



**FAMILY HANDBOOK**  
**2023 - 2024**

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## **Welcome to the Brick Church School!**

At Brick, the family-school partnership is of primary importance, and we look forward to building a strong relationship with your family this year!

In this handbook, you will find important information to help guide you through the school year. Please read it carefully and save it as a resource for future reference.

If you have any questions about the information contained in the handbook, or on topics not covered, please do not hesitate to reach out.

**Happy reading, and thank you for your partnership!**

### **OUR MISSION**

The Brick Church School's mission is to provide an excellent early childhood education, nourishing children's emotional, social, intellectual, physical, ethical, and spiritual well-being through an intentionally balanced approach in an atmosphere of warmth and mutual respect. The Brick Church School actively seeks to be a community that is diverse and inclusive in all aspects (racially, economically, religiously, and welcoming to all sexual orientations and family structures). The School is grounded in Christian values of love and compassion, shared by many other religious traditions, and seeks to be a place in which children, their families, and educators care for others in their classrooms, city, and world. At The Brick Church School, children are guided to become happy, self-confident global citizens, mindful of God's love, accepting of themselves and others, and filled with curiosity and joy in learning.

## **OUR VALUES**

We at The Brick Church School believe that...

- Children and adults should be treated with respect in a community of diversity, equity and inclusiveness.
- Children need to feel emotionally safe so that they can develop social skills and grow cognitively and physically.
- Children are spiritual beings, whose spiritual and moral lives are nourished through a strong partnership between School and Church.
- Educators, children, and families should care for others in their classrooms, neighborhood, city, and world.
- Our commitment to excellence includes ongoing development of teachers, staff, parents, children, and curriculum, with an openness to new ideas.

## **THE BRICK CHURCH SCHOOL'S COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

The fabric of The Brick Church School is made up of many unique threads which, when woven together, create a strong and beautiful tapestry. We respect, encourage, and promote all aspects of human identity, including, but not limited to race, physical characteristics, ability, family structure, ethnicity, religion, age, economic status, sex, gender identity, gender expression, and sexuality. We strive to provide children, their families, faculty, and staff with “windows” and “mirrors.” Windows offer a view into the lives and identities of others while mirrors validate the individual experiences of each person in our community. We recognize that even the youngest children can and should engage in conversations about identity with the aim of awakening curiosity, developing positive self-awareness, and widening perspectives. We believe in building a foundation for children to recognize inequity and take appropriate steps to affect positive change in their communities and the world. At Brick, we fully commit to ongoing reflection, study, and action as we work to gain further understanding of each other and ourselves.

# **School Administration 2023-24**

## **Director**

Marie Fabian, [mfabian@brickchurch.org](mailto:mfabian@brickchurch.org)

## **Associate Director for Enrollment & Family Engagement**

Farley Bills, [fbills@brickchurch.org](mailto:fbills@brickchurch.org)

## **Associate Director for Teaching & Learning**

Tara Mastin, [tmastin@brickchurch.org](mailto:tmastin@brickchurch.org)

## **Director of Finance and Advancement**

Susan Johnson, [sjohnson@brickchurch.org](mailto:sjohnson@brickchurch.org)

## **Assistant to the Director & Special Event Coordinator**

Anne Schack, [aschack@brickchurch.org](mailto:aschack@brickchurch.org)

## **Admissions and Enrollment Associate**

Geraldine Walker, [gwalker@brickchurch.org](mailto:gwalker@brickchurch.org)

## **Communications Administrator**

Paula Rocca, [procca@brickchurch.org](mailto:procca@brickchurch.org)

## **MINISTERS**

Tom Evans, Senior Minister

Adam Gorman, Associate Minister

Kim Jackson, Associate Minister

# **THE BRICK CHURCH DAY SCHOOL COMMITTEE**

**2023-2024**

Ted Clement, Chair

Molly Berry

Mimi Hah

Mahesh Katkar

Nate Kempner

Jill Lampe

Lisa Margosian

Melanie Lazenby McLennan

Robbie Pennoyer

Tiffany Rafii

Chris Robinson

Sonja Robinson

Lana Tamaro

Ex-Officio

Reverend Thomas Evans

Marie Fabian, Director

## **THE BRICK CHURCH SCHOOL**

62 East 92nd Street

New York, NY 10128

School: 212-289-5683

Fax: 212-289-5372

[www.brickchurchschool.org](http://www.brickchurchschool.org)

# **START OF THE SCHOOL YEAR**

## **Family Orientation**

Parents/Caregivers are invited to attend our Family Orientation via Zoom on Thursday, September 7 at 9:00am. This meeting will be recorded and shared for those who cannot attend. The orientation is an important opportunity for families to hear all about the year to come at The Brick Church School.

## **Classroom Visits:**

Families receive a link via email on August 1 to schedule a classroom visit on one of three days in early September. To facilitate the transition from home to school, teachers welcome each child and parent(s), or caregiver, to the classroom for this brief, social visit. The classroom visit is a chance for each child to meet the teachers and explore the space individually, prior to the first day of school. We look forward to this important opportunity to begin developing the bond between family and school.

## **Class Orientation Schedule:**

Classes begin the school year on a gradual orientation schedule that is appropriate for each age group. Families receive this schedule via email on August 1. Consistency of attendance is very important during this time period. Parents of children who are new to the school are asked to be sure that someone who is well known to the child is on hand for the first days of orientation to support the adjustment to school. More information about the separation process and how teachers support children and families throughout is covered in the Family Orientation.

## **ARRIVAL AND DEPARTURE**

### **Timing of Arrival and Departure by age group:**

#### **Twos Classes - Morning Program**

9:00 AM to 11:30 AM

#### **Twos Classes - Afternoon Program**

1:00 PM to 3:30 PM

#### **Threes Classes - Morning Program**

9:00 AM to 12:00 PM

#### **Threes Classes - Afternoon Program**

1:00 PM to 4:00 PM

#### **Young Fours Classes - Morning Program; optional extended day**

If enrolled in morning only:

9:00 AM to 12:00 PM

If enrolled in extended day:

9:00 AM to 2:30 PM Monday to Thursday

9:00AM to 12:00 PM Friday

#### **Fours/Fives Classes - Full Day Program**

9:00 AM to 2:30 PM Monday to Thursday

9:00 AM to 12:00 PM Friday

#### **Early Morning Drop Off (EMDO)**

We are pleased to offer Early Morning Drop-Off for families whose work schedule, child-care situation, or sibling drop-off at another school conflicts with drop-off time at Brick. This is a mixed-age group of children supervised by teachers and is located either in the Garden or in Watson Hall (depending upon the weather). EMDO begins at 8:00am and children must arrive by 8:20 am to attend. Registration for this program will be available in early September.

## Attendance

If your child will be late or absent from school for any reason, please **email your child's teacher and [gwalker@brickchurch.org](mailto:gwalker@brickchurch.org)** before 9:30 a.m. for a morning class, or before 1:30 p.m. for an afternoon class. We would appreciate being notified of any planned absences in advance of the day your child will be out.

Teachers will use Brightwheel to take attendance at arrival and dismissal. Every child must be accompanied by an adult who has been pre-authorized by parents or legal guardians. We ask that every family follow the procedures to ensure that all adults are registered in Brightwheel and have their own individual code. Assistance can be provided by the office and any new family accounts will be created in September.

## Strollers

Arrival and dismissal are high congestion times inside the lobby, therefore, we cannot accommodate strollers coming into the building due to space and safety of movement. We ask that younger siblings that accompany children at these times be taken out of strollers before entering the building. Strollers may be parked on 92nd Street during the school day as long as they are lined up against the building.

## Elevator

We ask that all who are able to, use Stairway A or B to get to classrooms on the Youth Floor, 2nd, and 3rd floors. This ensures that our classes on the 4th and 5th floor can travel efficiently to their activities.

## Pets

Please note that dogs and other pets may **not** enter the building at arrival, dismissal, or at any time during the school day. This includes dogs in bags and in arms as it is a violation of the Department of Health and a safety concern for our community.

### **Location of Arrival and Departure by Class:**

<b>Class</b>	<b>Drop-Off</b>	<b>Pick-Up</b>
2 North	Classroom	Classroom
2 South	Classroom	Classroom
2 West	Classroom	Garden
3 North	AM: Classroom PM: Garden	Classroom
4 North	Garden Room	Garden Room
4 South	Garden Room	Garden Room
5 North	Garden	Garden Room
5 South	AM and PM: Garden	AM and PM: Garden Room
Y South	Classroom	Classroom

## **HOME/SCHOOL COMMUNICATION**

In order for us to plan thoughtfully for your child, good communication must occur between home and school. Each Friday, you will receive an email from your child's teachers specific to the class. Each Sunday you will receive an email from the school called the Brick Blast containing important information about the week ahead. Please review the Brick Blast weekly to ensure you have all the information you need for the week ahead.

Teachers welcome all forms of communication from families, however, email is the best way to set up a time for a conversation in person or by phone. Please avoid long conversations at arrival and dismissal as the teachers are focused on the safety of the entire group of children at that time. Quick bits of information (i.e. needs to use the restroom, was up late or forgot an item) can be shared at those times.

If you need to contact your classroom teachers during the school day and it is of an urgent nature, please call the school office. Please note that our faculty and admin team will not use text messages to be in touch with families.

We look forward to welcoming you into the classroom during Curriculum Night, Parent/Caregiving Visiting Day, and Family-Teacher conferences. Please see the Family Calendar for specific dates.. Additional opportunities to join the class, such as to read to the children or share a family tradition, will be organized by teachers throughout the year.

The Brick Church School and [Parents' Association](#) will also host coffees, workshops and guest speakers for parents during the year. We welcome your suggestions for topics you might find helpful to learn about.

Please feel free to discuss any area of concern with the Director or Associate Directors. Any personal information you disclose will be treated with respect and confidence.

## **HEALTH**

### **Department of Health Requirements**

A health form completed by your child's doctor within the past 12 months must be uploaded to the School Admin Portal or a copy turned in to the office before the first day of school. Forms expire 12 months from the date of exam and a new form must be uploaded as soon as the next annual checkup occurs. No child will be admitted until this form is received and all required immunizations have been administered.

Additionally, the DOH requires that all children receive an annual flu shot in order to attend school. This vaccine must be administered between August 1 and December 31 each year, and proof of vaccination must also be provided to the school as noted above.

Each child's vaccination status, including annual flu shot, are checked

by our DOH inspector every year. Attendance at school without compliance is not permitted.

## **Allergies and Asthma**

Please alert the school if your child has a life-threatening allergy or asthma. If life-saving medication is needed for your child in these cases, please work with the school to complete the required DOHMH paperwork and discuss your child's medical needs prior to your child's attendance in the program. Only emergency medications will be given at school. If your child requires medication during the school day for another reason, it must be given at home or an authorized adult may come to school to administer the medication in the school office.

Please see the Associate Director for Teaching and Learning to obtain the paperwork and discuss your child's health.

## **Illness**

Any instance of contagious illness must be reported to the child's teacher and/or the school office. Please keep your child home if he or she is sick and could infect other children or teachers. Your child may feel well enough for school but risks exposing another child or teacher who may have lower resistance and become considerably sicker.

Children should be kept home when they are experiencing:

- temperature of 100° F or higher within the past 24 hours
- vomiting or diarrhea within the past 24 hours
- conjunctivitis ("pink eye") until they have completed 24 hours of treatment
- symptoms of illness including upset stomach, undiagnosed rash, sore throat, earache, excessive tiredness or lethargy, and significant cough or cold symptoms
- any diagnosed contagious illness until cleared by a doctor to return

If you are in doubt as to whether or not your child is well enough to attend school, the wisest course is to wait for a day. It is at the onset of an illness (especially the common cold) that the child is most contagious. If everyone is careful to keep a sick child home, it will

benefit all.

If your child becomes sick or is injured at school, we will first contact you, or if you are unavailable, the emergency contact you have specified. If an accident requires immediate attention, the child will be taken to the most accessible Emergency Room and you will be notified to meet your child there.

## **Food at Brick**

**The Brick Church School is a nut-free school.** Each day, a light snack is served in all classrooms. Children who stay for lunch should bring a healthy, nut-free lunch to school each day. Refrain from sending candy or sweets. Water will be provided with lunch. If you send perishable items, please pack the lunch in an insulated bag with a cold pack. Food cannot be heated at lunchtime.

## **SECURITY AND EMERGENCY PROCEDURES**

The children's safety and security is of paramount importance to us. Our security guard is present and monitors the building entrance at 62 East 92nd Street, which is kept locked at all times, to ensure only those with legitimate school or Church business are permitted to enter. All school arrivals and dismissals are through the 92nd Street doors.

The school follows best practices for emergency preparedness (EP) as determined in consultation with EP professionals and in accordance with NYC regulations. Teachers receive training for evacuation and shelter in place protocols. Fire drills are mandated monthly, and the children are taught to safely exit the building from different locations throughout the building.

## **Evacuation**

In the event that we had to evacuate due to a situation that affects our building and requires us to move away from the building, we will bring the children to the Nightingale-Bamford School at 20 East 92nd Street and promptly notify families. If for any reason we are unable to head towards Nightingale, the classes will proceed to the 92nd Street Y at 1395 Lexington Avenue..

## **School Cancellations**

You will receive notification by email if the school needs to be closed for weather conditions or any other reason.

## **SUPPORTING CHILDREN IN THE CLASSROOM**

To ensure every child has the greatest opportunity for success in the classroom, teachers assess, reflect, and establish goals on an ongoing basis. We are fortunate to have Occupational Therapist Polina Starr, MS, OTR/L, Speech and Language Pathologist Miriam Glick, MS, CCC, and Child Psychologist Olga Poznansky, PhD, as our consultants to provide expert insights, strategies, and advice. Our consultants spend time in classrooms, work closely with teachers, and are also available to parents.

We take a team approach to supporting all children, and when a child requires additional assessment or outside support, we work collaboratively and encourage open communication between teachers, parents, service providers, etc. Sometimes extra support in the classroom is essential for a child's successful participation at school and we strongly believe in the benefits to all children when every child has what they need to thrive. We are here to support parents as well as children, and our Associate Director for Teaching and Learning, Tara Mastin, is available as a resource for navigating the CPSE process as well as pursuing services privately for support both in and out of the classroom.

## **BIRTHDAYS**

We welcome families to mark this important day in school! Up to two family members are welcome to attend the classroom celebration. Please reach out to your child's teachers in advance of the birthday to determine the best date and time. You are welcome to bring a nut-free birthday treat to share with the class - please confirm with the teachers whether there are additional allergies in the classroom that must be avoided. Refrain from any goodie bag, party favors, or decorations.

**When planning your child's birthday outside of school please keep the following in mind:**

- If you are not inviting the whole class, please invite less than half the class.
- Neither invitations nor gifts should be brought to school.
- Parties should be planned late enough after dismissal that those not attending will not see a group of children leaving together.
- Do not bring birthday gifts to store in a child's cubby or in the classroom. All of the children, including those who were not invited to the party, see the gift and understand its significance.
- Teachers celebrate children's birthdays in school, but should not be invited to home birthday parties, as they would not reasonably be able to attend every child's party.

## **CLOTHING AND ACCESSORIES**

The children's days at school are busy, active, and can get messy. Please consider this when dressing for school each day. Clothing that allows children maximum freedom of movement and requires minimal attention is best. Clothing that can be put on and taken off with ease, and that is sturdy and washable, allows children to devote their attention to the tasks at hand without concern for their attire. Children should be prepared for both indoor and outdoor activities every day. Active play is safer when the children wear shoes with non-skid soles such as sneakers. During the winter, children should wear boots even though they may not be needed on the streets or sidewalks. Our play spaces are often snowy long after other areas are clear, and we are excited to play outdoors throughout the winter.

A full set of extra clothes which includes: underwear, socks, pants, and shoes should be kept at school for occasional accidents.

Please be sure that every item of apparel is clearly labeled with your child's name! Laundry marking pens can be used for items on which it is difficult to sew or iron labels, such as boots.

## TOILET TRAINING

Children progress through the toilet training process at different rates and we support each child in that process. It is expected that children entering our 3-year-old classes are beginning to use the toilet at home. All children should have an extra set of clothing on hand as accidents are possible. Children in our two-year-old classes may attend in diapers or training pants if they have not yet begun to toilet train.

## PRIVACY

The following guidelines have been established to protect the privacy and security of all members of the school community and to promote an environment conducive to learning:

- **CLASS LISTS:** Class lists are intended solely for the use of parents in contacting one another in reference to Brick activities only. It is against school policy to use these lists for charitable or other solicitations or to allow other people or organizations to use these lists for any purposes unrelated to school activities.
- **SCHOOL NAME, LOGO, OR OTHER MARKS:** Parents at the School and their family members may not use the School's name, logo, or other marks for any personal, business, or professional purposes without the prior, express written consent of the Director. This restriction includes the use of the school name, logo, or other marks on memorabilia, including articles of clothing.
- **MEDIA:** Families are welcome to post images of their own children at school on their own personal social media, but should refrain from posting any other children without express parental permission to do so. Brick community members may not use any visual depictions (including, without limitation, photographs and video images) of the School (including, without limitation, its name, logo, other marks, program, or buildings [both interior and exterior]) in any other form of media or broadcast without the prior, express written consent of the Director. This restriction applies to all forms of media and broadcast, including, without limitation, print publications, radio, television, cable, DVDs, social media, and the Internet, and applies whether

such use will or will not result in any financial benefit to the family in question. Professional photographers or videographers are permitted to enter the building only at the invitation of the school administration. Our parents, students, faculty, and staff must direct any media inquiries that concern our community to the Director, must refrain from making any statements to the press that concern our community, and must not otherwise participate in any such media coverage.

## **COMPLIANCE**

The School reserves the right to withdraw any student if his or her family does not comply with the rules and regulations stated in this handbook. The School also reserves the right to withdraw any offer of enrollment at any time and to nullify executed enrollment agreements for any reason.



## **FAMILY HANDBOOK 2023 - 2024**