

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

2024-2025 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. All classes follow DOE Creative Curriculum/Teaching Strategies.

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 and Google Classroom.

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 will not 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

- Post on 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 and a snack 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 weather 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

- 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 | 8:00-12:00/ 4:00 |
| Classroom #2 | 4K | 8:10-2:30 |
| Classroom #3 | 3K | 8:20-2:40 |
| Classroom #4 | 3K | 8:20-2:40 |
| Classroom #5 | 3K | 8:20-2:40 |
| Classroom #6 | 4K | 8:10-2:30 |

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.

Late Pick-Up Policy

Please be advised that the late-pick up policy for Infinity is as follows:

1-15 minutes late \$15.00

15-30 minutes late \$30.00

After 30 minutes late, the fee is \$30.00 plus \$2.00 per additional minute.

You **must pay the fee** the next school day during drop off.

Family-Teacher Conferences

November 7th- Zoom

March 6th- Zoom

June- *by parent request

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

2024-2025 School Year Calendar

September 2, 2024: Labor Day

September 4, 2024 First Day of School *(for ALL Students)*

October 3, 2024 & October 4, 2024: Rosh Hashanah *(No School)*

October 14, 2024: Columbus/Indigenous Day Observed *(No School)*

November 11, 2024: Veterans Day Observed *(No School)*

November 28, 2024 & November 29, 2024: Thanksgiving Break *(No School)*

December 23, 2024 - January 1, 2025: Christmas Recess *(No School)*

January 2, 2025: Return to School

January 20, 2025: Martin Luther King, Jr. Day *(No School)*

February 17, 2025 - February 21, 2025: Mid-Winter Recess *(No School)*

February 24, 2025 Return to School

March 31, 2025: Eid al-Fitr *(No School)*

April 14, 2025 - April 21, 2025: Spring Recess *(No School)*

April 22, 2025: Return to School

May 23, 2025: Memorial Day Weekend *(No School)*

May 26, 2025: Memorial Day *(No School)*

June 19, 2025: Juneteenth *(No School)*

****June 24, 2025 Tentative Last Day** *(Field Day)*

**** Last Day is Tentative due to unforeseen school closings**

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 | patricia.polimeni@infinityeducationalprograms.com |
| Family Support | Gloria Giglio | gloria.giglio@infinityeducationalprograms.com |
| Instructional Support | Dawn Maldonado Brandy Cardella | dawn.maldonado@infinityeducationalprograms.com brandy.cardella@infinityeducatonalprograms.com |
| Enrollment | Patricia Polimeni | patricia.polimeni@infinityeducationalprograms.com |