



FAMILY HANDBOOK

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Family Handbook

Welcome Information

It is with great pleasure that we welcome you to our Brooklyn Doodles community! We look forward to collaborating with you to create a learning environment that will deepen your child's understanding of the world they live in, which encourages creative thinking and expression and fosters a love of learning. This handbook is a living document that will serve to answer your questions about our procedures here at Brooklyn Doodles (BKD). Please feel free to contact us regarding any questions or concerns you may have.

Educational Philosophy and Curriculum

Education for young children should never lose sight of play, hands-on experiences, and social emotional learning as critical components of any early childhood curriculum. At Brooklyn Doodles, we create a nurturing and stimulating environment in which children's curiosity is respected and their creativity valued. We believe that each child is unique and will we do our best to nurture the intrinsic gifts that each one brings to our classroom. It is our goal that your child's creativity and self-esteem will be developed and strengthened. It is our goal that your child take away new ideas and concepts that will follow them through life. It is our goal that your child will find that learning in itself is an exciting and enriching adventure; one of growing and becoming.

Student-Teacher Ratio

Our student to teacher ratio of 5 to 1 will allow our teachers more opportunities for intimate interactions. A small class size will allow teachers the freedom to create smaller focused groups when children show similar interests, which encourages and stimulates more complex play. Children are given more opportunities to foster their problem-solving skills that will inevitably deepen the quality of their social interactions.

Diversity and Inclusion Statement

Diversity and inclusion policies are embedded in Brooklyn Doodles' curriculum and daily practices. We welcome and celebrate diversity of all kinds; racial, gender identification, family

structure, socio-economic, and religious diversity. Our curriculum, conversations, and activities all reflect our progressive multicultural Brooklyn community. We embed anti-bias teaching into our curriculum and capitalize upon teachable moments daily with our students.

Contact Information

Please fill out the Contact Information form so that we have a way of contacting you. This form will also outline the authorized persons who can pick up your child. We will communicate updates and special events to families through email, classroom app, and by phone.

Calendar and Daily Schedule

For many of your children, this will be their first formal school opportunity. Arriving on time for Morning Play offers an opportunity for your child to interact with their classmates and their classroom environment with the gentle guidance of their teachers. If your child experiences any separation anxiety, we will work with your family to devise a transition plan so your child can join the classroom with increasingly less support.

Drop off/Pick up Procedures

Doors will open for drop off beginning at 8:50am. Parents/caregivers will be required to sign in their child at drop-off.

Stroller Parking

Stroller parking is available in the front courtyard located on Putnam Ave. Families are responsible for locking and securing strollers.

Half Day Schedule

Drop off: 8:50am - 9:00am
Pick up: 12:00pm - 12:05pm

Full Day Schedule

Drop off: 8:50am - 9:00am
Pick up: 3:00pm - 3:05pm

Extended Day

3:00pm - 5:30pm

Parents will fill out an Emergency Contact and Authorized Persons form that will outline the adults authorized to collect the child for pick up. BKD will only release your child to persons on

the Authorized Persons form. If you would like your child to be picked up by someone not listed, parents will be required to call the classroom phone, 984-542-9276.

Daily Health Screenings

Families and staff will be required to comply with daily health screenings upon arrival to the facility.

Screenings can include:

- Temperature checks (Admittance will be denied for a temperature of 100° or higher)
- If your child has any symptoms or signs of illness, they will not be allowed to enter the school.
- Daily observations of each child's behavior and appearance. Changes that may indicate illness will be communicated with families to determine the best course of action.

Daily observations, communications with families, and any medical treatment received will be reviewed and documented daily.

Daily Schedule

Time	Activity
8:50am - 9:50am	Arrival, Morning Play
9:50am - 10:15am	Morning Meeting (Circle Time, Hello Song, Attendance, Whole Group Discussion)
10:15am - 10:40am	Potty, Morning Snack
10:40am - 11:00am	Choice/Center Time
11:00am - 12:00pm	Outdoor Play, Half Day Dismissal
12:45pm - 2:15pm	Rest, Naptime, Quiet Play
2:15pm - 2:45pm	Afternoon Snack, Storytime
2:45pm - 3:00pm	Afternoon Play, Dismissal
Extended Day	
3:00pm - 4:00pm	Outdoor Play (weather permitting)

4:00pm - 5:00pm	Scheduled Activity
5:00pm - 5:30pm	Free Play, Dismissal

Snack Procedures

Parents will provide snacks and lunch for their child daily. Children will not be sharing food. Please do not send in any food containing peanuts or tree nuts. A staff member will contact all families regarding any additional food allergies in the classroom.

Outdoor Play, Field Trips, Walking Trips

Prior to leaving the school, each child will wear a bright orange vest with the Brooklyn Doodles logo. The Emergency Backpack will always travel with teachers when they leave the building for all outings. The backpack contains each child's emergency contact information, medical release form and a complete first aid kit.

We love to have parent and guardian volunteers to come join us for neighborhood walking trips and field trips. Your child's teachers will let you know when an outing or field trip is approaching and will contact you regarding volunteering.

School Year Calendar

The school year runs from September through June with our summer program running July through mid-August. We loosely follow the DOE public school schedule and are closed during school breaks.

Make-up Policy for Absent Days

BKD does not allow students to make up missed days, whether the student is absent due to illness, vacation, or other personal reasons. If a child misses a scheduled day during Summer Camp, it may be possible to replace missed day with another, based on space availability and at the sole discretion of the program.

Birthdays

We look forward to helping you celebrate your child's birthday in school! Parents and guardians are welcome to bring in a small birthday treat to share with the class on your child's birthday. In order to keep our school community safe, we ask that you do not bring in any foods containing peanuts or tree nuts. Please contact your child's teacher to coordinate a mutual time that works for everyone and if you have any questions about birthday treat ideas.

Potty Training and Diapering

Brooklyn Doodles accepts children at every stage of their potty training journey. We will encourage your child to use the children's bathroom with assistance when they show readiness. If your child wears diapers or trainers, please provide extra diapers and a pack of wipes in a plastic bag labeled with your child's name.

Behavior Management and Guidance

We will work with you and your child to insure an age appropriate gentle response when managing their behavior. Children respond to positive reinforcement and redirection when necessary. Our goal is to encourage self-reliance and self-esteem, model self-control strategies, and promote problem-solving skills. Our BKD staff is trained to use a positive method of discipline and gentle guidance approaches. We encourage and celebrate cooperative and respectful behavior, and kind acts are noted and modeled.

In an effort to support positive social behavior we have adopted the following practices:

- Building trust between children and teachers
- Encouraging children to use their words to solve problems
- Modeling appropriate and respectful behaviors
- Providing clear and simple limits
- Checking in on friends to foster compassion
- Giving "space" to reflect on a situation until they are able to calm down and address the problem
- Giving children choices between two appropriate alternatives.

While there are instances where the teachers will allow the children to resolve conflict and problem-solve amongst themselves, aggressive behavior is stopped immediately and calmly by the teacher and discussed privately with the child or children involved. It is our intent to work together with families to promote a positive learning experience for every child, however, parents may be asked to withdraw their child if BKD determines that the program is not meeting a child's needs or that the child's presence is having an adverse effect on the program.

Children's Clothing/ Personal Belongings and Toys

Change of Clothes

Please provide a full change of clothes for your child, each item labeled with your child's name. All children and staff will remove their outdoor shoes at the entrance and proceed directly to wash their hands before entering the classroom space.

Personal Belonging and Toys

Toys from home are not permitted in the classroom unless they are used for "show and tell" or for large group discussions. Your child's teacher will be in contact to let you know when to bring in special items from home, as they pertain to the curriculum. We have plenty of shared educational tools in the classroom to enrich your child's school experience. BKD will abide by proper and appropriate sanitation of all school toys and manipulatives, as outlined in our health and safety plan.

Health and Safety Procedures

Your child's health and safety is of utmost priority here at Brooklyn Doodles. Our goal is not only to provide a clean environment for your child, but to also teach them practical hygiene skills.

All staff and children must perform hand hygiene immediately upon entering the facility. Proper hand washing signs will be posted in all bathrooms and near all sinks.

Handwashing

Hand washing will be required during the following times and when hands are visibly soiled:

- Upon entering/leaving the school building
- Before/after preparing snack
- Before/after changing diapers and helping a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After play time

Hand sanitizer will be readily available throughout common areas. Alcohol based hand sanitizer will contain at least 60% alcohol.

Illness Policies for Staff

Staff must remain at home if they feel ill in any way. Illness symptoms can include, but are not limited to, a cough, upset stomach, a fever, general malaise, etc. The school retains a group of staff members on call to cover staff in the event of illness.

Illness Policy for Children or Families

We want to thank you for your continued help in keeping our BKD community healthy. Schools are a point contact for many families and people and we have a responsibility to all the

members of our community. What may be small for someone is possibly life threatening for others. Do not, under any circumstance, give children fever reducers before bringing them to school. If your child has a temperature of or above 100° before coming to school, persistent coughing, conjunctivitis, diarrhea, or vomiting, the child must remain home until they are fever and symptom free for **24 hours**. It allows families the opportunity to ensure a child is healthy before returning to school.

Please keep your child home if they are experiencing any of the following symptoms of illness:

- A temperature of or above 100°
- Feeling feverish or having chills
- Cough and or increased nasal congestion/runny nose
- Nausea, vomiting, diarrhea, muscle pain or body aches
- Shortness of breath or trouble breathing
- Sore throat
- Loss of taste or smell
- Fatigue

Parents must disclose all symptoms of illness to the administration as soon as possible so the teachers can be aware to monitor children in the classroom. This is possible through email or telephone. Brooklyn Doodles illness policy outlines our illness policy for each family, stating that families must have back up childcare should their child become ill.

Please email info@brooklyndoodles.com or call the school at 984-542-9276.

If a child has an infectious disease, including but not limited to:

- Measles
- Mumps
- Rubella
- Chicken pox
- Strep throat
- Scarlet Fever
- Ringworm
- Cocksackies
- Hand foot and mouth

The child must have a doctor's note to return to school in conjunction with the agreement of the school Administration, which must be obtained prior to bringing a child to school.

Fever, Diarrhea, Vomiting, Unexplained Rashes, Conjunctivitis & Strep Throat

Children should remain home in the event of fever or if they have vomited within the last 24 hours, have an unexplained rash (without a doctor's note), or conjunctivitis. This is to ensure the health and safety of our staff and families. If a child has come down with a contagious disease (Chicken Pox, Ringworm, Strep Throat, etc.) then they will be able to return to school once a doctor's note confirming their health has been obtained.

In the event that your child falls ill during the school day, we will alert you of their symptoms via phone and/or email.

Lice

If your child has any lice, nits, or eggs in their hair they will be sent home and must be completely treated. Once your child is lice, nit, and egg free, they will be allowed to return to school and will be inspected by a staff member before being allowed to join the class again. We will require that you continue daily checks on your child for the next 14 days.

Bed Bugs

If you unfortunately discover you have bed bugs, please notify us immediately so we can inspect and sanitize our classroom.

Medications - EpiPens and Inhalers

If your child requires an EpiPen, you must provide a doctor's note regarding your child's allergies prior to the start of school.

Parents must provide an EpiPen to be kept in the classroom at all times. Your child's school EpiPen must be labeled with your child's name. EpiPens will be stored in the Emergency backpack that will remain in the classroom at all times. The Emergency backpack will travel with children when they leave the premises.

Please have your child's pediatrician fill out the Allergies/Anaphylaxis Medication Administration Form and return it to the school. We have attached the link for you to print. Please let us know if you will need a hard copy of this document.

<https://www.schools.nyc.gov/docs/default-source/default-document-library/health-and-wellness/allergy-anaphylaxis-maf-sy2023-24-final>

If your child requires an inhaler, please contact us so we can outline their safety requirements.

Serious Illness or Injury

If your child appears to become ill during the school day, we will reach out to the child's parent via phone/email. In the event we cannot reach you or those listed on your Emergency Contact form, we will call your child's pediatrician. In the event of an emergency, we will call 911 and a staff member will perform first aid until a first responder arrives, and will remain in constant contact with your child during this time.

Parents will be immediately notified via phone of all injuries to the head regardless of their severity.

First Aid and the Emergency Backpack

The classroom first aid kit and the Emergency Backpack are both located in the staff office.

The classroom first aid kit is equipped with the following:

- Nonporous disposable gloves
- Infrared Forehead Thermometer
- Adhesive tape
- Gauze
- Band-aids
- 2 instant ice packs
- Small splint
- Ziplock plastic bags (for soiled items)
- Clean cloths
- Flashlight

The Emergency Backpack will contain all EpiPens, a first aid kit, and Emergency Contact forms for each child. The Emergency Backpack will remain in the Director's office and will travel with the children for all field trips and neighborhood walks. A staff member will maintain appropriate upkeep of both the classroom first aid kit and the Emergency Backpack. Staff will have a fully charged cell phone present at all times when outside of the school premises with children.

Immunization and Vaccination Policy

Brooklyn Doodles requires that all families adhere to the New York State Public Health Law 2164 in regards to immunization requirements.

We want to ensure everyone's safety and therefore require each child attending Brooklyn Doodles receive all vaccinations as mandated by the New York City Department of Education.

[NYC DOH Medical Requirements for Children.](#)

Medical Forms

Please email your child's updated immunization forms to info@brooklyndoodles.com. We must receive their medical forms prior to the start of school.

In Case of Emergency

In the event of an emergency, Brooklyn Doodles will contact parents and legal guardians with information regarding their children. Please make sure that you have provided the most up-to-date phone and email information so we can be in contact with you whenever needed.

BKD Emergency Contact Information

If you need to contact the Brooklyn Doodles staff, please email info@brooklyndoodles.com or call the school at 984-542-9276.

Fire and Safety Procedures

Brooklyn Doodles is in full compliance with the guidelines and health codes outlined in Article 47 of the NYC Health Code regarding the fire alarm system. Fire extinguishers are located at both entrances and are inspected regularly by the Fire Department. The premises are equipped with interior fire alarm systems that are inspected yearly by the Fire Department. Smoke and carbon monoxide detectors with audible alarms are located throughout the preschool space and are inspected yearly by the Fire Department.

Fire drills will be held in accordance with state licensing requirements. We will practice all fire and safety procedures periodically throughout the school year. All safety guidelines will be posted in the Office and classroom area.

Tuition Policies/ Enrollment/ Termination

Tuition and Fees

Tuition for the 2024/2025 academic school year are as follows:

Half Day Schedule

9am - 12pm

<u>Days per Week</u>	<u>Cost</u>
3 days (M, W, F)	\$14,000
5 days (M-F)	\$17,600

Full Day Schedule

9am - 3pm

<u>Days per Week</u>	<u>Cost</u>
2 days (T, Th)	\$13,000
3 days (M, W, F)	\$16,000
4 days (T,W,Th,F)	\$19,000
5 days (M-F)	\$21,350

We offer a 10% discount for siblings. Enrollment must be for the full academic year.

A non-refundable fee of \$2,500 is required at the time of enrollment in order to secure your child's spot. \$2,000 is a deposit which is applied to tuition. The remaining balance of \$500 covers administrative costs of the program.

Please visit our school's [website admissions page](#) for an application. Once the application is complete, we will email you regarding enrollment.

Tuition deposits and fees will be due at the time of enrollment and are non-refundable.

Returned Check

There will be a \$25 penalty in the event BKD receives a tuition check that does not clear.

Withdrawal

The tuition contract and fees are the primary means of confirming enrollments and finalizing decisions for the school. Therefore, early student withdrawals have a direct impact on the financial position of the school. If you decide to withdraw your child from Brooklyn Doodles, your request must be submitted in writing. The family is obligated to pay the full tuition and will only be relieved of financial responsibility if they are able to find a replacement that can fill the child's seat in the class for the remainder of the school year. Brooklyn Doodles is not obligated to help find a child to fill a vacant spot.

Confidentiality

BKD respects the privacy of the child and their parents and caregivers. Any information shared by parents and caregivers with the program will only be used to enhance the welfare of their children. Staff will not discuss personal information given by parents with other parents and members of staff except where it affects the safety of a child or proper functioning of the program. In this instance, the Director must be notified and the affected parties will be notified immediately.

Photographs and Videos

Throughout the school year we take photos and videos of your child playing and working at school. These moments are regularly shared on our program's website, publications, and social media. Children's names are never published in conjunction with photos or video use. For research purposes and/or special events parents will be required to sign media release forms for the use of their child's likeness or image.

Donations and Volunteering

Our ever-growing collection of natural objects and recycled materials provide artistic and scientific inspiration to the children. Children then take these discarded objects and can transform or repurpose them into their projects, promoting creative thinking and problem-solving. These materials are stored and then distributed to children as teachers respond to their individual interests to promote their creative expression. As always, we will ensure that these items are inspected and sterilized when we receive them to ensure the safety of our Brooklyn Doodles community.

We gladly accept donations of the following natural and recyclable items:

Classroom Material Donations (Tinker Corner)

List of Loose Parts

Nature Based	Wood Reuse	Plastic
Dried Flowers Seeds Sand Pinecones Wood chips Moss Shells Acorns Pods Feathers Star anise Cinnamon sticks Nutmeg	Corks Clothespins Pegs Wooden Beads Chair Legs Dowels Wooden Blocks Spools Wood people	Milk caps Glass baby food containers PVC pipes Buttons Funnels

Metal	Ceramic and Glass	Fabric/Yarn/Ribbon	Packaging
Tin foil Muffin tins Magnets Keys Thimbles	Ceramic tiles Gems Prisms Tiles Flower pots Small mirrors Sea glass Tiny bottles	Twine Silk Scarves Flags Burlap Embroidery thread Felt pieces Doilies Lace String Rope	Paper towel rolls Toilet paper rolls Wrapping paper Cardboard egg cartons Ribbon wheel Cereal boxes

We thank you so much for your continued donations of cleaning supplies. We always are in need of the following donations to the classroom:

- Baby Wipes
- Clorox Wipes
- Hand Sanitizer
- Paper towels
- Disposable Gloves

Parent Responsibilities and Involvement

The parent and school relationship is of utmost importance to us here at Brooklyn Doodles. Children learn best when we continue to be on the same page about their education. We look forward to exploring all the different ways you can help our school community grow.

If coming into the classroom during school hours proves challenging, there are many other ways that you can donate your time! You can volunteer to help with fundraising for our many events throughout the school year. We always welcome volunteers to help with our silent auction. Parents can also help by donating auction items, or helping with raffles. We look forward to hearing your ideas on how your skills and talents can benefit our program and our kids!