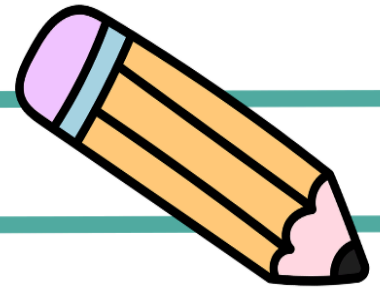


Holistic Approach



Bryan's Educational Center **FAMILY HANDBOOK**

Information for Parents and Guardians

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School Goals and Educational Philosophy

Bryan's Educational Center strives to provide accessible, high-quality early childhood experiences to children and their families in our community. One of the many special and unique qualities of our program is our family-oriented atmosphere and our intentional focus on the development of the whole child.

We encourage a reciprocal relationship between school and home and view parents and guardians as partners in their child's growth and development. We are committed to providing a warm, cheerful, safe, inclusive, and stimulating environment that supports each child in reaching their fullest potential.

Our program uses a rich, play-based curriculum that encourages curiosity, creativity, initiative, exploration, and problem-solving. Our curriculum supports early literacy, language, mathematics, science, social-emotional, physical, and creative development. Learning experiences are developmentally appropriate and responsive to each child's strengths, interests, experiences, culture, language, and developmental needs. Our holistic approach supports the whole child while respecting the diverse backgrounds, beliefs, and family structures within our community.

Staying in Touch

CONTACTING YOUR CHILD'S TEACHER

To reduce interruptions during classroom instruction, routine calls or questions regarding your child should be directed to the teacher during the program's designated communication period whenever possible. If you have questions, concerns, or suggestions regarding your child's classroom, please feel free to speak with your child's teacher. Please use ClassDojo as a communication tool for non emergencies. Questions or concerns regarding general school services should be directed to the school office. In the case of an emergency or urgent matter, please contact the office at 718-282-6944.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held at least twice each year to discuss the program, your child's development and progress, and any questions or concerns that may arise. Families may request a conference outside of the regularly scheduled conference periods when additional discussion is needed. Please contact your child's teacher or the school office to arrange a mutually appropriate time.

Uniform Policy

Students are required to wear the BEC uniform during the academic school year, September through June, Monday through Thursday. Fridays are designated as dress-down days. Children will have a dance/gym day where they should wear comfortable clothing such as a gym suit. Bryan's gym suits are available for purchase. All children must have an extra set of weather-appropriate, labeled clothing available at school. Families are responsible for ensuring that extra clothing remains appropriate for the child's size and the season.

- Boys: White shirt, gray pants, burgundy cardigan, and #43 plaid tie.
- Girls: White shirt, #43 plaid V-neck or bib-front jumper, burgundy cardigan, and #43 plaid tie.
- Shoes: Black slip-on, Velcro shoes are preferred.

Uniforms may be purchased through the school's designated uniform vendors. Please contact the office for current vendor information and available discounts.

Children should arrive at school clean and appropriately groomed. Fingernails should be kept clean and trimmed. Hair accessories, beads, jewelry, or other items may not be permitted when they create a health or safety hazard for the child or others. Any such restriction will be based on safety and applied respectfully and without discrimination.

Rest, Personal Items, and Toys

REST AND NAP ITEMS

Children will be provided with an appropriate daily opportunity for rest and quiet activities based on their individual developmental needs. Please bring a clean, labeled crib-size sheet or other age-appropriate bedding requested by the program for the rest period. Bedding will be sent home on Fridays to be washed and returned the following week.

JEWELRY AND PERSONAL TOYS

Bryan's Educational Center recommends that jewelry and personal toys be left at home. A wide variety of toys is provided in the classroom for your child to play with, and toys brought from home can sometimes cause conflicts among children. Items brought to school should be appropriate for the child's age and classroom activities. BEC is not responsible for lost, damaged, or misplaced personal items.

Attendance, Arrival, and Pickup

ATTENDANCE AND PUNCTUALITY

The academic school year begins in September and ends in June. Summer camp and the preschool summer session are offered during July and August. Bryan's Educational Center operates Monday through Friday from 7:00 a.m. to 6:00 p.m. Children are expected to arrive on time and no later than 9:00 a.m. Regular attendance and punctuality help children participate fully in the daily routine and learning experiences. If your child will be absent or arrive late, please notify the office as soon as possible. All escorts must sign in and out daily.

Children are expected to attend regularly except when absent due to illness, emergency, or other circumstances permitted by applicable school and attendance requirements. BEC will maintain attendance records and communicate with families regarding absences and lateness. When health documentation is required, families will be notified and must provide the appropriate documentation in accordance with applicable NYC Health and program requirements.

Monthly and yearly calendars are available in the office and through the school's website at www.bryanseducationalcenter.com/enrollment

PICKUP POLICY

Please advise the office immediately if you will be arriving later than your pre-arranged pickup time. It is the family's responsibility to ensure that children are picked up on time. If you are unable to do so, alternate arrangements must be made in advance.

Please notify the center if someone other than a child's regular escort will be picking them up. Verbal or written permission must be received before we will release a child to anyone not listed as authorized on the registration form. If a parent or guardian cannot be reached and a child remains in care after 6:05 p.m., the center will contact the emergency contact on file.

A late pickup fee of \$1.00 per minute, per child applies when a child remains in care after 6:15 p.m. without prior arrangement. Late fees are due at pickup, or may be added to the family's account and paid with the next scheduled payment.

School Meals

Bryan's Educational Center provides breakfast, lunch, and an afternoon snack. Meals and snacks are planned and served in accordance with applicable NYC Health, NYC Public Schools, CACFP, and nutrition requirements. BEC strives to provide nutritious and varied meals that include fresh fruits and vegetables and support healthy eating habits. Accommodations will be made for children with documented food allergies, dietary restrictions, or other special nutritional needs in accordance with applicable requirements and the child's individual health needs. Nutrition education and family workshops may be provided throughout the school year to support healthy eating habits and positive mealtime practices.

Drinking water will be available to children throughout the school day.

Technology

BEC recognizes that technology can support learning, communication, and classroom experiences when used appropriately. Internet-connected computers and other technology may be available in classrooms for developmentally appropriate educational activities. School events, classroom projects, calendars, newsletters, and other family communications may be shared through the school's website at www.bryanseducationalcenter.com.

Field Trips and Neighborhood Walks

Field trips and neighborhood walks provide children with meaningful, hands-on opportunities to extend classroom learning and explore their community.

SCHOOL FIELD TRIPS

Bryan's Educational Center follows applicable NYC Public Schools, NYC Department of Health and Mental Hygiene, and transportation safety requirements for off-site activities. When field trips requiring transportation are offered, BEC will follow all applicable requirements for child passenger safety, supervision, written parent/guardian consent, attendance, and emergency preparedness. When appropriate, BEC may

provide developmentally appropriate neighborhood walks and in-school visitors (“push-in” experiences) to enrich children's learning while minimizing transportation-related concerns.

NEIGHBORHOOD WALKS

Neighborhood walks are used to enrich the curriculum and provide opportunities for children to observe their environment, identify people and places within their community, practice pedestrian safety, and engage in physical activity. Neighborhood walks will be planned with consideration for the children's ages, abilities, weather conditions, route safety, and appropriate staff-to-child ratios. Children will remain under direct supervision at all times and will wear the school's safety vest for identification.

Before every walk, staff will:

- Confirm staff-to-child ratios and headcount before departure.
- Review the planned route, weather conditions, and any known hazards.
- Carry a fully stocked first aid kit, attendance list, and emergency contact information.

During and after every walk, staff will:

- Carry a communication device at all times.
- Conduct headcounts at regular intervals and immediately upon return to the building.
- Document the walk in the Neighborhood Walks Log maintained in the office.

All staff participating in off-site activities must be familiar with BEC's Safety Plan, Lost Child Protocol, emergency procedures, and supervision requirements.



Birthday Party Requests

For classroom birthday celebrations, please complete a birthday request form in your child's classroom or the office. Forms must be submitted at least one week in advance of the day you would like to celebrate.

Birthday parties are permitted during afternoon snack time. The hosting family may bring party favors, grab bags, pizza (if desired), cupcakes, and individual ice cream containers. Please do not include peanuts or anything containing peanuts in party favors or grab bags — some children have severe peanut allergies.

Personal Health and Illness Policy

Each morning, a check is done for signs of illness. If a child is not feeling well or an injury occurs, a qualified staff member will render the minimum care necessary. Staff are not permitted to administer medication to students; however, staff members will administer an asthma inhaler, nebulizer, or epinephrine auto-injector when documentation authorizing that administration is on file. Any steps taken will be in collaboration with parents or another pre-authorized individual.

A child who is ill — for example, with a fever, infection, diarrhea, communicable disease, or any other illness that may be passed on to others (with the exception of the common cold) — should be kept home to protect the well-being of staff and other children in the center. If a child becomes ill while in care, families agree that arrangements will be made to pick up the child promptly. Children may not return to the center until they

have been symptom-free for at least 24 hours, and in some cases a doctor's note may be required before readmission.

Children showing any of the symptoms below may not be admitted to the center unless a licensed physician has provided a written diagnosis clearing attendance:

• Fever of 101°F or higher	• Difficulty or rapid breathing
• Yellow eyes or skin (jaundice)	• Acute vomiting
• Sore throat or severe coughing	• Acute diarrhea
• Skin rashes of unknown origin	• Red or pink eyes with discharge
• Infected, untreated skin patches	• Stiff neck
• Visibly enlarged or swollen lymph nodes	• Swollen joints
• Cold with discolored discharge from the nose	• Severe discomfort or unusual lethargy

Children must be symptom-free for 24 hours before returning to school.

MEDICAL FORM REQUIREMENTS

Your child's medical form expires one year from the date the pediatrician signs and stamps it. Though it remains the family's responsibility to renew this form on time, our administration team will notify families as a courtesy when a form is close to expiration. It is the parent or guardian's responsibility to schedule the appointment needed to obtain an updated medical form for our records. A child whose family does not meet this deadline will not be able to attend school until an updated form is received.

FLU SHOT POLICY

The NYC Department of Health requires that all children between 6 and 59 months of age who attend a group child care or school-based childcare program receive one dose of influenza vaccine between July 1 and December 31 of each year.

CHILD ABUSE AND MALTREATMENT

Please be advised that, by law, BEC staff are mandated reporters and are required to report any suspected cases of child abuse or maltreatment to the New York State Central Registry and the Administration for Children's Services (ACS).

Guidance Policy

This policy is the guideline BEC follows to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is used to ensure order, prevent injury, and ensure a child's activities do not infringe on the rights of others.

Our guidance policy follows these strategies:

1. Explaining to children what behavior is expected.
2. Focusing on the child's behavior, rather than on the child.
3. Allowing children time to respond to expectations.

4. Reinforcing appropriate behavior.
5. Listening and responding in a fair and supportive manner.
6. Observing children in order to anticipate and prevent potential difficulties.

Our guidance policy does not permit:

- Corporal punishment, including shoving, hitting, shaking, or spanking.
- Harsh, belittling, or degrading treatment.
- Confinement, unsupervised separation from others, or physical restraint used as punishment.
- Depriving children of meals, snacks, rest, or necessary use of the toilet as punishment.

Inclement Weather and Emergency Closing

Bryan's Educational Center prioritizes the safety of children, families, and staff. BEC may close, delay opening, dismiss early, or modify operations due to severe weather, emergencies, building conditions, transportation concerns, public health conditions, or other circumstances affecting safety. BEC will communicate closures or schedule changes through the school's official communication channels, including the school website, email, text messages, and other direct notifications as appropriate. Families should ensure that their current contact information is on file with the school.

Families should check the BEC website, email, text messages, or other official communication from school administration for current information regarding closures, delays, or early dismissals. In the event of an emergency closure during the school day, parents or authorized emergency contacts will be contacted regarding arrangements for the child's safe dismissal and pickup.

Tuition, Fees, and Financial Policies

TUITION AND PAYMENT

Monthly fees are based on booked days, not attendance, and include sick days, statutory holidays, and vacation time as paid days; refunds and credits are not given for days a child does not attend. Tuition and fees are due in advance, on the first of each month, unless an alternative payment arrangement has been approved by the school. A bi-weekly payment option may be available for families who are unable to follow the monthly schedule.

Payments made after the 5th of the month. Unpaid fees may result in suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Payments may be made by cash, check, credit card, or money order and a 3% processing fee applies to credit card payments, where permitted by applicable law and payment-provider requirements. A \$30.00 fee applies to any returned (NSF) check; after a second occurrence, all subsequent payments from that family must be made in cash.

CHILDCARE SUBSIDY

Families receiving a childcare subsidy must have full approval in place prior to attendance, and proof of qualification must be presented to BEC prior to registration. Any fees not covered will remain the family's responsibility and are payable in advance, on the first of each month or each week as applicable. BEC

reserves the right to collect payment in full for non-attendance days until the Voucher Payment Unit issues an official drop-off date.

General Preschool Daily Routine

This is a general routine and may be adjusted based on classroom needs, special events, or the ages of children served. The general schedule consists of arrival, mealtimes, center times, small and large group activities, outdoor play, nap/rest period and dismissal. A copy of your child's class daily schedule will be provided.

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