

**Bronx Park East**

**Preparatory**

**Inc.**

*2270 Bronx Park East*

*Bronx, New York 10467*

*718-882-3261*

*"a stepping stone in excellence and education"*

***A HANDBOOK OF  
GUIDELINES &  
REGULATIONS***

**HOURS: 8:30am to 2:50pm**

**Late comers are only accepted with a doctor's note. NO EXCEPTIONS!**

### **School Philosophy/Pedagogy**

This program was designed to promote the intellectual well being of the children. We believe that students learn best when trust is fostered between the teacher and the student, coupled with an understanding of the student's individual style and motivation. With this in mind, we have restructured our program by providing open-ended problems that require and cultivate concept building and self-directedness. Children will also be engaged in problem solving activities which promote conversation, observation, and experimentation that will be used to develop interpersonal skills.

All students are given an opportunity to learn and grow. Attention is given to multiple intelligence strategies that will accommodate each student's learning style. A rich variety of manipulative and informational resources are made available to our students so they explore and construct their own knowledge.

The supportive environment here at the Academy in accordance with the **Creative Curriculum** encourages our students to feel love and accepted. We rely heavily on a partnership forged between our school, parents, and other professionals in the field, to facilitate a smooth flow of information and remain abreast with current trends in education.

### **Fees for aftercare**

All fees are to be paid on the 30<sup>th</sup> of the previous month before the month in question of services to be rendered. No exceptions. A late fee of \$30.00 will be charged for tardy payments, and an additional \$25.00 will be charged for returned checks.

A fee of \$10 per every 15 minutes will be paid on the evening in question when you arrive after 2:50 pm to pick up your child and the child is not enrolled in after care. Please call and inform the school when an emergency arises and deems for your lateness.

### **Dress Code**

A student's appearance should reflect the impression that formal learning is important enough to call for precision in neatness and dress. Our uniform policy is optional. However:

1. It encourages stronger discipline and better focus on academics.
2. It helps improve a student's self image.
3. It reduces yearly costs.
4. It eliminates the daily decision of what to wear.
5. It eliminates competition in dress between potential social climbers.
6. It standardizes and neutralizes externals while enhancing individualization of internal values.
7. It provides identification which helps foster school morale.

The uniform is not mandatory it is an option. It can be purchased at Jackie's Kids or Cookies Department Store. Please contact staff for directives.

### **Attendance**

It is the responsibility of the parent to create the habit of being punctual and regular in attendance. We believe that faithful attendance is necessary to achieve maximum benefit. If children are absent due to an illness, or are dismissed early from school due to an illness, they must return to school with a doctor's note.

## **Behavior Management**

Behavior Management is a process of developing the mind and spirit, shaping the will, and guiding and directing the development of character. It is a teaching process. Its goal is to help the students develop the relevant knowledge, wisdom, and strength to make the appropriate choices.

Behavior Management is not identical to punishment. Punishment is part of an antiquated discipline process. No forms of corporal punishment will ever be used and no child will be punished. Behavior Management is a requirement of life that must be exercised with purpose and consistency. It will be most effective if the child, parent, and teacher all work together utilizing one voice.

If a child needs correction our teachers will do it with love. The teacher will act as a mediator, seeking to understand the situation, and assist the children with harmony and peaceful resolution. At times, situations may permit for teachers to act as a spectator, and allow children to attempt to resolve minor issues amongst themselves. Children will learn how to become active listeners. It is integral in our program that children develop empathy, and are able to recognize the needs and feelings of the peers. However, if there is any situation beyond our control with regards to your child, the matter will be dealt with immediately. In such case, the parent, teacher, and director will have a conference immediately to resolve the matter, and will be in close contact with the Department of Education if deemed necessary.

### **How we handle Behavior Management:**

We view behavior management as a positive process involving all aspects of a child's life. Our goal is to train and guide children toward understanding and practicing a set of values so that character is shaped rather than behavior controlled. We help children develop qualities such as kindness, love, patience,

and self control. Children are born with a natural disposition towards choosing wrong, and must be guided towards understanding and choosing what is right.

Behavior Management is not controlling or stopping bad behavior, it is showing a child positive alternatives to wrong choices. It is also promoting consistency in carrying out fair and simple rules for amicable living.

**Teachers Goals:**

To provide an atmosphere of love and acceptance....A child's individual needs and differences are noticed and respected. To provide meaningful learning environments catered to fit your child's needs....

To be consistent and realistic in how to deal with your child....expectations are clear and simple. Children may not hurt themselves or others, or damage materials/property of the school or others. We impose logical consequences when needed.

**TECHNIQUES YOU WILL NOT FIND IN OUR SCHOOL**

Comparison	Sarcasm	Harshness	Humiliation
Flattery	Teasing	Threats	Criticism
Bribing	Judging	Giving In	Negative Labeling

**TECHNIQUES YOU WILL FIND IN OUR SCHOOL**

Praise	Patience	Appreciation	Love
Devotion	Caring	Listening	Encouragement
Attending	Nurturing	Understanding	Empathy

**STEPS FOR CONFLICT MANAGEMENT**

1. If needed the teacher will engage children to cool down.
2. If needed the teacher will assist in identifying the problem.
3. Brainstorming will take place for probable solutions.
4. Put solutions into practice.
5. Monitoring (talk orientation) orientation (conversation) is a way to teach children that they can behave differently in a conflict situation (ex. Help children to understand how others might feel in situations).

### **CLASS RULES**

Rules are set by children and teachers. These rules assist in teaching the children that order is needed in the classroom so learning can take place in a peaceful environment. Also, allowing children to be a part of the process of rule making, in turn, encourages them to follow the rules they helped create.

### **Fire Drills**

We are mandated to conduct announced and unannounced fire drills during the school day. The teacher will activate the alarm on the smoke detector to inform the children of the **FIRE DRILL**. Children will be encouraged to line up in single file, so that it will become rote in memory, through practice, and be escorted out of the classroom. Children will stand 85 feet away from the school. The teacher will time and record the duration of the fire drill.

### **Field Trips/Outdoor Recreation**

Field trips are planned for their educational values. Notes with details will be sent home with a permission slip. Outdoor recreation is also a part of our program this may include nature walks by local nearby stores and visits to nearby parks.

### **Physical/Health Assessment**

An enrolled child must have an age appropriate health report/physical on file. A complete and current emergency form will be kept periodically while the child is enrolled in this program.

### **Sick Child**

An enrolled child with symptoms of a contaminable disease or infection that can be transmitted directly or indirectly, and which may threaten the health and safety of other children/staff, shall exclude the child from attendance, until the center receives notification from a physician that the child is no longer infected. If a child becomes ill during the course of a day, the parent/guardian or designated individual will be notified immediately, and appropriate isolation measures will be taken if necessary. Sick children must return back to school with a medical note.

### **Supplies**

Supplies are donated of free will to the program and are communal.

### **Administration of Medicine**

No staff member is allowed to administer any medication to any child. Alternative arrangements should be made.

### **Birthdays**

Your child's birthday can be celebrated at the program. As a courtesy to staff please make arrangements at least two weeks prior to the event. **ABSOLUTELY NO CANDY IS ALLOWED IN THE PARTY BAGS.** Party bags are held until the end of the day, and given to the parent/guardian/escort that comes to pick up the child.

## **Parental Involvement**

Parents are strongly encouraged to attend parent/teacher meetings. Meetings will be held as needed to allow parents to discuss the progress of their child with the teachers. It is necessary that there is an open line of communication between the teachers and parents.

Reporting a student's progress is an integral part of communication. This reporting process is meant to convey the academic and social growth of each student. Several reporting methods will be utilized and in each case the focus will be upon the individual, not the group, or a comparison with the group.

Progress Reports will be sent home for parent's examination usually every 12-14 weeks.

Conferences will be scheduled as part of the school's reporting process.

**Family involvement is an integral part of our curriculum, and imperative for the success of your child in the program.** Teacher's Notes will be written inside of the child's notebook. You should check your child's notebook/book bag daily.

## **Profile**

A complete and current emergency form will be kept on file. It is the responsibility of the parent/guardian to update the file with ongoing/current phone numbers. The file should also mention important information about the child's allergies/special health needs that may not have been noted on the physical assessment, and authorized escorts.

## **Clothes**

It is mandatory to have a complete change of clothing left in your child's cubby, labeled with their name on it.

## **Blankets**

Parents are responsible for bringing in 2 sheets and/or a blanket and fitted sheet. One of the two will be used to cover the cot, and the other to cover the child. All linen should be taken home on Friday, and returned the following Monday.

### **Fundraising**

**Parents will be encouraged to participate in fundraising to close the gap of materials needed by the program that are not covered by UPK.**

### **SAFETY PLAN**

#### **Classroom Arrangement**

1. The classroom will have clear paths for moving from one learning center to another.
2. The children will have easy access to materials on shelves. Ex. Shelves will remain uncluttered.
3. The staff will have unobstructed views of all learning centers from any point in the classroom.
4. Classroom furniture and materials will be clean and in good physical condition.

#### **Classroom Rules**

1. The children will be encouraged to walk not run in the classroom. Ex. To help prevent trips and falls.
2. The children will be encouraged to use their inside voice in the classroom. Ex. To ensure that the children can clearly hear and understand teachers directives and directions for safety.
3. Children are encouraged to put back all materials and pick up materials that fall on the floor during play. Ex. To prevent clutter, falls, and other hazards.
4. Children will be strongly encouraged to keep their hands and feet to themselves.

5. Children will be made aware that they may not under no circumstances hurt themselves or others, or damage materials, property of the school, others.

### **Neighborhood Walks/Field Trips**

1. The children will be encouraged to walk with their partner.
2. The children will be encouraged to follow directives/directions given to them by their teachers/parent volunteers at all times during the walk.
3. Children will be made aware of always staying with their group, and never wander off.
4. When crossing the street, to always look ahead, never run, jump, hop, or skip across the street.

### **Outdoor Play/Park Visits**

1. Teachers will make sure outdoor play area(s) is clear and free of debris, etc..
2. Teachers will observe and engage with the students at all times.
3. In the case of inclement weather, the children will be provided with an indoor space, which safely allows for gross motor play.
4. Teachers will make sure park equipment is safe and in good physical condition. Teacher will monitor children's play at all times.

### **First Aid/Injuries**

Teachers will administer first aid in case of cuts and scrapes. In case of a serious injury, parents will be notified immediately after all protocols have been followed. Staff member will follow student to seek medical attention if it is needed.

### **Lost Child Policy**

If outdoors and a child is snatched, immediate action should be taken by yelling, and making everyone in the surrounding area aware, to aid in stopping the

person(s) from succeeding with this action. If unsuccessful, authorities will be called immediately to halt the action of kidnapping. If a child wandered and traveled to a different environment away from the group, and has been noted missing, an initial sweep of the area and surrounding areas will be performed by a designated individual, while without causing undue panic amongst the other children, another individual will gather all the other children safely, and conduct a head count to ensure no other child is unaccounted for. If the missing child has not been located by the individual put on task of locating, a research of the area/surrounding areas, should be performed again after alerting the director, and if outdoors, such as in the park, the director should notify the security officials, at the place of occurrence of the incident, so a broader search can be channeled. If indoors, the local authorities should be called, the parent or guardian should be notified, and the licensing agency respectively.

### **9/11 Attacks.....Natural Disasters/Bomb Threats**

In any instances of circumstances that warrant immediate closing, and a cause to vacate the premises we will be accommodated at Beth Abraham Nursing Home and Hospital: 612 Allerton Avenue

Bronx, New York 10467

**718-519-4000**

### **Staff Development**

It is mandated by the state that days be designated for staff development during the course of the school year. These days will be noted on the school calendar.

**WE ARE A SCHOOL FAMILY! IF EVER YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE FEEL FREE TO ADDRESS THEM IMMEDIATELY**

**WITH ANY STAFF MEMBER AVOIDING UNNECESSARY GOSSIP AND  
BACKBITING.**

## Daily Schedule

8:30-8:40 Arrival, Conduct a health check/safety check, center

Choice activities

8:40-9:00 Group meeting, Building blocks activity

9:00-9:20 Clean-up, hand washing, and snack

9:20-10:45 Center time/interest areas/small groups (1)

10:45-11:05 Music

11:05-11:30 Read aloud, Preparation for outdoor play

11:30-12:00 Outdoor play

12:00-12:30 Lunch

12:30- 1:00 Rest time

1:00-1:15 Class meeting (2)

1:15-2:10 Center time (2)/Interest areas, small groups (2)

2:10-2:40 Outdoor play (2)

2:40-2:50 Recalling, Preparation for dismissal

2:50 Dismissal