



Holy Martyrs Armenian Day School  
209-15 Horace Harding Expressway  
Bayside, NY 11364  
Phone (718) 225-4826 Fax (718) 225-4837  
E-mail: hmads@hmads.org  
Website: www.hmads.org

# The Hye Bardez Handbook

## Information, Guidelines and Procedures Fall 2008 Session

**Principal: Mrs. Zarminé Boghosian**  
**School Secretary: Maro Jamgotchian**  
**Classroom Leader: Socy Nigdelian**  
**Coordinator: Kathy Deukmedjian**

**About this Handbook:** This handbook is written to detail for you the philosophy of the Hye Bardez program and to familiarize you with our policies and procedures. Please read it carefully, keep it handy, and call if you have any questions.

### **What is Hye Bardez?**

Hye Bardez is a cooperative program in which parents work, on a rotating basis, with classroom leaders to provide a play and learning experience for toddlers. Participation in the program offers parents an opportunity to begin the separation process while children play and socialize in a loving, caring, safe environment. Hye Bardez is **not designed to be a day care or a preschool**. It is a developmentally appropriate approach to helping children feel secure and happy as they play and interact with other children their own age. Last, but not least, participation in the Hye Bardez program provides opportunities for parents and families to build and strengthen ties to each other and the Holy Martyrs Armenian Day School community.

### **Who can enroll?**

For the Fall enrollment period, children must be two years old by September of that academic year.

Younger children will be considered on an individual basis. Please contact the Principal.

### **Program Description**

Children meet in the lunchroom in the basement of HMADS. The group will be supervised by the classroom leader and the coordinator. They will be assisted each week by the parent of **one of the children in the group**. The Principal of HMADS works with the classroom leader to establish the curriculum for the program. Activities are developmentally appropriate for the age group of the children.

### **Program Hours**

The Hye Bardez program meets Wednesdays from 9:00 until 11:00AM. Our days begin and end promptly at designated times.

**DROP-OFF:** Children should arrive at 9:00AM. Late arrivals are disruptive to both the leaders and the children. Therefore, your efforts to arrive on time are appreciated.

**PICK-UP:** For parents who are dropping off, please come back for pick up promptly at 11:00. If you are going to be late, you should make arrangements with another parent in your group, or a friend, to take responsibility for your child. In the case of an emergency, call the HMADS Office at 718-225-4826. **Please note: Children will not be dismissed to anyone other than a parent or legal guardian without prior written permission and proper identification.**

### **2008 Tuition**

Tuition for one 6 week session of Hye Bardez is \$150 . HMADS provides the room and utilities. Your tuition funds salaries, classroom activities, supplies, and snack. **Please note: Absences cannot be deducted from tuition and tuition payments are not refundable.**

### **Calendar / Weather Closings**

Hye Bardez is not in session during HMADS holidays or when the school is closed because of adverse weather. When weather conditions cause the school to close, parents will receive a phone call advising them class is not in session that day.

### **Supplies**

You are responsible for bringing all supplies necessary for your child's comfort. These include: Diapers, wipes, and a complete change of clothes.

### **Snacks**

Children have snack time each day that they come to play. In an effort to maintain a safe environment for children with life-threatening allergies, HMADS is strictly peanut free

Note: Parents of children with food allergies must send a snack for their child.

Birthdays: Toddlers enjoy celebrating their birthdays with birthday napkins, cups, etc. Please discuss your child's birthday celebration with the classroom leaders in advance.

### **Substitutes**

Occasionally classroom leaders are absent and substitutes are needed. In those instances, the school office will arrange for an appropriate substitute. Parents who have expressed an interest in substituting may be called (please speak to the office if you would like to volunteer).

### **Separation Anxiety / Inconsolable Crying**

It isn't unusual for children this age to take time to settle into a relaxed, fun-filled routine. With everyone working together we're sure you and your child will have a positive toddler experience. Two issues that often concern parents are separation anxiety and inconsolable crying:

Separation Anxiety: Some toddlers go through a stage of difficulty in separating from a parent in a new or unfamiliar environment. Generally speaking, children pass through this phase quickly and become comfortable with separating happily from parents and are able to enjoy their day. If a child cries when he/she is dropped off in the morning, her/his parent is required to remain until he/she is comfortable and consoled. Parents are welcome to stay for

as long as they like in the classroom, or to wait for a time in the upstairs lobby. Concerned parents are always welcome to discuss this issue with the teacher or the Principal.

Inconsolable Crying: If, at any time during the course of the day, a child cries for more than ten (10) minutes, the child's parent is called and required either to stay with the child or to take her/him home.

### **Appropriate Behavior**

Appropriate behavior is encouraged and praised. Positive guidance and redirection of children's attention is generally sufficient action to end undesirable behavior. In extreme situations, "time out" may be used. Physically aggressive behavior, such as biting, kicking, hitting, etc., will not be tolerated. To protect all of the children and encourage more acceptable behavior, staff will intervene immediately if a child becomes physically aggressive. Consistently aggressive behavior will result in dismissal from the program.

### **Health and Safety**

**Peanuts/peanut products:** In an effort to maintain a safe environment for children with life-threatening allergies, our snacks do not contain peanuts or peanut products. **Chronic conditions and allergies *must*** be brought to the attention of the director and classroom leaders.

Illness: For the well being of all the children and the staff, your child should be kept home if any of the following conditions exist:

1. **Fever and/or vomiting.** In case of fever or vomiting, your child must be kept home for 24 hours after her/his temperature is normal and/or vomiting has ceased.
2. **Frequent and productive coughing and sneezing.**
3. **Runny nose accompanied by green drainage or runny noses that require constant wiping.** **NOTE:** Sick children will be sent home. If your child arrives sick she/he will not be permitted to stay and play. Also, if your child becomes sick during the morning, you will be called and required to pick her/him up immediately.

Absences: Please inform your child's classroom leaders if your child will be absent. You may do this by calling the school office. Voice mail operates 24 hours a day.

### **Emergencies**

If you need to reach the Hye Bardez staff in an emergency, call the school office at 718-225-4826.

### **Address/Phone Number/E-mail Changes**

Please let the office if your address, phone number, e-mail address or emergency information changes.

Questions, Comments, Concerns: Communication is crucial to the success of our program.

Anything that is unclear should be addressed immediately. Questions or concerns about your child or classroom activities should be discussed first with your child's classroom leaders. If your child's classroom leaders are unable to satisfy your concerns, contact the Principal. Questions, comments and concerns about the facilities, program, staff, or policies should also be referred to the Principal.

## Hye Bardez Parent Helper Responsibilities

Hye Bardez is a cooperative program and parent involvement is required. Parents of enrolled children are scheduled to help in the classroom on a rotating basis. These are the guidelines we ask you to follow when it is your turn to help in the classroom. It is important for you to remember that you are coming to *actively* assist with all of the children. Here is a reminder of your responsibilities for the day:

- Arrive **no later than 9:00AM (earlier if possible)** to assist in setting up the classroom (moving tables and chairs/setting up for craft/taking out snack/putting out toys/preparing video and tapes).
- Diaper changing/bathroom visits are the responsibility of the child's parent, not yours. If there is an emergency, the child's parent will be contacted.
- Snack time
  - Help clear tables for snack time.
  - Wash your hands thoroughly.
  - Prepare snack and drinks while children are washing their hands.
  - Clean up
- Interact positively and lovingly with the children.
  - Mediate conflicts between children in a positive manner.
  - Comfort children who are upset or unhappy.
- Help gather children's belongings, including their craft, and usher parents and children out the door at 11:00.
- Assist in cleaning up the room. The room must be **totally cleared by 11:15AM** to be prepared for lunchtime.
  - Make sure that toys are put away.
  - Make sure that supplies and snacks are stored in the cabinet near the sink and that the cabinet is locked.
  - Move tables and chairs back to their original place.
- First aid supplies are available in the classroom.
- Never discuss any child's progress, behavior or development with her/his parents or with the parents of another child.

We appreciate enthusiastic helpers and we hope you have fun!