



BYCC ACADEMY PARENT HANDBOOK 2023/2024

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MISSION STATEMENT

BYCC Academy is committed to providing a superb nurturing, educational experience to young children in the Jewish community in Las Vegas. Working with their families to facilitate the social, physical, intellectual, creative, emotional, and spiritual development of each child. We strive to enable each child to develop a strong Jewish identity, thrive as an individual, respect and appreciate diversity and to be contributing caring knowledgeable members of our community, country, and the world.

OUR PHILOSOPHY

Current thinking in the field of early childhood education echoes a statement by King Solomon, found in the Book of Proverbs: *“Educate a child to his way, and when he is old he will not depart from it.”*

We’re beginning to realize how wide is the scope of that simple phrase, “according to his way.” It is now commonly accepted that not all children of the same age learn at the same pace or in the same way. The incredibly wide range of learning styles among children tells us that as educators we have to provide a rich variety of experiences in order for all children to thrive. The Multiple Intelligences theories are an example of this approach.

As teachers, we strive to provide an environment that is emotionally secure and safe, where every child feels wanted and loved, and which promotes independence by offering choices and allowing the child to take the initiative. We believe in active learning, in encouraging children to manipulate materials, to use their senses to investigate, to explore by hands-on experience, and to search for an answer to satisfy their curiosity. The classrooms are planned to include a wide variety of activities and multi-level materials so that children can learn in their own way and at their own pace and level. We strive to highlight the unique strengths of every child, and to help each one become an independent thinker.

Children learn best by first hand experience, and these experiences are the basis for new knowledge and growth. Family, community, and culture are by nature important to young children; their experiences in school allow them to make sense of their world and to further develop their perceptions. The Judaic aspects of the Daycare and Preschool curriculum (as all other aspects) are naturally and holistically woven into the child’s experience and are presented in a way that every child can be equally comfortable with. As their sense of self grows, so too, does their self-esteem.

Social relationships are crucial in so many areas of life, and a positive preschool experience is one of the most important keys to a child’s future success in connecting to other people. Teachers help children learn how to resolve conflicts without fighting, and they encourage the development of empathy and concern for others.

The staff at the BYCC Academy looks forward to working together with you throughout the school year to help each child to succeed, according to their own special needs. We encourage you to ask questions about the program and to share your ideas with us.

OUR CURRICULUM OBJECTIVES

Our curriculum is based on the Jewish calendar and the child's world. Through developmentally appropriate practice we work to implement the curriculum focusing on the **social, physical, intellectual, creative and emotional** development of each child.

The philosophy behind our curriculum is that children learn best by doing. Learning requires active thinking and experimenting to find out how things work, and to learn first hand about the world in which we live. Children are given the opportunities to explore, using all their senses, and using real materials, such as blocks, to try out their ideas about size, shape, color and the relationship that exists between things. By moving from the concrete to the abstract, play provides the foundation for academic learning.

Some of the objectives of the Infant, Toddler, and Preschool program are:

- to provide a setting in which your child will feel safe and happy
 - to help your child develop a sense of security and self worth
 - to use your child's interests and experiences as the basis for learning and activities
 - to help your child develop a love for learning; a love that is deep, wide, and ever-growing to
 - develop your child's social skills, in both one-on-one and larger group settings
- to provide opportunities for your child to learn academic skills through day-to-day activities and through interactive experiences with peers and adults
- to encourage your child's love for books and foster the pre-reading skills appropriate to his/her stage of development
- to provide opportunities for your child to make discoveries and to use them in learning, developing the building blocks for the study of science
- to develop your child's problem-solving abilities, developing the building blocks in the study of mathematics
- to encourage your child's creativity and artistic expression
- to encourage your child to ask questions, which will be answered sincerely and honestly
- to encourage your child to work independently and with his or her peers
- to provide learning materials and equipment, as well as caring and committed adults, to help your child get the most out of school and themselves.

Our staff plans, implements, and evaluates the classroom curriculum so your child receives the best opportunities for high quality education. The curriculum is designed to incorporate all necessary activities so that your child meets, and even exceeds, the NV framework for preschool curricular goals & benchmarks. This includes structuring the environment, planning activities,

and selecting materials to help accomplish our goals and give each child a successful start in school. A child should go through the preschool years associating learning with fun. If we're really successful, that feeling will last a lifetime.

For more details and specifics of our curriculum, please feel free to email daycarebycc@gmail.com or call Shaina at 702-901-8383.

YOUR CHILD'S DAY AT SCHOOL

Getting Ready Each Day:

Some suggestions for what you can do to help your child:

- ✓ Make sure they are well rested.
- ✓ Allow lots of time for personal routine, a good breakfast, and a pleasant, safe ride to school.
- ✓ Have a cheerful, positive attitude as your child leaves you, either at home or at school.
- ✓ Let your child just stand and watch, knowing that observation is one way of participating.
- ✓ Don't put pressure on your child to produce something to take home.
- ✓ Encourage your child to talk about school by asking specific questions, such as "What color did you paint with today?" or "What was snack today?" rather than "What did you do today?"
- ✓ Inform the teacher if there is something going on at home that might affect your child.

Separation:

The ability to form strong attachments is one of the primary building blocks of emotional health, and many believe it is the foundation of all further positive growth. The flip side is that separation is not easy. Going off to daycare or preschool is a big step for a small child, and it's a big step for parents, too – especially if this is your first child.

Most important of all: Project a feeling of calm and confidence, (even though you may be feeling shaky yourself!). This will reassure your child even though s/he may be upset.

During the first few weeks of school, don't be disturbed if your child:* is shy and clings to you* doesn't play with other children as well as s/he usually does

* tires easily and cries more often than usual

* resists using the school bathroom and/or has accidents* doesn't talk much about what happened at school* doesn't want to go to school

Many children will continue to "fuss" at drop-off time, even though they play quite happily as soon as the parent or nanny has left.

These are all symptoms of tension about a new situation and they should disappear as your child becomes used to the classroom routines, the other children, and the teachers. Be sympathetic and supportive!

REMEMBER: A MORE RELAXED PARENT MAKES A MORE RELAXED CHILD.

Keep in mind that although your presence is reassuring to your child, they often cannot get on with the business of coping and adjusting until you leave. Your child's teacher will work with you to determine the best adjusting style for your child. The "fussing" is almost always over by the time you reach your car, but if you are concerned, you can always call the school later just to check. (Sometimes we see "fourth-day-it-is", which is the type of behavior you associate with the first day, but for whatever reason doesn't show up until a few days or even weeks into school. Let us know if you see this.)

BOOKS CAN HELP! Picture books about the beginning of school can help to ease apprehensions and open a channel of communication about school between you and your child - and what a wonderful habit for life! Story characters modeling a successful adjustment to school help children as well as parents. These books reinforce positive feelings about school and are helpful long after the first day:

- Will I Have a Friend?, by Miriam Cohen (Aladdin, '86)
- Best Friends, by Miriam Cohen (Aladdin, '89)
- Every Morning at Play Group, a Sesame Street Golden Book
- I Have a Friend, a Sesame Street Book Club
- I Go to School, by Rikki Benenfeld (Hachai Publishing, 1998)

ARRIVAL AT SCHOOL

HOURS AND HOLIDAYS

BYCC Academy is open Monday through Thursday from 8:30 am to 5:00 pm, Fridays in the winter until 2:45pm and Fridays in the summer until 3:45pm. See accompanying calendar for school vacations.

TRANSPORTATION POLICY

BYCC Academy does not own vehicles to transport children. In the event that we do coordinate transportation all State of Nevada Child Care Licensing Unit regulations and DMV laws will be strictly adhered to.

TARDINESS AT PICK-UP TIME:

After working hours, parents must pay a dollar a minute per child to the teacher who stayed with their child, to be ready in cash by pick up.

CHANGE OF DISMISSAL PLANS

IF YOUR CHILD'S END-OF-DAY ARRANGEMENTS ARE DIFFERENT FROM THE USUAL, YOU MUST CONTACT THE OFFICE WITH THE CHANGE AND WRITE ON BRIGHTWHEEL AND THE NAME OF THE PERSON PICKING UP. This includes changes in car-pool arrangements, play dates, etc. We will call you if there is any confusion. Please make sure your contact information is kept up to date in the office.

ABSENCES:

Please let us know when your child will not be in school. If your child has an infectious illness that requires us to warn other families, this is also important for us to hear from you. If your child will be absent for pleasure reasons, (travel, visiting grandparents) please let the teachers know ahead of time.

WHAT YOUR CHILD NEEDS IN SCHOOL

Children should bring a tote bag or backpack to school every day.

Please dress your child in washable play clothes easily handled by them, especially during toileting. Tennis shoes or closed toe shoes are preferable because they provide more support for playground activity. Shoes with slick soles, thongs, and long skirts are discouraged as they interfere with running and climbing. Since outdoor play is included in the daily schedule, your child should have a warm coat during the winter months and a sweater on cool days. Knit shorts under skirts/dresses provide additional protection when playing on equipment.

Please bring a complete change of clothing for your child labeled with first and last name in a sealed Ziploc bag marked with your child's name for use in case of accidents. (Infants/ toddlers may require extra changes). Change of clothing will be kept in your child's cubby. Remember to keep extra clothing in school during toilet training, and to change the clothing with the seasons.

Outerwear and sweaters should be marked with your child's name (also boots, hats, gloves, scarves). ***Do not send umbrellas to school*** – they are a safety hazard.

THINGS FOR THE FIRST DAY

On your infant's first day of school, please bring the following (:

1. three complete changes of clothing, including socks
2. pacifier or teething items, if used by your child
3. diapers (enough for one week, but you may bring more)
4. two containers of infant wipes
5. wearable blanket
6. bottles
7. formula (if using)

8. sunscreen

DIAPER CHANGING

Staff follows a daily diaper change schedule for those children who are using diapers. Type of elimination (bowel or urination) is recorded and available to families by daily report. All staff assist with diaper changing and toileting support.

BYCC Academy does not bathe children under an circumstances

TOILET TRAINING

Children not yet toilet trained should have a supply of diapers and wipes (with his/her name on the box) sufficient for several days in school, to be replenished as needed. We do not initiate toilet training, but we will support your efforts as much as possible.

Potty training starts at home. We will assist your child with potty training if they indicate to us that they are ready. Indicators are that the child needs to recognize the sensations, be able to control it and verbally express that they need to go before they are ready to work on this. A good indication of this is if they are waking up with a dry diaper. The child should be able to put on/off their own clothing and be able to wipe themselves without assistance.

- Parents must speak to the teachers before starting the potty training in the classroom. The teachers will assess if the child is ready according to the above indicators and their discretion. **Potty training in the classroom will not occur if parents do not discuss with the teachers beforehand or if the teachers assess that the child is not ready.**
- Teachers will potty training 1 child at a time to ensure success for child.

Once potty training begins, the child will need 5 extra changes of clothing, 1 extra pair of shoes and plastic ziplock bags for soiled clothing.

No child is forced to sit on the toilet and no punishment of any kind will be administered or suggested in the toilet training process. When accidents occur, health regulation restrict us from rinsing out solid clothing.

NAP TIME

Infants – For Infants under 6 months, send a “wearable blanket or sleep sack” for naptime. All infants will be placed on their **back** for naptime. **Exceptions will only be made if you provide a note from your Pediatrician stating that your infant should be placed to sleep on their stomach.**

State of Nevada regulations require that every child in a facility more than 5 hours per day must have a rest period during the day. The Center provides cribs, mats or cots for children who rest. Please discuss this requirement with your child in advance. Please provide a crib sheet and a small lightweigt blanket for rest.

BYCC Academy will provide daily sheets for all children 2 and under

TZEDAKA

We encourage the children to give Tzedaka (money for charity) every day. Send a ziploc bag of pennies at the beginning of each week to put in your child's cubbie. The point is to develop a daily habit of sharing. It also helps children associate money with giving and doing good.

MITZVAH NOTES

A Mitzvah Note is a narrative recognizing the child's positive behavior and actions. To enhance the partnership between home and school, we encourage families to write Mitzvah notes. Teachers will often send blank notes in a variety of shapes to connect with a particular classroom theme.

FEEDING TIMES FOR INFANTS

Parents are required to provide the infant feeding schedule

We respond to the child's individual needs. Infants may be on a specific schedule and discussion with the teacher is necessary in order to address changing, growing needs. It is the family's responsibility to prepare bottles and food items for the daily feedings (label with your infant's name and date, then place in the refrigerator). Please NO glass bottles. When baby food is introduced, please bring food and cutlery in closed and labeled containers.

MEALS FOR TODDLERS

ALL HOME PACKED LUNCHESS MUST BE PAREV OR DAIRY – NO MEAT.

A feeding plan for each child younger than 18 months will be developed. The plan is to include instructions on feeding, schedule for feeding, whether the child will be fed breast milk, formula, or solid foods and when to begin feeding solid foods. How much the child eats will be recorded on a daily report given to families. The toddler program works on transitioning the child to using a cup and grasping finger foods.

LUNCH TIME

Lunch and snacks are prepared from home with a drink in a lunch box with your child's name on the outside. Please include an ice pack if sending perishable foods. We encourage following the healthy food plate guidelines for childhood nutrition. Children are encouraged to eat *growing foods* first but

not forced to eat. Unopened food is returned to the lunch boxes, if possible, so that families can monitor the child's appetite and food preferences.

No food is heated up in the daycare except for infant bottles

ALLERGY ALERT: Please alert the teachers to any allergies that your child might have.

BIRTHDAYS IN SCHOOL

We love to celebrate birthdays! At Preschool we learn about our Hebrew birthdays, as well. We look up everyone's Hebrew birthday, as well as the English birthday. School celebrations are small scale. Birthday guidelines are:

Plan: Birthday party's are celebrated on Fridays at Shabbat Party. Call the office to sign up for a week, first come first serve, and let the teacher know

Birthday treats:

-One sugary treat per celebration

-All foods must have a kosher certification seen below. They must be KOSHER, PAS YISRAEL and PAREVE/CHALAV YISRAEL.

-Food must be individually packaged. All foods and party bags will be checked and approved by the office. Please communicate with your child's teacher regarding the party.



SHABBAT PARTY

Every group has Shabbat party on Friday. Every class has its own special tradition – it is truly a highlight of the Preschool experience.

OUTDOOR PLAY

The children have an opportunity at least once a day to play outside (weather permitting.). They develop their large motor skills by running, jumping and catching. We play ball, have cars, bikes and other equipment in our yard. Please apply sunscreen before your child comes to school.

POLICY ON GUIDING BEHAVIOR & CLASSROOM MANAGEMENT

The goal of classroom management is to help the child become self disciplined. We view this as an integral part of educating young children.

Children are learning behavior skills, just as they are learning cognitive skills, etc. and it is important for adults to approach this area of development with skill and sensitivity.

- 1) Positive guidance is critical, and at BYCC Academy we try to make sure that every child receives positive guidance every single day.
- 2) Redirection is a key tool in guiding young children. The younger the child, the more important redirection is.
- 3) Incorporating logical consequences, particularly as children get older, and especially with groups, helps a child internalize responsibility. “If we don’t clean up, we won’t have time to hear the end of the story today”.
- 4) BYCC Academy has a win-win approach to conflict resolution that fosters respect, fairness, and self esteem. Staff members use this approach to help children through the normal challenge of developing social skills.
- 5) If after trying these methods a child is still having a problem with appropriate behaviors, a teacher will remove the child from the activity. This is done to help the child calm down and sometimes to discuss the situation in private.
- 6) Under no circumstances are abusive, neglectful, corporal, humiliating or frightening punishments ever implemented. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others.

At BYCC Academy, we believe that most of the common discipline problems with young children can be avoided by properly structuring the environment and the activities. Appropriate expectations are crucial to promoting appropriate behavior. The following are some of the ways in which we implement this idea:

1. Setting limits for children: This includes demonstrating proper use of materials, pointing out the safe way of doing something, etc.
2. Keeping the ratio of staff to students to the State requirement. This allows for close supervision and attentiveness to what’s happening, which often stops trouble early.
3. Limiting group size in specific areas of the room or for specific activities.
4. Providing a rich array and variety of activities, with a balance between active and quiet choices available.
5. Being consistent in our expectations of children. These are all factors in helping children to succeed.

We feel that a consistent approach is extremely important to help your child adjust and develop to the most of their ability. For this reason, we keep the lines of communication open and are constantly in touch with the parents to let you know how your child is doing. Likewise, if there are major behavioral issues that you see at home, we ask that you communicate with us so that we can work together for the benefit of your child.

COMMUNICATION, PARENT PARTICIPATION

We believe at the BYCC Academy that open clear communication is the way to ensure maximum learning and care for your child. Therefore we have outlined protocol and policies that will make this happen.

We expect respectful communications at all times.

Your concerns are very important to us. Therefore, in an event that you have a concern about your child, the following steps must be taken:

- 1) Please voice your concern to your child's teacher. The teachers know your child and day to day happenings the best and they are your first responders. Please use **Brightwheel** to communicate with the teachers for any concerns you may have. Shaina or any admin will not be able to meet with you unless **Brightwheel** has been used as a first communication
- 2) If you are not satisfied or not able to speak properly to the teacher, call the office and you will be able to speak to the floor manager.
- 3) If the matter must dealt with further, a meeting will be scheduled with Shaina.

We are requesting from parents to follow these steps to ensure your concerns are taken seriously and efficiently.

A concern about tuition or finances in general should be called/whatsapped to the office.

HEALTH POLICIES

For children entering the daycare and preschool, immunizations are required NRS 432A.230 (record must be on file with the school office on or before the 1st day of school). Please check with your pediatrician or Southern Nevada Health District (SNHD) for updated requirements for children ages birth to five years. Please make sure that your child's immunization record is up to date. **We are required by law to have a copy of the immunization record signed by a doctor or nurse, a copy of the child's birth certificate, and a copy of the family's health insurance card** before we can allow your child to attend the school. No child will be admitted without it.

HEALTH EVALUATION

Children who have not had a physical examination within the last year must have one. The physical may be done by a doctor or registered nurse. Evidence of this examination must be in the child's file upon enrollment.

ALLERGIES AND OTHER HEALTH CONCERNS

If your child is allergic to any food or drink, please notify us in order to complete the appropriate forms. If there are any health problems, notify the director and classroom teacher. An Individual Health Plan (IHP) may be designed for your child.

MEDICATIONS

Whereas the State of Nevada, pursuant to NAC 432A.376, authorizes licensed daycares and preschools to administer medications to its students under controlled conditions and that this authorization is in the best interests of the operation of the preschool, the following medication policy for BYCC Academy is approved.

1. The medications administered by the preschool must be plainly labeled (with pharmacy label) and contain the name of the child to whom it is to be administered as well as instructions from a physician regarding administration and dosages to be given. This includes over the counter medication.
2. The medication shall be stored in locked cabinets inaccessible to students or children. Upon the discontinuance of use of a prescribed medication, BYCC Academy shall destroy or return to the child's parent all unused medication.
3. The Director of BYCC Academy or their designee shall be charged with administering the medications pursuant to the orders written by the physician.
4. A permission and medication request form must be filled out by the parent or guardian of the child prior to the preschool administering any medication to any child under their supervision. This written permission shall be renewed on a weekly basis.
5. BYCC Academy shall keep all logs and records required under NAC 432A.376.

6. Copies of medication records shall be stored in both the school office as well as in the child's file to which the medication was administered.

ATTENTION FAMILIES -IMPORTANT INFORMATION – PLEASE READ PRESCRIPTION DRUGS AND OVER THE COUNTER MEDICATIONS

Classroom staff may not accept medications from families. All prescription and over the counter medications must be brought to the main office by the family. Prescription medications and over the counter medications may not be stored in the classrooms (including children's cubbies, backpacks, etc.) Exception to this rule is diaper creams. Diaper creams, lotions, lip balms must have a parent permission to administer form and individual health plan (IHP) request prior to administering at school.

OVER THE COUNTER MEDICATIONS MUST

- Have an accompanying doctors note with permission to administer (must include times, and dosage)
- Have a completed IHP on file and signed by the parent.
- Have a completed PERMISSION TO ADMINISTER MEDICATION with exact dosage and time to administer
- State duration of administration of medication.

PRESCRIPTION MEDICATIONS MUST

- Have a completed ORDER TO ADMINISTER PRESCRIPTION MEDICATION by Attending Physician. Exact name of medication, dosage/frequency and begin date and end date must be complete.
- Have a pharmacy label on the drug with name of child and dosing instruction.
- Have a completed PERMISSION TO ADMINISTER MEDICATION by parent/guardian with exact name of medication, duration, dosage and time completed.
- Be picked up daily per state licensing

BYCC Academy and its employees accepts no liability for administration of the any prescribed medication. By your signature, you are authorizing BYCC Academy staff to administer the medication to your child. You hold BYCC Academy harmless if any adverse reactions occur pursuant to your request to administer medication to your child.

SICK CHILD POLICY

BYCC Academy is not a sick child care program. **We do not diagnose conditions for families.** We refer all families to their pediatrician for diagnosis. A family will be asked to pick up a child when the following conditions occur: rash, multiple diarrhea (2X), vomiting due to possible illness, temperature 100 degrees or above, child complaint of aches or soreness.

Sick children may return to school when the following conditions have been met:

- 1. Child is fever-free for 24 hours without fever reducing drugs.**
- 2. 24 hours on antibiotics when**

ordered by a physician.

3. Doctor's note to return to school accompanies any child sent home for possible contagious illness. (face or body rash, blisters, fever sore throat.)

4. When returning with special instructions or needs at school from a physician, an Individual Health Plan needs to be in place prior to returning to classroom. (See administration)

PLEASE NOTE: Child illness is a confidential matter and should not be discussed with other families. As required by our regulatory agencies, we will post a contagious illness notification on the door for families in order to communicate the information in an appropriate manner.

EMERGENCY PLAN

BYCC Academy has a complete Emergency Management Plan on site with the director. Staff members are trained in emergency drills and evacuation. Fire, Shelter-in-Place, and Chemical Drills are conducted throughout the year. Our evacuation site is Las Vegas Sports Park.

AUTHORIZATION

BYCC Academy must have on file for each child the signed permission authorizing first aid and/or emergency care at a local hospital if necessary (refer to Child's Record Form).

DRILLS

Fire, Shelter in Place, and Chemical drills are conducted on a regular basis for all age groups.

OTHER CENTER POLICIES

CHILD ABUSE OR ENDANGERMENT

Should the Center staff suspect possible child abuse, neglect, or any other endangerment to a preschool child, the staff member will inform the director, or the person in charge at the time, who, in turn, will assist the staff member in notifying and reporting to Child Protective Services or proper authorities (Public Safety, Bureau of Child Care Licensing).

CHILD AND FAMILY RIGHTS

BYCC Academy does not get involved with custodial battles. BYCC Academy will release the child to both parents unless there is a court order stating otherwise. Both parents will sign a form an agreement to this on registration.

CPR / FIRST AID CERTIFICATION/ TRAININGS

All employees who work in the Preschool are required to have CPR and First Aid within their first 90 days of employment. Additionally, they must also complete Signs and Symptoms of Illness, Recognizing and Reporting Child Abuse and Neglect, Child Development, Health and Wellness, Sudden Infant Death Syndrome, Shaken Baby Syndrome, Building Physical Premises, Emergency Planning, Human Growth and Development and Child Wellness. All employees have ongoing trainings throughout the year. An Employee that is certified in CPR/First Aid will be on campus at all times

SMOKING /WEAPONS

In accordance with the Nevada Revised Statutes, **no smoking is permitted in or near BYCC Academy facility**, on the playground or at family meetings.

No Weapons are permitted on Campus per (NRS 202.265), Child Care Licensing, and NAEYC accreditation.

PERSONAL BELONGINGS

All personal belongings that are brought to school will be returned home at end of the day. This excludes snacks that can be stored in the child's personal "basket". Diaper creams and diapers and extra sets of clothing will also remain on the premises. BYCC Academy does not take any responsibility for toys or games that children bring from home. We do not encourage toys to be brought from home. Friday is an exception for certain classes for show and tell. Children are encouraged to bring one item to school to show in the classroom.

TRANSPORTATION

BYCC Academy does not provide transportation BYCC Academy does not do trips outside the facility.

OTHER CARE

BYCC Academy does not provide care for special needs children.

OTHER

Facility will provide a written form to parents when there are policy/facility changes.

BYCC Academy has the facility inspected and approved by the State Fire Marshal.

ENROLLMENT PROCEDURES AND REQUIREMENTS

On or before the first day of school, an up-to-date immunization record, and a health evaluation signed by a healthcare professional.

Children nine months through five years of age are eligible for our infant, toddler and preschool program. Children age five on or before September 30 are not eligible for preschool due to kindergarten age requirement in Nevada. Fees are considered tuition and like college tuition, are non-refundable due to holidays, illness or absence.

CHILD INFORMATION

Child information and record forms containing parent or guardian names, authorized escort, physician's name, address and telephone numbers, as well as other medical information and authorization must also be on file upon admission. BYCC Academy cannot assume liability for injuries which any child may suffer as the result of a families' failure to authorize emergency medical referral and care. Accordingly, BYCC Academy will not permit enrollment by any child for whom such authorization is not provided.

TUITION AND FEES

An annual registration fee of \$350 is required to be paid by parent in order for a spot to be saved for the child. Only when this is paid in full will the child be able to have a place in the classroom. This fee is non refundable and does NOT go towards tuition.

BYCC Academy is open 12 months a year, closed for only specified holidays on the school calendar. Payment is due every month for the full 12 months.

Tuition schedule is as follows:

Ones: \$1100

Twos and up: \$1000

Security Fee: \$60

Tuition is due every month on the 1st of the month for the entire school year. I understand that rates are subject to change with reasonable notice as conditions require.

Other payment schedules are able to be arranged upon request by the parent.

Hot lunch is an optional program and will be provided once a day for a total of \$100 a month. Parents must commit for the FULL school year by the beginning of the school year. Hot lunch is NOT a month-by-month program, the flat fee of \$100 will apply to the monthly tuition every month regardless of the amount of school days in that month, or how often the child attends school on that

month. If a parent decides to discontinue the lunch program, they will not be able to restart until the next school year.

ENROLLMENT PROCESS

1. Contact the office for daycare information and schedule a tour
2. The child and both guardians should come to the tour to meet the director, the teachers, see the facility and ask all additional questions. Daycare policies and procedures are discussed at the tour.
3. Submit registration fee to sign up the child.
4. Submit all paperwork before first day of enrollment: enrollment packet, Right to Review, Health statement signed by a doctor or RN and vaccination records.

PARENTAL INVOLVMENT

We welcome parental involvement in our daycare. Teacher will sometimes ask parents to send materials and photos of your child and family to their classroom. We also ask parents to send in pennies for Tsedaka for the morning Tefilah.

We encourage parents also to send Mitzvah notes with their child daily and will be read in class with their teacher.

BYCC Academy arranges programs throughout the year where parents can join their children in a wide range of age appropriate activities.

OBSERVATION OF THE CLASSROOM

Parents will be allowed to observe the classroom during the tour of the facility. Due to COVID, parents will be allowed to enter the building after the child is enrolled by requesting through the office only.

EMERGENCIES

All of our staff are CPR and first aid trained, therefore there is always a staff member that is trained in CPR on duty during school hours. If an emergency arises staff will perform the necessary procedures. If needed 911 will be called and based on their response if the child needs he/she will be brought to hospital. At least one parent will be notified and updated in any of these circumstances.

BYCC Academy ensures that staff in the facility are prepared to respond to emergencies with monthly fire drills and quarterly disaster drills (shelter in place, soft lock down and hard lock down) according to NAC 432A.280. These are observed, documented and reviewed. Each classroom has a designated safe area for the disaster drills. There is also clear signage that outlines the path to evacuate the facility and where to go, for fire drills or other emergencies. BYCC Academy maintains a sign in/out system digitally on Brightwheel for each child and class. In the drill, when all children are accounted for, staff will hold out a designated green card. If children are not all accounted for, the staff will hold out a red card for the director to see.

CHANGE OF REGISTRATION INFORMATION

Please notify the Preschool staff immediately if there is a change of address, telephone number, family physician, authorized escort, schedule change, credit hours, etc.

Each spring you will receive information about re-enrolling your child for the summer and/or the following school year.

TERMINATION POLICY

Children are enrolled for the entire school year (12 months). If a parent would like to withdraw their child/ren from the program, BYCC Academy requires written notice to be sent to the office. Parents are responsible for 4 weeks of tuition from the day of written notice.

**WORKING TOGETHER WE CAN DO GREAT THINGS! HAVE A HEALTHY,
SUCCESSFUL YEAR!**