



Little Explorers Preschool

213-41 40th Avenue
Bayside NY 11361
347-502-7073

Parent Handbook



Our Mission

Little Explorers is committed to continuous individualized enrichment and education for each child in order to reach his or her full potential socially, emotionally, and cognitively while entrusted in our learning environment.



Our Philosophy

The philosophy of Little Explorers is based on a set of strongly held beliefs:

We believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but also the love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Activity areas allow children the opportunity to explore, to experience, and most importantly, to succeed.

We believe that the strength of our program is in the dedication of our teaching staff. We support our teachers with training, resources, and freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility.

We strive to create mutual respect between parents and teachers. A partnership is important and benefits the child. We encourage daily communication between parents and school staff. We believe parents are the most significant adults in a child's life. Doors are open to parents at all times. Little Explorers is an organization that values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to be the best provider of early childhood educational services in the community we serve.



Our Curriculum

What sets our preschool programs apart from all the rest? It's more than programs that are carefully researched and thoughtfully taught, it's the fact that we approach everyday with imagination, innovation, and most of all, fun! Studies have found that learning improves when children are engaged in an enjoyable and meaningful activity. That's why every curriculum includes a variety of intriguing activities that stimulate early brain development with a focus on creative play. And although it may all look like kids having fun, it's also learning in action. It's just another way that we make sure your child gets the most out of his or her school experience.

Additionally, we spend a lot of time just listening to and talking with the children. This type of positive interaction encourages the development of emotional, language, and social skills and enhances the development of a positive self-esteem. We also provide lots of opportunities for each child to develop personal interests at his or her own pace.



Little Explorers truly is a place where learning and fun become one. Children are more likely to retain information learned when they are engaged in an enjoyable and meaningful activity. That is what Little Explorer's is all about. Our childcare programs and preschool curriculums integrate a wealth of intriguing and engaging learning activities that stimulate brain development in children.



Our Staff

At Little Explorers Inc., we believe that the teaching team is the cornerstone for implementing our philosophy. Our childcare staff creates a caring and nurturing atmosphere and fosters each child's creativity and positive self-image. We have identified the skills and competencies teachers must have to meet the childcare and early education needs of children. Members of the teaching team are carefully selected, trained, and evaluated. All staff also undergoes background checks at the time of hire.

We promote the professional development of our teachers and support personnel. Children also benefit from the teacher education that address areas directly related to improving curriculum, interpersonal interactions, health and safety, and other relevant topics.

We support center management and teachers with ongoing training, resources and freedom to create unique learning experiences for children. We provide many opportunities for staff members to share ideas and grow professionally.

Our Programs



Mini Maestros

our teachers provide a carefully balanced music lesson emphasizing musical growth, encouraging creativity, and teaching simple musical elements. A wide selection of fun songs, activities, and movement will be used to incorporate memory, rhyming, and sounds. Children will be introduced to an assortment of musical instruments and making some of their own.



Petite Picassos

An art based class that is dedicated to hands-on creative experiences. The program assists preschoolers in developing self-esteem and critical thinking abilities, which allow them to make decisions about the world around them. Children are given the opportunity to explore a variety of art experiences through numerous mediums.



Tiny Twirlers

Running, hopping, skipping, tumbling, and dancing are just some of the components of the exciting movement program. The children will be ever increasing their large motor skills through creative motions, various group games, and activities. Little ones playing together encourage cooperation and develop essential life long teamwork skills.





Admission

All forms and information necessary for each child's file are required to be completed prior to the first day of school. All children must have current immunization records at the time of enrollment. Please keep the school up to date with ongoing immunization records. Special needs children are evaluated individually prior to enrollment. We are happy to welcome them if it is mutually determined that we can meet their needs.

Registration

- \$50 Registration fee
- \$500 deposit
- A completed Registration Form
- A signed Policy Form
- A completed Medical Form

School Hours

School hours are from 7:00 -6:30. All children should arrive no later than 9:15 and may be picked up as early as 3:00pm. If parents wish to sign up for extended days, they must do so one month prior and added onto tuition accordingly. _____

Initials

Arrival and Departure

For security reasons each parent or specified approved adult must sign his or her child in and out every day during drop off and pick up. If anyone other than the parent is picking up, they must show photo identification to the director. _____

Initials

It is very important to your child that you are on time dropping him/her off in the morning. Our Staff creates wonderful lesson plans every day. It is unfortunate when children miss out on activities and it is also very disruptive to students and teachers. We kindly ask if you cannot make circle time to wait until it is over or ask the director to walk your child to class. _____

Initials

At the end of each day, please check your child's cubby for his or her daily sheet, special projects, or other important letters. _____

Initials

For parents dropping their children off early, it is required that you stay with your child until the school day begins. _____

Initials

Separation

Beginning school is a significant occasion and can be a source of positive growth for everyone involved. Parents are invited to remain with their children for several days as they ease through the transition of staying in school. Once transition has been accomplished, we kindly encourage parents to give a hug and a quick goodbye. _____

Initials



Open Door Policy

Infant parents are welcome to visit at any time. Preschool parents must arrange visits with the classroom teacher in order to accommodate the class schedule. _____
Initials

Tuition

Monthly tuition is due by the 25th of the previous month and no later than the 25th. There will be a \$25 late fee after the 25th of month. Should your tuition check not clear with the bank, we would then require a money order plus \$30.00 to cover the bank fee. No exceptions. _____
Initials

Emergency Care

Should you need an extra full day of care then a \$50.00 fee will be added to your tuition. A half-day is an extra \$30.00. _____
Initials

Overage Charges

You will be charged \$1 per minute past designated pick up time. If you drop off your child earlier than your designated drop off time, you will also be charged \$1 per minute. All payments must be made in cash immediately or on the following day. _____
Initials

Absentee and Vacation Policy

There will be no refunds or "make up days" for absenteeism or vacations. For extended vacation days, full tuition is required to hold your child's enrollment. _____
Initials

Discipline

Positive methods of discipline will be practiced. All efforts such as individual plans and contracts will be utilized for those who are having difficulty acclimating. _____
Initials

Grounds for Dismissal

In the instance that a child is causing a dangerous or disruptive environment for other children, they will be dismissed. Parents will be given four weeks notice or sooner depending on the severity. _____
Initials

Terminating Enrollment

A six-week written notice is required prior to submitting last month's tuition. Deposits will be deducted from your child's last month's tuition. Last month's tuition will not be prorated. Parents wishing to terminate enrollment before starting the program will lose their deposit. All Deposits are non-refundable. _____
Initials



Nap Time Hours

Parents are expected to provide crib-sized sheets and blankets for their child. If crib-sized sheets are provided, there is a \$10 replacement fee if sheets are lost. They will be sent home and should be laundered every Friday. Children will have a two hour nap allowance. Additional quiet activities will be provided for those not sleeping. _____

Initials

Outside

The children may go outside if the temperature is 32 degrees Fahrenheit or higher (including wind chill.) The children will stay indoors if the temperature is above 95 degrees Fahrenheit. The teachers and director will use their best judgment when dressing the children and when deciding how long to stay outside. _____

Initials

Birthday Celebrations

Birthdays are a special time and will be acknowledged throughout the day. If you wish to provide a small treat, it will be shared at snack time in the afternoon. However, because of allergies and choking hazards gift bags are discouraged. Please notify the teacher if you plan on bringing a snack. Parents are required to help during preparation and cleanup. _____

Initials

Parent Communication

Every day your child will go home with a daily sheet outlining his or her day. In addition to that, monthly newsletters will be sent out to outline upcoming events and activities. _____

Initials

Parent Teacher Conferences

Parent teacher conferences will be held twice a year. Please check the dates with the school calendar. _____

Initials

Changes at Home

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we need you to inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your children. For example, if you are moving, relatives are staying with you, a family member is out of town, etc... _____

Initials

Accidents and Injuries

If your child is injured at school, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. An accident report will be filled out for all accidents. _____

Initials

Medication

If a child is required to take medication during school hours and the parent or guardian of the child cannot administer the medication, only the school director can administer medication in compliance with doctor's instructions or label instructions. Parents must first complete the medication authorization form. The parent must also bring the medication to school in a container appropriately labeled by the pharmacy or doctor. _____

Initials



Safety

Students and parents need to practice safety habits at all times. Teachers will do a daily review of classroom and school safety. Students are encouraged daily to practice hygienic policies in school, which include hand washing before all meals and after the bathroom. _____

Initials

Parents please do not leave your child unattended in the hallways. Before signing your child in and after signing your child out, it is your responsibility to attend to your child. _____

Initials

Pets

Please do not bring your dogs or other household pets during drop off and pick up time. We wish to maintain the safest environment for our students. _____

Initials

Strollers

Parents must fold and hang strollers in order to comply with the Fire Department and Bureau of Daycare. _____

Initials

Fire Drills

Fire drills will be conducted and recorded every month. Please see fire drill procedures posted in your child's classroom. _____

Initials

Emergency Plan

Each school has their own individual emergency plan and evacuation site. Please ask the director for your child's school site. _____

Initials

Severe Weather and Emergency Closings

In the event of inclement weather or an emergency situation Little Explorer's will follow the New York City Public School closings and emergency plans. Please call the day of to check the status of your school. _____

Initials

Clothing

Appropriate comfortable play clothes should be worn for the safety of the children. An extra set of clothing must be provided at the beginning of school. In case of an accident, the soiled clothing will be wrapped in plastic and sent home. Another set of clothing is to be provided the next day. _____



Things to Bring for Your Child



Please label all items with your child's name

Infants

- Food, formula, or breast milk (Please package breast milk in ready to drink containers.)
- Several bottles
- Bib(s)
- Pacifier (Optional)
- Extra outfits:
 - Pants/Shorts
 - Shirts
 - Socks
 - Onesies
- Several burp cloths/Receiving blankets
- Diapers
- Wipes
- Rash Ointment
- Sun block (For when we go for a stroll in the buggy.)
- Disposable camera (Optional to catch those extra special moments.)
- Crib sheet (portable)
- Small laundry bag

Toddlers

- 2 Sippy cups (For water and/or juice.)
- Bib(s)
- Extra outfit:
 - Pants/Shorts
 - Shirt
 - Socks
 - Sweater/Sweatshirt
- Smock for art and water play (Preferably plastic or water resistant.)
- Diapers
- Wipes
- Rash ointment
- Sun block (For when we go for a stroll in the buggy.)
- Disposable camera (Optional to catch those extra special moments.)
- Crib sheet (provided by the school, however if lost \$10 replacement.)
- Blanket
- Sun hat



Preschool

- Extra outfit: Pants/Shorts
- Shirt
- Underwear
- Socks
- Sweater/Sweatshirt
- Age appropriate cup (optional)
- Sun Block (for summer outings)
- Crib sheet (provided by the school, however if lost \$10 replacement.)
- Blanket
- Disposable camera (Optional to catch those extra special moments.)

**** We prefer that your child be potty trained by age three. If your child is not potty trained, please bring in the following items for your child****

- An adequate supply of Diapers/Pull-ups
- An adequate supply of wipes

We do not encourage children to bring in toys from home.



Sickness Policy

The goal at Little Explorer's is to provide a safe and healthy environment for your child. Even though we pride ourselves in adhering to proper hand washing and sanitizing procedures, germs are still spread. With the cooperation of parents keeping their sick children at home, we can prevent the spread of even more germs and illness at our center.

We ask that you keep your child home or come to pick your child up at school and bring them to the doctor when they are displaying one or more of the following symptoms:

- Fever over 100.4 degrees
- Persistent cough
- 3 or more cases of Diarrhea
- 1 or more cases of Vomiting
- Undiagnosed rash or skin eruptions
- Eyes with colored discharge
- Persistent tugging of ears that indicate an ear infection
- Nose with excessive mucus that requires constant wiping
- Complaints of bodily pain or when body pain is evident
- Constant itching of head or body which may indicate lice
- Swollen glands

Your child may not attend school if he or she is sick with the following illnesses, unless you receive written consent from a doctor saying that your child is displaying no symptoms and is not contagious.

- Ear infection
- Strep throat
- Bronchitis
- Chicken Pox
- Pink eye
- Influenza
- Head lice
- Ring worm
- Mumps
- Measles
- Rubella
- Coxsackie virus
- Impetigo
- Croup
- Hepatitis A

** Your child may return to school when he or she is symptom free for at least 24 hours (without use of medication) or has been on antibiotics for the appropriate time as determined by your child's pediatrician. If your child has been sent to a doctor and is told he or she may return to school sooner than 24 hours, please provide a note from the doctor. If a doctor's note is not presented to your child's teacher or the director, then he or she will not be able to attend school until a note is received.



Sample Preschool Schedule

8:30-9:00 Breakfast

9:00-9:30 Table Activities (Puzzles, books, fine motor activities)

9:30-10:00 Morning Circle (Welcome, Attendance, Calendar, Songs and Finger plays, Book reading, Introduction of theme, Sharing, Movement. Explanation of centers and daily activities.

10:00-10:30 Learning Centers Blocks, Science, Dramatic play, Reading Corner, Art, Sensory, Math, Water Table, Writing Center (Fine motor activities and small group) Snack will be offered.

10:30-11:00 Gym Time/Outdoor Activity (Offer optional organized games or free play. Gross motor skills.)

11:00-11:30 Story Circle (Focus on literacy through books pertaining to theme. Also time to present group project (Art, Cooking, building, creating, etc.)

11:30-12:00 Learning Centers (The children will have the opportunity to visit the centers that they did not get a chance to go to and participate in group project.

12:00-12:30 Lunch Family style, with children participating in set up and clean up.

1:00-3:00 Rest Time (Quiet activities provided)

3:00-3:30 Transition and snack (Rising, bathroom and returning rest supplies)

3:30-4:00 Learning Centers

4:00-4:30 Story Circle (Less formal, in that books, songs, finger plays do not need to coincide with theme, but children can chose from favorites(Show and tell and Sharing)

4:30-5:00 Gym Time/Outdoor Activity

5:00-5:30 Pick up time



Little Explorers Preschool

Please remove and return this page to the director of your school after signing and dating.

I, _____, have carefully read and understood each section of the parent handbook. I have also initialed the spaces provided.

Name

Signature

Date