

*Early Childhood Development Center*  
***Kaleidoscope***



***Summer***

**2022**

***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 help you understand Kaleidoscope's policies, procedures, and guidelines, as well as promote a spirit of cooperation between parents and staff.

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

## 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 1,521 ft<sup>2</sup> 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 clean 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

<b>Program</b>	<b>Hours</b>	<b>Rate</b>
Regular Day (August 1, 2022 – September 2, 2022)	9:00 am – 3:30 pm	\$2,100/program
Prepaid 3-5 days/week Morning Extended Day	8:00 am – 9:00 am	\$300/program
Prepaid 3-5 days/week Afternoon Extended Day	3:30 pm – 5:00 pm	\$500/program
Unplanned or 1-2 days/week Morning Extended Day	8:00 am – 9:00 am	\$20/day
Unplanned or 1-2 days/week Afternoon Extended Day	3:20 pm – 5:00 pm	\$33/day

## *Themes and Schedules*

### *Two's (children born in 2020)*

#### **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 unique ocean creatures, discover unique shells and learn what animals live in seashells, play with ocean-themed sensory materials, create lots of art, cook and taste, and much more.

#### *Staggered Schedule for Two's*

- ❖ Monday, August 1, 2022. Parents are encouraged to stay. Due to a limited capacity, we can only accommodate one parent per student.
  - Children whose first names begin with A-J: 8:00 am – 9:00 am
  - Children whose first names begin with K-R: 10:00 am – 11:00 am
- ❖ Tuesday, August 2, 2022. All children: 8:00 am – 10:00 am. Parents are encouraged to stay for two hours.
- ❖ Wednesday, August 3, 2022. Children: 8:00 am – 11:00 am. Parents are encouraged to stay for 1 hour.
- ❖ Thursday, August 4, 2022. 8:00 am – 12:00 pm. Parents are encouraged to leave at drop off.
- ❖ Friday, August 5, 2022. Regular school day: 8:00 am – 4:00 pm. Parents are encouraged to leave at drop off.
- ❖ Monday, August 8. Regular school day: 8:00 am – 4:00 pm. Extended day begins: 4:00 pm – 5:00 pm.

## Two's Daily Schedule

<b>8:00 – 9:40</b>	<b>(100 min)</b>	<b>Arrival/Outdoor Play</b>
<b>9:40 – 9:50</b>	<b>(10 min)</b>	<b>Transition</b>
<b>9:50 – 10:10</b>	<b>(20 min)</b>	<b>Breakfast</b>
<b>10:10 – 10:20</b>	<b>(10 min)</b>	<b>Circle Time</b>
<b>10:20 – 11:20</b>	<b>(60 min)</b>	<b>Choice Time</b>
<b>11:20 – 11:25</b>	<b>(5 min)</b>	<b>Clean Up</b>
<b>11:25 – 11:40</b>	<b>(15 min)</b>	<b>Movement Activities</b>
<b>11:40 – 11:50</b>	<b>(10 min)</b>	<b>Story Time</b>
<b>11:50 – 12:20</b>	<b>(30 min)</b>	<b>Lunch</b>
<b>12:20 – 2:20</b>	<b>(120 min)</b>	<b>Nap</b>
<b>2:20 – 3:20</b>	<b>(60 min)</b>	<b>Choice Time</b>
<b>3:20 – 3:25</b>	<b>(05 min)</b>	<b>Clean Up</b>
<b>3:25 – 3:35</b>	<b>(10 min)</b>	<b>Story Time</b>
<b>3:35 – 3:50</b>	<b>(15 min)</b>	<b>Snack</b>
<b>3:50 – 4:00</b>	<b>(10 min)</b>	<b>Transition</b>
<b>4:00</b>		<b>Dismissal</b>

## **Rising 3K (*children born in 2019*)**

### **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.

### ***Staggered Schedule for Rising 3K***

Monday, August 1, 2022	9:00 am – 11:00 am	
Tuesday, August 2, 2022	9:00 am – 12:30 am	
Wednesday, August 3, 2022	9:00 am – 3:30 pm	First full day without extended hours
Thursday, August 4, 2022	9:00 am – 3:30 pm	
	Extended Day begins	
	8:00 am – 9:00 am	
	and	
	3:30 pm – 5:00 pm	

## **Rising 3-K Daily Schedule**

- 9:00 – 9:25 (25 min) Arrival/Table Toys**
- 9:25 – 9:40 (15 min) Circle Time**
- 9:40 – 10:00 (20 min) Breakfast**
- 10:00 – 10:05 (05 min) Transition**
- 10:05 – 11:35 (90 min) Outdoor Playtime**
- 11:35 – 11:50 (15 min) Transition/Read Aloud**
- 11:50 – 12:20 (30 min) Lunch**
- 12:20 – 1:20 (60 min) Rest Time**
- 1:20 – 2:45 (85 min) Transition and Choice Time**
- 2:45 – 2:50 (05 min) Clean Up**
- 2:50 – 3:05 (15 min) Read Aloud**
- 3:05 – 3:20 (15 min) Snack**
- 3:20 – 3:30 (10 min) Transition/Dismissal**

## **Rising Pre-K and Kindergarten**

### **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 Hawaiian songs and music. We will make and play Hawaiian musical instruments. Rising Pre-K children will have nap time. Rising Kindergarteners will not have nap time. Instead, they will do quiet activities, such as independent reading, drawing, coloring, puzzles, etc.

***Rising Pre-K and Kindergarteners (children born in 2018 and 2017) have no staggered schedule.***

### **Field Trips**

Field trips are an exciting part of the Summer Program. If your child will be attending a field trip, you will be asked to sign a permission slip in person. Please review the permission slip, sign and make sure to include appropriate emergency contact information when filling out your registration forms. If a student arrives after their class has already left on a field trip, parents will be responsible for transportation or taking the child home. Teachers will supervise all field trips and may ask for additional volunteers.



## **Pre-K and Kindergarten Daily Schedule**

**9:00 – 9:20 (20 min) Arrival/Table Toys**

**9:20– 9:30 (10 min) Read Aloud**

**9:30 – 9:55 (25 min) Breakfast**

**9:55 – 10:40 (45 min) Theme Group Activity**

**10:40 – 11:45 (65 min) Choice Time**

**11:45 – 11:55 (10 min) Read Aloud**

**11:55 – 12:25 (30 min) Lunch**

**12:25 – 1:15 (50 min) Rest/Quiet Time**

**1:15 – 1:30 (15 min) Transition**

**1:30 – 3:00 (90 min) Outdoor Playtime**

**3:00 – 3:30 (30 min) Snack/Read Aloud/Transition**

**3:30 Dismissal**

## Summer Extended Day Daily Schedule

**Morning Playgroup**      **8:00 am – 9:00 am Indoor Choice Time**

**Afternoon Playgroup**      **3:30 pm – 3:45 pm Story Time**

**3:45 pm – 4:00 pm Table  
Toys/Transition**

**4:00 pm – 5:00 pm Outdoor Playtime**

**4:45 pm – 5:00 pm Outdoor Snack**

## *Menu*

*August 2022 – September 2022*

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast</b>	Farina French Toast 100% Apple Juice	Yogurt Pancakes Strawberries	Scrambled Eggs Grilled Cheese on whole wheat bread 100% Orange Juice	Hot Oatmeal Apples 1% Milk	Whole Grain Cereal Banana 1% Milk
<b>Lunch</b>	Mashed Potatoes Meatballs Sweet Corn Watermelon 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 Cucumbers Pears 1% Milk	Tomato Soup Wheat bread Buckwheat Chicken Patty Orange 1% Milk
<b>Snack</b>	Peanut Butter and jelly on a whole grain bread 1% Milk	Muffin 1% Milk	Wheat Thins Honeydew	Cream Cheese on a whole grain bagel Cantaloupe	Rice Roll 1% Milk
<b>Extended Day Snack</b>	Pirate's Booty Cheese Puffs Pears	Whole Wheat Fig Bar Apples	Hummus Carrot Sticks	Yogurt Bananas	Multigrain Fish Crackers Apple Sauce

## **Preschool Guidelines and Suggestions**

### **What to wear**

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. These young people are growing so fast that their newly acquired sense of balance is easily disrupted. Please save the fancy shoes and flip flops for other activities. Teachers encourage students to put on and remove their own shoes. Our goal is independence and safety. Explaining these clothing/shoe “rules” to your preschooler before school starts might eliminate some of those morning getting dressed “tug-o-wars”. Many parents leave an extra pair of sneakers and socks at school.

### **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. 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 at nap. All these items 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 break. Sunscreen is applied again after nap/quiet time.
- On hot days, a hat may be useful.
- A water bottle is also encouraged.
- An Insect Repellent spray.

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

## **Attendance**

Parents or caregivers will sign in and sign out their preschooler every day they attend. Children can only be signed in and signed out by an authorized person as documented in the child's registration. 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. Doors open at 8:00 a.m. Pick-up time varies depending on your child's schedule and takes place from 3:20-5:00 p.m. Late pick-up will result in a \$25 late fee per half hour.

## **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. Kaleidoscope staff and children practice fire drills and are taught what to do in case of emergencies. Three 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.

## **Illness Policy**

Keeping our students healthy is 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

\*Children need to be symptom free for 24 hours without medication before returning to school.

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.

## **Face Coverings**

Per Mayor Adams' statement on June 9, 2022, face coverings will be optional for children and staff in early childhood schools and programs starting **Monday, June 13th**.

For updated COVID-19 Isolation and Quarantine guidance visit our website at [www.ecdckaleidoscope.org](http://www.ecdckaleidoscope.org)

## **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 will be volunteering regularly, they must submit to 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.