

***New Wonders Learning Center, Inc.***

***201 Dolson Ave***

***Middletown, NY 10940***

***(845) 342-5708***

Revised 3/15/2018

### **Welcome**

Welcome to New Wonders Learning Center, Inc. We are glad you have chosen our program.

Our children are creative thinkers who are eager to learn and have fun. We encourage all of our children to express and share their uniqueness, while having respect and empathy for others.

This handbook should answer most of the questions you have regarding our center. Please feel free to be a part of the school, offering suggestions, comments, and constructive criticism.

Once again, welcome to New Wonders Learning Center, Inc.!!

### **Philosophy**

New Wonders Learning Center, Inc. welcomes each child and their family as a part of our New Wonders family. We believe that every child is unique and special. All children should be provided with a safe, healthy, fun, and engaging classroom climate that nurtures, respects, and supports his/her diversity and developmental, social/emotional, and physical needs.

Our educators are excellent role models who respect the diversity, individual feelings, and unique learning styles of each child, while providing a nurturing, safe, and loving environment. We believe that providing each child with the fundamental skills and exposing them to the essential components for a healthy physical, social, emotional, and intellectual growth will help promote a positive self-image, natural curiosity, and desire to learn.

As each child grows, New Wonders Learning Center Inc. will support each individual need with love, dedication, and a most effective classroom climate that will allow for happy, active learning.

### **Program**

Our program has been written by seasoned educators to create an environment that supports all of the principles of positive child development. We are a developmentally based center designed especially for young children based upon their individual needs.

Our program concentrates on fostering initiative, creativity, and thinking skills through activities that will enhance the children's abilities to communicate, solve problems, practice interpersonal social skills, and imagine experiences for themselves with self-confidence.

The children are introduced to a balanced program in which both teacher-directed and student-directed learning is done. Our daily routine consists of learning centers, movement, outdoor play, reading, story time, and creative dramatization. The program prepares children to utilize their creative and intellectual abilities through learning to listen and express their inquisitive nature while observing their surroundings.

### **Our Team**

Supervision, care, and the education of your child are provided by carefully selected staff members. Each classroom is led by a teacher who has the appropriate credentials. All staff members participate in a continuous program of in service education and studies for professional advancement. This allows our staff to be aware of the ever-changing needs of today's families and the findings of current research.

At New Wonders we also take pride in selecting teachers who come from culturally diverse backgrounds that reflect the diversity of our extended families and our ever-evolving community.

As per our licensing agency, all staff members must be fingerprinted and have a background check of child abuse and maltreatment before they can begin working at the center.

### **Parent/Center Communication**

As educators, we feel that an open line of communication between the parent and teacher is most effective in your child's learning and development. Daily communication through our parent portal Kangarootime will be e-mailed to every family at the end of the day.

Please feel free to talk to your child's teacher or the office at your convenience. If you feel that a formal conference is deemed necessary, please do not hesitate to contact the center.

Parents are expected to escort their child to and from their classroom and sign their child in and out on the clipboards located on the main lobby counter.

New Wonders also provides our families with information, resources, and supports that can be found within our community. All resources can be found at our resource and support table located in our entry way. If there are any questions about these resources and supports or if you are looking for additional resources and or supports, please reach out to the office and or any of the teachers.

### **Safety and Security**

One of the priorities of New Wonders Learning Center, Inc. is to maintain a safe and secure learning environment for all children. Watch Me Grow streaming video service allows parents to create a secure account and check in on their child during the day. This service may be viewed by parents from any browser, tablet, or mobile phone.

### **Arrival**

The center will open at 6:30a.m. to start our day. All the children must be escorted to their appropriate locations and place their belongings in their cubbies. Once again, parents are expected to escort their child to their classroom and sign their child in on the clipboard located on the main lobby counter.

### **Departure**

The center closes promptly at 6:30p.m. Parents are expected to escort their child from their classroom and sign their child out on the clipboard located on the main lobby counter. Please notify the center as soon as possible if pick up will be later than 6:30p.m.

### **Authorization to Pick Up Child**

No child will be released to a person without written or verbal permission from the parent or guardian. If a parent cannot appear to pick up their child, they should arrange to have a reliable individual who is kept on the pickup list to pick up the child. This designated individual will have to provide a photo ID upon picking up the child. It is the responsibility of the parent to keep all emergency contact information updated.

### **Late Pick Up Fees**

There will be a late pick up charge to your account for when your child or children are picked up after 6:35p.m. Late fee charges will be charged to your account as follows:

- \* \$10.00 for the first 15 minutes per child
- \* One dollar per minute thereafter per child

We realize that late pickups are sometimes inevitable. We strongly suggest that you have backup care when this does occur.

Late penalties are to be paid directly to the staff member(s) who cared for your child after hours. Cash will be the only form of payment accepted at that time. If you are unable to pay at that time, \$10.00 will be charged to your account everyday thereafter until it is paid in full.

If contact is not possible with a parent from the center, staff will call all emergency contact numbers listed in your child's file to arrange pick up. If contact is not possible with the emergency contacts, the staff shall wait with the child in the center for one hour after the established closing time.

If no arrangements have been made to pick up the child an hour after the established closing time, we will contact the local police department and Child Protective Services.

### **Clothing**

Please make sure your child has two complete changes of clothes that are weather appropriate and fit them in their cubby in the event of an accident. Please make sure that all clothing is labeled. Your child should wear simple clothing that is free of complicated fastenings. Dress your child according to the season to ensure that they can participate in all activities. Girls that wear dresses must wear shorts underneath. There are no sandals or flip flops allowed in school.

### **Outdoor Play**

Since children benefit from fresh air and exercise even in cold weather, we include outdoor play into our daily schedule. Outdoor play is avoided during downpours, storms, or extreme temperatures. Children should be dressed according to the weather. Please send in snow pants and boots during the winter months. If you feel your child cannot partake in outdoor play due to illness or weather conditions, please notify your child's teacher so we can make appropriate arrangements.

### **Nutrition**

Children who attend our center will be provided with breakfast, lunch, as well as 2 snacks per day. Specific meal times will be followed. All meals are approved by a licensed nutritionist and is prepared on site. If you decide to bring our own food, please remember that we are a NUT FREE facility.

### **Allergy Alert**

Since we have children who are enrolled within our center with an allergy to peanuts, we have made our center a PEANUT/NUT FREE center.

If your child has any allergies related to food, please make sure you let the center know so we can update our allergy list.

### **Health**

Medical and emergency forms must be on file before your child can enter the center. All immunizations must be current, and physicals must be dated annually.

We are concerned about the health of every child in the center. You are the best judge of your child's health and we trust that you will not bring a sick child to our center. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick up your child.

The following criteria will be considered in determining if your child must go home:

- \* fever of 100 degrees or more
- \* inflammation of the eyes or discharge
- \* after 2 incidences of vomiting
- \* after 2 incidences of diarrhea
- \* unknown rash
- \* excessive nasal discharge

If your child was sent home due to illness, he/she cannot return to childcare until he/she has been free from symptoms for 24 hours. This is to allow your child ample time to recover and stop the spread of illness to other children.

Contagious diseases must be reported to the center by the parent as the illness has been diagnosed, at which time a medical clearance will be required, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, it will be noted on the illness chart that can be found within the classrooms. We would also like to know if your child is going to be absent for several days.

Minor injuries will be cleansed and treated with ice, band-aids, and TLC. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, we will call the physician you have listed.

### **Medication Administration**

Effective January 31st. 2005, licensed or registered day care providers must be following the New Infection Control Regulations set forth by the Office of Children and Family Services. Designated staff and care givers have received the mandatory training in Medication Administration Training (MAT) and are now in compliance to administer medications to children.

Necessary medication can be administered, but only under the condition that the medication is prescribed by a doctor, the initial dosage has already been given, and the signing of a consent form (consisting of the name of the medicine, the amount, and frequency needed) is signed by the parent and physician. Any over the counter medicine must be accompanied by proper documentation from the doctor. Please see the office for proper forms.

### **Medical Emergencies**

In case of accidental injury, we will make an immediate attempt to contact a parent once the situation is under control. If the center cannot reach you, we will call the child's physician. If necessary, we will also call 911. Until the arrival of parent or emergency personnel, the Director or staff member will make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parents' signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

### **Child Abuse and Neglect**

Child abuse reporting is mandated for all center personnel. Please explain any unusual injury to the staff before leaving your child for the day. A daily health check is given upon each child's arrival at school. Any suspicion of abuse or maltreatment of a child must be brought to the attention of the Director. The Director will then investigate, and, if necessary, report it to the Child Abuse Hot Line.

The subjects of a child abuse report could be any parent, guardian, custodian or any other person 18 years of age or older, who is legally responsible for a child, and whom is allegedly responsible for causing or allowing the infliction of injury, abuse, or maltreatment of a child.

Telephone reports should be made to the New York State Central Registry of Child Abuse and Maltreatment (SCR) by calling the statewide, toll free number 800-635-1522.

### **Nap Time**

Nap time is given to all the children enrolled in our programs between the hours of 1:00p.m. - 3:00p.m. Although the children are not required to nap, "Quiet Time" must be observed for a minimum of 30 minutes. You may provide a crib sheet and or blanket for your child to use on their rest mat, which is provided to your child by the center. We feel that children need to nap/rest to decompress, regroup, and recharge for the afternoon activities.

### **Holidays/Birthdays**

New Wonders Learning Center, Inc. celebrates many various holidays throughout the year. We feel that it is important for children to be exposed to many other cultures. If you feel that you do not want your child to participate, please contact the office to make other arrangements.

Birthday celebrations are allowed in all classrooms. Please feel free to send a special snack to celebrate their birthdays. We ask that you communicate with your child's teacher for an appropriate time to hold this celebration.

Health and safety concerns do not allow the distribution of hard candies or gum. Please be advised of your child's classroom allergies as well as the center being NUT FREE.

### **Toys from Home**

If a child brings any toys or other belongings to the center, the center is not responsible for loss or damage to those belongings.

### **School Closings**

New Wonders Learning Center, Inc. reserves the right to close the school in the event of severe or potentially severe weather. If the center is already open when such an emergency is announced, parents will be notified at least 2 hours prior to the center closing, unless an unforeseen circumstance arises. Additionally, if the center closes for facility or weather-related problems, parents are responsible for the full tuition.

A calendar of school closings will be provided to you during the month of September of each year.

### **Inappropriate Behavior Policy**

Behaviors that harm other children or staff members, inappropriate language, sexual harassment or insubordination will not be tolerated by New Wonders Learning, Inc. The children involved will be removed from the classroom and the parent(s), will be contacted. Depending upon the circumstances, suspension may result. If such inappropriate behavior continues, the child may be excluded from the center.

### **Discipline Policy**

At our center discipline is not used as a tool for punishment for a child who has acted inappropriately, but rather as a guide to teach the child. Positive discipline teaches the children what their limitations are, how to maintain control over their bodies, and how to apply problem solving techniques and skills when conflicts arise. We realize that each child is an individual. We plan to assist every child, in every way, to ensure they learn appropriate behavior. Children will never be referred to as naughty or bad. Always address the behavior as the problem, not the child.

Discipline is most effective when followed by logical consequences that must make sense to the child. If a child is throwing sand outdoors, it is logical to tell the child that the sand stays in the sandbox and that if it gets thrown the child will have to find somewhere else to play. Then have a discussion with the child about what would happen if all the sand was thrown out of the box. If this child was simply told to leave the sandbox after having thrown sand, what would he/she have learned from the experience?

Life consists of many natural consequences, such as telling a child to stay away from a hot oven because they might get burned or walking on the sidewalk because they might fall and get hurt if they run. Unfortunately, these are hard to teach because a child will often get hurt waiting to for natural consequences to occur. Adults need to warn children of the dangers associated with these consequences and must also take the precautions necessary to guarantee they do not occur.

Children should be encouraged to talk to their peers when conflict arises (i.e., a child who was struck by a peer should be encouraged to tell that peer that they do not like to be hit and that it hurts). This helps the child empathize with one another and understand the results of their actions.

Limiting a child's choices of activities due to inappropriate behavior is an effective way to teach children to respect property of one another (i.e., a child who is stepping on plastic blocks should be warned that he/she will be asked to find a different toy if they do it again because stepping on toys can break them).

There are times when children act out and become disruptive to the class. Family changes, moving classrooms, and changes in schedules could all cause a child to act inappropriately. If this does occur, our goal is to eliminate the inappropriate behavior as quickly as possible. We will always discuss our ideas with you and include you in our planning.

### **Biting Policy**

New Wonders Learning Center, Inc. regards biting as a serious health issue, however, each biting incident is considered on a case by case basis. It is policy to document every biting incident. Parents of the child that bit and the child that was bitten, will receive these reports to be signed and placed in their folders. These reports are extremely important since they track when and under what circumstances the incident occurred.

Should a child become a habitual biter, certain steps will take place to ensure the health and safety of all children involved. The steps include but are not limited to meeting with the biter's parents and staff, documenting the circumstances of the biting incidents, and shadowing.

New Wonders Learning Center, Inc. is obligated by state regulations to keep all parties and their medical records confidential; however, when biting occurs with children who are verbal, it is difficult to sustain confidentiality. The center will not release the name of the biter to the parents of the child that was bitten.

### **Screen Time Policy**

At New Wonders Learning Center, Inc. we believe that staying active is the key for the healthy development of all children. As part of our goal to healthy living we have limited our access to television/video for all the children (ages 0-2 years and ages 2-5 years) at our learning center to no TV/video screen time ever. This includes the use of TV, videos, DVDs, computers, tablets, video games and handheld devices.

### **Physical Activity/Play Activity Policy**

At New Wonders Learning Center, Inc. we encourage and support the physical, social-emotional, health, and fine and gross motor development for all toddlers, preschoolers, and pre-kindergarteners through play. Our program provides opportunities for your children to have at least 15 minutes of developmentally appropriate physical activity for every hour that they are in our care, which includes both moderate to vigorous structured and unstructured activities. These activities include but are not limited to such classes as structured MOGA (a yoga/music/movement infused class from infants to pre-kindergarten and school age summer camp) every Monday for a half hour, Tae Kwon Do every Tuesday and Thursday for 45 minutes each day (from preschool-pre-kindergarten and school age summer camp), and daily classroom dancing/movement.

As for unstructured activities, our program provides a half hour each of daily morning and afternoon indoor playroom time, half hour each of daily morning and afternoon outdoor recess (weather permitting), and daily classroom free play.

Please see your child's classroom for individual schedules outlining the activities and their prospective days and times.

### **Assessment Policy**

All age groups are assessed formally and informally to ensure that the teachers plan and meet their curriculum goals and activities to support individualized learning. Our teachers observe, record, and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children's actual performance.

Our center uses variety of methods such as observations, checklists, and rating scales. Assessments are also conducted in the child's dominant language. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns,



appropriate follow-up, referral or other intervention is used. If necessary, a formal conference will be scheduled with the teacher, parents, and director.

Our formal assessments are done quarterly. (September, December, March, and June). All our assessments are kept in the child's file, which follow the child from group to group, to show the progress in cognitive, language, physical, social and emotional areas of development that are consistent with our program curriculum and philosophy. Results are strictly confidential and are to be spoken about only with parents and/or guardians of the child.

Our families are part of assessment process with regular communication, partnership and involvement. Lead teachers are to share the results of the child's first and last assessment with parents during an informal conference during pick up and drop off.

### **Home Language Policy**

At New Wonders Learning Center, Inc. we support the needs of all our children and families whose home languages are that other than English. With Spanish being the home language of 50% or more of our families, New Wonders has at least one teacher in each classroom fluent in the family language of Spanish. Each child and their family are greeted in their home language along with the Morning Meeting, which is done in both English and Spanish.

Our teachers fluent in the home language are also able to translate any notes that go home along with open communication with our families about their children.

Throughout the day, the children's home language needs will be continuously met.

### **Transitional Policy**

At New Wonders we understand that separation is difficult for children, of any age, and their families. We support our children and families throughout all when they are transitioning into our program, when they are transitioning within our program, and when they are transitioning out of the program.

We understand that separation is crucial at all levels, especially when transitioning into a program for the very first time. The following is what we offer our families when transitioning into the program:

- Visit the child's classroom for an hour at least three times before the child begins. This trial run will allow the child to get familiar with his/her teacher, classroom, friends, and surroundings.
- Talk to the child and read transitional books to the child if he/she is starting with us at an older age (toddler, preschool, pre-kindergarten).
- For babies, try visiting the baby throughout the day, when possible, to provide one on one bonding.
- Discuss the routine (both the parent and school routines) for dropping the child off to the school.
- Know that your child may experience some changes in his/her mood due to the transition periods and that this is normal.
- Express any feelings you may have about transitioning your child into our school and have patience, since the transition process will take as long as the child needs it to take.
- Bring in photos and or transitional objects (ex. Stuffed animals, toys, blankets, etc.) that will help your child feel comfortable in school and that will connect him/her to home.

When it is time for the children to transition within the program, for example moving from the toddler room to the preschool room, New Wonders aims to provide continuous support to our families and children. The following is what we offer to our families when transitioning within our program.

- Your child will be able to visit and spend time in his/her new classroom for a period of two weeks before he/she moves into their new classroom. Parents are also welcome to meet with the new teachers and visit the new classroom. This trial run will allow the child to get familiar with his/her new teacher, classroom, friends, and surroundings.
- Know that your child may experience some changes in his/her mood due to the transition periods and that this is normal.
- A transitional letter is sent to all families with pertinent information detailing new teachers, transition week, first day in classroom, and other information.

Lastly, when it is time for our children to leave us and transition out of our school to another center or to kindergarten it is our goal to reduce the trauma and upset that they may experience. The following is what we offer to our families when transitioning out of our program.

- Parents should schedule time for you and your child to visit the new classroom and or new school to allow the child to get familiar with his teacher, classroom, friends, and surroundings.
- Talk to your child and read transitional books (ex. Getting Ready for Kindergarten).
- Discuss the routine (both the parent and school routines) for dropping the child off to the new school.
- Know that your child may experience some changes in his/her mood due to the transition periods and that this is normal.
- Express any feelings you may have about transitioning your child into the school and have patience, since the transition process will take as long as the child needs it to take.
- Bring in photos and or transitional objects (ex. Stuffed animals, toys, blankets, etc.) that will help your child feel comfortable in the new school and that will connect him/her to home.
- A prekindergarten graduation culminating the year's experiences and learning.
- A complete Kindergarten Readiness Checklist to our prekindergarten parents/guardians
- A transitional letter from New Wonders to our prekindergarten parents/guardians

New Wonders is here to guide, teach, and grow with your children throughout their early childhood experience in the most loving and easiest ways possible!

**Tuition**

<b>Full Time Weekly Tuition (6:30a.m. - 6:30p.m.)</b>	<b>1 Day</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
Infants, Crawlers, Walkers	\$80	\$160	\$190	\$225	\$245
Toddlers	\$80	\$160	\$190	\$225	\$245
Pre-School	\$75	\$150	\$185	\$220	\$240
Pre-Kindergarten	\$75	\$150	\$185	\$220	\$240

<b>Part Time Weekly Tuition 4 hours per day</b>	<b>1 Day</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
Infants, Crawlers, Walkers	\$35	\$70	\$100	\$130	\$160
Toddlers	\$35	\$70	\$100	\$130	\$160
Pre-School	\$34	\$68	\$98	\$128	\$158
Pre-Kindergarten	\$34	\$68	\$98	\$128	\$158

Open Monday through Friday 6:30a.m. to 6:30p.m.

Late Pick-Up: \$15.00 for first 10 minutes; \$1.00/min. per child thereafter

<b>Program</b>	<b>Before School (6:30a.m. - 8:30a.m.)</b>	<b>After School (3:00p.m. - 6:30p.m.)</b>
5 Days	\$60.00/Week	\$85.00/ Week
4 Days	\$48.00/ Week	\$68.00/ Week
3 Days	\$36.00/ Week	\$51.00/ Week
2 Days	\$24.00/ Week	\$34.00/ Week
1 Day	\$12.00/ Week	\$17.00/ Week

**Extra Days:**

Children enrolled:      \*Fun half day \$25/per day

\*Fun Day Full Day \$45/per day

\*No application will be accepted unless by a non-refundable registration fee of \$25.00 and a one (1) week non-refundable tuition deposit.

\*Should you wish to withdraw your child from the program, a 2-week written notice must be submitted to the Director.

\*If the center is closed for whatever reason, parents are responsible for the full tuition.

**Payment**

You will be billed on a weekly basis throughout the year. Tuition is due by the Friday prior to each week. Your child may be denied attendance if two or more weeks of tuition is owed. Late fees of \$25.00 will be charged after the Wednesday of the current week's tuition.

New Wonders Learning Center, Inc. does not provide additional, alternate, or "make-up" days for absences due to illness, vacation, or for any time the school is closed due to holidays, severe weather closings, or facility related issues.

There is no refund for days missed due to illness, vacation, or for any time the school is closed due to holidays, severe weather closings, or facility related issues.

Extra attendance days are provided by New Wonders Learning Center, Inc. at the current additional daily rate and are only allowed upon the permission of the Director and strictly upon availability.

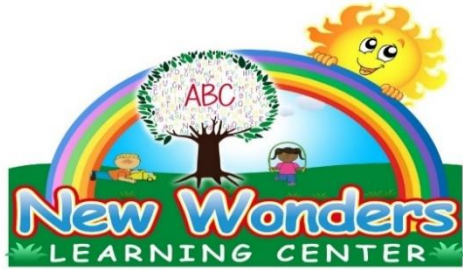
A parent who qualifies for subsidy is responsible for the parent portion of the tuition, dictated by their caseworker. Additionally, all policies contained in this handbook are to be agreed upon. Should a parent fall behind on their portion, the Subsidy Agency will be notified, and the child care subsidy will cease. Should the parent withdraw from the program without written notice and/or with an outstanding balance, the Subsidy Agency will be notified and any other further applications from the parent to the Agency will not be accepted until all past due balances are satisfied.

#### **Withdrawal**

A two-week written notice is required for withdrawing your child at any time. The security deposit will be applied to the final week of attendance. If the requested notice is not given, parents will be charged for the 2-week period.

#### **Sibling Discount**

A 10% discount is applicable to the oldest child/children.



## Parent Handbook Acknowledgement

I have read and understand the policies of New Wonders Learning Center, Inc.

As the parent of \_\_\_\_\_, I hereby agree to enroll him/her in

New Wonders Learning Center, Inc. and to cooperate with all the policies of the center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*This agreement must be signed as an acknowledgement  
that you have read the revised handbook dated 3/15/18\*