

# Bleu Avenue Daycare

## Parent Handbook

### Our Mission

Bleu Avenue believes self-esteem is a critical component in children's growth. To support our children to develop high self-esteem, we focus on developing their social skills and self motivation to aid them to succeed in different areas of development. We devote ourselves to enrich child's social, emotional and cognitive development in our school.

### Our Philosophy

We believe in positive methods of discipline. The philosophy of Bleu Avenue is based on a set of strongly held beliefs. We believe that each child is a unique individual. We provide safe, clean, healthy, and happy environment to encourage kids to explore and experience more as they can. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We care each child's needs. Our programs are designed to develop students' independence and responsibility. We encourage daily communication between parents and teachers.

### Our Staff

Bleu Avenue Daycare's staffs create a caring and loving atmosphere to develop each child's creativity and positive self-image. We have identified the skills to meet the childcare and early education needs of children. Our main teachers have more than 18 years of teaching experience to foster young kids and meet their needs. All our

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teachers and assistants are moms so we understand what kids need. All staff undergoes NYS background checks at the time of hire to ensure our students' wellbeing.

## **Registration**

- \$100 Registration fee
- A completed Registration Form
- A signed Policy Form / Parent Handbook
- A completed Medical Form

\_\_\_\_\_(Initials)

## **School Hours**

School opens from 8:00AM -6:00PM. \_\_\_\_\_(Initials)

## **Arrival and Departure**

For security reasons, each parent or specified approved adult must sign the child in and out every day during drop off and pick up. If anyone other than the parent is picking up, parents must call to notice our school, they must show photo identification to the teachers. \_\_\_\_\_(Initials)

## **Late Pickup**

Bleu Avenue doesn't not offer late pickup. Parents must pickup their child(ren) by 6pm the latest. A \$50 late pickup fee with be charged per occurrence if the parent is late for more than 10 minutes (6:10pm). \_\_\_\_\_(Initials)

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## Open Door Policy

Parents must arrange visits with the classroom teacher in order to accommodate the class schedule. We also have 2 Open House Days every year. Parents and Grandparents are all welcome to join. We will send out the invitation before it. \_\_\_\_\_(Initials)

## Tuition

Monthly tuition is due by the 1st of every month. There will be a \$25 late fee after the 5th of month. If the tuition check is not clear by the bank, we would then require \$35.00 bank fee plus cash or money order for tuition payment. \_\_\_\_\_(Initials)

## Absence and Vacation Policy

There will be no refund or "make up days" for absence, sick leave or vacation. For extended vacation days, full tuition is required to hold your child's enrollment and is not refundable. \_\_\_\_\_(Initials)

## Inclement Weather

If the NYC public schools are closed due to severe weather then Bleu Avenue will also be closed. Parents will be notified by phone before 7am.

If our school is already in session and the NYC public school system decides to dismiss early, parents will be notified by phone for child pick-up.

NYC public school closing information is available via most radio stations, via the New York City website [nyc.gov](http://nyc.gov) or by calling 311.

\_\_\_\_\_ (Initials)

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## Nap Time Hours

Parents need to provide crib-sized sheets and blankets for their child. They will be sent home to be laundered every Friday. Children will have a two-hour nap allowance.

\_\_\_\_\_(Initials)

## Accidents and Injuries

If your child is injured at school, first aid will be administered. If the student needs a doctor's treatment, we will contact you and/or the doctor you have chosen to treat your child. If it's an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. \_\_\_\_\_(Initials)

## Fire Drills & Emergency Plan

Fire drills will be conducted every month. Please see fire drill procedures and emergency evacuation site posted on the bulletin board. \_\_\_\_\_(Initials)

## Things to Bring for Your Child

- Pants/Shorts
- Shirt
- Underwear
- Water play clothes: swimming suits and swimming pants
- Sun block
- Diapers & wipes
- Napping blanket

\_\_\_\_\_(Initials)

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## Sickness Policy

With the cooperation of parents keeping their sick children at home, we can prevent the spread of more germs and illness to the other students. We will ask parents to keep the students at home, if he/she has fever over 100.4 degrees, 3 & more cases of Diarrhea or Persistent cough. Please return the students when he/she is symptoms free for at least 24 hours (without use of medication) 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. \_\_\_\_\_(Initials)

## Allergies

If your child has allergies, please discuss them in detail with the teachers. For food allergies, a written description signed by parent and doctor must be on file and updated every year. The staff of the center will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately. NUT-FREE ZONE: we attempt to be a nut-free zone. Due to an increase in children with allergies, parents can prepare lunch and snack for children. Please don't bring any peanuts as well as tree nuts such as almonds, cashews, walnuts, pine nuts (pinoli), etc. Our school assumes no responsibility for this. \_\_\_\_\_(Initials)

## Termination Policy

Bleu Avenue reserves the right to terminate a child from the program if a child is consistently unable to gain control and persists in aggressive behaviors that pose a constant threat to their peers and/or the staff. \_\_\_\_\_(Initials)

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## Cancellation Policy

To withdraw your child, you must give at least thirty (30) days written notice prior to withdrawal/cancellation. You agree to pay all tuition and fees for the thirty (30) days following your notice to the Center, even if your child is not in attendance.

\_\_\_\_\_(Initials)

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## School Schedule

8:30-9:00 Breakfast

9:00-9:30 Table Activities (Puzzles, play dough)

9:30-10:00 Circle Time (Calendar, Songs, Art & Book reading)

10:00-10:30 Learning Centers (Blocks, Science, Dramatic play, Reading Corner, Art, Sensory, Fine motor activities and small group) Music movement, cooking, gardening class will have once a week.

10:30-11:00 Snack & Bathroom Time

11:00-11:30 Gym Time/Outdoor Activity (Gardening, Water and Sand, Gross motor skills.)

11:30-12:00 Story Circle

12:00-1:00 Lunch Family style (fresh & cook on site. Home-made juice & fruit provided)

1:00-3:00 Nap

3:00-3:15 Bathroom Time

3:15-4:00 Daily Chinese Class (Master Degree Chinese teacher + 14 years experience)

4:00-4:45 Story Circle & Show and tell

4:30-5:10 Snack & Bathroom Time

5:10-5:50 Gym Time/Outdoor Activity

5:50-6:00 Home Sweet Home

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**\*\*\*Please return this page to the director after reading and signing\*\*\***

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

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date