

2022 School Handbook

345 W42nd Street, New York, New York 10036 | Star A Kidz.com info@Star A Kidz.com | 212.974.2222



About Us

At Star A Kidz Manhattan Preschool, you can see it on the faces of our children as they step out to discover this world–excitement, wonder, the thrill of learning. We are a Reggio Emilia-inspired community located in the heart of NYC's Theatre District and Times Square. The Star A Kidz Manhattan staff employs a cooperative and collaborative method to early learning. We believe children possess extraordinary potential, creativity, and strength.

Our Philosophy

We believe that children are full of knowledge, potential, and interest in connecting to the world around them. To evoke this sense of wonder, our school's home is both welcoming and nurturing while also encouraging self-expression and curiosity. Our philosophy is that the image of the child is competent and capable, the role of the parent is integral, and collaboration is essential. Children are offered a plethora of possibilities to awaken creativity and spark a sense of beauty. Through a supportive and stimulating environment, children uncover endless opportunities to express themselves and present their ideas.

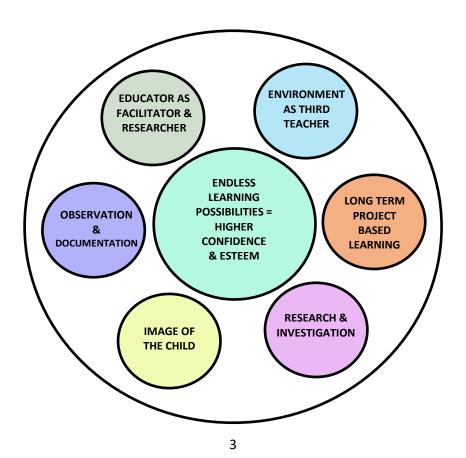
Our Curriculum

We have a huge passion to bring the latest and the most advanced education into our classrooms. In addition, to Reggio fundamentals, we provide rigorous 21st Century Learning with a strong emphasis on science, technology, engineering, the arts, and math (STEAM). This approach helps to build strong "4C" skills which are Creativity, Critical Thinking, Collaboration, Communication) skills. Our curriculum is also deeply influenced by Howard Gardner's Multiple Intelligences theory.



What is Reggio Emilia?

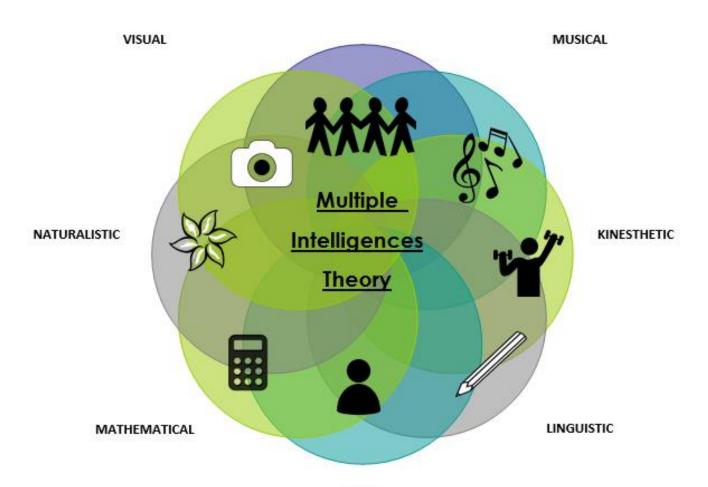
- **%** Reggio Emilia Educational Approach is a student-centered and constructivist approach that utilizes self-directed, experiential learning in relationship-driving environments.
- **X** RE was developed after WWII by psychologist Loris Malaguzzi and parents in the villages around Reggio Emilia, Italy, and derives its name from the city.
- ** The approach is based on principles of respect, responsibility, and a community through exploration and discovery with a self-guided curriculum.
- X The philosophy follows the principles that: Children must have some control over the direction of their learning; they must be able to learn through experiences of touching, moving, listening, and observing; children have a relationship with other children and with material items in world that they must be allowed to explore; children must have endless ways and opportunities to express themselves.



INTER-PERSONAL



INTER-PERSONAL



INTRA-PERSONAL





Bright Stars Class

Infant Program (3 to 6 Months Old)
1:4 Child to Teacher Ratio

Daily	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 8:30 a.m.	Arrival
8:30 to 9 a.m.	Breakfast & Bottles
9 to 9:15 a.m.	Morning Circle Time
9:15 to 9:30 a.m.	Diaper Change
9:30 to 10:30 a.m.	Morning Nap Time
10:30 to 11 a.m.	Diaper Change
11 to 11:30 a.m.	Music/Movement/Tummy Time
11:30 to 12 p.m.	Lunch & Bottle
12 to 12:30 p.m.	Story Time
12 to 12:45 p.m.	Diaper Change
12:45 to 3 p.m.	Afternoon Nap
3 to 3:30 p.m.	Gentle Wake & Diaper Change
3:30 to 4 p.m.	Snack/Bottle
4 to 4:45 p.m.	Circle Time (Stories, Songs)
4:45 to 5 p.m.	Diaper Change
5 to 6 p.m.	Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Tiny Moonbeams Class

Infant Program (6 to 12 Months Old)
1:4 Child to Teacher Ratio

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Dally	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 8:30 a.m.	Arrival
8:30 to 9 a.m.	Breakfast & Bottles
9 to 9:15 a.m.	Diaper Change
9:15 to 9:45 a.m.	Circle Time
9:45 to 10:45 a.m.	Morning Nap Time
10:45 to 11 a.m.	Free Play
11 to 11:15 a.m.	Diaper Change
11:15 to 12 p.m.	Lunch & Bottles
12 to 12:15 p.m.	Story Time
12:15 to 12:30 p.m.	Art Projects
12:30 to 12:45 p.m.	Diaper Change
12:45 to 1 p.m.	Bottles
1 to 3 p.m.	Afternoon Nap Time
3 to 3:15 p.m.	Diaper Change
3:15 to 4 p.m.	Snack & Bottles
4 to 4:45 p.m.	Free Play & Tummy Time
4:45 to 5 p.m.	Diaper Change
5 to 6 p.m.	Music & Movement/Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Little Lunas Class

Toddler Program (12 to 18 Months Old) 1:5 Child to Teacher Ratio

Daily	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 a.m. to 9 a.m.	Arrival & Breakfast
9 to 9:15 a.m.	Free Play & Diaper Change
9:15 to 9:45 a.m.	Enrichment Class
10 to 10:20 a.m.	Circle Time
10:20 to 10:40 a.m.	Fine Motor Skills
10:40 to 11 a.m.	Outside Stroll
11 to 11:30 a.m.	Crafts & Story
11:30 to 12 p.m.	Lunch
12 to 12:30 p.m.	Free Play & Diaper Change
12:30 to 1 p.m.	Quiet Play
1 to 3 p.m.	Nap Time
3 to 3:30 p.m.	Snack Time
3:30 to 4 p.m.	Free Play & Diaper Change
4 to 4:30 p.m.	Creative Movement
4:45 to 5 p.m.	Diaper Change
5 to 6 p.m.	Music & Movement/Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Golden Stars Class

Toddler Program (18 to 24 Months Old) 1:5 Child to Teacher Ratio

Daily	Schodulo
Dally	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 9 a.m.	Arrival & Breakfast
9 to 9:15 a.m.	Free Play & Diaper Change
9:15 to 9:45 a.m.	Enrichment Class
10 to 10:20 a.m.	Circle Time
10:20 to 10:40 a.m.	Fine Motor Skills
10:40 to 11 a.m.	Outside Stroll
11 to 11:30 a.m.	Crafts & Story
11:30 to 12 p.m.	Lunch
12 to 12:30 p.m.	Free Play & Diaper Change
12:30 to 1 p.m.	Quiet Play
1 to 3 p.m.	Nap Time
3 to 3:30 p.m.	Snack Time
3:30 to 4 p.m.	Free Play & Diaper Change
4 to 4:30 p.m.	Creative Movement
4:45 to 5 p.m.	Diaper Change
5 to 6 p.m.	Music & Movement/Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Baby Comets Class

Two-Year-Old Program
1:6 Child to Teacher Ratio

Daily	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 9 a.m.	Arrival & Breakfast
9 to 9:15 a.m.	Free Play & Potty/Diaper
9:30 to 10 a.m.	Circle Time
10 to 10:45 a.m.	Enrichment Class
10:45 to 11 a.m.	Potty/Diaper
11 to 11:45 a.m.	Outside/Playground
11:45 a.m. to 12 p.m.	Potty
12 to 12:45 p.m.	Lunch/Story Time
12:45 to 1 p.m.	Potty
1 to 3 p.m.	Nap
3 to 3:15 p.m.	Potty
3:15 to 3:30p.m.	Snack Time
3:30 to 4 p.m.	Afternoon Circle
4 to 4:30 p.m	Free Play & Diaper Change
4:30 to 5 p.m.	Centers /Arts & Crafts
5 to 6 p.m.	Potty/Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Two-Year-Old Program 1:6 Child to Teacher Ratio

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Dally	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 9 a.m.	Arrival
9 to 9:30 a.m.	Breakfast
9:30 to 10 a.m.	silent reading/Potty/ Diaper
10 to 10:30a.m.	Morning circle
10:30 to 11 a.m.	Center time
11 to 11:30a.m.	Gym/Dance/Park
11:30 a.m. to 12 p.m.	Potty
12 to 12:30 p.m.	Lunch/Story Time
12:30 to 1 p.m.	Silent reading/ Potty/ Diaper
1 to 3 p.m.	Nap
3 to 3:15 p.m.	Potty
3:15 to 3:30p.m.	Snack Time
3:30 to 4 p.m.	Enrichment class/Center time
4 to 4:30 p.m	Gym/Music & Diaper Change
4:30 to 5 p.m.	Small group activities
5 to 6 p.m.	Potty/Dismissal
6 to 7 p.m.	Late Dismissal (if needed)





Shooting Stars Class

Three-Year-Old Program

1:8 Child to Teacher Ratio

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Daily	Schedule				
7:30 to 8 a.m.	Early Drop Off (if needed)				
8 to 9 a.m.	Arrival, Table toys (8:50 – wash hands for breakfast				
9:00 to 9:30	Breakfast / Diaper Change / Wash hands				
9:30 to 9:45 a.m.	Circle Time				
9:45 to 10:00 a.m.	Music & Movement				
10:00 to 10:30 a.m.	Enrichment Classes				
10:30 to 11 a.m.	Center Time & Mini Theme Based Lesson				
11:30 to 12:00 p.m.	Playground Time				
12 to 12:45 p.m.	Lunch				
1:00 to 3:00 p.m.	Nap				
3 to 3:30 p.m.	Snack/Cleanup / Hand wash				
3:30 to 4:00 p.m.	Diapering / wash hands / Bathroom/Playroom				
4:00 to 4:20 p m	,				
4:00 to 4:30 p.m.	Closing Circle				
4:30 to 5:00 p.m.	Music & Movement				
5 to 5:30 p.m.	STEM Activity				
5:30 to 6:00 p.m.	Free Play				





Blasting Rockets Class

Four-Year-Old Program
1:10 Child to Teacher Ratio

Daily	Schedule
7:30 to 8 a.m.	Early Drop Off (if needed)
8 to 9 a.m.	Arrival & Free Play
9 to 9:30 a.m.	Breakfast
9:30 to 10 a.m.	Circle Time
10 to 10:45 a.m.	Child-Led Activities
10:45 to 11:10 a.m.	Enrichment Classes
11:10 to 11:45 p.m.	Outside/Playground
11:45 to 12 p.m.	Bathroom & Lunch Preparation
1 to 3 p.m.	Quiet Time/Rest
3 to 3:30 p.m.	Gentle Wake/Bathroom
3:30 to 4 p.m.	Child-Led Activities
4 to 4:30 p.m.	Snack
4:30 to 5 p.m.	Writing/Journaling Time
5 to 5:30 p.m.	Gross Motor Activity
5:30 to 6 p.m.	Story Time
6 to 7 p.m.	Late Dismissal (if needed)



2022 Calendar

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Important dates of 2022

Date	Holiday/event	Date	Holiday/event	Date	Holiday/event	Date	Holiday/event
17-Jan	Closed - Martin Luther King Day	29-Apr	Closed - Staff Development Day	4-Jul	Closed - Independent Day Holiday	18-Nov	Thanksgiving Poltuck
1-Feb	Closed- Lunar New Year	2-May	UPK- Eid al FITR, Closed	26-Aug	Closed - Staff Development Day	24&25- Nov	Closed - Thanksgiving Holiday
21-Feb	Closed - Presidents' Day	30-May	Closed- Memorial Day	5-Sep	Closed- Labor Day	16-Dec	Vinter Vonderland event
22-25 Feb	UPK - Midwinter Recess (Closed)	20-Jun	Juneteenth (Closed)	10-Oct	Closed - Columbus Day	23-Dec.	Closed- Christmas Eve
15-Apr	Closed - Good Friday	24-Jun	Graduation day for 4's/ Picture day	31-Oct	Trick-or-treat Hallowwen Party	29-Dec	Closed- Staff Development day
18-22 April	UPK-Spring Recess (Closed)	27-Jun	UPK- Last day of school for students.	11-Nov	Closed- Veteran's Day	30-Dec	Closed- New Year Eve

Federal Holiday, Whole School Closed Professional Development Day, Whole School Closed DOE Program (3K & UPK) School Event



SCHOOL MEAL

Little Green Gourmets

Little Green Gourmets' mission is to provide all children with access to nutritious, made-from-scratch meals in school while encouraging them to explore, learn and grow healthy relationships with food that will last a lifetime

Price: \$8 per day

LITTLE GREEN GOURMETS

DECEMBER 2020 MENU (Preschool & Nursery)

ROASTED CHICKEN W/ THYME & PORCINI CREAMY SMASHED POTATOES GREEN BEANS	TUSCAN VEGGIE PENNE CORN APPLESAUCE W/ FISHKILL FARMS APPLES	TURKEY MEATBALLS W/ HOMEMADE BBQ SAUCE & CARAMELIZED ONIONS BROCCOLI ROASTED WHIPPED SWEET POTATOES	BEEF TACOS YELLOW RICE W/ RED PEPPER CONFETTI SOUTHWEST ROASTED PARSNIPS	CHICKEN CUTLET STRIPS QUINOA COUSCOUS PILAF PEAS W/ PARSLEY SAUCE
FONTINA MAC & CHEESE KABOCHA SQUASH CUBES BROCCOLI	BEEF SLIDERS W/ TOMATO GLAZE CHEESY POTATO CUBES TOMATO BRAISED SAVOY CABBAGE	9 CREAMY PASTA W/ CHICKEN, LEEKS, & HIDDEN MUSHROOMS CORN GREEN BEANS	BRAISED PULLED TURKEY EGG NOODLES PEAS W/ PARSLEY SAUCE	11 CHEESY CHICKEN POCKETS BULGUR FIESTA SALAD POACHED PINEAPPLE
CHICKEN SAUSAGE MEATBALLS MAPLE WHIPPED BUTTERNUT SQUASH ORZO W/ GARLIC & BROCCOLI	PIZZA SQUARES RIBOLLITA TUSCAN SOUP FARRO SALAD	VEGGIE OR BEEF CHILI CORNBREAD GLAZED CARROTS	SOUVLAKI CHICKEN GREEK PEAS LEMON POTATOES	PENNE TURKEY BOLOGNESE (ON THE SIDE) BROCCOLI
CARROT MAC & CHEESE POACHED PINEAPPLE CLASSIC PEAS & CARROTS	BBQ CHICKEN STRIPS ROASTED WHIPPED SWEET POTATO GREEN BEANS	BEEF TACOS YELLOW RICE W/ RED CONFETTI VEGGIE TRIO	24 BEEF SLIDERS W/ TOMATO GLAZE CHEESY POTATO CUBES TOMATO BRAISED SAVOY CABBAGE	NO SCHOOL
ARROZ CON POLLO HUDSON VALLEY SWEET CORN CARROTS W/ LEMON & DATE SAUCE	BEEF TAGLIATELLE PEAS APPLESAUCE	CHICKEN W/ SCALLION & MISO STEAMED RICE W/ BABY CORN EDAMAME PEAS & CARROTS	PENNE MARINARA W/ SAUCE ON THE SIDE GREEN BEANS PARMESAN CUPS	LITTLE GREEN GOURMETS growing start exters



TUITION POLICY AGREEMENT

- 1. REGISTRATION FEE A non-refundable registration fee of \$150 must accompany the enrollment application. The fee will be honored by the daycare center, but is not applicable to tuition. In order to register your child, a completed medical and immunization record is required.
- 2. SECURITY DEPOSIT A \$700 security deposit is due on the day of registration and will be deposited. This deposit acts as protection for the school in the event that a child is withdrawn without notice. There will be no interest paid on this deposit. An advanced 4 week written notice is required at the time any child is withdrawn from the program after 6 full months of enrollment.
- *** If the registration fee was waived for you at the time of registration to be on the wait-list and later on have decided not to send your child to $Star \ A \ Kidz$, the registration fee will be deducted from the deposit. Example: \$700 deposit \$150 registration fee = \$550 will be refunded.
- 3. TUITION PAYMENTS Tuition is due the first week of the new month. If tuition is not received by the 1st week of the month, a \$25 fee will be imposed. Tuition is also subject to change. A letter from the director will inform parents of the changes that will take place. ***Tuition fee is subject to change.***
- 4. BOUNCED CHECKS A \$35 fee will be charged for each returned check. If more than two checks are returned, cash or money orders will be required.
- 5. WITHDRAWAL –No tuition will be refunded, nor credited; if you decide to withdraw without any notice. Deposit will not be refunded.
- 6. ILLNESS AND EMERGENCY CLOSING Child must be symptom free for 24 hours in order to return to the preschool. Please notify the daycare center when your child will be absent via phone call or email. The undersigned will be charged full tuition for absences due to illness, emergency closings, or other absences from school. In the event that your child has a contagious/infectious illness, you must notify the center and make alternate arrangements for the child's care until your child's illness is no longer contagious to other students. A doctor's note is required to return to school if your child leaves with a fever and you expect him or her to return before 24 hours is up. Any transportation or treatment for a child who becomes ill or injured at the daycare center will be at the expense of the undersigned.
- 7. VACATION/Sick day: There is no pro-rate for vacation or Sick day. Full tuition will be charged during the vacation and sick days. Payment for the attending days for the vacation or long Sick days' month is optional. The daily rate for Infant toddler (3 to 24 month) is \$160 and for old toddler to preschooler (2 years to 4 years) is \$150.



- 8. PICK-UP Anyone picking up your child must be indicated on the school's registration form, which is signed by the parents. Advance notice must be given for anyone unfamiliar with the school to pick up your child. The designated person should be added to the authorized pick-up list and initialed by the parent as soon as possible. On the first pick-up, the added person will be asked to provide a photo ID.
- 9. LATE PICKUP FEE There is a late fee policy that will be enforced if your child is NOT picked up by 6:00 pm. 10. HOLIDAYS & CLOSINGS The center is open year-round; except for national holidays, in-service, and emergency closings. Holidays include but are not limited to New Year's Day, Martin Luther King, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day. There are also 3 staff developments per year. See the center's calendar.
- 11. makeup DAY(S) If your child is a part-time student, a make-up day may be permitted if student/teacher ratio allows for it. Consult the director for a day your child can come in for make-up.

I/We understand and agree to adhere to the policies stated above. I/We also understand my/our child cannot attend until all required documents are completed.

Signature:	Date:	
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Star A Kidz Contract / Policy Agreement

I hereby agree to and understand the following policy:

- 1. Tuition is a monthly rate and no tuition refunds are given due to illness, inclement weather, labor strikes, power and/or water outages, holiday closings or other legitimate conditions beyond the control of the preschool.
- 2. If you are paying by check, please make it payable to "Star A Kidz Preschool" on the first of each new month.
 - A late fee of \$25 will be charged to me if my tuition is seven (7) calendar days late. After 30 days, failure to pay will result in termination, unless a payment plan is negotiated.
- 3. I understand that tuition fees is subject to change.
- 4. A \$35.00 fee will be charged for each bounced check. If more than 2 checks bounce, cash or money orders will be required.
- 5. I understand that the \$150 registration fee is non-refundable and cannot be applied towards my tuition upon enrollment.
- 6. I understand that my \$700 security deposit is refundable, but cannot be applied towards the tuition.
- 7. I understand that I must give a 6 week written notice in order to have the security deposit refunded and allow 4-6 weeks for the refund check to arrive. Please fill out the Request for Security Deposit Refund form (obtain from office).
- 8. I understand that I must notify the director in case of any changes in child's schedule / diet / allergy.
- 9. I understand tuition is <u>not</u> prorated if my child is on vacation/absent/if the school is closed/or if it is my last month at Star A Kidz.
- 10. An overtime charge of \$15 will be given to the teacher who stays after 6:00 with my child if I am late in picking up my child. A flat charge of \$30 after 6 pm to 7 pm. Payment is due immediately upon pick up. (Lateness will be based on the preschool clock.)
- 11. I have received a copy of Star A Kidz's handbook/guidelines/policy folder and agree to abide by all the rules and regulations.
- 12. I agree to follow all of the guidelines set forth in the Sickness Policy and will pick up my child if he/she is not in accordance to the policy.
- 13. I agree to notify the staff when my child is ill or any family member has a contagious disease.
- 14. I agree to provide information on how to contact me in an emergency situation (including address, phone number, employment, and other emergency information), which I will update when changes occur.
- 15. I agree to notify a teacher and sign in and out every time I, or someone I authorize, enters the preschool to drop off or pick up my child.
- 16. I agree to discuss any concerns I may have with the supervising lead teacher with the director.
- 17. I will submit all required registration forms including the school health form before my child can attend Star A Kidz.
- 18. I agree to notify the director when my child is scheduled for routine health visits and obtain a health form and immunization record to complete and return. School health forms and immunization records must be <u>updated annually</u> to meet DOH requirements.



- 19. I agree to cooperate with the lead teacher in the follow up of any medical, dental or developmental needs of my child.
- 20. I understand that the preschool will keep ongoing assessments of my child as an integral part of the program. Assessments are gathered through a variety of methods including observations, checklists, and anecdotal records; all information gathered therein will be collected and maintained in my child's portfolio, which is available to me at any time.
- 21. I allow the following items (that I supplied) to be applied on my child.
- 22. I allow my child to be taken outside to the parks, playground/neighborhood trips on weather permitting days.
- 23. I have read and understand Star A Kidz Preschool's Behavior Management Policy
- 24. I allow pictures of my child to be taken and posted on websites such as Facebook/Shutterfly/YELP.
- 25. I understand that our hours are from 8 am to 6 pm with the option of an extended/early day.
- 26. I have read the school calendar and am aware of the dates that the school will be closed.
- 27. If my child is an infant, my child will need to sleep on his/her back unless I bring in a note from his/her doctor stating otherwise.
- 28. I understand that I am to supply the diapers, wipes, formula, food, weekly naptime sheets, and seasonally appropriate and size clothes that will remain in my child's cubby.
- 29. If an emergency occurs, I give Star A Kidz Preschool the right to call for medical assistance and administer simple First Aid.
- 30. I have reported to the director and teachers any allergy that my child may or may not have.
- 31. I understand that my child will have a Daily Health Check every morning upon arrival.
- 32. I understand and read Star A Kidz's termination policy.

I have Read and Understand the Policy Agreement Page and will comply.

- 33. I understand that Star A Kidz is not allowed to give out any personal information on my child except for those listed on the enrollment form.
- 34. I understand that Star A Kidz has a strict "No-Exception" policy to vaccinations and that ALL students must abide by the necessary vaccinations needed upon enrollment.
- 35. I have read and will abide by Star A Kidz's Policy to avoid termination of enrollment.

Child's Name:	Date:
Parent's Name (Print):	Parent's Signature:



Star A Kidz Preschool Policy

<u>Parent Communication:</u> We encourage parents to openly discuss with their teachers any wants/needs/concerns for their child. All students at Star A Kidz will go home with "Daily Reports" which outlines the course of your child's day. It will let you know what and how much they ate, how long they napped and what activity they participated in that day. Each child will be provided with a mailbox- so please check it daily for any notices/receipts/newsletters and daily reports. Each teacher also has a Star A Kidz work email, in which parents can use to communicate with teachers.

<u>Arrival/Departure</u>: For security reasons, each parent/specified approved adult/guardian must sign his/her child in and out every day during drop off and pick up. If anyone other than the parent or guardian is picking up/dropping off a child, the director must be informed and a photo ID must be shown of the person picking up/dropping off.

It is very **important** that your child is dropped off in the morning **no later than 9:30 AM**. Breakfast is served around 8:50/9:00 am and all children will eat at the same time, together. If you are going to be late, please email/call the director.

It is also **extremely** important that your child is to be picked up no later than 6:00 pm. Star A Kidz does not pay teachers after 6 pm so please keep in mind that they do need to be compensated for their time as there will be a late charge fee. If you will need a later pick up, the Director and the teacher must be informed ASAP in order for prior arrangements to be made. Please refer to our Extended Day Policy for more information.

<u>Strollers</u>: If you have an easily foldable stroller, kindly fold them and put them in the third floor. If your stroller is large and complex, you may park them in the stroller room on the third floor.

<u>Indoor/Outdoor Play</u>: All of our classes (as long as weather permits) will spend time outdoors. A breath of fresh air / neighborhood walk for our toddlers, and an energetic time in the park for our preschoolers will expose the children to new experiences that classrooms can simply only talk about- but since we are in NYC- the children can experience it firsthand! All Teachers are required to bring their cell phones and emergency bag which contains parent contact information, first aid kit and extra tissues/wipes/gloves.

<u>Nap/Rest Time</u>: Children (by law) are required to have at least 1 hour of nap/rest time. Star A Kidz has a 2 hour nap time. Those who do not nap will be given quiet activities/books. Each child will be provided with their own mat/cot. Parents must provide a blanket, sheet and/or both every Monday as the bedding will be sent home every Friday to be laundered. All soiled beddings will go home on the same day and parents must bring in clean set the following day.

<u>Babysitting</u>: If you enter into an agreement with a Star A Kidz employee to babysit outside of the school, understand that the employee is acting as a private citizen and <u>not</u> a Star A Kidz employee. We will not assume any responsibility for the employee.

Parent Custodial Policy: If there is a custodial agreement concerning a child, parents must provide a certified
copy of the most recent order that clearly describes the custody arrangements and/or visitation rights. Both
parents must also be listed on the enrollment form in order to be given any information on their child.
Parent/Guardian's Signature & date:



Star A Kidz Preschool PHOTO PERMISSION SLIP

From time to time we take pictures during school activities. We would like your permission to use these pictures on our System Tadpoles and Facebook page. Pictures would be selected to highlight school activities, our class environment, or school events. We will never reference your child by last name or provide any specific information regarding your child. The pictures will only be used by Star A Kidz Preschool (i.e. staff members and families) to show the many ways our young charges and students can have fun while participating in school!

We at Star A Kidz Preschool wish to further assure parents that only parents and staff members who are on our friend's list shall have access to your children's photo and school updates. Parents shall also be welcome to add to the Star A Kidz Preschool Facebook page by searching 'Star A Kidz Preschool M' or by contacting our email: staramericapreschoolm@gmail.com

Please take a moment to let us know your preferences regarding our use of photos of your children:
YES. I grant permission to use photos of my child the Star A Kidz Preschool Facebook page
-OR-
NO. Please do NOT take or use any photos of my child.
Child's Name(s) (PLEASE PRINT):
Parent/Guardian's Name (PLEASE PRINT):
Parent/Guardian's Signature:
Date: For questions or concerns about this form, please feel free to contact Star A Kidz Preschool



Policy to Avoid Suspension and Termination of Enrollment:

I hereby agree to and understand the following policy:

- Termination is always a last resort action that is carried out only when the director, management, and teachers feel that such action is in the best interest of the child or the other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a child may be terminated are explained below:
- 1. The child exhibits extremely aggressive behavior which endangers other child and/or staff.
- 2. The child's health and safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
- 3. The unwillingness of the parent(s) to work with teachers in the management of their child's behavior, and/or refusal to follow the preschool's recommendations for outside support services.
- 4. The child's developmental needs are not being met at the preschool due to general immaturity. Behavior indicative of a child's immaturity may include severe ongoing separation issues, excessive need for teacher attention, and inability to function independently or with the group.
- 5. The child has individual special needs which the preschool may not be able to accommodate to/for
- 6. Nonpayment of tuition. The security deposit shall be held until all outstanding tuition owed to the preschool is paid in full.
- 7. Continued lateness of parents picking up their child.
- 8. Parent's display of inappropriate behavior towards staff or children. This may include: disrespectful language, disregarding program policies, verbal and/or physical harassment, or any unlawful behavior.
- 9. Falsifying information on child enrollment forms.
- 10. Parent/Guardian and/or student shows a complete disregard for Star A Kidz Preschool as a whole

Parent/Guardian's Signature & date:



Topical Ointment Administration – Permission

Child's name
understand that topical ointments , such as lotion , lip balm or diaper cream , can be applied <u>only</u> as a preventive measure. Where required by licensing, application to open, oozing sores or continued use on a persistent diaper rash a Medication Authorization Form signed by me and my child's physician.
understand that the topical ointment provided by me must:
Be appropriate for use on a child;
Be applied according to instructions on the label
Be labeled with the child full name
Be handed to a staff member and not left in a diaper bag or cubby.
I give my permission for the staff at Star A Kidz Preschool to apply.
As needed from: / / to / / (not to exceed one year).x
(Parent/Guardian Signature) (Date)



Asthma Health Care Plan

Name of child Date of Birth:	:			
The following	information s	hould be completed by the o	child's medical provider and pa	rent/guardian.
Severity:	□ Mild	☐Mild Persistent	☐ Moderate Persistent	☐ Severe Persistent
Check all trigge	ers: (completed	by child's medical provider)		
□Smoke(cigar	rette)	□Cold/Flu	□Dust mites	☐ Exercise:
□Mold □Cleaning Pro	☐ Food:_ oducts:		□Wood smoke	☐ Strong☐ Cut flowers, grass or
Suggested class Specific Medica		es to support this child's needs	:	
•		red: * □ Yes □ No If yes, med	dication to be administered and	d potential side effects:
to complete th	he Medication	Authorization form.	, , , , , ,	dical provider and parent/guardian
Special Staff T	raining Needs			
Additional Em	ergency Proce			

Go (Green Zone)



Allergy Health Care Plan

Name of child:	
Parent/Guardian Name:Phone:	
Physician's Name:Phone:	
Allergen	Treatment/Substitution
Type of allergy transmission: □ Ingestion	☐ Contact ☐ Inhalation
Note: Do not Depend on Antihistamines or Inhalers	s to treat a severe reaction. USE EPINEPHRINE.
☐ If checked, give epinephrine immediately noted.	r ANY symptoms if the allergen was likely eaten. y if the allergen was eaten, even if no symptoms are
For the following signs of a mild allergic reaction add	minister:
□ Skin: Hives: Mild Itch	□ Nose: Itchy, Runny, Sneezing
□ Stomach: Mild Nausea/Discomfort	□ Mouth: Itchy
□ Other:	
body areas, give Epinephrine and call 911. If proceedings of the call 911 of the call 911 of the call 911. If proceeding of the call 911 of th	athing is difficult or vomiting, place on side, or sit up. Lips Heart: Pale, blue, faint, weak pulse, dizzy ling Lungs: Short of Breath
□Skin: Many hives over body, widespread redner of them: Feeling something bad is about to happed them to the feeling something bad is about to happed them.	



Suspected Allergy/Food Intolerance Form

This form is to be completed by the parent/guardian when the parent/guardian suspects their child may be allergic to a product or has a food intolerance, however, has not received a medical diagnosis or a health care plan from the child's medical provider.

Child Name:		Child's Date of Birth
My child has a:	□ suspected aller	gy
suspect/am conc No previous e	xposure	llergic for the following reasons:
□ Other:		
		quires the most up-to-date information regarding my child's inderstand that for the safety of my child, my child's photographie classrooms and kitchen.
understand that Suspected allergy/and allergy inform	Star A Kidz Preschool re food intolerance. I also ation will be posted in t ignature	quires the most up-to-date information regarding my child's inderstand that for the safety of my child, my child's photographie classrooms and kitchen. Date
understand that Suspected allergy/and allergy inform	Star A Kidz Preschool re food intolerance. I also ation will be posted in t ignature	quires the most up-to-date information regarding my child's inderstand that for the safety of my child, my child's photographie classrooms and kitchen.
I understand that Suspected allergy/and allergy inform Parent/Guardian Suspected for must be changes.	Star A Kidz Preschool re food intolerance. I also ation will be posted in t ignature updated annually or wh	quires the most up-to-date information regarding my child's inderstand that for the safety of my child, my child's photographie classrooms and kitchen. Date
understand that suspected allergy/and allergy inform Parent/Guardian S This form must be changes. To eliminate the suspected item(s)	Star A Kidz Preschool re food intolerance. I also ation will be posted in t ignature updated annually or when suspected allergy or fo while at Star A Kidz Programmer.	puires the most up-to-date information regarding my child's inderstand that for the safety of my child, my child's photograph in the classrooms and kitchen. Date enever there is any change in treatment or the child's condition and intolerance and allow your child to eat the



Sunscreen and Insect Repellent – Permission

Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Aerosol sprays are prohibited.

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may not be used on an infant under 6 months of age unless accompanied by a doctor's note.

Insect repellent may only be used if recommended by public health authorities or requested by a parent/guardian. The repellent must contain a concentration of 30% DEET or less. Insect repellant may not be used in an infant under 2 months of age. Oil of lemon eucalyptus and para-methane products may not be used on children under age three.

All sunscreen/sunblock and insect repellent provided by a parent/guardian must be:

- Provided in the original container;
- Clearly labeled with the child's full name;
- Within the expiration date;
- Appropriate for the age of the child; and
- Free of nut ingredients.

I give Star A Kidz Pre	school permis	sion to apply (name of	sunscreen)		
And/or (name of inse	ect repellent)_				
			th package instructions		l
Form:(not to exceed one y			To:	/	/_
Special Instructio Sunscreen/ Sun Bloc					
Insect Repellent:					
(Parent/Guardian Sig	gnature)	(Date)		



Supply List What to Supply/ Needed For ALL Children:

- Individual and Family pictures
- 1Box of Tissues (shared within the classroom)
- 1 Box of Wet Wipes
- 2 Clorox containers of Lysol Wipes (shared within the classroom)
- 1 Box of LARGE (gallon size) Ziploc Bags
- 1 Blanket & 1 Sheet for nap/rest time (This will be sent home every Friday to be cleaned)
- 2 Changes of Clothes Including socks and underwear
- Daily Sippy Cup Labeled with your child's name

((If your Child is in Diapers))

- Supply of Diapers and Wipes
- Powder/ointment
- Supply of washcloths (please put them in a Ziploc bag)

((If your Child is in the Infant/Toddler Room))

- "Boogie" Wipes
- 2 plastic/wipe-able Bibs
- 2 "drool" bibs (infant only-if needed)
- 2 "Stay Put" suction bowls best brand is "Boon" found on Amazon (infant only-if needed)
- Extra Formula/breast milk (**if needed**)
- Sleep Sack (infant only)
- Pacifier (optional) WITH clip or chain for attachment

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PLEASE label ALL of your child's belongings!!!!

One of the best brands we've come across: INCHBUG.com

Teachers will indicate by verbal request, email or on your child's daily report to please **<u>REPLENISH</u>** their supplies in school. Some supplies are shared (i.e. tissues, Lysol) but most of the items listed above are for your child ONLY.



Enrollment Form

[] Registration Fee (\$150 Non-Refundable) [] Medical Form	[] Deposit (\$700 Refundable) [] Parent Permission Policy	
Child's Full Name:	Date of Birth:	O Male O Female
Parent / Guardian 1 Name & Primary Address:	Parent / Guardian 2 Name	e & Primary Address:
Name	Name:	
Address:	Address:	
Primary Number:	Primary Number:	
Secondary Number:		
Email:	Email:	
Best way to reach you:	Best way to reach you:	
Employer:		
Language Spoken at Home:		
Emergency Contact & Authorized Pick – Up (Other t	han yourself or significant other)	
IRelationship:_		
2 Relationship:	Phone:	
3 Relationship:	Phone:	-
List any Medical Alerts /Allergies:		
Does your child have any special needs:	Does your child have an IEF):
In case of emergency, do you permit StarrKidz to		
	o contact EMS? YesNo	
Do you permit your child to attend neighborhood wa		
Child's Pediatrician:	Phone Number:	
Program: O Full Time (5 full days) O Part Time:	days Start Date:	
By signing below, I understand that I am responsible for the m	onthly tuition payment agreed upon and co	omply with school's policies
Offic	ce Use Only:	
Tuition Price: Start Date:	Prorate:	
Deposit Receipt #:Registration Recei	pt #:First Payment Re	ceipt #:
Parent's Name (Print):Par	ent's Signature:	Date



Medical Form

CHILD & ADOLESCENT HE NYC DEPARTMENT OF HEALTH & MENTAL HYGIEN			FORM	Please Print Clearly Press Hard	STUDENT ID	NUMBEI OSI:		
TO BE COMPLETED BY PARENT	OR GUARDIAN							
Child's Last Name	First Name		-	Middle Name				Birth (Manth/Day/Year)
Child's Address		Н	lispanic/La		k ALL mat apply) [tive Hawaiian/Pacif		an Indian 🔲 Asian	☐ Black ☐ White
City/Borough	State Zip Code	School/Center/Ga	amp Name			Distri Numi		e Numbers
Health insurance ☐ Yes ☐ Parent/Guardian Last (including Medicaid)? ☐ No ☐ Foster Parent	Name			First Name			CaN _ Work _	
TO BE COMPLETED BY HEALTH	CARE PROVIDER	If "ves" i	to anv	item, pleas	e explain (attaci	n addendum	. if needed)
Birth history (arge 0-6 yrs) ☐ Uncomplicated ☐ Premature: weeks gesta	Does the child/adoleso	cent have a past or by and attach MAF/Asth	r present n hma Action P	nedical history of the	he following? nt	ent 🗆 M		Severe Persistent
☐ Complicated by	Attention Deficit Hyp			hopedic injury/disab				n-school medication needed)
Allergies	☐ Chronic or recurrent ☐ Congenital or acquir	otitis media	☐ Sei	zure disorder each, hearing, or visi				
☐ Drugs (visit)	☐ Developmental/learn	ing problem	☐ Tub	erculosis (latent infec				
☐ Foods (Vst)	☐ Diabetes (attach MAF)		Oth	ier (specify)		Dietary	Restrictions	
☐ Other //ist)		Evnlain all check	kad iteme	above or an adden	dum	□ N	lone Yes (Xst	below)
PHYSICAL EXAMINATION	General App		ACU NEMS	above or on added	DUM			
Heightcm (N/ Abril		NI Abri	IV Abril		Ni Abril	
Weightkg (%ile)			Abdome		Skin		nosocial Development
BMIkg/m ² (ntal 🗌 🗎 Lun ck 📋 🗍 Card	ıgs diovascular	Genitou Extremi		Neurolog Back/spir		
Head Circumference (age <2 yrs)cm (%ile) Describe abo	normalities:						
Blood Pressure (age ≥3 yrs) //								
DEVELOPMENTAL (age 0-6 yrs) Within normal limits	SCREENING TESTS	Date Dos	96	Results			Date Done	Results
If delay suspected, specify below	Blood Lead Level (BLL)	, ,		pg/dL	Tuberculosis	Only require	ed for students entering into	ermediate/middle/junior or high school
Cognitive (e.g., play skills)	(required at age 1 yr and 2 yrs and for those at risk)	//		pg/dL			of previously attended any	NYC public or private school
	Lead Risk Assessment (annually, age 6 mo-6 yrs)			At risk (do BLL)	PPD/Mantoux pia PPD/Mantoux rex		//	Indurationmm Neg □ Pos
Communication/Language	Hearing	//-		□ Not at risk	Interferon Test		//	□ Neg □ Pos
Social/Emotional	☐ Pure tone audiometry ☐ OAE	//		☐ Normal ☐ Abnormal	Chest x-ray			□ NI □ Not
Adaptive/Self-Help		Head Start C	Only		(if PPD or Interferor	r positive)		Abnl Indicated
☐ Motor	Hemoglobin or Hematocrit (age 9-12 mo)			g/dL %	Vision (required for new sch and children age 4-7		//	Aculty Alghr / Left / Strabismus □ No □ Yes
IMMUNIZATIONS - DATES CIR Number							□ with glassics	Olidaralina E No E ilos
of Child			Influen	za	/	/	//	//
Rotavirus		-/	MMR Varicel	i.	/	·		
DTP/DTaP/DT/		//_	Td	Ia		,	''	, ,
		//_		//	'	Нер А		
Hib/	//	//		gococcal	/	/	//	
PCV///////	//	//	HPV		/		//	//
Polio///////	/		Other,	Specify:	/	/:		
RECOMMENDATIONS	II diet		ASSESS	SMENT Well	Child (V20.2)	Diagno	ses/Problems (Vst)	ICD-9 Code
☐ Restrictions (specify)								
Follow-up Needed	Appt. date:		.					
Referral(s): None Early Intervention Spe	cial Education 🔲 Dental	☐ Vision						
□ Other								
Health Care Provider Signature			Dat	te		ONLY	PROVIDER I.D.	
Health Care Provider Name and Degree (print)		Provider Lice	ense No. an	nd State	T	YPE OF EX		rent NAE Prior Year(s)
Facility Name		National Prov	vider Identi	fier (NPI)	C	omments		
Address	City			State Zip		ate eviewed:	, , [I.D. NUMBER
Telephone ()	Fax (_)			R	EVIEWER:		
CH-205 (5/08)	Copies: White School/Child Care	Early Intervention/Can	np, Canary F	leafth Care Provider, Pi	nk Parent/Guardian			

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GETTING TO KNOW YOUR CHILD

It is our aim to ensure that your child makes an easy transition into Star A Kidz. We value parents' participation and want to know your individual needs for your child. In order to help us to get to know your child better, we need to understand his/her interests/likes/dislikes etc.

Please fill in the information below:
Child's Forename:
Pronounced:
Child's Surname:
Date of Birth:
Age at Entry:
Date of Entry to Preschool:
Has your child any previous experience of early childhood service/parent toddler groups:
Is your child used to playing with other children and does he/she enjoy this?
How does he/she respond to situations and people who are new to her/him?
Does your child have any particular play interests at the moment, or particular toys he/she likes to play with? Please expand and include any characters that she/he likes e.g. Dora the explorer, Rory the Racing Car, Peppa Pig etc.

StarAK	kidz.	
Does your child ha	ave a special attachment o	object i.e. blanket or favorite toy?
child as it will help	o us to become familiar w	ers/siblings and other important people close to your with the important people that your child may talk
	concerns about your child	l's development? (Please outline)
Does your child ha	ave any specific dislikes/	fears e.g. messy activities/water
		your son/daughter in our preschool?
Please write some	words below (if the first ch your child will easily	language is not English) that we can use in our
Word	Sound out	Means in English
		21

Star A Kidz
Do you have cultural traditions/values/beliefs that you would like us to celebrate in our preschool?
Would you like to send in some objects that may reflect your child's culture in our preschool e.g. picture books/toy/item for home corner (which will be safely returned)?
We invite parent participation in our preschool and it is our aim to meet your needs. Please list any other information that you think is important for us to know about your child below:
Finally, thank you for completing this form. Your information will help us to get to know your child better and help us to achieve our aim of ensuring that your child makes an easy transition into Star A Kidz and feels secure and happy in our preschool.



Dear Parents and Caregivers:

Thank you for your interest in Star A Kidz Manhattan Preschool! We hope you have or will have the opportunity to come by and see how truly unique we are in comparison to all others in Manhattan. We invite you to be a part of the beautiful transformation that our school is currently undergoing.

While Star A Kidz Manhattan already has a solid reputation for offering a very loving and safe atmosphere, we are embracing a more progressive method towards early childhood education. To accomplish such, we have intertwined the Reggio Emilia pedagogy, a STEAM curriculum, and the Multiple Intelligences philosophy. As educators trained in Reggio and Montessori, we deeply believe in the beauty of these approaches and feel that child-directed lessons stir up creativity as well as nurture individuality, leadership, and independence.

As parents of young children ourselves, an environment that is safe, nurturing, and warm is what we also want in a school. And, as parents, we also want a place that fosters well-roundedness. One way we encourage this development is through our STEAM program allowing our children explore science, technology, engineering, art and math in an integrated ways every day.

We have created a place that fosters an appreciation for culture and celebrates the fascinating diversity in Midtown. Star A Kidz Manhattan offers enrichment programs like baby sign language as well as Spanish and Mandarin for children who live in a city that speaks over 800 different languages!

Our goal is to work with you and your child to nurture those natural abilities instilling self-confidence and helping them on a path of realizing their full potential. If you are looking for a safe, supportive, and loving environment for your child, a place where parents, teachers, and the children themselves are partners in early childhood education, then you have come to the right place.

Educationally Yours,

Star A Kidz Manhattan Preschool