



# **The H.E.S. Early Childhood Center Parent Handbook 2020-2021**

# Welcome to the H.E.S. Early Childhood Center

Dear Families,

On behalf of the staff at the Hebrew Educational Society Early Childhood Department, I am happy to welcome you to the 2020-2021 school year!

We are looking forward to a productive partnership with you to ensure your child has a safe and fun learning experience. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education.

Despite the challenges of COVID-19, this year will be filled with great learning opportunities for our students, as well as the parents. Our program is designed specifically for the age and level of each child; promoting all areas of development including intellectual, physical, social, and emotional. It is our goal to provide excellent services to the community in which we serve and to meet the needs of all our students. We promote collaboration and continue to seek ways to improve our services to you. This handbook is your resource for the policies and procedures in place to keep our school a safe and happy learning environment; especially during COVID-19.

Please acknowledge that you have received this handbook by signing and dating the last page and returning it to the early childhood office.

We passionately believe that every child deserves the opportunity to get off to a good start and to build a bright future and we are honored that you have chosen us to be the first stepping stone in your child's journey. So, on behalf of all the H.E.S. staff, welcome to the early childhood center!

We look forward to a fun and productive school year.

Sincerely,

Meryl Kantrowitz, MS Ed/SDA  
Early Childhood Director

Raymona Pittman  
Early Childhood Assistant Director

## Mission Statement of the H.E.S Early Childhood Center

The Hebrew Educational Society of Brooklyn Early Childhood Center fosters a climate of trust, belonging, and collaboration in which children, families, and staff all feel included. We care for your children as if they were our own.

## Administration and Important Contact Information

The Hebrew Educational Society  
9502 Seaview Avenue, Brooklyn, NY 11236  
Main Phone Number - (718) 241-3000

### Early Childhood Office

**General Early Childhood Email - [Earlychildhood@thehes.org](mailto:Earlychildhood@thehes.org)**

Director | Meryl Kantrowitz  
Direct Phone Number: 718.241.3000 ext. 130  
Email: [meryl@thehes.org](mailto:meryl@thehes.org)

Assistant Director | Raymona Pittman  
Direct Phone Number: 718.241.3000 ext. 119  
Email: [raymona@thehes.org](mailto:raymona@thehes.org)

## 2020-2021 Learning Models

The Hebrew Educational Society is offering three learning opportunities for the 2020-2021 school year.

1. In-person
2. Blended
3. Remote

You are required to notify the H.E.S. of your family's preferred learning model on or before **Friday September 11th**. Families will be able to reassess and make adjustments to their learning model on December 1st.



## The H.E.S. Early Childhood Program

Our program offers a developmentally appropriate curriculum that is designed to enhance the overall growth of your child. We utilize the Creative Curriculum, NYC DOE Pre-K for All Units of Study enhanced by responding to the interests of students and valuing the participation of families.



Our trained and nurturing staff supports children by providing experiences that foster self-esteem. Cooperative learning activities help children communicate, problem-solve, express their feelings, and recognize and respond to the feelings of others in a positive manner. Our classroom and school community expand children's knowledge of the world around them and promote experiences that teach them to respect and appreciate diversity.

The teaching staff is New York State certified or on a study plan to obtain certification in accordance with New York State and New York City regulations.

Within the first 45 days of school, the Ages & Stages (ASQ) developmental screening is completed for each child with the information provided by the parent and the teacher. This screening tool is a starting point for each child's developmental level and helps the teachers plan instruction accordingly. The teachers also use this information to complete the Teaching Strategies Gold (TSG) online assessment. Each child is assessed three times a year using this program and the information gathered is shared with parents. All online information is secured and accessible only by our early childhood staff.

We work closely with qualified professionals who can assess and support your children's learning needs. With appropriate support, every child can be an active member of our education community that learns and grows together. Our mental health consultant and nurse in concert with our education staff work collaboratively to ensure your child's intellectual, emotional, and physical growth.

Parent involvement is crucial to children's development. We expect and encourage parents to be involved in our school by maintaining regular contact with the teachers, participating in classroom and school-wide events, volunteering for projects/activities, and offering expertise such as reading to the children, doing a cooking project, or joining your child's class on a local field trip.

School activities will be shared with you through the school newsletter, emails, and/or your child's communication notebook. Teachers will also share activities that you can do at home to reinforce the learning units we are studying at school. These activities are encouraged to promote enjoyable parent/child time while supporting your child's learning goals.

*The Hebrew Educational Society admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our center. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, scholarship programs, and athletic or other school-administered programs.*



## **Policies and Procedures**

Many of our policies and procedures have been updated to ensure the safety of the children during this time.

As we are living in a new reality, the H.E.S. Early Childhood has implemented and operates under state and local regulations and will adhere to all guidelines that are set to ensure the health and safety of all staff and participants. Safe distancing will be observed, all staff and students will be required to wear masks, and all N.Y.C. Department of Health and C.D.C. recommendations will be adhered to.

### **Attendance**

The H.E.S. policy requires that drop off and pick up of students will take place on the perimeter of the H.E.S. at the St. Jude place entrance near the playground alongside the building. H.E.S. staff will be present to assist families and ensure a safe drop off and pick up process. Parents will not be permitted to enter the building.

We encourage families to arrive on time on or before 8:30 A.M; however, we know that sometimes things can happen. **Please let the Early Childhood office know in advance about late arrivals at 718.241.3000**; if you leave a voicemail please ensure to clearly state your child's name, class, and indicate the reason for the absence, specifically, whether it is a COVID related matter or not. Late arrivals must go to the front entrance to the building on 95th street to sign in. Late arrivals cause disruption within the classroom and health procedures.

Parents/guardians will be required to provide the H.E.S. with a digital and signed COVID Self Certification form daily. In addition, student temperature will be checked before children will NOT be allowed into the building. If their temperature is greater than or equal to 100.4 degrees Fahrenheit - per CDC guidelines.

### **Health and Safety First**

New York State law requires each student to have an annual physical examination and a current medical form on file at the school. Immunizations must be kept up to date as per the Department of Health immunization schedule. **A new medical is required every 12 months. Please take note of when your child's medical expires and schedule a doctor's appointment in enough time to have a new medical completed. Children are not permitted in school without a current medical.** In addition to immunizations, the NYC Department of Health requires every child to have a flu vaccine between July 1<sup>st</sup>-December 31<sup>st</sup> each year.

In the case that your child has a minor injury (bump, cut, or scratch), we will apply ice, water, and/or bandaid. If your child requires other interventions or needs to see a physician, we will call you or someone on your emergency contact list to pick your child up at school. Please make sure all telephone numbers are up to date so we can reach you when necessary.

### **COVID- 19**

Parents/guardians will be required to provide the H.E.S. with a digital and signed COVID Self Certification form daily. In addition, student temperature will be checked before children will NOT be allowed into the building. If their temperature is greater than or equal to 100.4 degrees Fahrenheit - per CDC guidelines.

The COVID Self Certification form is a digital form. Parents/guardians will complete the form on behalf of their child digitally. Once completed a copy will be sent to the email address provided. Parents/guardians will be required to print this form and sign it. If a printer is not available parents/guardians will be required to sign paperwork upon arrival at the facility from their car. Parents will not be permitted to enter the building.

**COVID Self-Certification form can be found at <https://bit.ly/HESECHCOVID>**

If the answer to any question is "YES", you are asked to have your child remain home.

### **Temperature Checks**

All students and staff will have their temperature checked upon arrival to the H.E.S. facility. Individuals will be sent home if their temperature is greater than or equal to 100.4 degrees Fahrenheit - per CDC guidelines.

### **Hand Hygiene**

Upon entering and exiting the facility, all children must wash or disinfect their hands using hand sanitizer. Hand washing will be part of the transitions in between activities,

before and after snacks and lunch, and bathroom trips.

## **Masks**

All students and staff are required to wear a mask or face covering (over the nose and mouth) at all times.

## **What happens if my child or someone else becomes ill at school?**

- Any sick children and/or staff are required to stay home.
- Any child and/or staff who have a temperature of 100.4°F or higher, or who are displaying symptoms such as coughing, sneezing, flush cheeks, shortness of breath, rash, fatigue or extreme fussiness and other childhood ailments such as vomiting or diarrhea will be sent home - per CDC guidelines.
- Any person who becomes ill while at the H.E.S. will be isolated until the individual can be safely dismissed home or to a healthcare facility.
- Parents/guardians must pick up a sick child within 30 minutes of being contacted.
- Persons with known \*close contact to a person who is lab-confirmed to have COVID-19 may return to the H.E.S. following a 14-day self-quarantine period from the last date of exposure.
- Similarly, persons with \*close contact to a person who has symptoms consistent with COVID-19 (but without lab-confirmation) may return to the H.E.S. following a 14-day self-quarantine period from the last date of exposure; persons who wish to return to the H.E.S. prior to fulfilling these criteria must obtain a medical professional's note clearing the individual to return based on an alternative diagnosis.
- The H.E.S. will close off any areas used by the person who was ill until the areas can be appropriately cleaned and disinfected as recommended by health officials.
- Close contacts of the ill individual will be notified, as feasible and as advised by local health officials. For example, if a child or staff member becomes ill, other members of the ill person's group will be notified.
- Additional facility closures may be required depending on the perceived risk, and as advised by local health officials.
- If a COVID-19 case is confirmed in a child, adult, or staff member, local health officials will be notified and will guide plans for contact tracing and/or facility closures.
- If your child is confirmed to have COVID-19 within 14 days of being at the H.E.S. Early Childhood program, we ask that you notify the Early Childhood office so that appropriate precautions/facility closures can be put into place as guided by local health officials.

\*Close contact is defined as being within 6 feet of an individual

## **When can my child or someone else who has been ill return to the H.E.S. Early Childhood Center?**

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); AND
- The individual has improvement in symptoms (e.g., cough, shortness of breath); AND
- At least 14 days have passed since symptoms first appeared.

*\*\*\*Persons who wish to return to the H.E.S. before fulfilling these criteria must obtain a medical professional's note clearing the individual to return based on an alternative diagnosis or have completed 14 days of quarantine.*

### **How will the H.E.S. Early Childhood be cleaned and disinfected?**

- Staff will sanitize surfaces and handles in the classroom at the beginning of the day, before and after snack and lunch, and at the end of the day.
- Staff will clean and sanitize shared objects and materials throughout the day as they are used.
- Increased hand sanitizing stations and institutions of heightened cleaning protocols, including frequent environmental cleaning and disinfection of “high-touch” door handles, elevators, and restrooms throughout the entire H.E.S. facility.
- Classrooms will, again, be cleaned and sanitized at the end of each day.

### **How will health and safety be maintained at the H.E.S. Early Childhood?**

- The number of children per classroom will be a maximum of 15 children with 2 staff per group.
- Groups will be treated like households and will have to maintain frequent hand hygiene and activities will be modified to encourage social distancing but allowing the children the opportunity to play.
- Households will each have a designated homeroom for ONLY their group.
- No mixing between groups. When groups are together for an activity, they will be appropriately socially distanced from each other (opposite sides of the room with more than six feet in between the groups and room for individuals in a group to be spread out). We will not bring more than 2 or 3 groups together in a space.
- Only students and Early Childhood staff will be allowed in the building areas where the Early Childhood program is happening.
- All students and staff will be required to wear a mask, following the H.E.S. guidelines, inside and outside of the building, during carpool drop off/pick up, and upon entry and exit of the building.
- Hand hygiene will be included as a part of the routine throughout the day including upon entry and exit of the classroom, between activities, bathroom trips, and before and after snacks and lunch.
- Whenever possible, we will limit supplies being shared across multiple groups.
- All supplies will be cleaned and disinfected before use by children or staff.

### **Illness**

The H.E.S. Early Childhood Center is committed to maintaining a safe and healthy learning environment for everyone. Following the rules ensures your child's health and helps decrease the spread of illness. Please keep your child home if they have any of the following symptoms:

- Fever - 100° F or higher. **A child must be fever-free without medication for 24 hours before returning to school**
- Diarrhea- Two episodes within 24 hours or one episode with any other symptom
- Runny Nose- green mucus (constant discharge)
  - If the discharge is green for more than two days, your child needs to be seen by a doctor to determine if they need to be treated for the infection
- Vomiting- two episodes within 24 hours or one episode with any other symptom



- Sores and Rashes (Ex: ringworm, impetigo, Coxsackie)
  - If skin irritation is noticed by the teacher, it will be covered with a bandage and your child will need to be seen by a physician to diagnose it. Contagious conditions require a medical clearance note for your child to return to school.
- Severe Coughing- the child gets red in the face, the child makes high pitched, croup or whooping sounds, persistent cough interfering with a child's activities.
- Difficult or Rapid Breathing – Asthma/Allergic reaction
  - Please be sure all of the proper paperwork has been submitted to our nurse to review and that their medicine/prescription is left in school at all times in their classroom medicine cabinet.
- Yellowish Skin or Eyes
- Eye Irritation – (Ex: pink eye, sty)- constant tearing, redness or eyelid lining, discharge of pus, or swelling
- Skin Patches any of the following- crusty, bright yellow, dry or gummy
- Persistent Itching of Body or Scalp – (Ex: lice)
  - Follow directions as per your child's doctor as to the proper treatment of this condition

If any of the above symptoms are observed while your child is at school, we will call you or someone from your emergency contact list to pick your child up.

For all of the symptoms listed above, your child may return to school either with a doctor's note that includes a return date **OR** when your child has been symptom-free for a full 24 hours. **If your child is absent longer than two days, a doctor's note is required upon return to school. The note must include an explanation of the doctor's visit, a diagnosis, and indicate if your child is under treatment.**

## **Food Brought into the H.E.S.**

- H.E.S. provides breakfast, lunch, and snacks so please do not send food to school with your child. It is important to follow this policy to ensure that our school remains a peanut-free environment and respects the kosher food policy of the H.E.S. In addition to peanut allergies, children may also have other allergies and we can decrease exposure by serving only foods prepared at H.E.S.
- **Please notify us if your child has any food or medication allergies. Keep us informed of any changes in your child's health status.**
- **Exceptions to the Outside Foods Policy:**
  - Outside foods may be brought to school if a child has a particular feeding issue, allergy, or food sensitivity. Please speak with the early childhood director/assistant director before sending items to school. A medical note from your child's physician is required for any dietary restrictions.
  - The following outside foods may be brought to school for celebrations:
    - Fruits
    - Vegetables
    - Hummus or yogurt dip
    - Pudding
    - Salsa or guacamole
    - Mini muffins
    - Veggie straws or crackers



- Sugary drinks are not served. Children are offered water at mealtime and throughout the day

### **Nutrition - Breakfast, lunch and snack are served daily**

- Fresh fruits and vegetables are offered at mealtime
- Only fat-free or 1% milk is served
- Water is offered and made readily available at mealtime and throughout the day
- Children are encouraged to taste new foods
- Food is never used as a reward or punishment, and children are never forced to eat

### **CACFP FORMS (Lunch)**

The food program forms must be completed and signed before your child can begin the program.

**The H.E.S. is a peanut-free, kosher facility. Please adhere to these rules that respect the health and beliefs of the H.E.S. community.**

### **Rest Time**

Children have a wide range of sleep patterns and needs. All children are expected to rest on their mats daily. Non-sleepers and early risers may be given a quiet activity after a rest period. Children will need a sheet and blanket for rest time. Bedding will be sent home on Fridays for washing; please return everything on Monday morning in a sealed plastic bag.



### **Clothing**

Children wear uniforms to school. (Please refer to the Uniform Policy section on page 11).

**Please label all your child's belongings.** Put your child's name on all clothing, sheets, and blankets. A laundry marker or a permanent marker can be used to label fabric items.

Children should wear comfortable clothing and be prepared to paint, use markers, play dough, and other messy materials. These activities are designed to enhance your child's intellectual and motor skills. Messy play allows children to explore, experiment, and problem-solve and we do not want them to be concerned about getting dirty. When your child comes home with a marker or paints on them, ask them about what they created in school.

Please provide a full extra set of clothing (shirt, pants, underwear & socks) appropriate to the season to store in your child's cubby in case they are needed. If your child needs to change their clothes we will send home the soiled clothing to be washed and returned to school. Children need to wear rubber-soled shoes/sneakers so they can run, climb, and play safely. (please refer to Uniform Policy for appropriate footwear).

## Toys and Valuables

Please keep toys and valuables such as jewelry at home. Necklaces and bracelets can get caught on equipment, injure your child, or get lost. We do not want special items lost or damaged at school.

## Walking Trips

Community walks are part of the early childhood curriculum. Children will explore the neighborhood as it relates to their units of study. The outdoor activity takes place in every season following the guidelines of NYC DOH/DOE). Cold Weather: *“Because children benefit from vigorous exercise, they should be allowed to play outside whenever possible. Unless it is snowing or there is ice on the playground, low temperatures should not be a barrier to outside play, as long as children are appropriately dressed.”* (NYC DOE Office of School Health) Hot Weather: *When the weather is hot/humid NYC Air Quality Alerts help guide decisions about outdoor time*

## Birthday Celebrations

Please let the teachers know if you want to celebrate your child's birthday. They will help you arrange an appropriate celebration during the school day.



## Pick-up/ Dismissal Policy

Parents must sign their child in and out daily on the attendance sheet located with H.E.S. staff at the St. Jude St. entrance to the facility. Children should be picked up by someone designated on the school registration form. **In the event of an emergency, if someone other than a designated person is picking up,** we must have parental permission via a telephone call or written note. Your child will only be allowed to leave the building with an authorized escort who can show a photo I.D. and is at least 18 years old.

Promptness is required at dismissal. School ends at 2:50 p.m. Free UPK after school care is available until 6:00 p.m. Monday-Thursday and 5:30 p.m. on Friday for a fee. If you are planning to use the additional before or after school hours, please obtain the fee schedule and make arrangements with the school director/assistant director.

**Plan to arrive at least 10 minutes before the scheduled pick-up time.** Arriving early will allow time to collect your child's belongings and chat with your child's teacher/teacher on duty. The H.E.S. provides appropriate staff to attend to children based on our enrollment agreements. Additional children cannot be cared for unless we have acceptable staffing ratios. Children remaining in school beyond their scheduled time affects the safety and care of all the students.

In the event of an emergency that affects your ability to arrive on time, it is necessary to call the school. Many people are responsible for answering telephones so please make sure you provide your name, your child's name, and the name of your child's teacher when you call. This will ensure that your message is delivered to the appropriate person in charge.

## Emergency Contact Information

**Make sure the school has current contact information for you and everyone on your emergency contact list.** It is necessary to have this information if your child is not well and needs to be picked up early.

If your telephone number or emergency contacts change, please let us know immediately. We do not have facilities for caring for sick children and we take every precaution to decrease the spread of illness.

## Parent Participation

Please check your child's backpack and communication notebook every day for information and updates about your child's school day. We encourage you to share information with us also. You may speak to your child's teacher in person or feel free to use the communication notebook to let us know about special activities you may have done over the weekend, new things your child is interested in, and anything else that helps us enhance your child's educational experience.



## Parent Code of Conduct

Adults serve as role models for young children. Children observe adults and copy what they see so we need to show our children what we expect from them. We expect children to use appropriate language and tone of voice when interacting with others, we expect them to follow school rules and engage in safe behaviors. Parents and all adults are expected to do the same.

This handbook provides many of the policies and procedures everyone is expected to follow. If you need additional information or have any questions, please speak with the early childhood director or assistant director. Our telephone numbers are listed at the back of this handbook.

**The H.E.S. does not tolerate bullying or harassment toward any child or adult.**

## Parent Workshops

The H.E.S. Community Center and the H.E.S Early Childhood program host workshops for parents on a variety of topics relevant to raising healthy, confident children. We offer babysitting during these workshops to make it easier for you to attend and benefit from these opportunities. Workshops are announced through newsletters, e-mail/text blasts, and/or flyers.

## Transitioning into our Program

It seems like just yesterday that your child uttered their first words and took their first steps. Now they are leaving babyhood behind and beginning a new chapter in their lives. Separation anxiety is a natural emotion for children and parents when a child starts school. It does not go on forever although it may feel that way. With time, patience, and understanding your child will adjust to this new routine and begin to look forward to school.

**Time Required to Adjust = as long as it takes. Every child is different, and these tips help everyone adjust.**

- Work with your child's teacher to establish a consistent drop off routine.
- Stick with the routine because it takes time for it to work.
- Say a simple goodbye before leaving. Give your child a kiss, a hug, and let them know you will see them later.
- Keep in communication with your child's teacher and make adjustments together as a team.
- Arrive on time for drop off and pick up so your child knows what to expect.
- 

## Parents Partners

Children rely on all the adults in their lives and the consistency provided when parents and teachers work together. Please help strengthen this partnership by:

- Checking your child's backpack and communication book each day for artwork, notices, etc.
- Reading the monthly newsletters and notices sent by email
- Posting the school calendar in a visible place in your home and reviewing it often to be sure of upcoming school events, closings, etc.
- Maintaining regular communication with your child's teacher and working together
- Becoming a member of our Parent Advisory Committee (PAC)

## Mandated Reporter Obligation for All ECC Staff

New York State and the New York State Child Protective System recognize school professionals as holding the important role of mandated reporter of child abuse or maltreatment. These professionals can be held liable by both the civil and criminal legal systems for intentionally failing to make a report. Therefore, we are legally bound to report any suspected abuse or maltreatment of children in our care. We must clarify observed injuries with you both to protect your child and to meet our legal obligation. Please write a note and speak with your social worker if your child sustained an injury so we will be aware of the circumstances.

For more information: <http://ocfs.ny.gov/main/cps/>

# What to Bring on or Before the First Day of School

1. Completed current **medical & dental form** and **immunization records** (*required by the New York City Department of Health before entering the classroom*).
2. Four or more emergency contacts, in addition to parents' home, work and cell phone numbers
3. Your email address
4. 1 small photograph of your child
5. 2 boxes of tissues
6. 2 packages of baby wipes
7. A sheet and blanket (child size) for rest time; no pillows are permitted
8. An extra full set of clothes (include underwear, undershirt, and socks)
9. A light jacket or sweater to keep in the cubby
10. A backpack to transport notes, artwork, and other important items

## Please Label All Your Child's Belongings



## The H.E.S. Uniform Policy

The H.E.S. Early Childhood Center requires school uniforms.

### **GIRLS**

- Khaki Pants, Jumper, Skort or Skirt
- White/Navy Blue Polo or Woven Shirt - rounded collar – long or short sleeve
- White Socks/ Knee Highs or Tights
- Navy Blue School Sweater
- Black Dress Shoes – rubber bottoms/sneakers

### **BOYS**

- Khaki Uniform Pants
- White/Navy Polo or Woven Shirt – long or short sleeve
- Black Socks
- Navy Blue School Sweater
- Black Dress Shoes – rubber bottoms/sneakers

# The H.E.S. Early Childhood Fee Schedule

## Hours

- 3-year-olds (Full Day) 8:30 am - 3:30 pm
- 3-year-olds (Early Learn) 7:30 am - 6:00 pm (5:30 on Fridays)
- Pre-K For All (Full Day) 8:30 am - 2:50 pm

## Early AM & Late PM hours available for a monthly fee

## Fees

- **3-year-old private pay:** (these prices do not apply to Early Learn students)
- 3-year-olds (Full Day): 8:30 am - 3:30 pm \$800 per month
  - A.M. extended hours: 7:30 am - 8:30 am \$200 per month
  - P.M. extended hours: 3:30 pm - 6:00 pm (5:30 Fridays) \$350 per month
- A.M. & P.M. extended hours: 7:30 am - 6:00 pm (5:30 Fridays) \$500 per month
- Vacation Programs:
  - \$75 for each individual day
  - \$100 per month (must pay for full 10 months)

## Pre- K Fees (does not apply to Early Learn students)

- A.M. extended hours: 7:30 am - 8:30 am \$200 per month
- P.M. extended hours: 2:50 pm - 5:30/6:00 pm \$400 per month
- A.M. & P.M. extended hours: 7:30 am - 5:30/6:00 pm \$550 per month
- Vacation Program:
  - \$75 for each individual day
  - \$100 per month (must pay for full 10 months)

### **ACS/EarlyLearn Parents**

Congratulations and welcome to EarlyLearn! Now that all of your paperwork has been submitted to ACS and you have been approved for our program, there are a few items you need to remember.

- On your **Placement Notice**, you must note your weekly fee that is due each Monday morning at drop off. This amount must be paid at the front window when you arrive and must be paid in full. It is preferred that all parents put a credit card on file so your account can be charged each week. Arrangements can also be made for credit card payments to coincide with your pay period. **The H.E.S. has the right to refuse entrance to the program if this amount is not paid in full and on time each week.** This is a guideline passed on to us from ACS and we must adhere to it.
- All balances from summer camp program must be paid in full before your child can begin school. Please check with the ECH Office to be sure your account is up to date.
- On the placement notice is the date when your next recertification is due. This date will be at the bottom of the page and usually notated in a month/year format. Please be sure to be on the lookout in the mail, about 4-6 weeks before this date, for an envelope containing the forms that need to be completed and submitted to ACS in order for your child to continue in the program. Even though it says the paperwork does not have to be in until the 15<sup>th</sup> of the month, please bring in all the required paperwork no later than the first week of the month it is due, so we can review it before you send it back. This allows us to correct any minor errors before they occur.

## The H.E.S. Early Childhood Parent Acknowledgment Page

I have received the 2020-2021 H.E.S. Early Childhood Center Parent Handbook.

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_