



**The Mount Carmel
Early Childhood Center
Parent Handbook
2022-2023**

Welcome to The Mount Carmel Early Childhood Center!

At The Mount Carmel Early Childhood Center we encourage collaboration, exploration and play to foster a child's natural creativity and develop a lifelong love of learning.

In bright and beautiful surroundings, children at Mount Carmel have the opportunity to investigate ideas reflecting their interests, experiment with a variety of open-ended materials, and engage in large and small group activities with teachers, peers and on their own.

At Mount Carmel each child's curiosity and creativity is nurtured as they actively explore their environment. As children's interests emerge, teachers encourage them to investigate more deeply, allowing their interests to guide the curriculum and the themes and projects explored. By examining real life experiences in their community, and engaging in hands-on activities, children make sense of their world and are empowered as learners. These activities are integrated into the development of projects that support the learning of fundamental academic skills in a more meaningful way.

As facilitators of the curriculum, teachers reinforce the learning by providing activities to enrich the children's experiences. Our teachers are keen observers paying close attention to the investigations of the children and providing them with opportunities to explore further. Teachers allow the children to grow and develop at their own unique pace, respecting each child's diverse learning style. The daily schedule is predictable but not rigid and organized with appropriate periods of active and quiet time. Extended time periods throughout the day allow the children to become deeply involved in activities of their choice. At Mount Carmel, teachers are flexible and ready to adapt the schedule to accommodate the needs and interests of the children in order to support and facilitate their learning.

At Mount Carmel, we understand that young children are eager learners and that through play they construct knowledge by exploring new ideas. Through play they learn about and make sense of their world in a nurturing and supportive environment curated to foster collaboration. Through play friendships are formed.

Together the children, their families and their teachers create a community of lifelong learners.

Starting School-

The beginning of school is an exciting time for children and parents alike! For many children and parents it is the first time they will be apart. For other children, who have had prior school experience, they may be transitioning to a new school or classroom setting. Any change, even a positive one such as this, can produce stress. In order to help facilitate a smooth transition and reduce the stress and anxiety of separation at the beginning of the year, we have a plan for easing children (and parents) into the school routine. Prior to school starting, the teachers will contact you to set up a ZOOM home visit. Following the ZOOM call, each child (with parent or caregiver) will be invited to visit their classroom. Parents will be invited to attend an evening **orientation** via ZOOM and we will have a gradual **phase-in** period.

We are continuing to follow Covid-19 Health & Safety protocols set forth by the New York City Department of Health.

Home Visit:

When our teachers come to school in early September, they will contact each child's family to set up a home visit. The purpose of this visit is to allow the children to meet their new teachers in the safe and familiar setting of their own home and to begin to make home/school connections. The home visit will last for about 15 minutes. It is not necessary to schedule the visit at a time when a parent is available, it can take place with a caregiver or relative. Parents will have an opportunity to meet their child's teachers at Parent Orientation.

Parent Orientation:

This year our parent orientation will be via ZOOM. This meeting takes place in two parts: we will start with a meeting for all parents with the directors during which you will hear about the general aspects of our program. Following the general meeting, you will move into smaller ZOOM meetings with your child's class where you will meet your child's teachers and learn about our curriculum. Invitation to both of these meetings will be sent via email. This year, Parent Orientation will take place on Thursday, September 8th.

Individual Classroom visits:

Each child with a parent or caregiver will have an opportunity to visit their classroom on Friday September 9th, and once again see their teachers in person before school starts. Teachers will reach out via Remini to schedule your classroom visit. Masks are optional

but encouraged.

Phase-In Period:

In order to facilitate a smooth transition to school, we introduce our children to their new environment and routine with a “phase-in” period. We start off in small groups for a day or two (depending on the class) and for a short amount of time. We gradually increase the time as the whole group gathers together. Within a few days the full schedule is achieved. During this time a parent or caregiver is expected to be available should their child need them. This year the teachers will contact you if your child needs you and she will bring your child to you outside the building. The teachers will share each class’s phase in schedule and let you know which group your child is in via email.

Some suggestions to help the adjustment to school go smoothly:

- Your child’s teachers are experienced with supporting children through the separation process and will help guide you or your caregiver. That being said, you know your child best, so please share your thoughts as we go along.
Communication is essential!
- A parent or a caregiver must be present or quickly available during phase-in. Please make sure we have the contact number of the person dropping off the child to school during phase-in.
- Children sense when adults are unsure. Please let them know that you have faith in their ability to be independent and that you trust us to meet their needs and provide a wonderful school experience.
- **Never leave your child without saying goodbye!** Do not pose this as a question as in asking them if it is “OK” to leave. This offers them the opportunity to say “No!” Tell your child you are leaving and that you will see them again later in the day. You might say, “Time for me to say goodbye now. See you when I pick you up or when I come home from work.”
- Please know that it is not unusual for some children to experience a delayed separation reaction. Often this occurs after a long weekend or a vacation. If this happens please know that we will do our best to support your child through the process.

Policies and Procedures

The Mount Carmel Early Childhood Center has established the following policies and procedures for parents. We ask for your full cooperation and support by reading and complying with these policies. The administration retains the right to amend the handbook at any time. Notification of any changes will be given via our website.

This year, in order to reduce the risk of Covid-19 transmission at Mount Carmel we have developed the following procedures.

Stable Groups-

- Each class will be a stable group with the same children and teachers. We will do our best to eliminate the possibility that children from one classroom come in direct contact with children from another classroom in common areas such as halls, the gym and the yard.
- Each class will have exclusive use of their own bathroom.

Limited Adults in School-

Teachers will meet children by their entrance and escort them into their classrooms.

- Non-essential visitors will be prohibited.
- Tours for prospective parents will not spend time in classrooms with children present.

Increased Outdoor Time-

- Classes will spend a significant amount of everyday outside in one of our backyard spaces. *Remember there is no such thing as bad weather, just bad clothing! Please plan accordingly!*

Ventilation-

- All our rooms have a wall of fully operational windows, some of which will be kept open at all times.
- Additionally, each classroom will be equipped with the following air filtration system: [Air Purification System](#)

DAILY PROCEDURES:

Sample Class Schedule: A typical day might look like this-

- **8:35 - 10:30 - Arrival and Free Play** (Children explore and engage in activities in dramatic play, block building, art, manipulatives and the sensory table.)
- **10:30 - 10:40 - Morning Meeting** (Children sing songs, listen to stories, talk about plans for the day.)

- **10:40 - 11:00 - Snack** (Snack is provided by families.)
- **11:00 - 12:30 - Outdoor/Gym Play** (Children go out to the courtyard or to the spacious indoor gym to run around and explore sand/water, blocks/dramatic play, ball play and vehicles.)
- **12:35 - Half Day children dismiss** (“Goodbyes” are said to the Half Day children and Full Day children transition to lunch.)
- **12:35 - 1:10 - Lunch for full day children** (Lunch is provided by families)
- **1:15 - 2:15 - Rest time**
- **2:15 - 3:00 - Snack, Free Play/Outdoor Play**
- **3:00 - Full Day children dismiss**

Arrival/dismissal times-

This year we will have staggered arrival and dismissal times and utilize both the Withers Street entrance and the Havemeyer Street entrance.

The **Green Room** children will arrive at the Withers Street entrance at 8:20am
 Half Day children will dismiss from the Withers Street entrance at 12:20pm
 Full Day children will dismiss from the Withers Street entrance at 2:50pm

The **Yellow Room** children will arrive at the Withers Street entrance at 8:35am
 Half Day Children will dismiss from the Withers Street entrance at 12:35pm
 Full Day children will dismiss from the Withers Street entrance at 3:05pm

The **Red Room** children will arrive at the Havemeyer Street entrance at 8:20am
 Half Day children will dismiss from the Havemeyer Street entrance at 12:20pm
 Full Day children will dismiss from the Havemeyer Street entrance at 2:50pm

Please do not arrive too early as it can be hard for children to wait outside and again a reminder that everyone should remain socially distanced while waiting.

Drop off and pick up-

Prior to arrival at school each morning parents will complete a Covid-specific questionnaire via the Remini App. Upon arrival at Mount Carmel parents and/or caregivers will escort their children to their assigned entrance and switch children into their school shoes. At this point a teacher will meet the child and bring them to the classroom. Teachers will take children’s temperature when they arrive in the classroom. At dismissal, teachers will bring the children out to parents and caregivers at their assigned entrance. It is important that all families arrive during their assigned time and line up -socially distanced- in the appropriate area.

When dropping your child off or picking your child up you must sign them in and out by using your phone to scan the QR code on the **Remini app**. This will ensure a smooth transition from teacher to parent and/or caregiver.

If a person who is not one of the regular people to pick up your child will be doing so that day, please be sure to tell the teachers via email and/or the Remini app. **Your child will not be released to someone other than a usual caregiver without written consent from a parent or a parent's designee.** The designated person will be asked to show proper ID for verification purposes and sign out using a code generated on the Remini App.

Extended Day-

Once again, we will be offering an Extended Day Program from 3-5pm daily in the Red Room. The program is for children who attend school full days. Pre-registration is required for use of the program. Space is limited so advanced notice will be necessary for children to attend.

Stroller Parking-

This year, to minimize the number of adults entering the building, **we are asking that families bring scooters, strollers and bikes home with them rather than leaving them at school.** If it is necessary for your family to leave your stroller in the building during the school day - there will be a designated area in the lower level and a space in the yard at Havemeyer Street.

Admissions:

Non-discrimination-

Mount Carmel does not discriminate on the basis of race, religion, sex, national or ethnic origin in the administration of educational policies, admission policies or other school administered programs generally made available.

Mount Carmel gives preference in admission to:

1. Siblings of currently enrolled students at Mount Carmel.
2. Siblings of former students who attended Mount Carmel.
3. Applications in the order in which they are received.

Required paperwork-

The following forms and conditions must be met before beginning the school year.

1. Mount Carmel contracts completed.
2. Financial Obligations as agreed to in the contract must be met in full.
3. An up-to-date medical form with a full immunization record must be on file.

4. Completed emergency contact information must be on file.
5. Completed Intake form must be on file.

Re-registration-

To ensure your child's enrollment in our preschool for the following school year, the following is to be completed by the required deadline:

1. Registration materials and enrollment contracts must be submitted along with a complete tuition deposit for the next school year.
2. The current year's tuition and any additional fees must be up-to-date.

Double Parking-

The courtesy of double parking on Withers Street is at the discretion of the parking agents and the local precinct. Please place a school issued placard in your window. Please do not leave your car for more than five (5) minutes. School issued placards can be obtained from the office.

Bathrooms-

The bathrooms on the first floor are reserved for children's use only (each class has their own designated bathroom) and are clearly labeled. **Adult bathrooms on the lower level and second floor are reserved for faculty use only.**

Clothing-

Children should dress comfortably for school. They need to wear clothing which they can pull up and down with ease enabling them to practice their independence. Clothing that should not get messy is best not to be worn to school.

School Shoes-

In addition to comfortable clothing, we are requesting that "school" shoes be worn in school. School shoes will promote cleanliness inside the classroom and make it more comfortable as well as safer for children. School shoes should be closed-toed, lightweight, soft with flexible rubber soles that stay on securely. They can be sneakers or sturdy slippers which can be worn out in our yard space.

Switching shoes should be part of the morning routine as you arrive at school. At this point, we are asking that parents change their children into school shoes at the door before they are picked up by the teachers. Their street shoes can be stored in the stroller, backpack or taken home.

Cubby supplies-

Your child's **cubby** should always be stocked with

- An extra pair of “school” shoes (see above description)
- Diapers and wipes (if not toilet trained)
- Two sweaters or sweatshirts
- Multiple changes of underwear
- Two pairs of pants (or shorts, skirt etc.)
- Four shirts
- Two pairs of socks

For Full Day Children:

- We highly recommend the "Tot Cot Nap Mat" for rest time; please visit urbaninfant.com and enter the coupon code SLEEPER0517
- Alternatively, a crib sheet and small blanket for rest time

Everything in your child's cubby must be clearly labeled with his/her name.

Mabel's Labels-

We are partnering with Mabel's Labels both to fundraise and to solve the “lost and found” issues. Please click on this link to purchase labels for all your child's belongings and we will receive 20% of the total amount purchased! We are listed by our "official" name which is [The Mount Carmel Early Childhood Center](#), Brooklyn.

Click this link - <https://campaigns.mabelslabels.com> and it should bring you to the list of names. Scroll down to our school's name “The Mount Carmel Early Childhood Center (Brooklyn) and click to help support our school!

Lost and Found-

Children's clothing and other belongings should be labeled to prevent loss of items. Lost items without names will be placed in our “Lost & Found” bin located under the stairs near the stroller/scooter parking. Please check it regularly! Lost and found items will be held for approximately 30 days and then donated to Saint Mary's Church.

Toys from Home-

Please do not allow children to bring toys from home that are not **essential** to their adjustment to school. If your child rests at school and needs their special “lovey”, they may bring in a small stuffed animal which will be kept with their rest blankets.

Snacks-

Each day, parents are asked to provide healthy snacks for their children. Snack time will be scheduled in the morning and in the afternoon. Please send a wholesome, substantial snack such as fresh fruit, vegetables, crackers, pretzels, cheese, yogurt, dried fruit, and muffins. Each classroom is equipped with a refrigerator should your

child's snack need refrigeration. Please do not include candy or gum in snacks or lunches!

Lunch-

Full day children will eat lunch in school. Lunch is a relaxing and enjoyable part of the day for the children. They really like the social aspects of lunch, the feeling of independence as well as the opportunity to practice self help skills. Please keep this in mind as you prepare their lunch each day. Please send food that they enjoy and can eat independently. We will encourage but never force a child to eat. We will also not emphasize the order in which food should be eaten.

Lunches are refrigerated in the classroom and should be packed in small, soft lunch containers/bags labeled with your child's name. Warm lunches should be sent in thermal containers and stored in the cubby until lunchtime. We cannot reheat the children's lunches.

Rest-

According to the New York City Department of Health, all Full Day children are required to rest for at least 30 minutes after lunch. Each child is provided with a rest cot. Parents provide the rest blankets/sheet (crib size) and launder them at the end of each week. We highly recommend the "Tot Cot Nap Mat" for rest time; please visit urbaninfant.com and enter the coupon code SLEEPER0517. Children may bring in a small stuffed toy/doll as added comfort at rest time. Please remember to label all rest items!

Birthday Celebrations-

A child's birthday is a very special day. In order to keep celebrations consistent from child to child, we ask that you provide a special birthday snack. Please keep the snack small and uniform (same color cupcake, same fruit, same crackers). Please be sure to contact the classroom teacher before any celebration is planned. **Please be sure to inquire about any allergies in the class.**

- Please do not drop off items such as balloons and goody bags.
- If you are planning a party outside of school, please send invitations directly by mail/email. Please do not drop off presents at school.
- Parents of children with summer birthdays can arrange a "special day" celebration for their child during the school year.

Toileting-

We are happy to work with your child wherever they are on the path to learning to use

the toilet. Once you think your child is comfortable wearing underwear to school, please allow them to do so and let the teachers know. Please be sure to provide plenty of changes of clothing in the event of accidents!

COMMUNICATION:

Open communication is an essential part of a successful preschool experience and encouraged between parents, teachers and administrators. Please know that you may discuss anything of concern with the teachers and/or the Directors.

In case of an emergency, please feel free to contact the school office at 917-993-1330.

The Mount Carmel Early Childhood Center will be using the **Remini App** for contactless check-in and check-out as well as daily health checks.

- Remini is a platform (app & website) that takes what preschools do in many different ways and places and streamlines it in one easy-to-use app. Now, instead of using email for communication, a website to share videos, an app for emergency alerts, a physical binder portfolio, and paper for sign-up sheets, we can do it all within Remini.
- Remini enables teachers to share photos, videos, assessments, calendar events, sign up sheets, emergency texts, portfolios, COVID health questionnaires, contactless attendance, and much more with the touch of a button.
- Remini is designed to be an all in one type of a solution for early childhood programs and is tailored to each program's particular needs. You can see some of the core capabilities [here](#) and [here](#). It can be accessed via the computer, iOS, or Android devices.

Notification of an emergency school closing will be sent by email, remini app and/or phone call.

It is our intention that our school website, www.themountcarmelecc.org, will have the most updated information available about classroom/school events and programs. Information regarding school events and programs will be emailed or posted on Remini regularly.

Parent Orientation in September and parent-teacher conferences in the fall and spring are great opportunities for getting to know teachers as well as discussing questions and /or concerns that you might have about your child's development in school. This year these events will take place via ZOOM.

We encourage parents to use Remini or email* for contacting teachers and/or scheduling a meeting via ZOOM or a phone call convenient to both of you. The email

address for all staff is the first letter of their first name followed by their entire last name @themountcarmelecc.org

*Please note- All matters of substance should be handled by phone or in person via ZOOM and not by Remini/email!

Teachers may not be able to check email/Remini during the school day, so in addition to sending a Remini message, please send any time-sensitive messages via email to the office. Teachers will do their best to reply to emails within 24 hours on school days.

Please refrain from having conversations at arrival and dismissal when children are present. Teachers need to focus on the children at those times and it is never appropriate to talk about children in their presence.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Initial concerns should be handled directly with the classroom teacher. If the problem is not resolved to your satisfaction, please contact the Directors.

Special Education Services and Evaluations-

We recognize that children learn and grow in their own individual ways. We strive to make each classroom a place of exploration, challenge and success for all of our children. Parents, pediatricians and preschool teachers are on the frontlines in identifying children who may need additional support in their development.

Through classroom observations, assessments and conferencing, our teachers will work with parents to determine whether a more thorough evaluation is recommended for a child. (ONLY PARENTS CAN INITIATE A FORMAL EVALUATION THROUGH THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION.)

We will support you through the process asking that you maintain open and frequent communication with us so that we can best tailor our approach to meet your child's needs. In some cases it is recommended that the child is provided with services in the classroom. These services may include Speech Therapy, Occupational Therapy, Physical Therapy or the assistance of a SEIT (Special Education Itinerant Teacher). Along with the classroom teachers, the support team will work to provide an appropriate educational experience for the child.

Student Recommendation Forms-

Request for Teacher Recommendation Forms for children applying to ongoing schools

must be made at least three weeks in advance. These forms are school to school documents and will not be returned to parents. Please be sure that all pertinent information is handed in at the time of the request.

Photography Use-

The Mount Carmel Early Childhood Center may photograph or video students and their families, along with classroom activity and children's work for the purpose of documentation and for marketing the center unless a parent/guardian has indicated otherwise in writing.

Photos and videos may be used on The Mount Carmel ECC website, social media, in brochures or other materials and in presentations. These photographs will not be used for commercial purposes and individuals will not be identified by name.

FINANCE:

Tuition Payment Policy-

The Mount Carmel Early Childhood Center is dedicated to maintaining careful management of its finances and has adopted the policies listed below covering the payment of tuition and fees and other related financial issues. We appreciate our families' cooperation in assisting us in meeting our financial obligations in a timely manner.

Tuition payments are due on the dates stipulated in the enrollment agreement or on the dates arranged by an alternative payment plan.

The required tuition deposit must accompany each enrollment agreement. If an agreement is received without a deposit, it will be returned, and the child will not be considered enrolled. A re-enrollment agreement will only be accepted by The Mount Carmel ECC if the family is not in arrears on current tuition.

All families must enroll in FACTS Tuition Management.

If payment cannot be made on time, it is the parent's responsibility to contact us and make appropriate alternative arrangements.

Questions regarding billing should be directed to info@themountcarmelecc.org.

Annual Fund-

Each year we will appeal to families with our Annual Fund. Gifts of any amount are welcome, and no gift is too small. Your tax-deductible donations will allow our school to maintain lower tuition and also help to provide the necessary capital to enhance our

programs and improve our facilities.

Again this year, because of our increased expenses, lower enrollment, and inability to host social fund-raising events, we are relying on your generous contributions to our Annual Fund!

HEALTH AND SAFETY:

Medical Forms-

The Mount Carmel ECC requires all children to have a physical examination before the beginning of the school year. Each student's record of immunization must meet New York State Standards. Failure to comply may result in a child being temporarily suspended from school.

All enrolled children are required to be vaccinated. The required school immunizations can be found at www.schools.nyc.gov/school-life/health-and-wellness/immunizations. Delays in vaccination or vaccine doses and/or alternative immunization schedules are not allowed. Child Care facilities and schools are required to exclude children who are not vaccinated on time and not in compliance with required immunizations.

Allergies-

If your child has any allergies, please notify us in writing before school begins or as soon as you are made aware of the allergy. In case of a severe allergy and if your child has been prescribed medication, you must make arrangements to meet with the teacher and director to determine appropriate procedures.

While we do not ban any foods and are not a “nut free” school, we will do our best to keep known allergens away from your child.

Allergy Procedure:

When a child is identified as having an allergy, the child's picture is posted in the classroom in a prominent place with the allergen listed in red. These signs also indicate if medication is on site. **An Allergy Action Plan** signed by a physician must be on file and kept with the medication as well. We also conduct a formal interview with the parents of a child with life-threatening allergies to be sure teachers know specifically what an allergic reaction may look like, the child's understanding of it, the child's use of language and demeanor around the subject, what precautions have been taken at home and in public to gauge likely previous exposure, and how many exposures and reactions have occurred. Parents are taken step by step through the likely decision making process on whether to administer emergency medication so that teacher decision making time can be minimized in the event of an emergency.

Medication-

For safety reasons, children **may not bring medications to school**. According to State Health Law, teachers and/or staff are not permitted to administer any kind of medication unless an allergy action plan is in place.

Injuries-

Several of our teachers and staff members are trained in CPR and First Aid. Our teachers and staff do their best to prevent accidents from occurring. However, injuries do sometimes occur. When a child is injured they are immediately attended to by a trained teacher or staff member and brought to the office. Minor cuts are washed and bandaged. Ice packs are applied to bumps and bruises. All injuries are documented and filed in the office. Parents are called immediately should a child require further treatment or become ill or uncomfortable. Should a child require emergency treatment, staff will call 911 and then the parents. The child will be accompanied at all times by a teacher or staff member until a parent arrives.

Fire Drills/Evacuations-

In compliance with the regulations of the FDNY, fire drills will take place throughout the school year. We will begin the drills once the “phase in” period is complete. Classes will practice leaving the building through the designated exits depending on where they are in the building. Teachers will notify you if a drill has taken place during the day in case your child is upset or concerned.

In the event of an emergency requiring us to evacuate the 10 Withers Street building, we will take the children to Our Lady of Mount Carmel Church on Havemeyer Street and N 8th Street or if necessary to The Church of the Annunciation located at 65 Havemeyer Street.

Contagious Medical Conditions-

The average preschooler comes down with infections several times a year. Each infection strengthens the body's defenses so as children get older, they get sick less often. **It is important for the health of all in our community that you keep your child home when they are not feeling well. This year due to the ongoing threat of Covid-19, we must be particularly diligent about preventing the spread of infections and we will have a zero tolerance policy regarding symptoms of illness.**

Please read the following health guidelines carefully. While we cannot prevent illness, we can take certain precautions to minimize the spread of a virus and/or infection.

Please keep your child at home and notify the office if:

- She/he is in the first stages of a cold, with copious mucus, heavy cough,

sneezing etc.

- She/he has a fever or has had a fever the day(s) before. (Child's temperature must be normal, without medication, for 48 hours before returning to school)
- She/he has a rash on the face or body. (We must have a doctor's note that the condition is not contagious)
- She/he has had diarrhea and/or vomiting that morning or the day before.
- You have detected lice or nits (eggs) in his/her hair.
- One or both eyes are red, with or without mucus or crust. (We must have a doctor's note that the condition is not contagious).
- If a student develops a fever, rash, diarrhea or vomiting in school, or if we detect lice, we will isolate them and phone you immediately to take your child home. Please make sure that you, or the person at the emergency number, is reachable and available in case this occurs.

Please contact the school office if your child will be absent with a contagious illness. We will notify the rest of the class to be on the lookout for symptoms.

We appreciate your cooperation in helping us maintain the health and well-being of all the students in our school.

If your child has *any* symptoms of Covid-19, a negative test result and/or medical clearance will be required in order for them to return to school. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COVID-19 CLOSURE/EXCLUSION PROCEDURES-

These are the current guidelines from the Department of Health. We are in touch with them and will alert families as soon as there is any change.

If a person (child, teacher, administrator) at Mount Carmel has tested positive for COVID-19, they cannot attend school until ***all the following are true:***

- If they are **fully vaccinated**, they must remain out for 5 days since their symptoms started, day 1 being the day **after** their symptoms started. They can return on Day 6.
- If they are **unvaccinated or partially vaccinated**, they must remain out for 10 days since their symptoms started, day 1 being the day **after** their symptoms started. They can return on Day 11.
- They have not had a fever for the last 48 hours without the use of fever-reducing medication
- Their overall illness has improved

If the person never had symptoms, they must stay out for 5 days if they are vaccinated and 10 days if they are partially or unvaccinated from the date of their positive COVID-19 test where Day 1 is the **day after** they test positive.

Anyone with symptoms (see above) cannot attend child care. A negative covid test and/or medical clearance is required to return to Mount Carmel. If the person **had** symptoms and their test results come back negative, they can return to the child care program after they have not had a fever for 48 hours without the use of fever-reducing medications. The negative test result must be a lab-confirmed diagnostic test. This includes at home tests.

If COVID-19 has been confirmed by a diagnostic laboratory test (nose or throat swab, saliva), fully vaccinated close contacts may continue coming to school but must monitor their symptoms closely. Unvaccinated or partially vaccinated close contacts must remain out for five (5) days, with day 1 being the day **after** their last close contact. They can return to school on Day 6 as long as they are asymptomatic and have proof of a negative Covid Test, either a PCR from Day 5 or two (2) negative home tests from days 4 and 5, taken at least 24 hours apart. If your child has had a confirmed case of Covid-19 within the last 90 days, they are allowed to continue coming to school.

If your child has been in contact with someone who has tested positive for Covid-19, please alert the office immediately so that we can reach out to our consultant at the Department of Health for quarantine requirements and next steps.

All of the above is subject to change as we are updated by the New York City Department of Health.



THE MOUNT CARMEL Early Childhood Center

THE MOUNT CARMEL EARLY CHILDHOOD CENTER 2022-2023 PARENT HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of The Mount Carmel Early Childhood Center's Parent Handbook, effective September 1, 2022.

I understand that this document supersedes any other previously issued handbook. I am aware that it is my responsibility to acquaint myself with its contents.

I understand that The Mount Carmel Early Childhood Center may amend the Handbook provisions without advance notice. Families will be alerted to any such change via email soon after the change.

Child's Name: _____

Parent Signature: _____

Date: _____

THE FOLLOWING FORMS ARE BELOW. Please fill out and return to the office asap!

- Flexi Class Schedule Confirmation (all classes this year are flexi classes)
- Extended Day Program Registration Form
- Approved Drop Off/Pickup Caregiver Consent Form for Remini
- Sunscreen/Diaper ointment permission form



THE MOUNT CARMEL

Early Childhood Center

Preschool Supply List

Your child's cubby should always be stocked with:

- An extra pair of indoor classroom shoes (lightweight, soft with flexible rubber soles that stay on securely without laces -can be sneakers or sturdy slippers)
- Diapers and wipes (if not toilet trained)
- Two sweaters or sweatshirts
- Multiple changes of underwear
- Two pairs of pants (or shorts, skirt etc.)
- Four shirts
- Two pairs of socks
- A cloth face mask - to be used in case of illness during isolation

For Full Day Children:

- We highly recommend the " Tot Cot Nap Mat " for rest time; please visit urbaninfant.com and enter the coupon code SLEEPER0517
- Alternatively, a crib sheet and small blanket for rest time

Everything in your child's cubby must be clearly labeled with his/her name. The Mount Carmel Early Childhood Center works with Mabel's Labels, using the link, <https://campaigns.mabelslabels.com/> search for "The Mount Carmel Early Childhood Center (Brooklyn) to help support our school!



THE MOUNT CARMEL

Early Childhood Center

Phase In Schedule September 2022

Monday, September 12th

Group A 8:30 - 9:30

Group B 10:00 - 11:00

(Teachers will inform you which group your child is in)

Tuesday, September 13th

All children 8:30 - 10:30

Wednesday, September 14th

All children 8:30 - 11:30

Thursday, September 15th

Half Day children 8:30 - 12:00

Full Day children 8:30 - 1:30 (lunch and rest)

Friday, September 16th

Half Day children 8:30 - 12:00

Full Day children 8:30 - 3:00



THE MOUNT CARMEL
Early Childhood Center

FLEXI CLASS SCHEDULE CONFIRMATION

Please indicate your child's schedule as per your contract. Please note, your child's class is a flexi-class meaning you may add time/days, however, you may not decrease your original contract agreement. If you would like to add to your child's schedule please email the office by the 10th of the month, your child's new schedule will begin on the 15th of the month.

Child's Name:

Child's Date of Birth:

Half Day (8:30 – 12:30) Full Day (8:30 – 3:00)

Monday _____ Monday _____

Tuesday _____ Tuesday _____

Wednesday _____ Wednesday _____

Thursday _____ Thursday _____

Friday _____ Friday _____



Extended Day Program 2022-23 School Year

The Mount Carmel Early Childhood Center will once again offer families extended day options throughout the school year. The Extended Day Program will take place in our preschool classrooms where children can engage with a variety of activities including art experiences, block play, dramatic play, story time, gym/outdoor play and snack.

Extended Day takes place from 3:00-5:00 PM school days beginning Monday, September 19th, with the exception of the following dates: 11/23, 12/21, 2/17, 4/5 & 6/9. Extended day is available to children who attend school for a full day.

Children may begin using the extended day program once they have completed the phase-in period. The transition for children is easier if they know ahead of time that they will be in our extended day program and we encourage you to introduce your child to the program prior to using it.

In order to determine our staffing needs and to assure that we are in compliance with the NYC Department Of Health's guidelines, families must register for our Extended Day Program in order to participate. Spaces are limited!

Payment of Extended Day fees can be made by one of two ways:

1. Monthly at a cost of \$20 per hour with a \$300 deposit at registration. (Deposit will be credited to the June bill.)
2. Prepaying in full for the year by October 3, 2022 with a 20% discount.

Yearly cost: Cost with
prepayment discount:

2 hours per day - 5 days per week - \$6240 \$4992

1 hour per day - 5 days per week - \$3120 \$2496

The fee schedule listed above represents 5 day usage. Please prorate the cost if you will use the program less than 5 days a week.

The Mount Carmel ECC Extended Day Registration Form

Child's Name: _____ Classroom: _____

Extended Day Schedule:

Please check the days and times your child will be picked up from the Extended Day Program.

M _____ 4pm _____ 5pm _____
T _____ 4pm _____ 5pm _____
W _____ 4pm _____ 5pm _____
Th _____ 4pm _____ 5pm _____
F _____ 4pm _____ 5pm _____

Payment Options:

Please check your payment choice:

___ Discounted Prepayment - Full payment is due by October 3, 2022.

___ Monthly payment - \$20 per hour (A \$300 deposit is due with registration.)

Parent Signature: _____

Date: _____

Payment Amount Enclosed: \$ _____



THE MOUNT CARMEL Early Childhood Center

Approved Drop-Off / Pick-Up Caregiver Consent Form for Remini

This form should be completed by families who have a consistent caregiver who will regularly be dropping off and/or picking up your child. Caregivers will receive an invitation to Remini via their email address and will have their own code. This person will be approved from September 2022 - August 2023. If a change occurs, and you need to remove an approved contact, please alert the office to this change.

Child's Name: _____

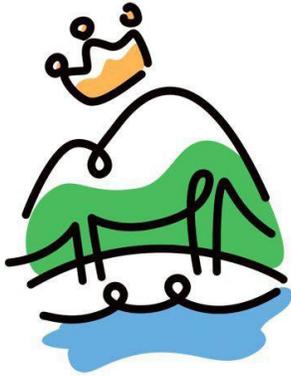
Caregiver's Full Name: _____

Caregiver's Email Address: _____

Caregiver's Phone Number: _____

Parent Signature: _____

Date: _____



THE MOUNT CARMEL

Early Childhood Center

September 2022 - August 2023

I hereby permit the staff at The Mount Carmel Early Childhood Center to apply over the counter ointments, lotions, diaper rash creams and/or sunscreen to my child _____ as needed.

The over the counter product(s) I am providing is (check all that apply):

Sunscreen

Diaper Rash Cream/Lotion/Ointment

I have labeled the product(s) with my child's name. Application instructions, which are consistent with the instructions on the original container, are as follows:

I understand that the over the counter ointment/lotion/diaper rash cream and/or sunscreen that I am providing must not be stored in cubbies. There are separate designated containers for storage of each in the classroom.

Signed: _____ Date: _____

Printed: _____

