



AllCare Provider Services, Inc.

# **Learning Ladder Day Care Center**

“Building Each Child’s  
Success Step by Step”

# **Parent Handbook**

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Bronx, NY 10475  
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AllCare Provider Services, Inc.

## **Learning Ladder Day Care Center**

Welcome to the Learning Ladder Day Care Center where each child is provided with a stimulating early childhood experience that will encourage life long learning.

The philosophy of AllCare Provider Services, Inc. and Learning Ladder Day Care reflects professionals working collaboratively with families, communities, and consumers to maximize each individual's potential. Our administrative and clinical staff has diverse experience allowing us to effectively serve families from a wide demographic range in a variety of environments and systems. Learning Ladder Day Care Center is part of AllCare Provider Services, Inc, a non profit corporation and is governed by a Board of Directors.

Our mission statement is: AllCare Provider Services, Inc. provides diverse, multicultural youth facing adversity with exceptional services and resources to increase access to high quality, inclusionary, educational and healthcare opportunities that transform their future for the better.

### **Our Philosophy**

Learning Ladder Day Care Center is dedicated to providing an educational childcare experience for every child. Focusing on a child's emotional, social, cognitive and physical needs, the teaching staff strives to create a nurturing, warm, welcoming and respectful classroom community. Through play and direct sensory experiences the children will have opportunities to acquire knowledge in a variety of hands on learning experiences which foster child development. All activities are designed to meet the individual needs of all of the children. Our goal is to provide a safe, educationally and socially enriching environment to encourage all children to meet their potential.

## **The Staff**

Learning Ladder Day Care staff are experienced early childhood professionals chosen for their dedication to, interest in, and experience with preschoolers and their families.

## ***The Creative Curriculum for Preschool***

The philosophy of ***The Creative Curriculum*** is that young children learn best by doing and actively exploring their environment. The goal of the *Creative Curriculum* is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.

The curriculum identifies goals in all areas of development: social, emotional, cognitive, physical and language. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give each child a successful year in school.

***The Creative Curriculum*** teaches teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies-- from child-initiated learning to teacher-directed approaches-- to best respond to children's learning styles, strengths, and interests.

The curriculum encompasses eleven interest areas including dramatic play, library, music and movement, cooking, computers, outdoor play, discovery, blocks, table toys, art and sand and water.

The richer the environment, the more concrete opportunities there are for children to learn by interacting with materials and people. Our teacher's role is to create an environment that invites children to be active, make choices, to observe and to experiment.

## **Special Class Integrated Setting Classrooms**

Learning Ladder and TheraCare Preschool Services, Inc., an approved provider of preschool program services for children who have or are suspected of having a disability pursuant to section 4410 of Article 89 of the Education Law, have created collaborative SCIS (Special Class in an Integrated Setting) classrooms taught by both special education and general education teachers with both special education and general education students enrolled in the classrooms. TheraCare has been actively serving the Bronx community since 1995.

## **Daily Schedule**

7:30-8:30	Arrival, puzzles and table toys
8:30-9:00	Breakfast
9:00-9:15	Clean up and Bathroom
9:15-10:00	Circle time/small group instruction/Story time
10:00-11:00	Center Time Outdoor play
11:00-11:50	Outdoor play Wash hands and prepare for lunch
11:50-12:00	Wash hands and prepare for lunch
12:00-12:30	Lunch
12:30-12:45	Clean up and Bathroom
12:45-2:15	Rest time
2:15-2:30	Wake up and Bathroom
2:30-3:00	Snack
3:00-3:15	Story time/independent reading
3:15-4:00	Circle time/small group instruction
4:00-5:30	Center time
5:30-6:30	Pick up time, puzzles and table toys

**Please be sure to pick your child up by 6:30 p.m. After 6:30, there is a \$10 late fee for each 5 minutes late.**

**\*Any children left at the center after 7:30pm will be taken to the local police precinct: 49<sup>th</sup> Co-op City Safety Telephone: (718) 918-2000 & (718) 871-3040**

**Breakfast is served from 8:30-9:00a.m. Please have your child at school on time.**

## **Policies and Procedures**

### **Arrival & Departure**

The doors open at 7:30 a.m. and close at 6:30 p.m. Children should arrive at the same time class begins. Please make sure you sign your child in and out with a teacher. **Please be sure to pick your child up by 6:30 p.m. After 6:30, there is a \$10 late fee for each 5 minutes late.**

**If a child is not picked up by an authorized adult within an hour of closing, Learning Ladder will call the emergency contact numbers and if no one is available to pick up the child, the child will be taken to the local Police precinct.**

### **Attendance /Late Policy**

In order to remain in the program, your child must attend the center regularly and must arrive at their classroom by 9:00a.m. If your child will be absent or late please call the center by 8:30 a.m.

**No child can enter the program after 9:00am without previous notice or in case of an emergency.** If your child is going to be absent for a period of time or if you are going to use the program less often than arranged, you must notify us **in writing** of your plans.

### **Food Policy**

Breakfast, lunch and afternoon snack will be provided for a fee of \$18 per week. The food served at our school is provided by a Department of Health licensed caterer. We are working on applying for the CACFP Healthy Meal Food Program for those families that may qualify for free or reduced meals. For those children that do not qualify for this program and do not wish to pay the weekly meal fee they may send food from home. If you choose to send food from home please provide breakfast, lunch and snack for your child.

***Learning Ladder Day Care Center is a nut free environment.***

### **Payment Policy**

Each application **must** be accompanied by a non-refundable registration fee of \$30, a deposit of one week's fee and the first week tuition.

Tuition is billed on a weekly basis during the year. **Tuition is due the previous Friday. All late payments** will be charged a **\$20 late fee**.

**Tuition must be paid in a timely manner or the child will not be admitted until the full payment including late fees is paid.**

Each case of non payment will be reviewed on an individual basis before dismissal occurs. All children under the ACD Voucher Program are responsible for timely weekly payments by ACS/HRA.

**There are no refunds for days missed due to illness, vacations or school closings due to Holidays, Professional Development and inclement weather conditions. Tuition is not based on attendance.** *Deposits **cannot** be used against vacation time or any additional fees.*

### **Health Policies**

Each child's health folder must contain the parent/guardian's signature consenting to medical care in case of emergency. This consent will be obtained at the time of the child's admission to the Learning Ladder Day Care. Each child age 2 years 9 months and up must have a physical examination within 90 days prior to admission.

Upon entrance, and yearly thereafter, all children must present the Child's Health Record Form, completed by the child's physician. Children must have all immunizations appropriate to their age as mandated by the health department. They must be in good health and be able to participate in normal activities.

Learning Ladder Day Care Center cannot permit a child who has been ill to be admitted unless medical diagnosis from a licensed physician, which has been communicated to the center in writing, or verbally with written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children.

Once the child is symptom-free, or a licensed physician indicates that the child poses no serious health risk to himself, herself, or to another child, the child may return to the center.

Staff shall respond to all injuries and illnesses immediately and appropriately with the event. All accidents/incidents shall be written up on an accident report to be given to the parent at the end of the day. A copy of the report is to be placed in the child's folder.

In case of illness of a severe nature or a serious accident, the Educational Director or the Director of Program Services will contact the medical consultant and/or medical facility to be used and arrange for transportation to the facility. The Educational Director will accompany the child to the medical facility. The child's medical record will accompany the child to the facility. The parent/guardian will be

notified to meet the child at the designated health facility, as soon as possible.

### **Immunizations**

Each child must have a record of immunizations or have the parent's or guardian's agreement to have the child's immunizations completed in a timely fashion, as required by the Health Code.

**No medication will be administered.**

### **Operating Disruptions**

In the event that utilities (i.e. heat, electricity, water, etc.) are lost, children must be picked up by the parent or guardian or approved care giver. Parents/guardians are notified by phone. In the event that the parent/guardian cannot be reached, the emergency contact person is telephoned. Children can only be released to people previously approved by the parent or guardian.

### **Inclement Weather**

The Learning Ladder Day Care follows Department of Education school closure policies and procedures. In the event of a snow storm and /or inclement weather which prevent the Day Care from opening, information will be available on local radio and television stations, on the Day Care phone number and on the website.

### **Fire Protection Policy**

Learning Ladder Day Care providers follow safety procedures to prevent fire and protect children in the event of an emergency.

### **Evacuation Policy**

Learning Ladder Day Care adheres to strict procedures for the protection of children in the event of an emergency requiring staff and students to evacuate the premises. In the event of an evacuation, two alternative locations have been identified in advance and communicated to all program staff and parents. Both sites are within a safe walking distance and the children and staff will go to them unless otherwise directed by the NYPD, the FDNY, or other emergency personnel.

The sites are:

1. Site Name: The Yellow School House  
Address: 950 Baychester Avenue, Bronx, NY 10475  
Telephone: 718-379-2830
2. Site Name: Bartow Library  
Address: 2049 Asch Loop, Bronx, NY 10475

Each classroom has a binder that contains an updated parent/caretaker/emergency contact telephone directory with a listing for each child in the program.

### **Lost Child Procedure**

Every effort is made to ensure the safety of children while in our care. All staff is trained and retrained on this procedure once a year. In order to prevent a missing child parents must sign the attendance book upon drop off in the morning and pick up in the evening and Staff must check the parent's signature against the classroom attendance book every day.

## **CHILD GUIDANCE AND DISCIPLINE POLICY**

### **Guidance of Children**

Our goal is to promote the child's self-esteem through practicing positive non-evaluative guidance, providing experiences that match their developmental level and meeting their needs responsively. Our staff sets clear, developmentally appropriate expectations for all children. We promote consistent routines and uses positive reinforcement for positive behavior. Guidance is given as needed, but not to interfere in a child's activity. Action is necessary if such activity is endangering him/her or some other child.

### **Discipline Basics**

Discipline is a multifaceted term. Parents and staff members frequently talk about and are concerned about discipline, the hows, whys, and whens of setting limits and helping children learn to become self-disciplined. All these terms are interrelated, and Learning Ladder Day Care has guidelines for dealing with negative behavior that are in keeping with both our understanding of child development and our philosophy. Consistency is a key to positive discipline. Setting clear, consistent and reasonable rules, help children gain self-control. Children do need to learn about boundaries, what is safe, what is allowed or not allowed and why. They need help learning to organize their time and energy. Discipline helps children cope with the challenges of daily living, to interpret their world and learn social skills.

### **Discipline Policy at Learning Ladder Day Care**

Discipline is intended to help children learn self control; respect others and develop a positive self image. We teach children that there are limits and boundaries to behavior. We provide support and encouragement of positive behavior through a planned environment providing a variety of activities from which the children may choose.

We encourage children to express their feelings. All feelings expressed by children are important. The early childhood professionals assist the children with self-regulations by implementing many of the principles and practices of the NAEYC (National Association for the Education of Young Children, our accrediting body) code of ethical conduct. This includes: redirection of children to be self-directed, and to exhibit self-control. We work to build the self-esteem of children at all times. All practices, which look to humiliate or shame, are forbidden.

The following methods of discipline are **prohibited** by anyone on the premises of Learning Ladder Day Care; any use of the described practices shall be grounds for immediate termination of staff and volunteers.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents while on center property.
- No staff shall use a stick or other disciplining instrument.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed.
- The withholding of food, water, a nap or rest, or bathroom facilities is to never be used as punishment for a child.
- No child shall be neglected or left unsupervised.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly, with intimidation or ridicule.
- Adults will not participate in name calling, shaming or subjecting a child to embarrassment.
- Adults are never to discuss a child's behavior with another adult in the presence of other children or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

Learning Ladder Day Care maintains a safe, non-threatening environment. Our staff fosters creativity, encourages children to explore, and allows them to make discoveries. When inappropriate behavior occurs, it is dealt with immediately. Staff members individualize responses to the children's behavior and the situation. They will attempt to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child's way of signaling that he/she needs help in dealing with a certain task or

situation. Staff members can then modify the learning environment and/or activities to help resolve the situation. We set limits and encourage self-discipline, because boundaries reassure young children and because order and stability are as important to a child as freedom.

### **Procedures for Allegations of Child Abuse**

The law that regulate the well being of children in New York State clearly define reporting procedures that are legally mandated for agencies, and professionals who work with children. These procedures were created to ensure that professionals who work with children act in accordance with and fulfill their legal and social responsibilities to protect children in their care. Child maltreatment, neglect or abuse must be reported by teachers, childcare workers, social workers, administrators, nurses, police officers, pediatricians, and other persons whose work impacts the lives of young children. All teachers, staff and volunteers of Learning Ladder Day Care are mandated reporters.

### **Additional Safety Policies:**

#### **Open-toe shoes**

There are no open-toed shoes allowed in the center. If your child wears open-toed shoes then he/she must have a pair of sneakers or closed shoes to change into.

#### **Comfortable play clothing**

Please dress your child in clothes that are comfortable and durable. Often children will get food or art materials on their clothing. It is always good to provide us with an ample amount of extra clothing in case this happens to your child.

#### **Jewelry**

With the exception of earrings, we highly discourage children wearing jewelry to school. The school is not liable for lost or stolen items.

#### **Toys**

Please do not bring in any toys from home. It becomes an unnecessary disruption and source of conflict between children.

#### **Money**

Please do not send money especially coins. Your child will not be buying anything and coins are a choking hazard and can endanger the safety of your child and other children in the center.

### **Supplies Needed**

1. Seasonable change of clothes including underwear and socks. These should be brought to school and kept in a labeled plastic bag and replaced immediately upon use.
2. One fitted sheet and one blanket for nap time. The blanket and sheet must be taken home weekly for laundering.
3. One family picture and one picture of your child alone.
4. 3 notebooks; one for parent-teacher communication, one for homework and one for class work.

### **Parent Involvement**

Learning Ladder Day Care Center both invites and encourages parents to be active participants in classroom activities, fundraisers, class trips, etc. If you or someone in your family has a special trade, job, or hobby, please share it with us. In addition, we hold an annual open house, monthly family nights and parent /teacher conferences.

### **Birthdays**

Children enjoy celebrating their birthdays at school. If a parent is able to spend some time, this makes the day even more special. If you like you can bring a special, but healthy snack. It does not have to be cake, though this is fine, especially if your child wants it. Remember to speak to the teachers to schedule the best times for these important festivities.

### **Celebrations throughout the year**

Sometimes we celebrate diversity, and special occasions by cooking a seasonal dish or creating a special art project. We take the cultural backgrounds of all the children in the class as we chose the focus for themed lessons. Our goal is to help children develop pride in their own heritage while learning to understand, and appreciate different backgrounds. If a special day is important to your family's culture and you think the center may not be celebrating it, please be sure to let the teachers know.