



Starbright Children's Center
40 North Ocean Avenue
Center Moriches, New York 11934
Phone (631) 909-7366
Fax (631) 909-7367
Starbrightla@optonline.net

Parent Handbook

Starbright Children's Center Mission Statement

Our mission is to provide a safe and caring environment that promotes learning through play and curriculum. We also teach the children to appreciate their environment by learning important life skills.

Our role as educators is to stimulate development by presenting materials that allow exploration and discovery and to build important foundations for future academic skills such as reading, math and languages, recognizing that each child comes to learning with distinct interests and abilities.

Starbright offers infant, toddler, preschool and pre-kindergarten classes in preparation for grade school. Our students, ages 6 weeks old through 12 years old, reach their highest potential through appropriate and meaningful play experiences that contribute to the developmental needs, interests and abilities of the child.

Our goal is to provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships with a solid foundation that will help each child succeed and soar.

Through a warm, supportive environment each child can reach their highest star!

Discipline Policy

Every person, child, teacher, assistant, parent or visitor is to be treated respectfully and politely. If there is a behavior problem with one of the students that is not easily redirected then there will be a phone call home and this could lead to a conference to discuss the issue. If there are any issues that are ongoing that directly affects another individual or disrupts the classroom structure, and all other options have been exhausted, this student may be asked to withdraw from Starbright Children's Center.

Outlined below is the discipline policy as stated in the Office of Family Children Services Regulations. We follow their guidelines.

Discipline must be administered in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care. The staff may only use acceptable techniques and approaches to help children solve problems.

Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her actions and the consequences of those actions.

Isolating a child in a closet, darkened area, or any area where the child cannot be seen and supervised by a staff member is prohibited.

Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, a staff member. Interaction between a staff member and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for in this subdivision is prohibited

-Corporal punishment is prohibited.

-Withholding or using food, rest or sleep as a punishment is prohibited

-Discipline must be administered by and supervised by the child day care center staff.

-Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited.

Parent Teacher Conferences

There will be many opportunities throughout the school year to talk to your child's teacher. However, there will be parent teacher conferences twice a year, one at the beginning of the school year and one near the end of the school year. In addition there may be daily progress summary as well as monthly parent letter that is sent home.

An age appropriate progress report will be sent home twice a year.

You may request a parent teacher conference at any time and our teachers and Administrator will accommodate you at a time that is convenient to both parties.

Infant-Toddler-Preschool- Pre K+

In our infant, toddler, preschool and pre-K programs, our teachers and their assistants will work with your child on language and literacy skills like learning to hold a pencil, beginning letter sound recognition and identification, recognizing their own name in print, counting, sorting, and categorization. They will also learn the proper way communicate with other children and

teachers.

At Starbright Children's Center, your child will participate in group learning and interact with other children in activities, projects and experiments. Your child will learn to identify letter, pronounce letter sounds and how sounds and letters combine to make words. They will be exposed from an early age to addition and subtraction, and more acute observational and analytical skills. Our teachers will continue to challenge your child to share their ideas and thoughts, to expand their vocabulary, creativity and imagination.

Within our Language and Writing Center each child will have their own personal journal in which they can draw a picture or write every day. The children can draw or write something that has to do with that topic or simply what comes to their minds. You will be amazed how your child's drawings evolve from the beginning to the end of the school year, as they learn to communicate through print. The teacher's label your child's drawing based on what your child has said about them.

Theme Units

Research shows that when children are in an attractive and inviting environment, they're happier, get along and concentrate better and have a more positive attitude about them and about learning. To make sure that the classrooms are inviting and exciting for the children, we get the classroom ready for each theme unit. The classroom will seem to change as each new theme is introduced to the students. This change can include decorating the classroom for the specific theme, by changing the literature to theme related books and materials anything that will help the theme comes alive. For example, during the "Days of Dinosaurs" theme, the teacher might create a prehistoric feel by hanging paper vines and leaves in the classroom, and placing special rocks and fossils in the Science, Sensorial and Botany Center for the children to observe. The teacher may also enhance the Dramatic Play Center with dinosaur stuffed animals, puppets, figurines and dinosaur learning displays. The teacher may serve dinosaur shaped snacks with juice for the first and last day of a theme unit. Anything that will promote your child's curiosity and learning about the unit within reason, Starbright Children's Center teachers will try to incorporate.

Our Teachers

Our teachers come to us from a variety of early learning backgrounds, and all grow and improve through ongoing training and professional development through courses provided by the Office of Children and Family Services and a variety of other sources and support programs. Our teachers at Starbright Children's Center are filled with energy and love that is constantly incorporated into making your child's day special. It is the job of our teachers to nurture, give care, maintain a safe environment and implement our curriculum to ensure your child's healthy development. Our teachers are encouraging and patient which is exactly what your child needs to feel safe and comfortable. Starbright Children's Center's teachers have mastered the art of interacting with children through verbal and non-verbal communication, and by being receptive and reactive to all of their needs.

Our Infant, Toddler & Preschool Classroom

Starbright Children's Center's infant, toddler and early preschool classrooms are built specifically to accommodate this age group, which is active and mobile and ready for expanded exploration opportunities. Low shelves house a variety of materials to encourage self-help. Your child can easily help themselves to the materials, and eventually, as they transition to our early preschool classroom, help put them back as well.

Interest Areas

The various play and learning materials are arranged into distinct interest areas:

- Active and Gross Motor Play
- Fine Motor Play and Manipulative
- Language and Development and Music and Movement
- Creative Arts & Exploration

Starbright Children's Center Infant, Toddler, Preschool & Pre-K Programs:

At Starbright Children's Center our ultimate goal is to prepare your child to successfully enter kindergarten, and become a successful lifetime learner. In the short term our teachers are focusing on preparing your child for the next level of curriculum at Starbright Children's Center.

Throughout the preschool program your child will acquire an extensive variety of developmental skills necessary to successfully enter kindergarten eager and ready to learn.

Your child's day will consist of circle time then move on to the various interest centers that is available to them, where they will engage in manipulative activities to develop their fine and gross motor skills. There will also be a daily teacher- directed activity, which will allow your child to be creative with many different types of materials including but not limited to paper, paint or clay. Your child will then participate in quiet time where they will rest and refuel with snack and beverage provided by Starbright Children's Center. Outside play is a great opportunity for the students to develop their gross motor skills and learn to interact with their peers. Outside play is a daily activity. If your child is part time they will then participate in a closing story and group time, where they reflect on what they did that day. Full day children will wash and prepare for lunch and rest time.

Growing & Discovery

Once all of the students have arrived our day begins with our Morning Circle Time. The children sing songs, help the teacher determine the weather, participate in a charting activity, and talk about their daily schedule and what their day will involve.

Learning Centers

Your child will then participate in a learning center activity. Our Learning Centers typically include:

- Science and Sensorial Center
- Mathematics & Manipulative Center
- Creativity & Art Center
- Reading & Writing Center
- Dramatic Play Center
- Library Center

Language & Writing Center: Including pens, pencils, journals, colored pencils, crayons, markers, a variety of paper supplies, books of all types of literature, notebooks, magnetic letters, labeled items, sentence and alphabet strips and each of the students journal's.

Creativity & Art Center: including painting supplies, pencils, crayons, markers, easels, glue, scissors, water colors, pastels and various paper materials.

Math & Manipulative Center: Including calendar, weather and # charts, magnetic numbers, puzzles, games, and flash cards, measuring cups, spoons, and other materials used to weigh and measure.

Science and Sensorial Center: including sand and water tables, bottles which store various objects such as shells, rocks, sand, food coloring, etc, magnetic items, feathers, leaves and other interesting objects for magnifying and studying.

Dramatic Play Center: including dramatic play furniture, play kitchen, pots, pans, dishes, place, mats, dolls, food sets, dress up clothes, play tents, purses, wallets, play money, shopping carts, puppets, etc.

Library Center: Your child will be introduced to the Library Center which will include a variety of literature and they will be taught a respect and appreciation for books.

Toys

Children are not permitted to bring toys from home unless your child is the star of the week. There will be times during our theme units where your child can bring in Show and Tell items. Each student will get a chance to be the "Star of the Week" when they will be asked to bring in anything they wish to share with their class.

Clothing

We at Starbright Children's Center ask that you dress your child in comfortable clothing and keep in mind that your child will participate in gluing, painting, and other activities throughout the day where their clothes may get dirty.

It is not necessary for your child to be toilet trained. Please supply the teachers with a change of clothes, pull-ups, diapers and wipes so that your child can be changed immediately if there is an accident.

*Please keep in mind that although your child may be toilet trained that it is still important to leave a change of clothes in their belongings. Children often get engrossed in activities and they sometimes do not pay attention to their body's signal to go to a restroom.

Open Door Policy

Starbright Children's Center has an open door policy which means that you are welcome at any time during the school day to visit or observe your child in their school setting.

Teacher Availability:

Your child's teacher is always available to chat at pick-up and drop-off times. They do look forward to telling you about your child's day and what he/she has done. If a particular situation should arise that more time is needed than at pick-up or drop-off, we would be more than happy to schedule an extra 'Conference' or meeting. You are always welcome to contact us via phone or e-mail at any time.

Listening to you the Parents:

We are committed to working and communicating with parents. By partnering with you we can give your child exactly what they need to become a successful lifetime learner.

Snack & Beverage

Starbright is a nut free facility!!!

Starbright Children's Center will provide healthy snacks and beverages for your child during the school day. We normally all eat the same snack; however, we keep crackers and pretzels on hand just in case one of the children does not want to try the snack of the day. Please note that there will not be any snacks that contain nuts or was manufactured on machinery that processes nuts due to nut allergies. Any snacks or lunches that the students bring in to the school must also be nut free and may not be made or processed on machinery that manufactures or processes nuts.

Birthday Celebrations

If on or around your child's special day you would like to provide a snack for the children please discuss your plans for providing snacks for such celebrations in advance, with your child's classroom teacher. **Starbright is a nut free facility!!!**

Field Trips

Parents are expected to join us on most of our field trips. If you cannot attend a field trip please let your child's classroom teacher know in advance so arrangements to gather more volunteers can be made.

Starbright Children's Center End of the School Year Celebration

Our Graduation/Moving on ceremonies will be held at the end of the school year in June. It is a celebration of achievement and a gathering of friends and families. The children will sing songs they have learned and show off some skills they have learned throughout their year at Starbright Children's Center. Tickets will be given to such events, and there will be a limit of tickets for guests for each student. We will notify you of those limits closer to the celebration.

Special Events

In addition to the above events, there are monthly celebrations for example, our Halloween Boo Bash, Thanksgiving Day Feast, Winter Holiday Party, etc. Parents are not expected to attend these events but of are always welcome.

Arrival & Dismissal Procedure

Arrival Procedure:

When you and your child arrive for your day at Starbright Children's Center please have your child hang up their belongings, then a teacher will then escort the student down to class where the classroom teacher is ready for his/her students.

Dismissal Procedure:

At departure time please collect your child's belongings from their hooks and the class work from their mailboxes. The children will only be released to parents or persons for whom written consent has been given to Starbright Children's Center. If someone other than the child's parents are permitted to pick up your child, a one-time letter will be put on file and that will be sufficient proof to pick up the student. The person picking up that child must present picture identification upon arrival. Faxes and phone calls are not permitted because we cannot verify who is sending the message. We ask that you try and be prompt picking up your children when their session has ended.

School Closings

If we are forced to close our school due to inclement weather, you can find out from News 12 on channel 612 or log onto the NEWS12.com website or Starbright's Facebook page. You may also tune into WALK FM radio or call the school's answering machine.

Health & Safety

Please refrain from sending your child to class if he or she is showing signs of illness. If your child has had a fever, experienced flu like symptoms or had diarrhea in the last 24 hours, the child is not permitted back to school until they are free of these symptoms for at least 24 hours. In some cases we may require a note from your doctor for them to return to school to ensure the child is no longer contagious. If your child becomes ill while in class, you will be the contacted immediately. If you cannot be reached by phone, we will then try your emergency contact person/people. In cases of serious illness, if you cannot be reached, we will seek emergency care via ambulance. Each of our teachers and their assistants are required by Starbright Children's Center guidelines to be First Aid/CPR certified.

Students and visitors are prohibited from running, skipping, or jumping while inside the school building. Your child's safety is our first concern and this type of activity can cause injury. Starbright is not responsible for any injury sustained from not following this rule.

Please keep us informed of any changes of information to your child's emergency contact information. Changes such as change in phone numbers, addresses, and contact person/people should be reported to Starbright Children's Center as soon as possible so that these items are updated and current. It is the parent's responsibility to make sure Starbright always has the student's most updated contact information.

Student Evaluation and Special Education Services-

If an enrolled student is referred for evaluation by the Administrative Director or their Classroom Teacher and the family chooses not to pursue the evaluation, Starbright Children's Center withholds the right to discontinue their enrollment at Starbright Children's Center. If an enrolled student is approved for Special Education Services through Early Intervention or through the Students local School Districts Special Education Department and the family chooses not to accept the services, Starbright Children's Center withholds the right to discontinue their enrollment at Starbright Children's Center.

Child Protective Services

All employees are mandated by law to report all suspected cases of maltreatment, neglect and/or abuse, whether they are internal or external, to the Office of Child Protective Services. Child Protective Services contact phone number 1-800-342-3720

Fees

A one month deposit plus registration fee of \$90 is due upon enrollment. The remaining payments are due the 1st of each month, beginning in September and ending in June. - A late fee of \$35 will be applied to any payment made after the 1st of the month. There will be a \$35 fee (banking fine) for any returned check. **There are no refunds after tuition has been paid.**