Our indoor and outdoor environments support maximum creativity and imagination where bodies, minds and spirits are fostered and informed by research and practices from a variety of local and international pedagogies that are committed to improving early childhood education and care for ethnically and linguistically diverse young children, with and without special needs, and their families. The BCECC is rooted in a commitment to the inclusion and celebration of differences of all kinds, to multilingual and multicultural education, and to early intervention. In service of these goals the arts, aesthetic education and play are at the heart of the BCECC curriculum.

## **Our Mission & Vision:**

The Early Childhood Center Programs/ Lab School of the School of Education at Brooklyn College offers developmentally appropriate learning experiences for children four months through 5 years of age. The teachers, directors and families at the center work to create an emotionally responsive and caring environment for all the children. Our program is designed to stimulate interest and sustain curiosity, encourage wonderment and expression, and support children's growth, learning and development as well as their engagement with, and in, the world.

Children at the Early Childhood Center children are actively engaged in exploring and constructing an understanding of their own experiences. The program presents an interdisciplinary, inquiry driven curriculum, designed in conjunction with children's ever-evolving interests and development, offering opportunities for in-depth exploration and research.

### **The Early Childhood Center Programs *mission* is to:**

- Provide early childhood education and care as well as a variety of support services to student parents enrolled in Brooklyn College that support retention, persistence and progress toward graduation.
- Promote and provide exemplary education and care to the children enrolled at the Early Childhood Center using best practices based on established quality standards and research in the field of early childhood.
- Support opportunities for Brooklyn College students to engage in on-site, pre and in-service supervised training in the field of early childhood education as student teachers, interns and research opportunities for students and faculty as a Lab School of the School of Education.

The mission of The Early Childhood Center and Lab School of the School of Education at Brooklyn College is to continue to provide an educational environment for students and faculty to explore questions related to child development and to study the contribution of the educational, social, emotional and cultural world of the child and their family in which growth and learning occur. The ECC is a progressive early childhood education program offering full day services to infants, toddlers and preschool age children.

### **The Early Childhood Center Programs *vision* is to:**

- Develop a love of learning in children and in the adults who educate and care for them.
- To create a community that supports and encourages continued growth and development through equal access of quality early education.

## Collaborations:

**The Early Childhood Center**, as an academic department within the School of Education, is proud to partner with a number of Brooklyn College departments, community and professional organizations, including:

- **School of Education-** The ECC is part of the academic division of Brooklyn College. Our department is a separately incorporated entity, and the President of our Board of Directors is the Dean of the School of Education. The lab school has been in existence since 1953.
- **Early Childhood Education and Art Education (ECAE) Department-**The ECAE chair and faculty work in close partnership with the ECC directors and teachers to support research initiatives, training and professional development (e.g., bilingualism, parenting, arts) to enrich children’s experiences and support student parents. ECC directors and teachers are often adjunct instructors and engage in research and training with EC faculty. The ECC provides fieldwork, internship and student-teaching experiences for EC, EC Special Education, and Early Intervention students supervised by EC faculty.
- **Department of Speech Communication Arts and Sciences –** The ECC provides in-service internship opportunities for students supervised by faculty from the Speech-Language Pathology program and Speech Language Hearing Center. The collaboration allows for follow-up with parents concerned with their children’s speech and communication development.
- **Puppetry in Practice-** Tova Ackerman’s puppetry department is part of the School of Education and the NYC Department of Education. The ECC’s preschool and afterschool classes attend weekly workshops and engage in creative endeavors that support literacy through puppetry.
- **College Now & The Community Garden Project -** Housed within the Brooklyn College School of Education, the College Now program supports extensive collaborative partnerships between the college, CUNY and the NYCDOE. The ECC is proud to partner with College Now students by providing community gardening opportunities in the ECC’s garden. Faculty of the SOE supervises the students and works closely with the ECC’s teachers on the garden project.
- **Brooklyn Center for the Performing Arts at Brooklyn College (BCBC) –** BCBC offers a number of professional, child-friendly performances each year on campus. The twos, threes and fours classes of the ECC attend anywhere from 3-6 performances each year, free of charge during class hours.
- **Lincoln Center Education for the Arts -** Lincoln Center Education teaching artists work with ECC classrooms bringing imaginative learning through in-depth study of works of art.
- **Universal Pre-Kindergarten (NYSED) -** The ECC enjoys a collaboration with the NYSED, the New York State Education Department as a community based organization (CBO) Universal Prekindergarten Program. The ECC families and staff benefit from the financial, educational and technical support offered through the NYSED.

- **New York City Department of Health & Mental Hygiene (NYCDOHMH)** – The NYCDOHMH is the regulatory and licensing agency of our programs. Article 47 defines the stringent guidelines for compliance in order to legally provide early care and educational services in NYC.
- **NYC DOHMH Bureau of Early Intervention (BEI)** – ECC and ECAE are collaborating with BEI to provide training on family-centered and embedded practices with teachers to allow student parents with infants/toddlers and young children with developmental delays or disabilities access to high-quality care and education at the ECC.
- **National Association for the Education of Young Children (NAEYC)** – The ECC programs are accredited by NAEYC, the premier accrediting agency for programs serving young children in the nation. NAEYC programs demonstrate their high quality by meeting 10 standards based on the latest research on the education and development of young children.
- **Aspire Registry** – all our teachers are registered with the Aspire Registry for Early Childhood Professionals as part of New York Works for Children (NYWFC).

**Parent/Child Orientation:**

1. **Orientation/ Adjustment period:** A phase-in orientation/period of adjustment and transitional time is required for infants, toddlers and pre-school children. This is a time for you and your child to visit their classroom at the Early Childhood Center for up to five (5) days for increasingly longer periods of time. Orientation is designed to help your child make the transition to our program.
2. Parents will be contacted by phone and email before orientation commences. In the event that you are unable to remain with your child, you are responsible for arranging for another adult family member or familiar caregiver to stay with your child until both you and the ECC staff agree that your child is ready to attend the program independently.
3. **Transitional Objects and Toys from home:** As it is recognized that children can be comforted by bringing a favorite toy or other beloved object from home, please help your child, if needed, choose a specific transitional object that will bring comfort to your child and provide predictability and a reminder of home while they are at the center. Examples of transitional objects are a well-loved blanket or soft toy, a t-shirt, scarf or even a laminated photo of a loved one can bring a sense of security and comfort to a child adjusting to their new environment and routine.

Toys from home serve a very different purpose and are often associated with show and tell and the expectation to share the item which may present difficulties for very young children who have not mastered these skills yet. We ask that you encourage transitional objects but discourage toys from home as well as any electronic game, cell phone and or Ipad that will be difficult for a child to let go of when entering the classroom. We dissuade the use of cell phones at the center and ask that you not use your cell phone at arrival or dismissal.

We encourage you to read the following article written by our Educational Director, Colleen Goddard, PhD:

<https://www.psychologytoday.com/blog/the-guest-room/201407/more-just-teddy-bears>

4. **Required clothing & supplies:** Each child's teacher will provide a list of requested supplies necessary to maintain and have available each day in the classroom for your child. These items should be in good and usable condition, such as diapers, wipes, clothing items (weather appropriate) and any agreed upon food and/or drink products.
5. **School begins:** Please make certain all required forms, payments and documentation are submitted in a timely manner to avoid any delay in the start of your child's admittance to the Early Childhood Center at Brooklyn College. Children may be admitted mid-semester if space is available and if this arrangement seems appropriate for the child.

### **Attendance, Arrival and Departure:**

1. **Attendance:** Children benefit from regular attendance in our programs. If your child is going to be absent we ask that you please call the office and let us know. We will call to make certain your child is okay if they do not arrive by 12:00 pm. If your child is absent because of an illness for 3 or more days we do require a doctor's note in order for your child to return to the center.
2. **Arrival:** As arrival time can be a transitional time for all, we do ask that you please wash your child's hands, make certain your child has the food they need for the day and also when necessary, a dry and clean diaper.

The Early Childhood Center is open the following times for the following ages:

**Infants/Ones:** Monday through Thursday 8:30 am until 3:00 pm and Fridays 8:30 am until 2:45 pm with afterschool offered from 3:00 pm – 5:00 pm Monday through Thursday.

**Twos and Threes:** Monday through Thursday 8:30 am until 3:00 pm and Fridays 8:30 am – 2:45 pm with afterschool offered from 3:00 pm – 5:30 pm Monday through Thursday.

**Four's/UPK:** Monday through Thursday 8:30 am until 3:00 pm and Fridays dismissal is at 2:45 pm.

Extended day is available from 3:00 – 5:30 Monday through Thursday for a fee.

3. **Departure:** Your promptness at pick-up time is appreciated. The center closes at 5:00 pm for Infants and Ones and at 5:30 pm for all other children.

We ask parents to arrive at 4:45 pm to pick up their infant and one year old children and 5:15 for all other children. This will ensure time for signing out your child, learning about your child's day and most importantly, not feeling rushed. We do ask that you please indicate in writing who has authorization to pick up your child. All authorized individuals must be 18 years of age or older.

The center **CLOSES PROMPTLY AT 5:30**. Any children left after 5:30 pm will be taken to the office and a late fee of \$1.00 per minute will be charged. You will be responsible for this amount as well as be required to sign a late slip which will indicate the time you picked up your child.



4. **Cell phone use and photos of children/classroom:** We discourage the use of cell phones inside your child's classroom, most especially at arrival and departure times. In terms of taking photos, you are welcome to take photos of your own child only.
5. **The Children's Room, formally known as the Family Learning & Resource Center** will be used by the children and their teachers for a variety of learning experiences. The room closes at 5:00 pm every day. Upon request this room can be used for scheduled events such as parent meetings, educational workshops, staff enrichment and family events.
6. **The Observation Booth** is available to parents, students and professors during most hours of operation for observing the Threes and Fours classrooms. Arrangements to enter can be made by going to the office (1604J).
7. **The Lactation Room** is also available within the Observation Room and access can be gained by going to the office.
8. **Stroller Parking** is available on a limited basis.

Please be considerate of others and fold your stroller as small as possible to accommodate more strollers.

## **Health & Wellness/ Sick Policy:**

**Medical exams and Immunizations:** All children are required to have a complete physical examination before enrolling in the Center. Medicals must be kept up to date. In the event that your child's medical expires you will be asked to keep your child home until their medical form is complete and updated.

**We follow the guidelines set forth by the NYC DOHMH. We adhere to the requirements and regulations set forth in Article 47 which is available online for review.**

All children must have up to date Medical Forms that include the appropriate immunization records. If the child has been granted a recognized immunization exemption - either medical or religious - all necessary paperwork, approval and forms must be completed, signed by the appropriate individuals and kept on file at the center.

**Sick Policy:** Providing a healthy, safe environment for children is an important goal of the Early Childhood Center. If your child becomes ill while in attendance at the Early Childhood Center at Brooklyn College, your child will be separated from the group until you arrive.

We have a 24 hour fever free policy at the center. Please make certain for the health and safety of your child and others that you do not bring your child back to the center until they have been fever free for a continual un-medicated 24 hour period.

You will be notified immediately and your child must be picked up from the center within an hour. If you and/or your emergency contacts cannot be located we will call your pediatrician or 911. If your child becomes ill with any of the diseases listed on the **Communicable Disease Chart for Child Care Providers in New York City Bureau of Child Care** which is available online for your review your child will not be able to attend the center until they receive clearance from a doctor, in writing.

## **Reporting Child Abuse & Neglect:**

As required by law, all our teaching and administrative staff are trained every two years and certified as mandated reporters.

## **REMEMBER:**

1. Keep all your emergency telephone contact numbers and classroom numbers at the Center up to date. This lets us reach you in case of emergency.
2. Please make certain there is someone available at all times that your child is enrolled at the center, in case of an emergency.
3. Please make sure your emergency contacts know that they may be called.

## **Safety & Emergency Procedures:**

### **Medication Policy:**

The Early Childhood Center **does not administer any medication to a child**, as per Department of health regulations, except in an emergency.

The only exception is topical over-the-counter ointments, sunscreen and insect repellent. Should a parent wish to have a topical over-the-counter ointment, sunscreen, or insect repellent administered by a teacher during program hours, the parent must sign a *Topical Over-the-Counter Ointment Authorization and Release* form that can be obtained in the ECC office (1604J).

### **Emergency Medical Care:**

If a child needs immediate medical attention, a staff member will call 9-911 and notify **Brooklyn College Emergency Health Services (911)**. If the child needs to be brought to the hospital, a staff member will travel with and stay with the child until their parent(s) arrives at the ER/hospital. An incident/accident report will be completed and kept on file.

## **The Care & Comfort of Your Child:**

Items Needed to Ensure the Comfort of Your Child:

- 1. Extra clothing – weather appropriate**
- 2. Diapers/Wipes**
- 3. Blanket**
- 4. Soft comfort object**
- 5. Food/drink for the day**

### **Clothing:**

The comfort of your child is very important. Please make certain your child has a change of clothes. Please also dress your child in appropriate seasonal clothing for both indoor and outdoor play, including appropriate socks and shoes. All items should be clearly labeled.

### **Diapering and Toileting:**

Parents are required to provide all items for diapering. All items are to be clearly labeled, and checked regularly for replenishment. Please make sure your child has a dry and clean diaper at arrival.

### **Soiled Clothing and Bedding:**

Soiled clothing (including bedding) will be bagged and sent home to be cleaned. You are also asked to wash your child's bedding at least once per week.

### **Rest Period:**

Rest is a very important part of your child's day.

Parents are required to provide appropriate bedding for rest (please check with your child's teacher for this). Regular rest periods are necessary for active children to maintain good health and are required for children one to five years old, as per NYC DOHMH regulations.

Infants and some toddlers will rest according to their individual needs or schedules. Rest periods follow lunch. Some children fall asleep, while others rest quietly on their mats or cots. You are asked to provide a sheet, and a washable blanket labeled with your child's name. Pillows for rest time are not allowed by the NYC DOHMH. A pacifier or favorite comfort toy may help your child with naptime routines.

**Nutrition:**

**Nutrition:** The ECC seeks to promote nutritious eating and healthy food habits. We will provide a morning snack and lunch.

Our food vendor is approved by the **Child & Adult Care Food Program (CACFP)**.

Please send a snack for the afternoon.

**SNACKS** may include fruit or vegetables prepared in bite sized pieces, cheese or unsweetened crackers, a small sandwich, low sugar yogurt, low sugar cereal, or low sugar granola bars.

**PLEASE DO NOT SEND** cookies, candy, cake, donuts, high sugar content yogurt, cereal or chips of any kind. Please do not send beverages, milk and water will be served. If your child requires a cow milk substitute, please provide.

For the **INFANTS** only, the children must bring an adequate amount of food daily.

Please discuss formula preparation with the Infant staff.

Breast milk can be brought either frozen or fresh in pockets or bottles and will be kept refrigerated until feeding time. Bottles will be sanitized daily in the dishwasher.

All leftover food will be sent home daily.

Although we are not a “peanut free” school we are a “peanut aware” school and we ask that families speak with their child’s teachers before bringing any peanut/nut products into the classroom.

Family style dining is practiced during all meals at the ECC where teachers and children sit together to share and enjoy a meal.

**Meals (lunch and snack) are served at the times scheduled by the classroom teachers.**

All parents must provide an additional nutritional / child appropriate snack for your child.

**Food Allergies & Dietary Restrictions:**

Any food allergies or dietary restrictions must be reported to the office and teaching staff at registration.

### **The Classroom Environment:**

Young children thrive in environments that are predictable, and supportive of their growth. They require the availability and guidance of caring and trustworthy adults as they learn to negotiate their needs and environmental expectations. By working with families, and by establishing predictable routines and daily schedules, we help children develop the ability to regulate their own behavior. When difficulties arise, we try to understand the children's reactions, while helping them develop a repertoire of acceptable and pro-social behaviors. Hitting, punishing, or humiliating children for any reason are all prohibited. We consult with parents to inform them of their children's progress, and to enlist their involvement and support in establishing a safe and nurturing learning environment for their children.

Reasonable efforts to provide support and assistance for children with problematic behaviors are made by ECC staff. Parents may be required to meet frequently with staff to plan, monitor, and discuss their children's progress. Where indicated, staff will provide referrals to campus-based and/or community resources for parents. In consultation with families, staff may revisit individual children's schedules and/or reconsider their continued enrollment in the program(s).

### **Holidays and Celebrations:**

Birthday celebrations generally involve a nutritious snack or a small cupcake or mini muffin. We ask that no balloons or party favors be brought into the classroom. Instead, we invite the child's family to come and share a favorite storybook with the class. Please speak with the teachers, at least a week before your child's birthday, if you wish to have your child's birthday celebration at school.

We encourage families to gather in the classroom for this event and share your child's favorite story book. Siblings of the Birthday Child may attend the celebration when appropriate. Be prepared to take your child home after the celebration as children will be dismissed after their birthday celebrations.

Please note: If you are planning a party for your child outside of the ECC, we must insist that invitations are not distributed at school, unless the entire group is included.

**Parent Involvement:**

The Center considers parent participation an integral part of all programs. Parents are invited to participate in classroom activities, program planning and in curricular discussions. Teachers work closely with families and meet often with parents to discuss the children's progress. We welcome parent participation on an everyday and ongoing basis and feel it is a crucial component of excellence in an educational program.

We have an open-door policy, so that families can visit any area of the Center and meet with teachers, directors or staff at any time between 9:00 and 5:00. We encourage all families to volunteer at the Center and participate in various Center events. To encourage family engagement, the ECC asks each family to identify their interests and skills at intake.

**Daily Reports:**

Teachers keep daily records on all children's interactions, activities and behaviors throughout the day. We ask parents to share information regarding any event or activity that may affect your child's behavior during the day (e.g. Was your child up late? Has there been a change in family routine or structure? ).

**Parent-Teacher Meetings:**

Parent-teacher conferences are scheduled once each semester for children attending all Center Programs. The center will be closed for Parent/Teacher Conferences to ensure that every family has an opportunity to meet with their children's teachers to discuss any questions or concerns they may have. Additional meetings may be requested throughout the year. The Director and Education Director are also available for consultation.

**Transitions to new classrooms and schools:**

The ECC believes that great care and thought needs to be considered when infants, toddlers and young children move from one classroom to another or to a new school. Transitioning is a process over a period of time. Parents are an integral part of their child transitioning from home to school.

Children experience many transitions during their early childhood years, especially if they are enrolled in full day programs such as school or daycare. Transitions can be challenging as well as rewarding as the transition process itself becomes an opportunity for forming rich and meaningful connections and relationships between parent, teachers and the children themselves.

### **Child Development Assessment and Progress**

Our teachers observe, record, document, analyze and interpret children's behaviors and keep a record of children's growth and development across all domains: physical, emotional, social, cognitive, language/communication and adaptive, and most significantly in context of how children participate and play in their world throughout the year. What objects are the children drawn to, how do the children move in the world, interact, engage and encounter objects and others (peers, parents, teachers) – and how do children approach materials – from soft balls, to scarves to paint and water.

As our teachers observe and document the children's growth and development, trust and intimacy will evolve and the teacher will use their observations to plan and differentiate curriculum goals and various activities and instructions for every child based on the child's individual needs and interests.

Our teachers will keep portfolios of each child and collect artifacts, anecdotes, observations and photos, which will be filed in the child's portfolio on a weekly basis in accordance with NAEYC standards.

In addition, teachers and faculty administer developmental screeners/checklists and assessments on the children, which are kept confidential and used to benefit children by building on their strengths, adapting instruction and the environment, and program improvement. All our assessments are a part of the children's portfolio, which follow the children throughout their enrollment to show their progress across all developmental domains, which aligns with our program curriculum and philosophy.

If teachers, directors, staff, faculty and/or parents identify a concern about a child based on observation, clinical opinion or results of a developmental screener/assessment, appropriate follow-up with parents will be completed, and, if needed, referral to the NYCDOHMH Bureau of Early Intervention or the NYCDOE CPSE for a more thorough multidisciplinary assessment will be conducted. Completion of the Ages and Stages Questionnaire 3, is completed twice a year, with family participation and is discussed with family during parent-teacher conference.



**Fee Procedures:**

1. Tuition bills will be sent via e-mail and will be placed in each child's cubby.
2. All payments must be made at the Enrollment Services Center (ESC) in the West Quad Building (1<sup>st</sup> floor). Bring bill and payment to the ESC. Payments could take up to two weeks to process.
3. Return the *Center's Copy* to the ECC office. Keep the *Student Parent Copy* for your records.
4. Tuition will be determined by the IRS transcript that is required by each family indicating family (both parents) income.
5. Parents must provide a class schedule and transcript each semester to determine eligibility.
6. Parents must be fulltime matriculated students taking at least 12 credits undergrad or 6 graduate credits to receive priority placement.

**Grants:**

The ECC offers grants **to eligible families** to support **their child's tuition fees**. Eligible families may receive additional tuition assistance based on a sliding scale for all or a portion of the academic semesters, according to availability of grants. A complete and current fee schedule is available in the office.

**Payment Plans:** There are three payments scheduled each fall and spring semesters and two for our winter and summer session. However, parents are welcome to discuss with the director or educational director an individual payment plan that fits their budget.

**Late or Outstanding Payments:** Parents who fall two or more weeks behind in their payments may be asked to withdraw their child from the Center unless they make immediate plans for payment of fees due. Returned check fees will apply; cash or money orders will be required if a check has been returned. No child will be re-admitted to the ECC with an outstanding balance or without an approved payment arrangement. All past due payments must be reconciled for your child to register in an upcoming semester. You will be given a one week grace period in which to withdraw from the program.

**Reports of chronic unpaid fees will be forwarded to Brooklyn College's office of Budget & Finance and will affect your enrollment as a Brooklyn College student and your ability to obtain your BC student records.** If you do not make full payment on your child's tuition and fees and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court costs in addition to whatever amounts you owe to the Early Childhood Center. In addition, nonpayment or a default judgment against your account may be reported to the credit bureaus.

## **CENTER POLICIES - RULES AND REGULATIONS:**

Center policies protect the welfare of all the children and make it possible for the staff to provide for their physical, emotional, and educational needs.

These are described below:

- Parents must wash, or help wash their child's hands upon arrival and assist with toileting and/or diapering before they say good-bye.
- Children are expected to attend regularly. Excessive absences may affect eligibility for grant funding as well as a child's enrollment.
- For your convenience the center is open from 8:30 am – 5:30 pm Monday through Thursday for all children except Infants and Ones who will be dismissed at 5:00.
- On Fridays all children attend from 8:30 – 2:45 pm.
- Please arrive fifteen minutes earlier at dismissal to ensure a smooth transition from school to home.
- Parents or a designated adult are required to sign their children in when they arrive at the Center and out when they are picked up.
- Parents are expected to supervise their child to and from the Center unless they have notified the Center in writing that another person will do so. The Center will not release any child to another person without written permission from the enrolled parent/guardian. All persons picking up children must be at least 18 years of age. Photo identification of the adult is required each time that they are to pick up a child.
- Parents must provide an accurate and updated file in the ECC office with the names and phone numbers of two family members or trusted friends who can be called in an emergency when the parent cannot be reached.
- The Center provides a nutritious morning snack and lunch. If parents prefer to supply suitable, nutritious and complete meals, the meals must be bagged and labeled for refrigeration or in a hot thermos.
- Children should be appropriately dressed for school in washable clothes and shoes/ sneakers with non-skid soles. All diapering needs, plus a complete, change of clothes and bedding is required and kept in the classroom and should be in clean/usable condition at all times.

- ECC staff will take the children on campus walks for which the Center agrees to provide adequate supervision.
- It is expected that all children participate in all school activities appropriate to their age and stage of development.
- It is expected that a sick child be picked up one hour after notification that their child is sick.
- Each family is required to report change of home address, mailing and e-mail address, telephone numbers and fax number to the Center office and head teacher.
- Parent/Teacher meetings are scheduled once a semester, and other times as necessary, to assure adequate communication concerning the wellbeing of the children between parents and the Center staff.
- It is understood that our behavior management policy and code of conduct policy prohibits verbal or physical abuse, threats and/or humiliation of any child or member of the ECC community at any time.
- As Mandated Reporters, parents must be aware that any suspected incidence of abuse or maltreatment of a child will be reported to the appropriate agency. Parents may also contact 1-800-342-3720 for any suspected case of child abuse.

**References/Resources**  
**for Parents:**

- I. NYCDOHMH Article 47:  
<http://www.nyc.gov/html/doh/downloads/pdf/about/healthcode/health-code-article47.pdf>
- II. How to Get Information About Child Care Services in NYC:  
<http://www.nyc.gov/html/doh/downloads/pdf/dc/get-child-care-info.pdf>
- III. NYCDOHMH Medical & Immunization Requirements:  
<http://www.nyc.gov/html/doh/downloads/pdf/imm/sch-med-req.pdf>
- IV. Communicable Disease Chart for Child Care Providers in New York City Bureau of Child Care: <http://www.nyc.gov/html/doh/downloads/pdf/dc/cd-chart-for-hcp.pdf>



**PARENT SIGNATORY PAGE:**

**(A separate copy will be attached for your signature)**

Parent Signature:

Each Parent must sign this last page indicating that they have received the handbook and will adhere to the policies and procedures as indicated.

Thank you.

Parent(s): \_\_\_\_\_

Child(ren): \_\_\_\_\_

Date: \_\_\_\_\_