

# Cortelyou Early Childhood Center & Cortelyou Academy



Student & Parent Handbook

(Revised July 2017)

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## Administration & Faculty

## Welcome Letter

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**Accounts Department**

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**Family Worker**

## Locations

**Cortelyou Main** building located at 1110  
Cortelyou Road (between Westminster and  
Stratford Streets). 718-282-6077

**Cortelyou Annex** building located at 386  
Marlborough Road (between Cortelyou and  
Dorchester Roads). The school is within walking  
distance to a library, a park, a fire station, and three  
public schools. 718-856-2880

**Cortelyou Academy** building located at 2739  
Bedford Avenue (corner of Bedford Ave and  
Farragut Road). 718-421-9581

## History

Cortelyou Early Childhood Center (CECC) was established on April 3rd, 1983 in the Ditmas Park, Flatbush area of Brooklyn. The school was founded by Mrs. Leonie Francis-Bryan, a mother, wife, nurse, and an educator. Mrs. Leonie Francis-Bryan saw the need for child care services within the community. With a growing population of children and the need for additional space, CECC added an annex building on 386 Marlborough Road in 1996.

A few years later, Mrs. Francis-Bryan's daughter, Sophia Francis had a vision to start an elementary school. In 2001, the vision became a reality. The elementary started with 15 first grade students. The school was extended to the annex building to accommodate the 2<sup>nd</sup> and 3<sup>rd</sup> grade students. The elementary school moved into its own building on Bedford Avenue in 2004.

Cortelyou Early Childhood Centers have been serving the families in Brooklyn for over 30 years. We are very pleased that over the years we have been able to attain and maintain our initial objectives while developing and identifying new goals. We are very proud of our many graduates who are now productive citizens throughout.

With the continued support from our parents, teachers, friends and the community, we hope to continue providing exceptional childcare services.

## Educational Philosophy

At Cortelyou, we believe that education is essential for empowering children to function creatively and efficiently in society. Cortelyou Early Childhood Centers are specifically designed to foster the full growth and development of tomorrow's young men and women. Students gain a sense of self-respect and internal self-reliance through a variety of learning strategies contingent on individual ability and strength.

The academic curriculum enables the understanding of alphabet in relation to word definitions and reading, and the concept of numbers in relation to mathematics. In addition, children also learn through interactive process. Through interaction with materials and the environment, they will gain valuable experiences. Their experiences will improve their decision making ability. Teachers organize space and time to allow children easy access to various activities – individual and group. Children are frequently given a choice of activities and are encouraged to be independent.

Our centers maintain a warm, cheerful, stimulating environment to enhance children's intellectual, emotional, social, and physical growth. We provide an atmosphere where each child feels secure, confident, and free to explore in such so that his or her unique potential will be realized. The child's intellectual appetite will increase, and his or her aptitude for learning will be maximized. In addition to meeting the New York City health

codes, we have made tremendous financial outlays to create a climate attractive to qualified, experienced, motivated, and caring teachers. Our teachers work tirelessly to facilitate the comprehensive development of your children.

Ideally, parents and teachers play a role in the educational process. Consequently, a strong parent-teacher relationship is an integral part of our philosophy. We recognize how vitally important your child's early education is and we endeavor to make this experience a mutually rewarding one.

**Motto:** Serve with all your heart.

**Aim:** To encourage life-long learners to be self-determined

**Mission:** To Empower and inspire students to gain a high level of academic achievement and social awareness through an engaging and stimulating integrated curriculum. The school seeks to promote cultural diversity and prepare students to be responsible global productive citizens.

**Objectives:**

- To develop positive attitude towards self, family and the community
- To prepare students to be positive contributors to their immediate community and society on a whole.
- To promote self-confidence, responsibility, reliability and flexibility

- To instill in each child, the ability to brainstorm, solve problems and think critically
- To develop interpersonal relations as they work together in groups.
- Provide an environment that sets an example of good ethical and moral behavior.
- Promote a positive school climate by modeling the qualities we hope to instill in our students.
- Involve parents and the community in the educational aspect of the school.

### Admission Policy

Cortelyou Early Childhood Center and Cortelyou Academy accepts students from any race, color, and national or ethnic origin. A tour and a family interview date must be scheduled for all families who wish to enroll. At all our locations, we give tours by appointment only:

Toddlers	Tuesdays	9:30 a.m.
Pre-K & Kdg	Wednesdays	9:30 a.m.
Academy	Monday through Thursday	

Additionally, all students must take an entrance examination in order to be qualified for our elementary program (Grades 1-5). A scheduled date will be set aside for the student to take the entrance exam. Students must successfully pass the entrance exam with a score of 80%. Student's behavior will be observed during the entrance exam and entrance exam results will be discussed with the

parent. A letter will be sent to the student's previous school requesting the student's records.

Enrollment process **for any program** is complete when the parents submit the student's application, physical (immunization records), records, and method of payment.

### **Uniform Policy**

All students are required to wear their uniform throughout the academic year (September - June)

Boys: Yellow shirt, green pants, green cardigan & #83 plaid tie.

Girls: Yellow blouse, #83 plaid v-neck or bib-front jumper, green cardigan, and #83 plaid tie.

**Girls (3<sup>rd</sup> - 5<sup>th</sup> Grade):** yellow blouse, #83 plaid skirts, green cardigan, and #83 plaid tie.

Students will not be allowed on trips if they are not dressed in the school's uniform.

#### **Preschool**

Toddlers-Kindergarteners can dress down on Fridays. They must also have an extra set of labeled clothing as required by the NYC Health Code. The center is not responsible for stolen articles or improperly marked clothing.

#### **Grades 1-5**

Grade school students must wear the school's designated GYM uniform on Fridays. Students will not be able to participate in GYM if they do not wear their uniform. Additionally, students will receive a demerit if they are not fully dressed in the school's attire. Please label all sweaters, coats, and any other personal items with your student's name for identification purposes.

#### **Program Hours**

Pre-School	7:00am-6:00pm
Grade School	8:30am-2:45pm
After School	2:45pm-6:30pm

#### **Morning Arrival Policy**

Early drop off **for all students** is available from 7:00AM.

Breakfast is served from 7:30- 8:10AM. Students should come to school on time for them to have breakfast. Breakfast will not be served after 8:10 AM.

#### **Preschool & Kindergarten Students**

All pre-school children should report to school **no later** than 9a.m. A grace period of 15 minutes is allowed for late arrivals. Site supervisors will not permit students to enter any pre-school building after 9:15a.m. It is very disrupting for teachers and students when children are late, and interrupts the C.E.C.C. academic curriculum.

## Grades 1-5

All grade school student should report to school **no later** than 8:25AM. Classes begin at 8:30AM. It is important that all students arrive on time for school. Any child not in his or her classroom by 8:30 a.m. is considered late.

### Lateness Policy

Parents and guardians should help their children develop the habit of arriving to school on time so they will not miss important work or announcements. Teachers mark tardiness the attendance record and report card. Habitual lateness is disruptive to a learning environment and is reported to the school administration for appropriate action

### Dismissal Policy

Students must be picked up by a parent, guardian or designated adult listed on the application or on the Yellow Emergency Card and is over 18 years of age, unless the parent provides written notice in advance. The adult must bring a photo ID. The office must be notified in advance of any alternate pick-up.

**Pre School & Kindergarten Students** should be picked up by 5:45pm every day. There is a 15-minute grace period for unscheduled delays. There is no provision for babysitting services. In cases of emergency when parents must make a late pick-up, they must make arrangements to pick up their child from the Cortelyou Annex location. A late charged will be applied and collected at the time of pick up, or before re-admittance the following

school day. For children picked up after the end of all school programs, parents should contact the local 70th Precinct.

**Grade school students** should be picked up by 2:45PM. There is a grace period of 15 minutes for unscheduled delays. Children picked up after 3pm will be billed for a day of After School service. Students can be picked up by 6:15PM.

**After school Students** should be picked up by 6:15PM. There is a grace period of 15 minutes for unscheduled delays.

**A late fee of \$1 per minute will be incurred to your account for children picked up after the end of their program.** All late fee charges are payable the same evening. Repeated offenders will be put on probation or their services will be suspended/terminated.

### Attendance Policy

Parents should notify the school in the morning explaining why the child is absent if a student is absent from school. If the parent does not notify the school by mid-morning, an administrator will make every attempt to email or call the parent to determine the reason for the child's absence. The student should bring a note of explanation stating why he or she was absent from school regardless if the parent verbally explains the reasons.

**Except for emergencies and in cases of illness, children are expected to attend school regularly to ensure proper progress and minimize disruption to their development. A doctor's note is required**

for illness-related absences of three or more consecutive days. If a child is absent for five consecutive days due to illness, parents must submit a statement from the doctor. On the other hand, if a child has established a questionable pattern of absences, a doctor's statement must be submitted after a single day of absence.

Please note that fourth grade attendance records are considered in the middle school application process, and tardiness and unexcused absences can adversely affect a student's middle school prospects.

### **Transportation**

For Cortelyou Grade School students, yellow bus service is available for drop off service in the mornings. Students must be dropped off at the bus pick up site at an assigned time each morning. If a student misses his or her bus, the parent is responsible for getting him or her to school. This is a free service provided by the Board of Education. Cortelyou provides van service to our Marlborough location in the evenings for a small fee. Bus passes are also available for students who take the bus to and from school.

For parents who would rather door to door service, we have several private van services that are available. (Private van service prices are determined by the van driver). If you require any of these services, please contact any school office

### **Inclement Weather**

Heavy snow or other inclement weather can require CECC to open late, close

early, or close for the day. We abide by the NYC Department of Education's decisions in this regard.

### **Emergency Contacts**

Parents must inform the school of any changes to the student's telephone number and/or address. In case of emergency, every attempt will be made to contact the parents and/ or emergency contact person(s). Parents must keep all information up to date.

### **SCHOOL'S CONTINGENCY PLAN**

We are recommending that parents have a designated person to pick up their child as soon as possible. Your designated person should be capable of reaching our childcare center within 1-2 hours of an unknown threatening event. This person should not rely upon public transportation to reach our childcare facility. Similarly, a buddy system can be put in place for parents who may know other parents at Cortelyou who can pick up their child.

In the case of emergency, every parent is required to have at least two (2) reliable people on file that can be notified of the child's status if the parent is unavailable. A written incident report will be provided if an accident/injury occurs involving your child. In extreme cases, the child will be taken to the nearest emergency room where a parent or guardian is expected to meet the accompanying staff member.

### **Birthday Party Policy**

If you would like to celebrate your child's birthday with his/her classmates, you may have permission to do so provided we are notified at least one week in advance of the day you'd like to celebrate.

Lunchtime or the afternoon snack period on FRIDAYS are the only times of the day when this activity will be allowed. The hosting parent may bring in party favors, grab bags, and/or provide a festive, nutritious meal that meets the Department of Health standards.

Parents hosting birthday parties must refrain from including peanuts or anything containing peanuts in party favors, grab bags, or food. Some children are extremely allergic to peanuts and peanut products, and will have an allergic reaction should they eat, or come in contact with these products.

Also, do not include toy guns/ weapons in party favors or grab bags. We do not promote violence

### **Illness**

If your child is too sick to benefit from school or is running a fever, please keep him or her home. Students should be free of fever or gastric illness for 24 hours before returning to school. In the case of contagious ailments like strep throat or pink eye (conjunctivitis), please consult a doctor for treatment and clearance for school. Students with head lice will not be allowed back into the classroom until all evidence of lice is gone.

### **Physical Examination**

A Physical Exam Form is required for ALL students, and should be on file with the office. You should also update the office with current immunization records. If you choose not to immunize your child for religious beliefs or other reasons, you must submit a letter detailing these reasons. Your child can be excluded from school without up-to-date immunizations or the proper documentation.

Parents are required to notify the office and submit proper documentation of any allergies, dietary restrictions, medical/health issues, and physical impairments that a child may have.

### **Releasing of School Records**

Students records help schools, students and families to track academic progress. Parents and students are entitled to view and obtain copies of records if the parents fulfill their financial obligations.

### **Child Abuse**

New York State Law mandates that school officials report any case of suspected child abuse/neglect. As teachers and educators, the employees of CECC will report any suspected cases of abuse and maltreatment to the appropriate agencies.

### **Our Staff**

Our staff are dedicated and committed to assisting all students to maximize their potential. Our staff are encouraged to display high ethical standards and a deep



sense of professionalism. They are also encouraged to create an environment of respect for their colleagues, students and families. Teachers work together to ensure that they meet the needs of all the students. They collaborate with parents so that students receive a high level of achievement. All of our staff is CPR Certified. Cortelyou Early Childhood Center attempts to attract only the best employees. We strive to support our teachers' ongoing acquisition of important childcare skills and training through staff workshops and classes. All staff members are employed on the basis of their love for children; their knowledge about how children can best learn and grow; personal experience; and professional qualifications

### **Parent Engagement**

We believe that parents a pivotal role in their child's education. Therefore, our aim is to strengthen parents' knowledge and skills so that they can support and extend their children's learning at home. We provide training for parents to improve their children's learning in various academic subjects. We demonstrate ways that parent can support learning at home.

### **Communication: Parent Portal**

Parents have access to information about their child's progress, homework, newsletter, classroom updates, class schedule and correspondences. All parents must sign up so that they can have access to information. We will not be

sending home written correspondences. All correspondences will be access through the parent portal.

### **Contacting your child's teacher:**

To reduce interruptions during class instruction, phone calls to your child's teacher or inquiring about how your child is doing on a particular day should only be made between the hours of:

#### **Pre School/Kindergarten**

1:30pm-2:30pm

#### **Grade School**

after 3:00pm.

Except in cases of an emergency, a message will be taken for all phone calls received outside of the allocated period.

You may also contact your child's teacher via email. All Cortelyou teachers have email addresses.

If parents have any questions, concerns, or suggestions in regards to their child's class, please feel free to talk directly with his/her teacher. However, any concerns about general service should be discussed with office personnel.

### **Grievance Policy**

There should be mutual respect between the teacher and parent. We are aware that concerns may arise and parents need to address their concerns.

Concerns arise at times if:

1. If a parent has concerns regarding the classroom or school situation, they should discuss the area of concern with the teacher.
2. If the parent is not satisfied with the outcome of this conference, he or she should make an appointment to discuss the matter with the director(s)/principal and teacher to resolve the situation. However, if the parents are still not satisfied, they must request a meeting with the administrative/executive director.
3. A parent is not allowed to approach a member of the staff verbally or physically, if this occurs we will service for the child. Likewise, if the teacher verbally or physically abuse a parent, the employee will be terminated.

### **Instructional Program**

Our teachers receive ongoing professional training so that effective teaching and learning can take place in the classroom. All students are engaged in learning activities that are rigorous and they are allowed to make significant contributions during high level classroom discussions. The learning activities require all students to think, inquire and problem solve. Teachers also designed assessments to monitor learning and provide information to differentiate instruction.

### **Classroom Environment**

Preschool classrooms are brightly decorated along age appropriate themes and have cubbies that store the children's personal belongings. There are large areas

for group circle time, supplies and artwork. Classrooms also feature special activity corners equipped with materials for self-directed, teacher-facilitated learning. Children are encouraged to work in small groups to foster cooperative communication skills or individually to strengthen problem-solving ability. Some examples of the chosen themes are the building block area, dramatic play corner, math, art, and the language skills corner.

## **Preschool Curriculum**

### **Reading and Phonics (Literacy)**

One of the basic skills a child must acquire to continue a formal education is reading. Cortelyou boasts a literacy-based program where the children read stories and are exposed to print. Our school library, the local library, and various workshops are the designed tools used to convey the importance of literacy. Reading for information, students will explore the various aspects of emergent reading. As the phonetic approach is generally the most productive while allowing for maximum creativity, it is the basis for our reading process.

### **Mathematics**

Basic Mathematical concepts are taught as early as age two. Children are given many opportunities explore sizes, shapes, colors, etc. Children are also given opportunities to count movable objects in order to develop the concept of invariable number. This constructivist approach to teaching

and learning Mathematics will provide opportunities for students to explore everyday life experiences and develop problem solving skills.

### **Language Development**

Teachers use a range of activities tailored to various levels of children's language skills. These include conversations with teachers, storytelling, handwriting, and word games.

### **Science**

Through guided discovery activities, students will expand the various aspects of nature, objects, animals, etc. They will also experiment and investigate to find out the functions of objects.

Basic, age-appropriate concepts are discussed to increase the child's awareness of nature and enhance their ability to explore the wonders of the world around them.

### **Social Studies**

The study of society begins very early with simple discussions of the child's environment and immediate acquaintances, gradually extending outward to include those who are farther and farther from personal contact and knowledge. Socialization exercises teach children to respect themselves and others as well as appreciate the labor and functions that various people perform for communities to run smoothly.

### **Enrichment Studies**

Music, art, and storytelling are an integral part of the curriculum. They help students to communicate ideas, ease tensions, express feelings, discover potential, and facilitate social adjustment with peers and adults.

### **Homework**

Homework is assigned on specific days of the week. Please confer with your child's teacher for days that home work is assigned. Parents are required to check and sign their son/daughter's homework. This is a part of our collaborative parent-teacher working relationship.

### **Character Development**

Character Development is a part of our hidden curriculum. Children are reminded to practice good manners. They must address their peers, adults, and visitors politely. Children are reminded to ask politely for their wants or needs; similarly, acknowledge others with "thank you" and "you're welcome." Students are also asked to consider other people's feelings; they should not to talk negatively about other students.

## **Elementary School Curriculum**

### **Language Arts**

Our curricular areas include English which is inclusive of language arts, reading, phonics, and spelling. Children are exposed to a literacy rich environment: thus, allowing them to

cultivate meaning out of written texts. Through our shared reading experiences, students are required to read a minimum of 25 books throughout the academic year.

### **Mathematics**

Our Mathematics curriculum is focused on real life math. We use Math textbooks to guide our children into the world of math. Teachers also use supplemental books and other materials to enhance their students learning.

### **Science**

The inquisitive world of Science is investigated through their textbooks in class and one period per week in the Science lab. We expose our students to Science in action.

### **Spanish**

Our school's second language is Spanish. Students have one periods of Spanish per week with their native-speaking Spanish teacher who offers conversational Spanish lessons that coincide with the classroom teacher's Spanish curriculum.

### **Social and Cultural Studies**

Our Social and Cultural Studies curriculum is an innovative curricular strategy that we developed to expose our students to the best of both worlds. Our Social Studies curriculum follows the

NYC Department of Education requirements for each grade level.

Our Cultural Studies Curriculum exposes students to a wide range of people from different origins, including Africa, Asia, South America, China, Japan, the Caribbean and India. Below are examples of the First & Second Grade Cultural Studies Curriculum topics.

### **Computer Instruction**

Our Computer instructional program includes educational software that reviews the material taught in class. Keyboarding drills are stressed in third grade and higher, because most of their homework assignments must be typewritten.

### **Homework Policy**

Although we have an after-school program and students must complete most of their homework at school, we believe that homework is an extension of the learning that takes place in school and provides opportunities for independent study, research, and creative thinking. It also helps students to develop routines and responsibility and provides an opportunity to involve the family in the education of their children. We encourage parents/guardians to provide a place for their child to work and to help their child plan for when the homework should be done. If you are having problems with homework, contact your child's teacher.

### **Co-Curriculum Activities**

**Grade School** students are involved in performing arts activities on Fridays. These activities help to develop students' talents and is an extension of the curricular activities. Although these activities are part of the curricular program, parents must make financial contribution to the programs.

- Piano
- Guitar
- Drums
- Dance
- Choir
- Arts and Craft

A recital is held in May to showcase our students' talent.

Student participation (Gr. 1-5) is mandatory in the Spelling Bee, Science Fair, and Math Competitions.

### **Physical Education**

Our **Pre-School** students have plenty of opportunities throughout the day to participate in physical activity. They get outside playground time, music & movement time and free play. An organized gym class is conducted by teachers on Fridays.

Our **Grade School's** Physical Education curriculum has various indoor sports such as basketball, floor hockey, and volleyball. Our school's physical education classes are conducted at our local YMCA. All students must participate in physical education as it is a part of the curriculum and it is graded three times per year. If a parent request that the student cannot

participate in gym, he or she must bring a doctor's statement stating that the child cannot participate in gym. Grade school students also receive recess every day after their lunch period. Similarly, students also go on neighborhood walks during school hours as well.

### **Recess**

Recess is held after lunch period- weather permitting.

### **Afterschool Program**

Students who are part of the afterschool program must complete some of their assigned homework. On Fridays, students do not do homework. Instead, they participate in fun activities. Students will participate in clubs are they have completed their homework.

### **Nap Time- Preschool only**

Children are not allowed to sleep on cots without sheets. Please bring a clean, labeled fitted sheet on Monday mornings for naptime. The sheets should be picked up on Fridays, please wash and return them the following week.

## **Grading Policy**

### **Grade School Only**

We have higher expectations than public school standards for all our students. Students are expected to submit work that is high quality. Teachers communicate their expectations to students and students can discuss their expectations. One expectation, is the need for high quality work which depict thought-out strategies. The aim is to instill in our

students the value of quality work. Teachers provide a rubric for all assignments, homework and classwork. All assignments and homework must be submitted in a timely manner for students to receive full credit.

Students are still responsible for submitting assignments although they are absent.

Classwork	20%
Class Participation	5%
Test	40%
Homework	15%
Assignment	20%

<u>Scoring Category</u>	<u>Scoring Range</u>	<u>Levels</u>
Well-Developed	100-92	4
Proficient	91-83	3
Developing	82-74	2
Underdeveloped	73 and below	1

### Curriculum Night

Every fall the school schedules an evening presentation about each grade's curriculum. Each teacher meets with families to outline expectations and discuss strategies and materials that will be used during the year. If you have questions at any time about what your child is learning at school, please don't hesitate to contact your child's teacher.

### PTA Conferences

Teacher conferences are scheduled Twice per academic school year. Parents guardians discuss their child's academic progress with the teacher during these individual conferences. If there are issues that require immediate attention, you do not need to wait until the scheduled

conferences, feel free to make an appointment with your child's teacher. You can do this by sending a note to the teacher with your name and telephone number or you can email the teacher.

### Standardized Tests

Students in third, fourth and fifth grades take the New York State tests in English Language Arts (ELA) and math. Fourth graders must also take a state science test. Parents and guardians receive a copy of their child's scores and percentile ranking in the summer after they take the state tests. The fourth-grade statewide tests may be used to help determine your child's placement in middle school. (If your child is in third to fifth grade, your child's teacher may recommend that he/she attend test preparation classes, which our teachers organize, before taking the statewide tests.

### Award Ceremony

Award ceremony is generally held in June. Students who have overall all score of 85% in a subject will receive a certificate in that subject.

### Principal and Honor Roll

Students overall score must be 96%-100% by the third marking period in order for the student to receive **Principal Award**. Students overall scores must be 91%-95% for the student to be considered a recipient of **Honor Roll**.

### Student of the Month Criteria

To be selected as a "Student of the Month" for any quarter of the school year, students must meet the following criteria:

- Citizenship** The citizenship of a student is demonstrated by excellent behavior in class and on the school grounds.
- Responsibility** All assignments are completed on time to the best of the student's ability. All assigned homework, projects, papers, books, etc. are brought to class on time and when required.
- Academic Performance** Academic performance means that a student is working to their full potential. This is recognized by the teachers' in students' grades. The students should show an effort and willingness to participate in class.
- Motivation** Contributing to class discussion and motivating others to participate are important. The student who demonstrates significant improvement and effort after prior poor conduct and/or grades is an excellent candidate for "Student of the Month."

### **Graduation Policy**

Graduation is held in June each year for the Kindergarten and fifth grade students. Kindergarten students can enroll in the Grade School Program. Students are encouraged to take entrance examinations for placement in specialized programs.

Please note, there will be a graduation fee that is due before the date of graduation. Parents must fulfill their financial obligation before students can participate in graduation ceremony.

### **Re-Registration for Returning Students**

Re-registration is done yearly. However, the student's status will be revised yearly for the student to re-register. They can re-register based on their academic progress, disciplinary record and financial obligation. Students will be promoted to the next grade, if he or she has successfully pass all subjects. If the student fails reading and or math, he or she must attend summer school. At the end of the summer school session, the student will be retested and if the grade is satisfactory then he/she will be promoted to the next grade.

### **Discipline Policy**

Under no circumstances will corporal punishment be implemented as a means of discipline in the classroom. We believe that hitting a child is not the solution to behavioral issues. Therefore, we choose to use less harmful and more effective strategies.

Our school is committed to ensuring that all students are in a safe and secure school learning environment. We believe that collectively parents, teachers, administrators, cafeteria workers, and custodians can contribute to a safe and supportive school environment. Therefore, we all must treat each other with mutual respect. We DO NOT do the

following: Use corporal punishment, withhold food as a means of discipline, or chastise children for ill behavior.

### **Preschool**

When a student displays inappropriate behavior such as kicking, spitting, biting or hitting, tantrum throwing, bullying, pushing, etc. Any undesirable behavior is addressed by talking to the student and informing them as to why that behavior is undesirable or inappropriate.

Step 1: Communicate with the student about the inappropriate/undesirable behavior

Step 2: Model appropriate behavior

Step 3: "Why don't you take a break and help me?"

Step 4: Inform parents by sending home a note, discussing with them at the time of pick-up, or giving them a call during nap time.

If a child continues to harm himself or others, or continually puts himself or others in jeopardy, etc.

Step 1: Parents are called in for a one-on-one meeting with the child's teacher and director.

Step 2: Parents will offer discipline strategies or reward/incentive options they utilize in the home environment

Step 3: Parents will be advised to seek outside help for their child.

Step 4: If the child has not adjusted to the program and we have exhausted all the above options, parents will be encouraged to seek a program that fits their needs.

### **Grade School**

All students are required to follow the instructions and directions of their teachers and school staff regarding safety hazards and guidelines.

If any student's behavior becomes a safety hazard to him/herself and/or the school, the student will be removed from the classroom and the parent/guardian/emergency contact will be called.

Failure to comply will lead to disciplinary actions: Disciplinary actions is as follows:

a) A mild first infraction: a documented verbal warning will be issued.

b) A second infraction: a documented written and verbal warning, parents will be informed.

c) A third infraction: Parents will be called in for a meeting; student will be suspended.

**SUSPENSION:** A student under suspension is denied **ADMISSION TO SCHOOL**. He/she may not participate in any school functions or extra-curricular activities. While under suspension, a student is responsible for all work missed during this period. A student under suspension is also required to **REMAIN IN THE HOME** during the regular school hours.



## Computer Usage Privacy

### General Rules

All students should care the computers. Vandalism will result in suspension of computer privileges and any other disciplinary measures as decided by administration. Similarly, parents/students will be responsible for any damaged equipment.

The following are not permitted on school computers:

- Sending, displaying or soliciting offensive message or pictures
- Using obscene languages
- Harassing, insulting or attacking others
- Damaging computers, computers system, computer network or software
- Installing, uploading or downloading software, music, etc. without the consent of a teacher, the school administrator or the technology
- Chat line, social network sites etc. should not be access at the school's computer unless as part of the instruction and with teacher's permission
- Only educational games installed by the teacher can be played on the school's computer with teacher's permission
- Food or drink is not permitted near the computer (food/drink will be confiscated)

- Internet access is restricted and filtered from non-appropriate websites.

Any student who do not comply with the rules and policies will have their computer privileges revoked. Parents must sign the policy. This policy will be placed in the child's file.

### Cell Phones, Electronic Devices and Toys

Students are not allowed to bring cell phones and electronics to the classroom. These devices will be taken away from the student and a parent must come to the office to reclaim it. **The school is not responsible for any item that is lost.**

### Lost and found

Please be sure your child's name is on all personal possessions, such as wallets, purses, sweaters, lunch boxes, raincoats, backpacks, etc. Lost articles may be claimed in the school office if properly labeled.

### Financial Requirements

It is essential for the smooth operation of the program that parents pay their fees on time. All fees are due before 6:00pm on the fifth business day of each month. Payments are expected regardless of absences (for any reason) and should be made **ONLY** by cash, certified check, credit card, or money order (payable to Cortelyou Early Childhood Center, Inc). An itemized overview of the estimated cost for the year can be obtained from the main office on Cortelyou Road.

A late fee applies to and must be paid with any payment received after the fifth (5th) business day of the month. For accounts past due for more than 30 days, the School reserves the right to suspend or dismiss the student. If the 5th of the month is a Saturday or Sunday, then there is a grace period to the next business day.

### **WITHDRAWAL, REMOVAL, AND DISMISSAL**

NOTICE: This section contains very important provisions addressing parent/guardian payment obligations in the event the child is withdrawn from the school after executing the Enrollment Contract. Please read it carefully.

We reserve the right to terminate a parent's service after giving ten (10) business days' notice to find alternative care.

Parent(s)/guardian(s) and Cortelyou Early Childhood Center acknowledge that their child's enrollment at our school is an obligation for payments for the entire school year. There will be no refunds for time missed, holidays, vacations or illness.

Parents understand that once a child is enrolled, Cortelyou Early Childhood Center can no longer offer another family that child's place. The parties agree that a student's failure to attend, once the child has been enrolled, places a heavy burden (including the difficulty of filling places on short notice, the disruption in planning, staffing, and budgeting, and additional related problems) on Cortelyou

Early Childhood Center to locate another child to fill the place, and that there is no assurance that another child can be enrolled in place of the child.

The parent/guardian may withdraw the student from Cortelyou Early Childhood Center and avoid the obligation to pay further tuition provided that written notice of such withdrawal is received no later than fourteen calendar days following execution of this Contract.

All payments previously made to Cortelyou Early Childhood Center for the school year are retained by the School. All payments due prior to the School receiving written notice of withdrawal of student remain the obligation of parent(s)/guardian(s).

**We welcome you to the Cortelyou Early Childhood Center family. Thank you for entrusting your child's preschool years in our hands, and we look forward to serving you.**