



Before and After School Care Parent Handbook

The BrickLab

Thebricklab.com

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Program Overview

Our Before and After School Program offers an exciting and engaging environment for children to explore the world of LEGO and STEM (Science, Technology, Engineering, and Mathematics) activities. Designed for students in grades K-8, this program provides a hands-on learning experience that encourages creativity, critical thinking, and problem-solving. Each day, children will have the opportunity to build and design using LEGO bricks, while also delving into a variety of STEM-focused challenges that foster curiosity and a love for learning. With structured, yet flexible activities, students can explore different themes, from robotics and engineering to simple machines and coding.

The program's core focus is on learning through play. Using LEGO sets, children will design and construct structures, vehicles, and models, developing their spatial awareness, fine motor skills, and teamwork abilities. As part of the STEM curriculum, students will engage in experiments, challenges, and projects that teach them about key scientific principles, technological innovations, and engineering processes. Activities are designed to be both fun and educational, providing a balance between structured tasks and free exploration, allowing children to experiment with their ideas while learning essential STEM concepts.

In addition to hands-on building and experimentation, the program emphasizes collaboration and social interaction. Students work together in small teams, where they practice communication, leadership, and cooperation while tackling group challenges. Each activity encourages problem-solving and critical thinking as children explore how to design solutions, test their ideas, and refine their work. This collaborative environment helps build confidence and fosters a growth mindset, where mistakes are seen as opportunities to learn and improve.

Our Before and After School Program is led by trained staff who are passionate about STEM education and child development. The program is designed to be a safe, inclusive, and supportive space where students can grow academically and

socially. Whether they are creating intricate LEGO models, solving engineering puzzles, or exploring new scientific concepts, children will leave each session with new skills, a sense of accomplishment, and a deeper appreciation for the wonders of STEM.

Hours, Days and Months of Operation

The Before School program operates from 6:00am to when buses pick up or 9:00 am, Monday through Friday. The After School program operates from school dismissal until 6:00pm, Monday through Friday. The program begins in September and ends in June. The program will follow the school's calendar and adjust for holidays and early release based on calendar.

Arrival Procedure

The arrival procedure for our Before and After School Program is designed to ensure a smooth, safe, and welcoming start to the day. Upon arrival, children will be greeted by our program staff at a designated check-in area. Parents or guardians will sign their child in, confirming their attendance for the day. To maintain safety and security, all children are required to be escorted by an adult until they are signed in, and no child will be allowed to leave the program without an authorized adult picking them up. After check-in, students will be directed to the designated activity area where they can begin engaging in early morning activities, such as quiet games, reading, or starting a LEGO build. Our staff will supervise the children, ensuring a calm and organized start to the program, allowing them to feel comfortable and ready for the day's learning and fun.

Departure and Release Procedures

The departure and release procedures for our Before and After School Program are designed to ensure a safe, efficient, and organized transition as children leave for the day. At the end of each session, children wait for their parent or authorized guardian to pick them up. To ensure the safety of all participants, children will only be released to individuals who are listed on the child's

authorized pick-up list, and photo identification may be required. Parents or guardians will sign their child out upon arrival, and our staff will verify the pick-up information before releasing the child. If any changes to pick-up plans arise, families are asked to notify the program in advance. We prioritize clear communication and safety throughout the departure process to ensure each child leaves with the appropriate supervision.

Health and Safety (Illness and Exclusion Criteria)

The health and safety of all participants in our Before and After School Program is a top priority, and we adhere to strict illness and exclusion criteria to maintain a healthy environment. Children who exhibit symptoms of illness, such as fever, coughing, vomiting, diarrhea, or a contagious rash, should remain at home and will not be admitted into the program for that day. If a child develops any of these symptoms while at the program, parents or guardians will be notified immediately, and the child will be separated from other students until they are picked up. To minimize the risk of illness, we encourage regular handwashing and provide hand sanitizers throughout the program areas. In accordance with public health guidelines, children who have had a contagious illness (such as the flu, COVID-19, or strep throat) must be symptom-free for 48 hours and meet the recommended exclusion periods before returning to the program. Anyone with symptoms of COVID-19 should stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning to program, symptoms should be improving and you should be fever-free for at least 24 hours. We ask that families notify the program immediately if their child is diagnosed with a contagious illness, so we can take the necessary precautions to protect the health of all participants.

Medication Policy

Our Before and After School Program has a strict policy regarding the administration of medication. For the safety and well-being of all participants, we do not administer any medications on-site, including over-the-counter or

prescription medications. Parents or guardians are responsible for ensuring their child takes any required medication before attending the program. If a child requires medication during program hours, it is the responsibility of the parent or guardian to come to the program to administer the medication themselves. In cases where a child has a medical condition that may require emergency treatment (such as an epi-pen for allergies), parents must provide the necessary medication and completed medical forms, and the staff will be trained on how to respond appropriately in case of an emergency. We encourage families to communicate any medical concerns or needs in advance to ensure we can maintain a safe environment for all children.

Medical Emergency

In the event of a medical emergency, the safety and well-being of your child are our highest priority. If a child requires immediate medical attention while attending the Before and After School Program, program staff will follow established emergency procedures, which include administering basic first aid as needed and contacting emergency services if necessary. Parents or guardians will be notified promptly in the event of an emergency, and emergency contact information on file will be used if the primary contact cannot be reached. To ensure we are prepared for any medical situation, it is essential that all enrollment forms are kept up-to-date, including emergency contact information, medical conditions, and any special instructions for handling health-related issues. In case of a serious injury or illness, a staff member will accompany the child to the hospital or medical facility until a parent or guardian arrives. Parents are encouraged to discuss any ongoing medical needs or concerns with program staff to ensure the proper precautions are in place.

Parental Notification

At The Bricklab, we believe in maintaining open and transparent communication with parents and guardians. We will promptly notify parents of any important updates, incidents, or concerns regarding their child's participation in the

program. This includes notifying parents of any behavioral issues, injuries, illnesses, or changes in the daily schedule. Additionally, we send regular updates and newsletters to keep families informed about upcoming events, special activities, and important program changes. Parents are encouraged to communicate with staff about any questions, concerns, or changes in their child's needs, as we value a collaborative approach to supporting each child's growth and development. It's important that parents keep their contact information current, including phone numbers and email addresses, to ensure that notifications can be made quickly and efficiently.

Discipline and Guidance Procedures

At our Before and After School Program, we are committed to fostering a positive, respectful, and supportive environment where all children can thrive socially and emotionally. Our discipline and guidance procedures are based on the principles of mutual respect, clear communication, and positive reinforcement. We believe that children benefit most from guidance that helps them develop self-control, problem-solving skills, and a sense of responsibility. Our approach focuses on teaching children appropriate behaviors and providing constructive feedback when necessary.

To maintain a positive environment, we emphasize setting clear expectations for behavior from the start, encouraging children to understand the importance of kindness, cooperation, and respect for others. If a child exhibits disruptive or inappropriate behavior, staff will first intervene by calmly discussing the situation with the child, providing them with an opportunity to express their feelings or concerns. The staff will redirect the child's actions, helping them understand how their behavior impacts others and guiding them toward more appropriate choices. If necessary, staff will use age-appropriate strategies such as giving a "cool-down" period or offering a quiet space for reflection to help the child regain control and return to activities.

For more serious or repeated behavioral issues, the program will follow a tiered approach to address the behavior. This may include contacting parents to discuss the situation, creating a behavior plan with the child and family, or involving a supervisor or counselor to develop additional strategies. In cases where a child's behavior consistently disrupts the learning environment or poses a risk to themselves or others, temporary removal from the program may be considered as a last resort. We will always work collaboratively with parents to ensure the child receives the appropriate support and guidance to make positive changes.

We believe in focusing on solutions rather than punishment, and aim to guide children in developing skills that will serve them in all aspects of life. Throughout the process, the program staff will model positive behavior, practice empathy, and remain consistent with expectations to help children feel secure and confident in their ability to make good choices. Our goal is to create a nurturing environment where children can learn, grow, and develop the skills they need to become respectful, responsible, and caring individuals.

School-Aged Disciplinary Action Plan

Our Before and After School Program is committed to providing a positive, supportive, and safe environment for all children. In order to foster a space where each child can thrive, we maintain clear behavioral expectations and a structured disciplinary action plan for addressing disruptive or inappropriate behavior. Our approach is designed to be fair, consistent, and constructive, focusing on helping children develop self-regulation, empathy, and problem-solving skills.

Behavioral Expectations:

We expect all children to treat others with respect, follow the program's rules, and contribute to a positive and safe environment. Children are encouraged to practice kindness, cooperation, and responsibility both with peers and staff. Clear

expectations for behavior are communicated at the start of the program, and children are reminded regularly of the rules.

Steps of the Disciplinary Action Plan:

1. Initial Intervention:

If a child engages in disruptive or inappropriate behavior, the staff will first intervene by using positive redirection. The child will be reminded of the behavior expectations, and staff will guide them in making better choices. In some cases, the child may be given a short "cool-down" period or sent to a quiet area to regain composure.

2. Verbal Warning & Reflection:

If the behavior persists, the child will be given a verbal warning and asked to reflect on their actions. Staff will have a one-on-one conversation with the child to discuss what happened, how it affected others, and what alternative behaviors are expected. The child will be encouraged to think about ways they can improve their behavior moving forward.

3. Parent Notification:

If a child's behavior continues to be disruptive or concerning, the staff will contact the child's parent or guardian to discuss the situation. Together, we will work to identify any underlying issues and develop a plan to support the child in making positive changes. This may include setting clear behavior goals, providing additional resources or strategies, or offering specific guidance to help the child succeed.

4. Behavioral Plan & Follow-Up:

If a behavior plan is necessary, the program will collaborate with parents and the child to establish specific expectations, consequences, and support

strategies. The plan will be reviewed regularly to monitor progress and ensure that the child receives the guidance they need.

5. Suspension or Removal:

If a child's behavior continues to disrupt the program, create a safety concern, or defy the program's rules, the child may be temporarily suspended from the program. Suspension may range from one day to a longer period, depending on the severity of the situation. In extreme cases, or if the behavior does not improve, the child may be removed from the program permanently. Removal will only be considered after all other interventions have been explored and in consultation with the child's parents.

Goal of Disciplinary Action Plan:

Our goal is to guide children in understanding the consequences of their actions and help them develop better self-regulation and social skills. We believe that with the right support, most children can learn to modify their behavior in a constructive manner. We are committed to partnering with parents to create an environment where all children can succeed, feel safe, and enjoy their time at our Before and After School Program.

Parents are encouraged to contact the program staff with any questions or concerns regarding their child's behavior or the disciplinary process. We value open communication and will always work together with families to ensure each child's success in the program.

Snacks (Food Service Practices)

To ensure that all children have the energy and focus they need to participate fully in the Before and After School Program, we ask that parents provide snacks for their children. Snacks should be nutritious and suitable for the child's age and dietary needs. We encourage parents to pack healthy options, such as fruits,

vegetables, whole grains, protein-rich foods, and other items that support a balanced diet. Snacks should be easy to eat, and we ask that they be labeled with the child's name to avoid confusion.

For safety reasons, parents should avoid sending snacks that may pose a choking hazard or those that contain allergens that could affect other children, such as peanuts or tree nuts. If your child has specific dietary restrictions or allergies, please inform the program staff in advance so that we can take appropriate precautions. We also ask that snacks be provided in disposable or reusable containers to reduce waste and maintain a clean environment.

The program will not provide snacks for children, and it is the responsibility of the parent to ensure their child has enough food to get through the program. We recommend packing enough for both snack times during the day, especially if your child may need extra fuel before or after any physical activities. Water is also encouraged, and children will have access to water throughout the program. If your child forgets their snack or does not bring one, parents will be contacted to provide an alternative, or the child may be asked to wait until pick-up for their meal.

We appreciate your cooperation in helping us maintain a healthy, safe, and enjoyable environment for all children in the program. Please reach out to the program staff if you have any questions about appropriate snack choices or your child's dietary needs.

Immunizations

In compliance with New York State regulations, all children attending our Before and After School Program must be up-to-date on their immunizations as required by the New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC). The health and safety of all children in

the program are our top priorities, and we follow strict guidelines to ensure that all children are protected from vaccine-preventable diseases.

Before a child can participate in the program, parents or guardians must submit proof of the child's current immunization record. This record must include all required vaccines, as specified by New York State law for children in school-aged programs. Immunizations may include, but are not limited to, vaccines for measles, mumps, rubella, diphtheria, tetanus, polio, hepatitis B, varicella (chickenpox), and pertussis (whooping cough).

Enrollment Procedures and Notification and Policy Changes

The Bricklab maintains clear policies for admission and disenrollment to ensure a safe, supportive, and well-managed environment for all participants. Admission is open to children within the specified age range, typically contingent upon the availability of spaces and the submission of a completed application, including necessary forms and documentation. Enrollment decisions are made on a first-come, first-served basis, with priority given to returning families and siblings of currently enrolled children. The program reserves the right to disenroll a child if there are consistent violations of behavior policies, failure to adhere to program guidelines, or non-payment of fees. Families will be given written notice of any concerns and opportunities to address the issue before disenrollment is finalized, except in cases involving safety concerns where immediate action is required. These policies are designed to foster a respectful and productive experience for all children and staff.

To register your child, please complete the online registration form or submit a paper form available at our program office. A non-refundable registration fee of \$25 per child is required at the time of enrollment to secure your child's spot. In addition to the registration form, we will need the following documentation to complete your child's enrollment:

Emergency Contact Information (at least two contacts other than the parent/guardian)

Medical Information (including allergies, medical conditions, and any required medications)

Doctor's Contact Information (for emergency situations)

Immunization Records (to ensure your child's health and safety)

Authorized Pick-Up List (names and contact details of individuals authorized to pick up your child)

Consent Forms (including field trip permissions and media release forms, if applicable)

Once your child's enrollment is processed, you will receive a welcome packet with important program details, schedules, and policies.

The Bricklab is committed to keeping families informed of any changes to our policies, procedures, or program offerings. Should any changes occur, we will notify families via email, post updates on our website, and provide hard copies of any new policies or forms at the program site. We will make every effort to give families adequate notice of any significant changes and encourage all parents and guardians to review these updates regularly. If you have any questions or concerns, please do not hesitate to contact our administrative team for assistance.

Procedures for Parent Interaction

At The Bricklab, we value open communication and a strong partnership with parents to ensure the best experience for your child. Parents are always welcome to visit the program during operating hours, but we ask that you notify the program coordinator in advance of your visit to ensure minimal disruption to

activities. During visits, parents should check in at the front desk and wear a visitor's badge for safety reasons. For daily communication, we encourage parents to utilize our primary methods of contact, including email, phone calls, and the parent portal on our website. If you have any specific questions or concerns, feel free to reach out to our staff directly, and we will respond promptly. Additionally, we provide regular updates on your child's progress and program events through newsletters, emails, and our social media platforms. For more urgent matters or private discussions, we are happy to schedule a meeting at a time that is convenient for you. At The Bricklab, we aim to foster a transparent, supportive environment where parents feel informed and involved in their child's development.

Parent Participation in Program and Volunteering

At The Bricklab, we believe that active parent participation enhances the overall experience for both children and staff. We encourage parents to get involved in our program through “visitor” opportunities, such as assisting with special events or leading activities related to your expertise or interests. Volunteering helps build a strong sense of community and allows parents to play an integral role in their child’s learning and development. Additionally, we welcome parent feedback and suggestions to continually improve our program, and we invite parents to attend periodic meetings or surveys where they can share their thoughts. Whether it’s donating materials, helping with a project, or volunteering your time, your participation is always appreciated at The Bricklab.

Emergency and Preparedness Plan

The safety and well-being of the children in our care are our top priority at The Bricklab. Our Emergency Preparedness Plan is designed to ensure swift, organized action in the event of an emergency. The plan includes procedures for natural disasters, medical emergencies, evacuations, and lockdowns, with clear guidelines for staff and children to follow. All staff members are trained in first aid, CPR, and emergency response protocols, and we conduct regular drills to practice various emergency scenarios. In the event of an emergency, parents will be promptly notified via our emergency communication system, which includes phone calls, texts, and emails. An up-to-date emergency contact list is maintained for each child, and we will ensure that children are safely accounted for and released only to authorized individuals. Additionally, we have established safe, pre-designated evacuation sites and detailed procedures for reuniting children with their families. The primary relocation site will be the Cardinal Landscaping building next door at 5112 West Ridge Rd. The secondary evacuation site will be the Dollar General located across the street at 5103 West Ridge Rd. The Bricklab is committed to providing a secure environment and will always take the necessary steps to ensure your child's safety in any emergency situation.

Billing Policies

We aim to make billing as clear and convenient as possible for families. Our program operates on a monthly billing cycle, with payments due on the first of each month. A completed registration and payment of the non-refundable registration fee are required to secure your child's spot in the program. Tuition rates are based on enrollment, not attendance. Refunds/prorates will not be granted due to illness or vacations as you are reserving time, space and staff regardless if your child attends. Payments can be made online through our secure payment portal, via check, or by cash at the program office. Late

payments will incur a \$25 late fee, and accounts that remain unpaid after 10 days may result in suspension from the program until the balance is cleared. If your child will be absent or if you need to make any adjustments to your schedule, please notify us at least 24 hours in advance to avoid unnecessary charges. We offer flexible payment plans for families who require assistance, and financial aid options may be available based on eligibility. For any questions regarding billing, please contact our office, and our staff will be happy to assist you.

The Bricklab Staff

The Bricklab is proud to have a dedicated, experienced, and passionate team of staff members who are committed to providing a safe, engaging, and supportive environment for all children in our care. Our team includes trained educators, child development specialists, and experienced caregivers who are skilled in fostering creativity, collaboration, and problem-solving through hands-on activities. Each staff member undergoes thorough background checks, CPR and first aid training, and ongoing professional development to ensure they meet the highest standards of care and education. We prioritize building strong relationships with both children and parents, ensuring open communication and a personalized approach to each child's unique needs. At The Bricklab, our staff is not only qualified but also passionate about making a positive impact on your child's growth and learning, creating a fun and enriching experience each day.

Staff/Children Ratio

We maintain a low staff-to-child ratio to ensure personalized attention and a safe, supportive environment for every child. Our standard ratio is 1 staff member for every 10 children, which exceeds state regulations and allows us to provide more individual support during activities, homework time, and free play. This ratio enables our staff to closely monitor children, address their needs more effectively, and ensure they are engaged in meaningful, age-appropriate

activities. In the event of specialized programming or field trips, we may adjust the ratio further to maintain optimal supervision. By maintaining a low staff-to-child ratio, we ensure that each child has a positive and enriching experience at The Bricklab while receiving the attention and care they deserve.

Child's Belongings

For the safety and well-being of all children in our before and after school program, we ask that parents ensure their child brings only necessary items. Parents are responsible for providing sunscreen and insect repellent, as these items are essential for outdoor activities and should be applied before arriving. We kindly request that children leave personal devices, phones, and toys at home, as these can be distractions during the program and may lead to issues with sharing or loss. By keeping the focus on activities and group interaction, we can provide a more engaging and enjoyable experience for every child.

Bricklab Policy on Homework

Our before and after school program offers designated Homework Help time to support students in completing their assignments. During this time, staff are available to provide guidance and assistance, but it is important to note that Homework Help is not intended to replace one-on-one tutoring. Students are encouraged to bring all necessary materials, such as textbooks, notebooks, and writing tools, to ensure they can complete their tasks effectively. While staff will provide support, it is the responsibility of the child to focus on their work and make progress. If a child requires extended help or has ongoing academic concerns, parents will be encouraged to reach out to the child's teacher for

additional support. The goal of Homework Help is to foster independent learning while providing a quiet, structured environment for academic success.

New York Office of Child and Family Child Services Child Care Licensing.

Our before and after school program is fully licensed and operates in compliance with the New York Office of Children and Family Services (OCFS) Child Care Licensing regulations. This ensures that we meet or exceed the state's health, safety, and staffing standards, providing a safe and supportive environment for all children. OCFS regulations cover a wide range of areas, including staff qualifications, child-to-staff ratios, facility cleanliness, and emergency preparedness, all of which are regularly reviewed to ensure the highest level of care. By adhering to these guidelines, we ensure that our program offers a reliable and professional service that families can trust. Parents can feel confident that their child is in a program that upholds the safety and well-being standards set by the state of New York.

Child Abuse Prevention

Our before and after school program is dedicated to providing a safe, respectful, and nurturing environment for all children. To ensure their well-being, we strictly adhere to child abuse prevention policies, including comprehensive staff training on recognizing, preventing, and reporting any signs of abuse or neglect. All staff members undergo background checks and are educated on maintaining professional and appropriate boundaries with children. If parents suspect that their child has been the victim of abuse or neglect, we encourage them to contact local authorities immediately. In New York State, suspected child abuse can be reported to the New York State Child Abuse Hotline at 1-800-342-3720. Additionally, parents are welcome to discuss any concerns with our program staff or director, and we will work collaboratively to ensure the safety and protection of

all children in our care. The safety of every child is our top priority, and we take all allegations seriously and act in accordance with the law.

How to Access Regulations and Contact Information

There will be a copy of the most up to date New York State Child Day Care Regulations posted near the front desk for your reference.

If you would like to contact the Office of Family and Child Service:

Office: Child Care Council, Inc

Phone: (585) 654-4720

I acknowledge that I have received, read, and understand the policies and procedures outlined in the Parent Handbook, and I agree to adhere to them as a condition of my child's enrollment in the program.

Parent 1 (Print)_____ Date_____

Please Sign _____

Parent 2 (Print)_____ Date_____

Please Sign _____