



# **Brown Institute for Young Learners**

## **Family Handbook 2022-2023**

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## **Introduction**

Welcome to Brown Institute for Young Learners!

The information in this handbook will introduce you to the philosophy and organization of our school. It will serve as a quick reference to the daily operating policies and procedures. In all circumstances, the founder has full discretion to take actions other than those specified in this handbook and to amend this handbook. This handbook is not intended to create any legal rights for students or families. All interpretations of the school rules rest finally and exclusively with the founder.

We look forward to working with you to provide a solid educational foundation for your learner. Please feel free to contact us if you have any questions.

Contact: Jessica Brown, Founder/Director, at [admin@browninstituteformyounglearners.com](mailto:admin@browninstituteformyounglearners.com), call/text (908) 708-0379

### **MISSION**

Brown Institute for Young Learners is a PK-3 private nonprofit educational institution designed to provide a solid educational foundation for children across a variety of cultural backgrounds. Through an innovative approach to early childhood education, we will equip our students with the tools to be successful. Students at Brown Institute will be educated to their highest intellectual and individual

potential. Our young learners will leave with a strong sense of self and a commitment to creating an equitable and just society.

## **GUIDING PRINCIPLES**

Brown Institute for Young Learners will accomplish its mission by creating an educational environment geared towards addressing the needs of each learner. Every learner will be equipped with a solid foundation built in the following principles:

1. *Quality Early Childhood Education*: A quality early childhood education that is research-based and developmentally appropriate.
2. *Identity Development*: Developing a strong sense of self through exploring our uniqueness and that of others.
3. *Community Engagement*: Active involvement in the community.

## **OPERATING HOURS**

Before Care: 7:30am – 8:45am

School Hours: 8:45am – 3:15pm

After Care: 3:15pm – 6:00pm

Delayed Opening: 10:30am – 3:15pm

Early Dismissal: 8:45am – 1:00pm

Please see current year's academic calendar for detailed information about operating hours.

## **General School Policies**

### **NON-DISCRIMINATION POLICY**

Consistent with applicable law, Brown Institute for Young Learners does not discriminate on the basis of race, color, sex, age, national origin, or disability, or on the basis of any other protected characteristics, in its admissions, educational programs, or other activities.

### **DISCIPLINE POLICY**

We follow a positive discipline policy that minimizes disciplinary issues to help children monitor their own behavior. Staff present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions in appropriate ways. We encourage self-regulation, responsibility, and cooperation from all children. Brown Institute for Young Learners does not allow any physical or cruel punishment of children. Any staff member who violates this policy will be terminated.

### **EXPLUSION POLICY**

We are committed to providing a safe and nurturing environment; however, we understand due to certain behavioral outburst in our learners, that is not always possible in our classrooms.

Additional information and training is always provided in a first attempt to correct any behaviors that may be harmful

to our learners. Unfortunately, this process is not always successful, and actions must be taken to ensure the safety of all our students:

Parents may be asked to seek care elsewhere for the following reason(s):

- After repeated techniques and training, a student continues to display physical abuse towards learners and/or staff.
- Learners continues to disrupt the classroom hence, creating a difficult atmosphere for other students to learn.
- Failure to follow school policies as outlined in handbook.
- Lack of family support in creating partnership between school and home
- Lack of tuition payment

## **CHILD ABUSE POLICY**

All staff of the Brown Institute of Young Learners are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, family member, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. If any type of abuse or neglect is suspected, it will be reported to the Division of Child Protection and Permanency.

## **FAMILY VISITS**

Families may visit our school at any time. However, if there are problems arising from family visits that interfere with the deliverance of quality schooling, then families will not be permitted in the classroom.

### **AUTHORIZATION TO RELEASE A CHILD**

A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. A child will not be released to anyone under the age of 18 or any adult who appears to be under the influence of alcohol, drugs, et. If another adult comes to pick up your child, we will release your child only through notification from the child's parent. Proper I.D. must be given before the child is released.

### **EMERGENCY CONTACTS**

Your emergency contacts will be contacted if you are unable to be reached. Please adhere to the following policies:

1. Two contacts that live in 25-mile radius of Brown Institute for Young Learners
2. Your contacts should know that they have been recorded on the card and are responsible for your child if they need to pick up your child at any time throughout the day.

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, Brown Institute will make every attempt to open as usual. However, to preserve the safety of our staff and families we will close if conditions warrant such action. It is at the discretion of the

administrative team to make the decision to close earlier or open later due to natural disasters.

Families will be notified of the decision, prior to 6:00 am, in the following ways:

- Website
- Email
- Call
- Class Dojo

If we are open, but because of severe weather and/or road conditions administration decides to close early, families will be notified by phone.

We will make every effort to remain open; however, if we find it necessary to close, we will not credit or discount tuition.



## Private Education

Enrollment is open to any child provided we can meet his/her needs. Based on a child's readiness, a child must be 4 years old by October 1<sup>st</sup> to enroll in PreK and 5 years old by October 1<sup>st</sup> to enroll on kindergarten.

### TUITION

Tuition is based on the 10-month school calendar and determines annually by the board. Tuition payment can be made via online payment (be sure to include child's full name) or checks made payable to "Brown Institute for Young Learners". There will be a service fee of \$50 for each check returned by the bank.

Families are given the following options to fulfill tuition payments:

- One payment (September 1<sup>st</sup>)
- Two Payments (September 1<sup>st</sup> & February 1<sup>st</sup>)
- Monthly Installments (Over 10 months)
- Biweekly Installments (Over 10 months)

A tuition deposit of \$500 is required upon enrollment. This deposit can be applied to the last month's tuition payment or used as the following year's tuition deposit. If child is withdrawn from Brown Institute, this deposit will be refunded if written 60 days' notice is given, to the administrative team, and there is no outstanding balance. Your deposit will be mailed to you once your account is paid in full and cleared.

### *Late Payments*

There will be a \$40 late payment fee charged to each monthly tuition for any payment that is received after the fifteenth day of the month.

There will be a \$20 late payment fee charged to each biweekly tuition for any payment that is received after 5 calendar days from the due date.

Families will be required to withdraw their child when tuition is more than 30 days in arrears. Please contact the founder in the emergency that alternative arrangements be made.

### *Fundraising*

Family participation in school fundraising opportunities can assist in decreasing the tuition cost and help to provide enrichment to our school's programming, classroom materials, and structural equipment.

### *Withdrawal Policy*

Notice of 60 calendar days is required before the withdrawal of an enrolled child. If withdrawn without prior notice, the tuition deposit will not be returned.

## **Before & After Care**

Payments for before and after are due on a monthly or biweekly basis. Our tuition late payment policy applies for our before and after care payments. If a family is late with tuition and before/after care, two late payments will be applied. Please contact the founder in the emergency that alternative arrangements be made.

If occasional use before and after care are used, payment is due before or at the time of service.

There will be a late charge for each child picked up after 6:00pm. A \$20 charge per child will be charged for the first 15-minute period, and an additional \$15 for every 15 minutes to follow. If a parent, guardian, or emergency contact has not contacted the school by 6:30pm, we are required to inform the proper authorities. Consistent lateness can be cause for a child's dismissal from our school.

## Programs

Brown Institute for Young Learners offers other educational services to our families which include, but are not limited to, academic support services and a school readiness program. Payments for these programs are due based on that program's guidelines. Our tuition late payment policy applies for all other programs. Please contact the founder in the emergency that alternative arrangements be made.

If occasional use of educational programs are used, payment is due before or at the time of service.

There will be a late charge for each child picked up after scheduled time. A \$20 charge per child will be charged for the first 15-minute period, and an additional \$15 for every 15 minutes to follow. If a parent, guardian, or emergency contact has not contacted the school, we are required to inform the proper authorities. Consistent lateness can be cause for a child's dismissal.

## Dress Code

Our dress code policy is designed to provide a sense of pride in being a Brown Institute Learners and reinforce our sense of community and respect for others. All learners are required to wear the Brown Institute for Young Learners uniform Monday-Thursday. On Friday, learners may dress in casual clothing.

### **Monday-Thursday**

**Tops:** White or Grey Polo Shirt with logo (All tops must have logo)

**Bottoms:** Khaki pants, shorts, or skirt/jumper dress

**Shoes:** Neutral colored shoes or sneakers (black, white, navy-blue, grey, etc.)

### **Friday**

Learners may dress in casual attire; uniform is not required. Clothing should be age appropriate and not hinder an active learning environment.

\*All uniforms are purchased directly from Brown Institute for Young Learners. Please see director to purchase uniforms. \*

## Health Policies

A complete physical examination is required by state law. It must be within 30 days prior to enrollment. An updated physical examination is required yearly. Your child will not be permitted in school if their physical has expired, or not been completed, until an updated physical has been submitted.

Please make sure we have your child's updated immunization, vision, hearing, and dental records which will be recorded on the Universal Health Record Form.

Documentation of immunizations is required from the child's physician, including regular updates.

As a professional organization you can be assured that all information regarding your family's needs, file contents and handling, medical information and conversations will be handled with the appropriate confidentiality. Information will be shared only with those persons requiring the knowledge to better serve your family.

### **MEDICATION POLICY**

Our staff is not authorized to administer any over the counter medication. Staff however are permitted to administer only over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written parental consent. We are allowed to administer prescribed medications to enrolled children under the following conditions: A note from the child's doctor with instructions, the child's name appears on the container that holds the medication, and parent completes and signs the "Permission to Administer Medication" form.

## **ILLNESS AT SCHOOL**

Learners should not come to school when they are sick, ill, or under the weather. This includes but is not limited to an oral temperature above 100 degrees (without the use of fever medication), nausea, vomiting, diarrhea, abdominal pain, persistent headache, persistent or disruptive cough, wheezing breath sounds, earache, thick yellow discharge from nose, sore throat, any undiagnosed rash or infection of the skin, and red, pink eyes, watery eyes not related to allergies. Always consult your child's pediatrician when in doubt for additional information and treatment. Also, you must keep your child at home until they are free of the mentioned symptoms for at least 24 hours without the use of medication and/or until your child is cleared by the doctor. Always bring a doctor's note regarding the child's reason for absence. If your child requires hospitalization, or has an extended or contagious illness, a doctor's note is required before returning to school. Please be aware that you are required to pick up your child within two hours after you receive a call from administration. Your child will not be allowed to stay in school sick.



# Family Handbook

## Acknowledgment Form

I acknowledge and agree that:

- I have read the handbook and agree to abide by the policies outlined.
- I will be in partnership with Brown Institute for Young Learners, and staff, to provide the best learning environment for my child

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Child's Full Name

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Name of Parent (printed)

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Signature of Parent

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Date

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Name of Parent (printed)

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Signature of Parent

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Date