



# Parent Handbook

What Parents Need To Know

© Little Honors Learning Center

Phone: 908-247-1401

Website: [littlehonorslearningcenter.com](http://littlehonorslearningcenter.com)

# Welcome

Dear Parent/Guardian:

Little Honors Learning Center is happy to partner with The NYC Department of Education Early Childhood Division to offer your child a free preschool education.

At Little Honors Learning Center we develop the whole child. Our curriculum is dynamic and learner-driven; it stimulates the curiosity and creativity in young minds.

Our goal is to equip your child for school readiness; while giving him/her a foundation for a successful future. Thanks for making Little Honors Learning Center your choice.

Sincerely,

Edward Blocker

Executive Director, Little Honors Learning Center

## Statement of Nondiscrimination

Little Honors Learning Center welcomes all families regardless of race, religion, color, creed, ethnicity, citizenship status, age, religion, national origin, sexual orientation, gender, or disability.

## Mission Statement

Our mission consists of providing a warm and nurturing environment where children feel safe. Our Early childhood program offers various activities that are specifically designed to Encourage each child's growth. Through cooperative play and creative activities, children reach their social, emotional, and physical milestones naturally.

# Hours of Operation

Little Honors is open from 7:30AM – 6:00PM on weekdays.

Before care hours: 7:30AM -8:00AM

Pre-K program hours: 8:00AM – 2:20PM

After school program hours: 2:20PM – 6:00PM.

# UPK Program

## Enrollment

Parents/guardians are required to provide the child's birth certificate, completed medical form (signed by the child's doctor), the child's updated immunization record, as well as the other documents listed in the preregistration checklist on our website.

## Curriculum

Pre-K for All and 3-K for All teaching staff integrate and respond to knowledge of children, child development, and content across the domains of learning to plan and adapt instruction, aligned to *The New York State Pre-kindergarten Foundation for the Common Core*, *Head Start Child Development*, *Early Learning Framework*, and *New York State's Quality Review Rubric*. The DOE interdisciplinary Units of Study and Explorations are utilized in this program. In addition, The Work Sampling System *will be used* as an assessment tool that allows teachers to evaluate the skills of the children.

## Meals

Little Honors is a peanut-free school. Please notify the Educational Director and classroom teachers at registration of any allergies which your child may have.

Parents are required to complete the *Child and Adult Care Food Program* (CACFP) form, which is a federally-funded program that provides meals for daycare and preschool children. All meals will be provided at no cost to parents.

## Supplies

Little Honors Learning Center will provide all necessary materials for your child's learning and exploration. However, parents should supply wipes, tissues, plastic cubby-sized bins, and other necessary items for their child's personal use.

## Uniforms

Little Honors does have a uniform policy. Boys should wear a yellow shirt (polos or button ups) with green slacks. Girls should wear a yellow shirt with green slacks, dress, or shirt with yellow, black or white stockings/ socks. All students should wear black shoes.

## Change of Clothing

We ask all parents/guardians to supply their child/ren with a change of clothing to keep in their cubby in case of an emergency. Clothing should be clean, the correct size, a full outfit, and seasonal (lighter clothing in warmer months and heavier clothing in cooler months). While we provide a sheet for each child's cot, we ask parents/guardians to provide a suitable blanket for their child.

# Afterschool Program

## Enrollment

An application MUST be filled out for every student even if he/she is attending our Pre-K program.

Parents/guardians are required to provide the child's birth certificate, completed medical form (signed and dated by your child's doctor), and the child's updated immunization record only if your child is NOT currently attending our Pre-K program.

## Curriculum for Afterschool

Little Honors Learning Center curriculum offers:

1. **Academic Advancement** Focusing on homework assistance, remedial learning, and differentiated activities
2. **Arts and Recreational Enrichment**

Focusing on crafts, music, team sports, sportsmanship and board games.



## Tuition and Fees

Vouchers are accepted for our afterschool program. The fee for non- voucher afterschool students is \$100 weekly. The fee for non-voucher before-care students is \$50 weekly. All fees must be paid at the beginning of each week or according to agreed upon arrangement with the Executive Director

# Policies and Procedures

## Sign In and Sign Out

Parents/guardians must sign in their child upon arrival and sign out their child at departure daily.

## Absences

If parents/guardians plan to keep their child home from school due to illness, or any other reason, they must notify the Educational Director no later than the regular drop off time that day. The parents/guardians are also expected to notify the Educational Director if they anticipate dropping their child off late or picking up their child early.

## Illness

If your child has any of the following illnesses or conditions, you must keep your child at home until you have a doctor's note stating your child is well enough to return to school.

- A temperature above 100 degrees Fahrenheit ▪

Vomiting (two or more times in 24 hours)

- Diarrhea (three or more watery stools in 24 hours) ▪

A rash

- Eye infection (conjunctivitis)

- Sore throat (or strep throat) ▪ Any communicable disease

## Escort Policy

Parents/guardians must complete the *Authorized Escort Form* that states who is authorized to pick up their child/ren from the program along with the person's photo identification. All persons escorting children to and from the center must be 14 years old or older and are subject to the Educational Director's discretion. If someone other than the authorized person comes for a child SmartStart must first obtain permission from the parent/guardian. If someone must pick up a child who is not on the *Authorized Escort Form*, the parent must notify Little Honors in advance. The individual must provide some form of picture identification upon arrival.

## Trip Policy

Each child must return a signed consent form to be allowed on field trips. Parents will be provided with a consent form and detailed information about each trip ahead of time.

# Family Engagement

A key feature of our program is family engagement; and the emphasis we place on parent involvement and support. Parents are encouraged and supported to be active participants in their child's learning at school; and to continue that learning at home. Please be prepared to attend the frequent conferencing sessions to which you will be invited. These sessions allow us to work together in identifying and addressing challenges, opportunities, and resources that can be of benefit to your child.

We maintain an open door policy for the parents of children enrolled in our centers. Parents can come to the classroom at any time during the day. While we promote transparency, we encourage parents to keep in mind that frequent visits can be disruptive. Parents are welcome to call the center to see how their child is doing or to set up a phone meeting with the teacher during his/her lunch break.

# Holidays and School Closings

Our centers will be closed on the following days:

- Labor Day
- Thanksgiving Day (and the following day)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day

Please reference our school calendar for additional information.

## Emergency Closings

In the event of inclement weather, listen to the radio or TV news. Our centers will be closed when the Department of Education public schools are closed and will reopen when they reopen.

