

Early Childhood Development Center Kaleidoscope
Summer 2023
Family Handbook

Early Childhood Development Center
Kaleidoscope



Summer

2023

Handbook

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**Early Childhood Development Center Kaleidoscope
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Family Handbook**

Letter from the Directors

Dear Kaleidoscope Families,

We are so happy that you've chosen to spend this summer at Kaleidoscope!

The handbook will familiarize you with our policies, procedures, and guidelines, and promote a spirit of discovery and learning.

If you have any questions, please don't hesitate to contact our office or your child's teacher. We are always happy to help!

Sincerely,

Oksana Grebenyuk

Education Director

And

Pasha Bouniatian

Deputy Director

ECDC Kaleidoscope



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Programs

ECDC Kaleidoscope stands for its name and is known for exposing children to literacy, music, movement, art, acting, hands-on math and science activities, and of course for offering plenty of opportunities to build strong bodies and minds! At Kaleidoscope, there's an opportunity for every child to explore new ideas, learn new skills, and discover new interests in a positive, fun learning environment.

Children spend at least 90 minutes/day on our beautiful, private, and fully equipped outdoor playground perfecting their gross motor, teamwork, communication, and collaboration skills; tending to our garden; and observing critters that live there.

Our spacious, air conditioned, and age-appropriate classrooms are equipped with high quality child sized furniture, educational toys, and age-appropriate books.

We offer healthy hot meals and snacks that are prepared on site.

Our summer programs are led by Kaleidoscope's highly qualified, experienced teachers and teacher assistants.

Schedule and Fees

| Session | Hours | Tuition | Comments |
|------------------------|-------------------|----------|---|
| June 26 – September 1* | 8:00 am – 4:00 pm | \$2,460 | Paid in 3 installments of \$820 |
| Afternoon Playgroup | 4:00 pm – 5:00 pm | \$15/day | The registration form will be provided upon request |

*Kaleidoscope is closed for recess from July 3 – July 28.



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Themes and Schedules

Two's (*children born in 2021*)

Ocean, Beach, and Seashells

Exploring the theme will prompt children to use their five senses, expose them to literacy, math, science, art, and fun sensory and physical activities. We will learn about ocean creatures, discover shells and learn what animals live in seashells, play with ocean-themed sensory materials, create lots of art, cook and taste, and much more.

Rising 3K (*children born in 2020*)

Music Making

Many of us have fond memories that involve music. What special music do you associate with important celebrations? What kind of beat can you not help but tap your feet to when it comes on the radio? What songs from your childhood do you and your child enjoy singing together? Music has a wonderful way of translating across many generations, cultures, languages, and communication styles. Therefore, in summer, we conduct a study of music making that engages and builds on children's curiosity around music, sound, and performance.

Rising Pre-K (*children born in 2019*)

Hawaii

Swaying palm trees, grass skirts, the rattling of an Uli Uli, and the strumming of a ukulele... We are taking the campers on a cultural "trip" to the Hawaiian Islands. We will learn the Islands' geography, culture, literary components, arts, and science. We will taste and cook with pineapples, papayas, and coconuts. We will sing and dance to Hawaiian songs and music. We will make and play Hawaiian musical instruments.



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Staggered Schedule

Two's Class

Due to a limited capacity, we kindly ask that one parent per student participate in the staggered schedule activities.

- ❖ Monday, July 31. 8:00 am – 10:00 am. Parents are encouraged to stay and play with us.
- ❖ Tuesday, August 1. All children: 8:00 am – 11:00 am. Parents are encouraged to stay and play with us.
- ❖ Wednesday, August 2. Children: 8:00 am – 12:00 pm. Parents are encouraged to leave shortly after drop off.
- ❖ Thursday, August 3. Regular school day: 8:00 am – 4:00 pm. Parents are encouraged to leave shortly after drop off.
- ❖ Friday, August 4. Regular school day: 8:00 am – 4:00 pm. Parents are encouraged to leave shortly after drop off.
- ❖ Monday, August 7. Regular school day: 8:00 am – 4:00 pm. Extended day begins: 4:00 pm – 5:00 pm.

Rising 3K and Pre-K

Rising 3K and Pre-K students have no staggered schedule.

Since the majority of the rising 3K and Pre-K students matriculate from our previous year classes, there is no staggered schedule for these groups. Please contact Mrs. Oksana (the education director) at ecdckaleidoscope@aol.com if you would like to create a staggered schedule to address your child's needs.



Toddlers Summer Daily Schedule

| | |
|-------------------------------|-----------------------------------|
| 8:00 – 9:30 (90 min) | Outdoor Play |
| 9:30 – 9:40 (10 min) | Transition |
| 9:40 – 10:00 (20 min) | Breakfast |
| 10:00 – 10:30 (30 min) | Music and Movement |
| 10:30 – 11:45 (75 min) | Choice Time |
| 11:45 – 11:50 (05 min) | Clean Up |
| 11:50 – 12:00 (10 min) | Story Time |
| 12:00 – 12:30 (30 min) | Lunch |
| 12:30 – 2:30 (120 min) | Nap |
| 2:30 – 2:45 (15 min) | Transition |
| 2:45 – 3:00 (15 min) | Snack |
| 3:00 – 3:10 (10 min) | Circle Time/Mighty Minutes |
| 3:10 – 3:15 (05 min) | Transition |
| 3:15 – 4:00 (45 min) | Outdoor Play |
| 4:00 | Dismissal |
| Extended Day | |
| 4:00 – 5:00 (60 min) | Outdoor Play |



Rising 3K Summer Program Daily Schedule

| | |
|-------------------------------|------------------------------|
| 8:00 – 8:45 (45 min) | Choice Time |
| 8:45 – 8:50 (05 min) | Clean Up |
| 8:50 – 9:00 (10 min) | Morning Circle |
| 9:00 – 9:20 (20 min) | Breakfast |
| 9:20 – 9:30 (10 min) | Transition |
| 9:30 – 11:00 (90 min) | Outdoor Play |
| 11:00 – 11:15 (15 min) | Transition |
| 11:15 – 11:45 (30 min) | Music and Movement |
| 11:45 - 12:00 (15 min) | Story Time |
| 12:00 – 12:30 (30 min) | Lunch |
| 12:30 – 2:00 (90 min) | Rest/Quiet Time |
| 2:00 – 2:20 (20 min) | Transition/Table Toys |
| 2:20 – 2:30 (10 min) | Story Time |
| 2:30 – 2:50 (20 min) | Snack |
| 2:50 – 3:00 (10 min) | Transition |
| 3:00 – 4:00 (60 min) | Outdoor Play |
| 4:00 | Dismissal |

Extended Day

| | | |
|--------------------|-----------------|---------------------|
| 4:00 – 5:00 | (60 min) | Outdoor Play |
|--------------------|-----------------|---------------------|



Rising Pre-K Summer Program Daily Schedule

| | |
|-------------------------------|------------------------------------|
| 8:00 – 8:45 (45 min) | Choice Time |
| 8:45 – 8:55 (10 min) | Morning Circle |
| 8:55 – 9:00 (05 min) | Transition |
| 9:00 – 9:30 (30 min) | Music and Movement Activity |
| 9:30 – 9:50 (20 min) | Breakfast |
| 9:50 – 10:45 (55 min) | Choice Time |
| 11:00 – 12:30 (90 min) | Outdoor Play |
| 12:30 – 1:00 (30 min) | Lunch |
| 1:00 – 2:00 (60 min) | Rest Time |
| 1:30 – 2:00 (30 min) | Transition/Table Toys |
| 2:00 – 3:00 (60 min) | Outdoor Play |
| 3:00 - 3:15 (15 min) | Read Aloud |
| 3:15 – 3:30 (15 min) | Snack |
| 3:30 – 4:00 (30 min) | Choice Time |
| 4:00 | Dismissal |

Extended Day

| | |
|-----------------------------|---------------------|
| 4:00 – 5:00 (60 min) | Outdoor Play |
|-----------------------------|---------------------|



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Menu

August 2023 – September 2023

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------------------|--|---|--|---|--|
| Breakfast | Farina French Toast 1% Milk | Pancakes Strawberries 1% Milk | Scrambled Eggs Whole Wheat Bread Cucumbers 1% Milk | Hot Oatmeal Apples 1% Milk | Whole Grain Cereal Banana 1% Milk |
| Lunch | Mashed Potatoes Meatballs Sweet Corn 1% Milk | White Rice Black Beans Steamed Broccoli Pineapples 1% Milk | Barley Baked Chicken Tenders Steamed Vegetables Apples 1% Milk | Ziti with ricotta, mozzarella, and marinara sauce Sweet Peas Pears 1% Milk | Tomato Soup Buckwheat Chicken Patty Orange 1% Milk |
| Snack | Apples Peanut Butter | Muffin Watermelon | Wheat Thins Honeydew | Cream Cheese on a whole grain Bagel Cantaloupe | Yogurt Rice Roll |
| Extended Day Snack | Pirate's Booty Cheese Puffs Pears | Whole Wheat Fig Bar Apples | Hummus Carrot Sticks | Yogurt Bananas | Multigrain Fish Crackers Apple Sauce |



Guidelines and Suggestions

What to wear

Our goal is independence and safety.

Preschoolers are busy and activities can get messy. Please have your child wear play clothes every day. Paint, water, sand, clay, glue, markers, cooking etc. require full participation and clothes will get dirty.

We suggest that your child wear Velcro sneakers- sturdy footwear helps avoid falls. We run, ride pedal bikes, and play with kick balls. Young people are growing so fast that their newly acquired sense of balance is easily disrupted. Teachers encourage students to put on and remove their own shoes.

Explaining these clothing/shoe “rules” to your preschooler before school starts might eliminate some of those morning getting dressed “tug-o-wars”.

What to bring

- A complete change of clothing and underwear with your child’s name on it to be kept in your child’s cubby in a 1-gallon Ziploc bag. Remember to update the clothing as seasons change and your child grows. Preschool campers play outside several times each day.
- A small blanket for nap time. Please make sure the light blanket is long enough to cover your child from shoulders to toes.
- A small, soft, quiet comfort toy may be taken out during nap time. The blanket and toy need to be washed every weekend and returned.
- Sunscreen (labeled with your child’s first and last name) to keep at school. We recommend spray and stick sunscreen because they are easier to apply. Sticks are also great for easy application, especially on the face. Please apply sunscreen to your child before coming to school each morning. This application will last through their morning playtime. Sunscreen is applied again after nap/quiet time.
- On hot days, a hat may be useful.
- A refillable water bottle.
- An insect repellent spray.

All items must be labeled with the student’s name.



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Attendance

Parents or caregivers will sign in and sign out their preschooler every day they attend using our Brightwheel App. New families will be invited to join the app shortly before your child begins attending the program. Preschoolers are dropped off and picked up on the Coney Island Avenue side.

Our day runs from 8:00 a.m. - 5:00 p.m. Pick-up time varies depending on your child's schedule and takes place from 4:00 pm - 5:00 p.m.

Emergency Notifications and Procedures

Kaleidoscope families will be notified via text messaging when there is a whole-school emergency. For emergencies involving individual students or families, we will first try to call your emergency contacts. Emails will be sent if we cannot get in touch with the family. In case of a medical emergency, we will call 9-1-1 first.

Kaleidoscope has developed plans for a variety of emergency situations. In addition to any natural emergencies, we have established a "lockdown" and "shelter-in-place" systems and have supplies stored in case of an extended emergency. On a monthly basis, Kaleidoscope staff and children practice fire drills and are taught what to do in case of emergencies. Staff members are certified in the use of CPR and First Aid.

Evacuation

In the event of a school or classroom evacuation, children will be escorted to Cortelyou Library at 1305 Cortelyou Road. We will evacuate children with disabilities based upon their needs. Attendance will be taken, and parents will be notified of the situation. Teachers will bring emergency contact phone numbers for each child to our destination; therefore it is important that parents keep emergency forms updated at all times. At some point, if necessary, and if cellular services are available, a message will be left on the parent's emergency phone number, or an email will be sent to explain the situation. Keeping our students safe and calm is our first priority.

Tornadoes and other outside threats

In case of an outside threat warning, children will be brought inside the school from the playground and will be taken by their teachers to an inner, windowless "Safety Zone." Teachers will provide books and games for the children to relieve their anxiety and will keep them occupied until the warning is lifted.



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Illness Policy

Keeping our students healthy is also a top priority. If your child is showing signs of illness, please plan to keep them home. Children should remain home if any of the following conditions are present:

- Fever (100 or higher. The child must be fever-free for 24 hours without medication.)
- Runny nose with yellow or green mucus
- Constant cough
- Earache, sore throat
- Nausea, vomiting, diarrhea, stomach pain (The child must be vomit and diarrhea-free for 24 hours without medication.)
- Open skin lesions
- Undiagnosed rashes
- Excessive drowsiness or lethargy, dizziness
- Painful or frequent urination
- Mattery discharge from eyes

If your child becomes ill while at Kaleidoscope, they will be made comfortable in the office (to isolate from others and where an adult will be within hearing). We will take a temperature reading and allow for some rest time. Parents or emergency contacts will be contacted. For the safety of your child and other children we request that you pick up your child as soon as possible.



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Injuries and Accidents at School

On-site medical administration is limited to washing the affected area with soap and water, covering the area with an adhesive bandage (no ointments can be applied), or giving the child a cold pack for minor bumps. We cannot give any pain medication or fever reducers. If a child receives an injury beyond minor scrapes and bumps, attempts will be made to contact a parent and explain the injury and the cause. If no parent contact is made, a phone message or note to the parent will be generated. If an injury or accident results in medical treatment by a physician or other health professional and/or hospitalization, a form will be submitted to the Department of Health and Mental Hygiene. Kaleidoscope keeps an illness and injuries log in the office.

Visitor Guidelines

All visitors must sign in at the front office. Cell phone usage is prohibited while working with children or in the classroom. If a visitor is volunteering regularly, they must submit a background check and abide by all other volunteer policies. (See Kaleidoscope's Parent Handbook on our website.)

Image Release

By enrolling your child in Kaleidoscope programs, you authorize that photographs and/or video recordings taken of him/her during his/her participation in Kaleidoscope programs may be used by Kaleidoscope for its publicity purposes including but not limited to newsletters, brochures, and our website.

Office Hours

The office is open and staffed each day from 8:00 a.m. until 5:00 p.m. The office phone number is (917) 652-4422 and the fax number is (917) 652-4422.

