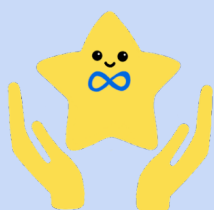


Dr. Margaret Castillo
Director of Programs

Sean Blitt
Vice President



INFINITY
EDUCATIONAL
PROGRAMS

1972 East 34th ST
Brooklyn, NY
11234

718-336-1981

Parent Handbook

2022-2023 School Year

Infinity's Vision and Philosophy

It is Infinity's vision to create a **warm, safe, nurturing, and fun learning environment** for children where all families feel welcomed.

Since 1992, Infinity has been an Early Childhood Education Center where teachers create a curriculum in which children are actively engaged in learning. Our team helps our students develop a positive self-esteem and build a solid foundation for their future school success.

Additionally, Infinity is a Community Based Organization in which we provide various programs and services to our South Brooklyn community such as Summer Youth Employment and Family and Peer Support.

Curriculum and Teaching Practices

Our curriculum is also designed to meet the standards of daily activities, transitions, and routines which have a direct impact on the child's physical, social, emotional, intellectual and language development as they progress in their early childhood education.

For 2K and 3K, we will be using the Mother Goose Curriculum which is known for its:

- Research-Based Development
- Thematic Approach
- Differentiation
- Portfolio Assessment

For more information visit <https://www.mothersgoosetime.com>

For Pre-K, we will be following NYC UPK Unit of Studies while adhering to the NYS Early Childhood State Standards.

Attendance and Absences

It is important that your children attend school 5 days a week because children need routine to feel good about themselves which in turn allows them to learn and grow.

If your child will be absent from school, please contact your child's classroom teacher within 1 hour of scheduled arrival (we prefer that you contact us as soon as you know about your child's absence). You may contact your child's teacher in writing.

If your child is ill, we request a signed doctor's note upon your child's return to the classroom.

If your child is absent for an extended period of time, please contact your child's classroom teacher and the office.

As per state law, families will be called 15-60 mins after the start of the school day to notify you of your child's absence.

Teacher-Family-Administrative Contact Protocol

Children learn best when there is a support system, so at Infinity we emphasize teacher-family-administrative relationships.

At the start of the school year, all families will receive their teacher's email, Google Classroom, and an invite for the Remind App.

If you have any concerns for your child or your child's teacher, please talk to them **first**. For your child to succeed, it is important that there is a trusting relationship between you and their teacher. This cannot occur without both parties talking to each other.

Miscommunications and misunderstandings do occur, but it is about listening and speaking up that will rectify it.

Dress Code & Change of Clothes

All children must be in clothes that are comfortable and age appropriate. If your child is not comfortable in their clothes, then they won't be ready to learn.

ALL children must come in with a full set of clothes in a ziplock bag. The ziplock bag must have a name written on it and include:

- Socks
- Pants
- Underwear
- Shirt

If for any reason your child uses the extra set of clothes, we will return the ziplock bag and it is the family's

responsibility to provide a new set of clothes. For children still being potty trained, it is especially important and considerate for families to send in multiple sets of clothes.

Photo Consent

Please be advised that photographs and videos of your children will be taken at our center. We take photos and videos to

- Show you all via Remind and Google Classroom
- Document progress, learning, and fun your children are having

Photos will be shared between family, teachers, administration, and the NYC DOE.

Routines

Children need routines in their life. Routines help children feel more safe and secure which in turn helps promote their academic and social development. Having consistent routines decreases behavior issues because children know what to expect.

At Infinity, there is a year-long emphasis on developing and maintaining daily routines. In September, teachers will place a bigger emphasis on routines so that children can feel secure while developing autonomy.

This autonomy will develop throughout the year into your child feeling good about themselves while exercising independence.

If you pick up your child early, please let your classroom teacher and child know as soon as possible.

Meals

Infinity provides two healthy meals each day through the Federal Food Program, CACFP. There are strict guidelines on food portions, drinks and sugar content that Infinity must follow to remain in the program.

If a parent chooses to provide their own food it must be a healthy meal with a healthy snack. Healthy snacks include fruit, grain and/or dairy that are low in sugar and high in fiber. Candy and high sugar foods must be sent home because they do not meet guidelines.

As part of the CACFP Infinity is subject to unannounced visits to ensure that all program guidelines are being followed.

Community Walks

Our Pre-Kindergarten Children will be going on Community Walks.

These walks are weathering permitting and will be around Marine Park and/or inside Marine Park.

Children will be accompanied by Infinity Staff and will walk in a line formation (staff leading and trailing the line).

These walks are important as it contributes to your children's physical development and helps Infinity Team Members connect what they are learning into the real world. (example: community helpers and plants)

School Supply Donations

Between September 9th and 14th please bring:

- One Marble Notebook
- One Folder
- 2 pictures of your child
- 1 picture of your family

Every month please bring 2-3 of the following

- Lysol
- Baby Wipes
- Disinfectant Wipes
- Tissues
- Hand Sanitizer
- Paper Towels

*The Classroom Teacher will specify which supplies your family will bring each month.

Arrival and Dismissal

Classroom #1	2K	8:00
Classroom #2	4K	8:10
Classroom #3	3K	8:20
Classroom #4	3K	8:20
Classroom #5	3K	8:20
Classroom #6	4K	8:10

Early Start is from 7:00 until your child's classroom arrival time. Those in the Extended School Year Program will be dismissed at 4:00.

It is imperative to be punctual as our staggered arrival and dismissal is to avoid overcrowding.

Family-Teacher Conferences

November 30th- Zoom

March 17th- Zoom

May 25th- Zoom

June- *by parent request

Parents can request a conference at any time during the year. Time TBD; each meeting will be 10-15 mins

Infinity Educational Programs

2022-2023 School Year Calendar

September 7, 2022: First Day of Classes

September 9th, 2022: 1 hour of Instructional Time (time will be sent via email)

October 10, 2022: Columbus Day/Italian Heritage Day/Indigenous People's Day (**School Closed**)

November 8, 2022: Election Day (**Zoom Session for Students**)

November 11, 2022: Veteran's Day (**School Closed**)

November 24, 2022 - November 25, 2022: Thanksgiving Break (**School Closed**)

December 23, 2022 - January 2, 2023: Christmas Break (**School Closed**)

January 3, 2023: Return to School

January 16, 2023: Martin Luther King, Jr. Day (**School Closed**)

February 20, 2023 - February 24, 2023: Winter Break (**School Closed**)

March 24, 2023 - Staff Professional Development (**School Closed**)

April 07, 2023 - April 14, 2023: Spring Recess (**School Closed**)

May 26 & 29, 2023: Memorial Day Weekend (**School Closed**)

June 16, 2023: Stepping-Up Ceremony (**Last Day of School- Please be advised this will be confirmed**)

Contact Information

Infinity is located at 1972 East 34th ST, Brooklyn NY 11234.

Phone: 718-336-1981 (Monday to Friday 7-4 during school hours)

Email Directory

Department/Role/Program	Name	Email
General Questions or concerns	Infinity's Support & Leadership Team	officeadmin@infinityeducationalprograms.com
Concerns about your child's education or Special Education	Patricia Polimeni and Dr. Castillo	patricia.polimeni@infinityeducationalprograms.com
Family Support	Gloria Giglio	gloria.giglio@infinityeducationalprograms.com
Instructional Support	Dawn Maldonado	dawn.maldonado@infinityeducationalprograms.com
Enrollment	Lynnette Brown	lynnette.brown@infinityeducationalprograms.com