

BSE EARLY EXCELLENCE



Purpose Statement BSE Early Excellence Academy

Where Every Child's Journey Begins

At **BSE Early Excellence Academy**, we believe that the first years of a child's life lay the foundation for a lifetime of curiosity, confidence, and success. Our purpose is to provide a **safe, nurturing, and academically enriching environment** where every child is encouraged to explore, discover, and grow through meaningful experiences.

We are committed to fostering the **whole child** by supporting intellectual, social, emotional, physical, and creative development while celebrating the individuality of every learner. Through developmentally appropriate instruction, purposeful play, and hands-on exploration, we inspire children to become independent thinkers, compassionate friends, and lifelong learners.

Safety and well-being remain at the heart of everything we do. Our academy maintains a culture of preparedness, responsibility, and continuous improvement by adhering to the highest standards established by the **New York City Department of Health and Mental Hygiene (DOHMH)** and all applicable state and local regulations. Every member of our staff shares the responsibility of creating an environment where children feel secure, respected, and valued each day.

Our commitment extends beyond the classroom. We strive to build strong partnerships with families by promoting open communication, trust, and collaboration. Together, we create a supportive community that empowers every child to reach their fullest potential.

Our Purpose Is To:

- Provide a safe, healthy, and welcoming learning environment.
- Foster curiosity through exploration, creativity, and play.
- Promote academic readiness using research-based early childhood practices.
- Support social-emotional growth and positive character development.
- Encourage independence, resilience, and confidence.
- Celebrate diversity, inclusion, and respect for all families.
- Maintain the highest standards of health, safety, supervision, and emergency preparedness.
- Partner with families to ensure every child thrives academically, socially, and emotionally.

Our Vision

To become a premier early childhood learning community where children develop a lifelong love of learning, families become valued partners in education, and every child is inspired to dream, discover, and succeed.

Our Mission

To provide exceptional early childhood education in a safe, nurturing, and engaging environment that empowers every child to grow academically, socially, emotionally, and physically while building the confidence and character needed for future success.

BSE Early Excellence Academy

Growing Bright Minds. Building Strong Hearts. Inspiring Lifelong Learners.

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Section 2: Supervision Policy BSE Early Excellence Academy Child Supervision Plan

Purpose

The purpose of this Supervision Policy is to ensure the safety, health, and well-being of every child enrolled at **BSE Early Excellence Academy** through continuous, active, and developmentally appropriate supervision.

Our staff is committed to maintaining a secure learning environment that complies with all applicable **New York City Department of Health and Mental Hygiene (DOHMH)** regulations and licensing requirements. Supervision is the responsibility of every employee and shall be maintained at all times while children are in the care of the Academy.

Policy Statement

Children shall **never be left unattended**. At all times, qualified staff members will provide direct supervision by maintaining awareness of every child's location, activity, and individual needs.

Supervision includes:

- Continuous visual supervision
- Continuous auditory supervision
- Frequent physical proximity appropriate to the children's age
- Immediate response to children's needs
- Ongoing monitoring of the environment to eliminate hazards

Staff members are expected to anticipate potential risks before they occur and actively intervene to prevent injuries or unsafe behaviors.

Active Supervision

BSE Early Excellence Academy implements the principles of Active Supervision throughout the school day.

Staff shall:

Set Up the Environment

- Arrange furniture to eliminate blind spots.
- Maintain clear lines of sight throughout classrooms.
- Keep exits, hallways, and emergency routes unobstructed.
- Inspect classrooms daily for safety hazards before children arrive.

Position Staff Strategically

Teachers position themselves so that every child remains visible and accessible.

Staff should:

- Avoid congregating together.
- Spread out across learning areas.
- Frequently reposition themselves.
- Supervise all entrances and exits.

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Scan and Count

Teachers continuously:

- Scan all areas of the classroom.
- Count children frequently.
- Verify attendance during transitions.
- Compare physical counts with attendance records.

Head counts are required:

- Upon arrival
- Before leaving a classroom
- Before and after outdoor play
- Before and after bathroom breaks
- Before meals
- Before nap time
- Before dismissal
- During emergency evacuations
- Upon arrival at the assembly area

Listen

Staff actively listen for:

- Crying
- Unusual silence
- Conflict
- Unsafe behavior
- Calls for assistance

Children should remain within hearing distance whenever visual supervision is temporarily limited (for example, while using restroom stalls with appropriate privacy).

Anticipate Children's Behavior

Teachers shall:

- Know each child's developmental abilities.
- Anticipate behaviors based on age.
- Redirect unsafe activities before incidents occur.
- Modify the environment to reduce risks.

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Staff-to-Child Ratios

BSE Early Excellence Academy maintains staffing levels that meet or exceed all applicable DOHMH licensing requirements.

Ratios shall be maintained:

- During instruction
- During meals
- Outdoor play
- Nap time
- Field trips
- Arrival
- Dismissal
- Emergency situations

Children shall never be combined into groups that exceed licensed capacity.

Classroom Supervision

Teachers shall:

- Know the location of every child at all times.
- Conduct frequent attendance verification.
- Monitor all learning centers simultaneously.
- Prevent rough play or unsafe climbing.
- Maintain clear walkways.
- Immediately report hazards.

Children shall never leave the classroom without adult supervision.

Bathroom Supervision

Teachers shall:

- Escort children to restroom areas.
- Respect children's privacy while maintaining appropriate supervision.
- Wash hands before returning to activities.
- Sanitize diaper-changing stations after each use.
- Never leave children unattended during diapering.

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Outdoor Supervision

Prior to outdoor play:

- Playground inspection completed.
- Equipment checked.
- Gates secured.
- Hazardous objects removed.

During outdoor play:

- Staff positioned around the playground.
- Blind spots continuously monitored.
- Head counts conducted regularly.
- Children remain within designated play boundaries.

Transition Supervision

Transitions present increased risk and require heightened supervision.

Teachers shall:

- Count children before leaving any area.
- Count children upon arrival.
- Walk at the front and rear of groups when appropriate.
- Prevent children from running ahead.
- Verify attendance immediately after transitions.

Nap Time Supervision

During rest periods:

- Staff remain awake and attentive.
- Children remain visible at all times.
- Sleeping areas are checked regularly.
- Safe sleep practices are followed for infants.

Arrival and Dismissal

Children shall only be released to:

- Parents
- Legal guardians
- Individuals listed on the Authorized Pick-Up Form
- Identification may be requested before releasing a child.

Children shall never leave the building unsupervised.

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Visitors

Visitors:

- Sign in upon arrival.
- Receive visitor identification.
- Remain escorted unless otherwise authorized.
- Never supervise children.

Field Trips

Staff shall:

- Carry emergency contact information.
- Bring first aid supplies.
- Conduct frequent attendance checks.
- Maintain supervision during transportation.
- Ensure required staffing ratios throughout the trip.

Emergency Supervision

During emergencies:

Teachers remain responsible for maintaining supervision of their assigned children.

Attendance shall be verified:

- Before evacuation
- During evacuation
- At the assembly area
- Before re-entering the building

Children shall remain with their assigned classroom teacher until officially released.

Staff Responsibilities

Every employee is responsible for:

- Protecting children from foreseeable harm.
- Maintaining continuous supervision.
- Reporting hazards immediately.
- Reporting injuries immediately.
- Following all emergency procedures.
- Participating in annual supervision and safety training.

Failure to maintain appropriate supervision may result in disciplinary action and must be reported according to Academy policy.

Annual Review

This Supervision Policy shall be reviewed **annually**, whenever licensing requirements are updated, or following any significant incident involving child supervision. All staff members will receive training on this policy during orientation and as part of annual professional development.

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Section 3: Emergency Response Plan **BSE Early Excellence Academy** **Emergency Response Procedures**

Purpose

The purpose of this Emergency Response Plan is to establish clear procedures for responding to emergencies that may threaten the health, safety, or welfare of children, staff members, families, and visitors at **BSE Early Excellence Academy**.

This plan is designed to ensure prompt, organized, and effective responses while complying with all applicable **New York City Department of Health and Mental Hygiene (DOHMH)** regulations and emergency preparedness requirements.

Every employee is responsible for understanding and implementing these procedures.

Emergency Priorities

During any emergency, staff shall follow these priorities:

1. Protect children from immediate danger.
2. Call 911 when emergency assistance is required.
3. Notify the Educational Director.
4. Account for every child.
5. Administer first aid only within the scope of staff training.
6. Communicate with parents as soon as it is safe to do so.
7. Complete all required incident documentation.

Emergency Contact Information

Emergency Services

911

Poison Control Center

1-800-222-1222

NYC Department of Health and Mental Hygiene

Emergency contact information maintained in the administrative office.

Brooklyn School of Excellence Early Excellence Academy

Address

23 Brighton 11th Street
Brooklyn, NY 11235

Main Office

347-988-9944

Email

info.bse23@gmail.com

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Responsibilities

Educational Director

The Educational Director shall:

- Coordinate emergency response.
- Contact emergency services when necessary.
- Communicate with families.
- Maintain emergency records.
- Serve as Incident Commander until emergency responders arrive.

Teachers

Teachers shall:

- Maintain supervision of assigned children.
- Bring attendance records during evacuations.
- Conduct head counts.
- Administer first aid if trained.
- Keep children calm.
- Follow emergency instructions.

Administrative Staff

Administrative staff shall:

- Contact emergency services.
- Retrieve emergency records.
- Assist with family communication.
- Direct emergency responders to the appropriate location.
- Maintain visitor accountability.

Medical Emergencies

If a child or staff member experiences a serious medical emergency:

1. Stay calm.
2. Call 911 immediately.
3. Notify the Educational Director.
4. Administer CPR or First Aid if certified.
5. Never move an injured individual unless necessary to prevent further danger.
6. Contact parents or guardians immediately.
7. Document the incident.

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Fire Emergency

Upon discovering smoke or fire:

1. Activate the nearest fire alarm.
2. Call 911.
3. Begin evacuation immediately.
4. Close classroom doors when exiting.
5. Never use elevators.
6. Proceed to the designated assembly area.
7. Conduct attendance.
8. Wait for authorization before re-entering the building.

Severe Weather

During severe weather:

- Move children away from windows.
- Monitor emergency notifications.
- Remain indoors.
- Secure classroom materials.
- Prepare emergency supplies.
- Await official instructions.

Utility Failure

Examples include:

- Power outage
- Water interruption
- Gas leak

Heating failure

Staff shall:

- Notify administration immediately.
- Move children away from hazardous areas.
- Contact utility providers when necessary.
- Follow evacuation procedures if conditions become unsafe.

For a suspected gas leak:

- Do not activate electrical switches.
- Evacuate immediately.
- Call 911 from a safe location.

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Hazardous Materials

If hazardous materials are discovered:

- Keep children away.
- Close affected areas.
- Notify administration.
- Call 911 if necessary.
- Follow emergency responder instructions.

Missing Child

If a child cannot be located:

1. Conduct immediate attendance verification.
2. Search classrooms and surrounding areas.
3. Notify administration immediately.
4. Lock building exits if appropriate.
5. Call 911 if the child is not located promptly.
6. Notify parents.
7. Complete an incident report.

Unauthorized Person

If an unauthorized individual enters the building:

- Notify administration immediately.
- Do not leave children unattended.
- Contact 911 if the individual poses a threat.
- Follow lockdown procedures if necessary.

Lockdown Procedures

When a lockdown is announced:

- Lock classroom doors immediately.
- Cover door windows when possible.
- Turn off lights.
- Silence electronic devices.
- Move children away from doors and windows.
- Maintain attendance.
- Remain silent.
- Do not open doors until directed by law enforcement or the Educational Director.

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Shelter-in-Place

Shelter-in-place may be implemented for:

- Hazardous weather
- Chemical release
- Police activity

Community emergency

Staff shall:

- Bring children indoors.
- Close and secure all windows and doors.
- Verify attendance.
- Maintain classroom activities until the emergency has ended.
- Await official instructions before leaving the building.

Evacuation Procedures

Staff shall:

- Take attendance records.
- Bring emergency contact information.
- Take emergency medication when applicable.
- Escort children calmly.
- Use designated evacuation routes.
- Proceed to the assembly area.
- Conduct head counts upon arrival.
- Report missing individuals immediately.

Assembly Area

Primary Assembly Area:

Front Lot

23 Brighton 11th Street

Brooklyn, NY 11235

Alternative assembly locations shall be designated if the primary location becomes unsafe.

Parent Communication

Parents shall be notified:

- As soon as practical after the emergency has stabilized.
- Through approved communication methods.
- Only authorized personnel shall release emergency information.

Children shall only be released to authorized adults.

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Incident Documentation

Following every emergency:

Staff shall complete:

- Incident Report
- Injury Report (if applicable)
- Medication Report (if applicable)
- Witness Statements
- Parent Notification Documentation
- Corrective Action Plan

Reports shall be maintained according to Academy record retention policies.

Emergency Supplies

Emergency supplies shall include:

- First Aid Kit
- Emergency Contact Binder
- Attendance Sheets
- Flashlights
- Extra Batteries
- Emergency Radio
- Bottled Water
- Disposable Gloves
- Hand Sanitizer
- Blankets
- Infant Supplies (if applicable)
- Emergency Medications
- Whistle
- Cell Phone and Charger

Emergency supplies shall be inspected monthly.

Emergency Drills

The Academy shall conduct and document emergency drills throughout the year, including:

- Fire Evacuation Drills
- Lockdown Drills
- Shelter-in-Place Drills
- Missing Child Response Practice
- Evacuation Route Reviews

Following each drill, staff will participate in a brief review to identify strengths and opportunities for improvement.

Annual Review

This Emergency Response Plan shall be reviewed at least **annually**, after any significant emergency, or whenever changes in building layout, staffing, or applicable regulations occur. All staff members will receive training on these procedures during orientation and annual professional development to ensure a coordinated and effective emergency response.

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Section 4: Fire Safety Plan BSE Early Excellence Academy Fire Prevention, Evacuation, and Emergency Procedures

Purpose

The purpose of this Fire Safety Plan is to protect the lives of children, staff members, families, and visitors through fire prevention, emergency preparedness, and safe evacuation procedures. **BSE Early Excellence Academy** is committed to maintaining a safe environment by complying with all applicable **New York City Department of Health and Mental Hygiene (DOHMH)** regulations, FDNY Fire Code, and local building safety requirements.

Every employee is responsible for understanding and implementing this Fire Safety Plan.

Fire Safety Objectives

BSE Early Excellence Academy is committed to:

- Preventing fires through proactive safety practices.
- Maintaining a fire-safe environment.
- Ensuring all exits remain unobstructed.
- Conducting regular fire drills.
- Training all staff in fire response procedures.
- Evacuating children safely and efficiently.
- Maintaining accountability for every child during emergencies.

Fire Safety Responsibilities

Educational Director

The Educational Director shall:

- Ensure compliance with all fire safety regulations.
- Maintain current evacuation maps.
- Schedule and document required fire drills.
- Coordinate annual fire safety training.
- Ensure fire extinguishers and emergency equipment receive required inspections.
- Serve as the Incident Commander until emergency responders arrive.

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Teachers

Teachers shall:

- Know the evacuation route for their classroom.
- Maintain current attendance records.
- Supervise children continuously.
- Lead children calmly during evacuations.
- Conduct head counts before leaving the classroom, upon reaching the assembly area, and before re-entering the building.
- Report any missing child immediately.

Administrative Staff

Administrative staff shall:

- Contact 911.
- Assist emergency responders.
- Bring emergency contact information and visitor logs if time permits.
- Help account for all visitors and staff.

Fire Prevention

To reduce the risk of fire:

- Hallways, exits, stairways, and doorways shall remain clear at all times.
- Fire doors shall never be blocked or propped open.
- Electrical outlets shall not be overloaded.
- Extension cords shall be used only when approved and for temporary purposes.
- Portable heaters are prohibited unless specifically approved.
- Combustible materials shall be stored safely.
- Cleaning chemicals shall be stored in designated cabinets.
- Flammable materials shall be kept away from heat sources.
- Staff shall immediately report damaged electrical equipment.

Smoking is strictly prohibited anywhere on Academy property.

Fire Detection Systems

The building shall maintain:

- Fire alarm system
- Smoke detectors
- Carbon monoxide detectors (where required)
- Fire extinguishers
- Exit signs
- Emergency lighting

These systems shall be inspected and maintained in accordance with applicable codes and manufacturer recommendations.

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Discovery of Fire

If any employee discovers smoke or fire:

1. Activate the nearest fire alarm pull station immediately.
2. Call 911.
3. Notify the Educational Director.
4. Begin evacuation if safe to do so.
5. Close doors behind you to help slow the spread of fire.
6. Never attempt to fight a fire unless:
 - The fire is very small,
 - You have been trained to use a fire extinguisher,
 - You have a safe exit behind you.
 - The safety of children is always the highest priority.

Fire Evacuation Procedures

When the fire alarm sounds:

Teachers shall:

- Immediately stop all classroom activities.
- Take attendance records and emergency contact information if readily available.
- Bring emergency medications when safely accessible.
- Lead children to the nearest safe exit using the posted evacuation map.
- Never use elevators.
- Close classroom doors after exiting (do not lock them).
- Proceed directly to the designated assembly area.
- Conduct attendance immediately upon arrival.
- Report any missing child or staff member to emergency responders.

Children shall remain together with their classroom teacher until officially released.

Use of Stairwells

During evacuation:

- Stairways shall be used whenever evacuating from upper floors.
- Children shall remain on the right side of the stairs.
- Teachers shall supervise from the front and rear of the group when staffing allows.
- Running, pushing, or returning to classrooms is prohibited.

Elevators

Elevators shall NEVER be used during a fire emergency.

All occupants shall use designated stairwells for evacuation.

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Assembly Area
Primary Assembly Area
Front Lot

23 Brighton 11th Street
Brooklyn, NY 11235

If the primary assembly area is unsafe, administration will direct staff to a designated secondary location.

At the assembly area:

- Conduct attendance.
- Keep children together.
- Maintain supervision.
- Await further instructions from emergency responders.

Children Requiring Additional Assistance

Children who require mobility or medical assistance shall have an individualized evacuation plan.

Staff shall:

- Assign designated assistance personnel.
- Practice evacuation procedures regularly.
- Ensure emergency medications accompany the child whenever possible.

Fire Extinguishers

Fire extinguishers shall:

- Be clearly visible.
- Remain unobstructed.
- Receive required inspections.
- Be used only by trained staff and only when it is safe to do so.

Staff shall follow the PASS method if use of a fire extinguisher is appropriate:

- P – Pull the safety pin.
- A – Aim at the base of the fire.
- S – Squeeze the handle.
- S – Sweep from side to side.

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Fire Drills

The Academy shall conduct fire drills in accordance with DOHMH and FDNY requirements.

Each drill shall:

- Simulate a realistic evacuation.
- Include all children and staff.
- Follow designated evacuation routes.
- Conclude with attendance verification.

The following information shall be documented:

- Date
- Time
- Classroom participation
- Evacuation time
- Observations
- Corrective actions

Drill records shall be maintained for inspection.

Fire Safety Training

All employees shall receive training on:

- Fire prevention
- Fire alarm procedures
- Evacuation routes
- Attendance accountability
- Fire extinguisher awareness
- Emergency communication procedures
- Assembly area supervision
- Special evacuation procedures for children requiring assistance

Training shall occur during orientation and annually thereafter.

Parent Communication

If an actual fire emergency occurs:

- Parents shall be notified as soon as practical.
- Children shall only be released to authorized adults.
- Staff shall document all parent notifications.

Incident Reporting

Following any fire emergency:

- Administration shall complete:
- Incident Report
- Fire Drill or Fire Event Report
- Injury Report (if applicable)
- Corrective Action Plan
- Maintenance Follow-Up Report (if applicable)

Documentation shall be retained in accordance with Academy record retention policies.

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BSE Early Excellence Academy

Written Safety Plan

23 Brighton 11th Street, Brooklyn, NY 11235

Prepared in alignment with NYC DOHMH Article 47 Group Child Care Center requirements.

Purpose

Protect children, staff, and visitors through written safety policies.

Supervision

Children remain under direct line-of-sight supervision at all times. Maintain required staff-to-child ratios.

Emergency Response

Call 911 for emergencies, administer first aid/CPR by trained staff, notify administration and families, complete incident reports.

Fire Safety

Post evacuation maps on every floor, conduct monthly drills, never use elevators during fire evacuation, account for every child.

Lockdown

Secure rooms, lock doors, move children out of sight, maintain attendance until all-clear.

Health Screening

Conduct daily wellness observations and isolate ill children pending pickup.

Medication

Administer only with written authorization; maintain medication logs and secure storage.

Safe Sleep

Infants sleep on backs in approved cribs without loose bedding.

Food Safety

Observe allergy plans, handwashing, and safe food handling.

Cleaning

Sanitize toys, bathrooms, diapering areas and high-touch surfaces daily.

Visitor Security

All visitors sign in, wear badges, and remain escorted.

Missing Child

Immediate headcount, building search, notify 911 and parents if not located promptly.

Child Protection

All staff are mandated reporters.

Training

Annual emergency, evacuation, CPR/First Aid, child abuse reporting, infection control, and safety training.

Records

Maintain attendance, drill logs, incident reports, medication logs, health records, inspections, and training documentation.

Annual Review

Educational Director reviews and updates the plan annually or after major incidents.

Compliance Summary

The uploaded NYC DOHMH compliance guide requires programs to maintain a written Safety Plan, direct supervision, required staffing ratios, emergency procedures, inspections, and parent access to policies.

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BSE Early Excellence Health Screening & Daily Wellness Observation Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to maintaining a healthy environment for children, staff, and families. Daily health screening procedures help identify signs of illness early, reduce the spread of communicable diseases, and ensure children receive appropriate care when they are not well enough to participate safely in program activities.

Daily Health Screening

Each child shall receive a wellness observation upon arrival by a trained staff member.

The screening includes observation for:

- Fever or unusually warm skin
- Persistent cough or difficulty breathing
- Excessive fatigue or lethargy
- Vomiting or diarrhea
- Rash of unknown origin
- Red, draining, or swollen eyes
- Sore throat with fever
- Excessive nasal discharge accompanied by illness symptoms
- Unusual irritability or inconsolable crying
- Difficulty participating in normal activities
- Signs of dehydration
- Any condition that appears contagious or requires medical evaluation

Children exhibiting signs of illness that may endanger themselves or others may not be admitted to the program.

Daily Wellness Observation During the Day

Health monitoring continues throughout the school day.

Teachers and staff shall observe children for:

- Changes in behavior or activity level
- Loss of appetite
- Complaints of pain
- Fever
- Respiratory symptoms
- Gastrointestinal illness
- New rashes or skin abnormalities
- Signs of injury or illness

Any concerns shall immediately be reported to the Program Director or designated Health Coordinator.

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Illness Response Procedures

If a child becomes ill during the school day:

1. Staff will immediately assess the child's condition.
2. The Director or designee will be notified.
3. Parents or authorized emergency contacts will be contacted promptly.
4. The child will be moved to the designated health observation/isolation area while awaiting pickup.
5. The child will remain under continuous visual and auditory supervision by a qualified staff member.
6. Comfort measures will be provided while maintaining infection-control precautions.
7. Emergency medical services (911) will be contacted whenever symptoms indicate a medical emergency.

Children will never be left unattended while isolated.

Temporary Isolation Area

BSE Early Excellence maintains a designated temporary isolation area that:

- Is separated from other children whenever possible.
- Allows continuous supervision by staff.
- Provides adequate ventilation.
- Contains disposable gloves, tissues, hand sanitizer, disinfecting supplies, and a waste receptacle.
- Is cleaned and disinfected after each use.
- Isolation is temporary and only until an authorized adult arrives.

Parent Notification

Parents or guardians will be contacted immediately when a child:

- Develops a fever
- Vomits
- Has diarrhea
- Experiences difficulty breathing
- Shows signs of a communicable illness
- Is unable to comfortably participate in activities
- Requires medical evaluation

Parents are expected to arrange pickup as soon as possible.

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Exclusion From Care

Children should remain home when they have:

- Fever (100.4°F / 38°C or higher)
- Vomiting
- Diarrhea
- Contagious diseases
- Untreated conjunctivitis
- Uncontrolled cough
- Symptoms that prevent participation in normal activities
- Any illness requiring one-on-one care beyond what staff can safely provide

The Program Director reserves the right to require medical clearance before a child returns.

Return to Program

- Children may return when:
- Fever-free for at least 24 hours without fever-reducing medication.
- Vomiting and diarrhea have resolved for at least 24 hours.
- They are able to participate comfortably in daily activities.
- They no longer pose a health risk to others.
- A healthcare provider's written clearance is provided when required.

Infection Prevention

Staff shall:

- Wash hands before and after each health assessment.
- Wear disposable gloves when exposure to bodily fluids is possible.
- Properly disinfect contaminated surfaces.
- Dispose of contaminated materials according to health and sanitation procedures.
- Follow universal precautions at all times.

Documentation

All illness incidents shall be documented, including:

- Child's name
- Date and time
- Observed symptoms
- Temperature (if taken)
- Actions taken
- Parent notification time
- Pickup time
- Staff involved
- Recommendations provided

Incident records shall be maintained in accordance with BSE Early Excellence record-retention policies.

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Staff Training

All employees shall receive annual training on:

- Daily health observations
- Recognition of communicable diseases
- Infection prevention
- Universal precautions
- Emergency response procedures
- Parent notification requirements
- Confidentiality of health information

Confidentiality

All health information shall be treated as confidential and maintained in accordance with applicable federal, state, and local privacy requirements. Information will be shared only with individuals who have a legitimate need to know in order to protect the health and safety of the child and others.

Policy Statement

BSE Early Excellence is committed to protecting the health, safety, and well-being of every child by conducting daily wellness observations, promptly responding to illness, maintaining appropriate infection-control practices, and partnering with families to reduce the spread of communicable diseases while ensuring every child receives compassionate and appropriate care.

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BSE Early Excellence Medication Administration Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to ensuring that medications are administered safely, accurately, and only when necessary to support the health and well-being of children in our care. All medication practices comply with applicable New York State Office of Children and Family Services (OCFS) and Department of Health (DOH) regulations.

Policy Statement

Medication shall be administered only when all required authorizations and documentation have been received. BSE Early Excellence will maintain accurate medication records, ensure secure storage, and protect the health and safety of every child throughout the medication administration process.

Authorization Requirements

No medication shall be administered without:

- Written authorization from the child's parent or legal guardian.
- A written order from the child's licensed health care provider when required by state regulations.
- Medication provided in its original, properly labeled container.

Medication labeled with:

- Child's full name
- Name of medication
- Dosage
- Route of administration
- Administration schedule
- Prescribing provider (for prescription medications)
- Expiration date

Verbal authorization is not accepted except in emergency situations permitted by law.

Staff Authorized to Administer Medication

Medication may only be administered by individuals who:

- Have successfully completed all required medication administration training.
- Are authorized by BSE Early Excellence administration.
- Follow all applicable OCFS and DOH regulations.
- Understand emergency procedures related to medication administration.

Staff members may never administer medication beyond the scope of their training.

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Medication Administration Procedures

Before administering medication, staff shall verify:

- 1.The correct child.
- 2.The correct medication.
- 3.The correct dosage.
- 4.The correct route.
- 5.The correct time.
- 6.Current authorization is on file.
- 7.Medication has not expired.

After administration, staff shall:

- Observe the child for any adverse reactions.
- Document administration immediately.
- Notify parents of any unusual response or concerns.

Medication Storage

All medications shall be:

- Stored in their original containers.
- Clearly labeled.
- Kept inaccessible to children.
- Stored according to manufacturer instructions.
- Refrigerated when required in a separate, secured medication container.
- Protected from excessive heat, moisture, and direct sunlight.

Controlled access shall be maintained at all times.

Emergency Medications

Emergency medications, including but not limited to:

- Epinephrine auto-injectors
- Asthma inhalers
- Seizure rescue medications

shall be:

- Readily accessible to trained staff.
- Accompanied by written emergency action plans.
- Available during outdoor activities, field trips, and emergency evacuations.

Staff shall receive annual training on emergency medication procedures.

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Medication Documentation

A Medication Administration Log shall be maintained for every child receiving medication.

Documentation shall include:

- Child's name
- Medication name
- Dosage
- Route of administration
- Date
- Time administered
- Staff member administering medication
- Parent authorization verification
- Health care provider authorization (when required)
- Observed side effects or reactions
- Missed or refused doses
- Parent notification, if applicable

Medication records shall be retained according to BSE record-retention policies.

Medication Errors

If a medication error occurs, staff shall immediately:

1. Assess the child's condition.
2. Notify the Program Director.
3. Contact Poison Control, the child's health care provider, or emergency medical services when appropriate.
4. Notify the child's parent or guardian immediately.
5. Complete an Incident Report.
6. Review procedures to prevent future errors.

Disposal of Medication

Expired, discontinued, or unused medications shall:

- Be returned to the parent whenever possible.
- Be disposed of safely in accordance with state and local requirements if not retrieved.
- Never be discarded where children may access them.

Medication disposal shall be documented.

Parent Responsibilities

Parents or guardians are responsible for:

- Providing completed authorization forms.
- Supplying medications in original labeled containers.
- Informing the program of medication changes.
- Replacing expired medications promptly.
- Providing updated emergency action plans when applicable.

Confidentiality

Medication information is confidential and shall only be shared with authorized personnel responsible for the child's care or as otherwise required by law.

BSE EARLY EXCELLENCE



Staff Training

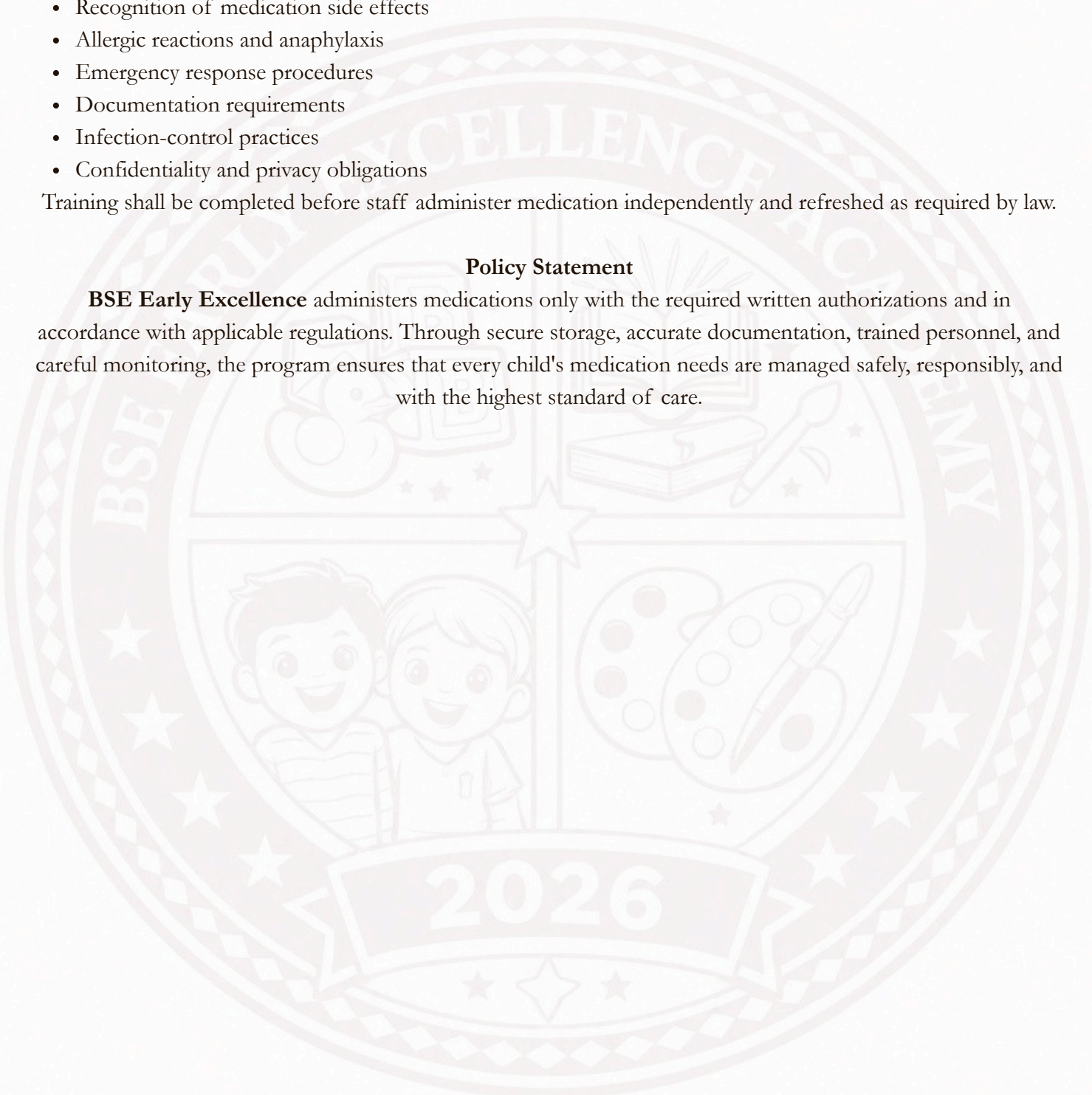
All staff responsible for medication administration shall receive ongoing training in:

- Safe medication administration practices
- Recognition of medication side effects
- Allergic reactions and anaphylaxis
- Emergency response procedures
- Documentation requirements
- Infection-control practices
- Confidentiality and privacy obligations

Training shall be completed before staff administer medication independently and refreshed as required by law.

Policy Statement

BSE Early Excellence administers medications only with the required written authorizations and in accordance with applicable regulations. Through secure storage, accurate documentation, trained personnel, and careful monitoring, the program ensures that every child's medication needs are managed safely, responsibly, and with the highest standard of care.



2026

BSE EARLY EXCELLENCE



BSE Early Excellence Safe Sleep Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to providing a safe sleep environment for every infant in our care. This policy is designed to reduce the risk of Sudden Infant Death Syndrome (SIDS), accidental suffocation, entrapment, and other sleep-related injuries by following current New York State Office of Children and Family Services (OCFS), Department of Health (DOH), and American Academy of Pediatrics (AAP) safe sleep recommendations.

Policy Statement

Every infant under twelve (12) months of age shall be placed to sleep on their back in an approved crib or other approved sleep equipment unless a licensed health care provider provides written medical documentation authorizing an alternative sleep position.

Safe sleep practices shall be followed during naps and nighttime sleep without exception.

Sleep Position

Staff shall:

- Place every infant on their back for every sleep period.
 - Return an infant to their back if the infant is placed in the crib by a caregiver in another position.
 - Allow infants who can independently roll from back to stomach and stomach to back to remain in the position they assume after being placed on their back.
 - Follow written medical instructions when a physician prescribes an alternate sleep position.
- Children shall never be placed to sleep on their stomachs or sides without written medical authorization.

Approved Sleep Equipment

Infants shall sleep only in:

- A full-size crib or approved portable crib that meets current federal safety standards.
- A firm, well-fitting mattress.
- A tightly fitted crib sheet specifically designed for the mattress.

Each infant shall have an individual sleeping space.

Crib Safety Requirements

Every crib shall:

- Meet current federal safety regulations.
- Be in good repair.
- Be free of broken or missing parts.
- Have a firm mattress with no gaps between the mattress and crib sides.
- Be inspected regularly for safety.

Cribs shall never be modified.

BSE EARLY EXCELLENCE



Safe Sleep Environment

The crib shall remain free of all soft or loose items, including:

- Pillows
- Blankets
- Comforters
- Quilts
- Bumper pads
- Positioning devices
- Sleep wedges
- Stuffed animals
- Toys
- Loose clothing
- Bibs
- Necklaces or jewelry

Only a fitted sheet covering the mattress is permitted.

Sleep Clothing

Infants shall be dressed appropriately for the room temperature.

If additional warmth is needed:

- A wearable sleep sack may be used.
- Loose blankets shall never be placed in the crib.
- Infants shall not be overdressed.

The room temperature shall remain comfortable for a lightly clothed adult.

Supervision During Sleep

Sleeping infants shall:

- Remain within sight and hearing of staff at all times.
- Be visually checked at regular intervals.
- Be observed for normal breathing, color, and sleeping position.
- Never be left unattended in a room without supervision.

Any signs of distress shall result in immediate intervention.

BSE EARLY EXCELLENCE



Prohibited Sleep Locations

Infants shall never be permitted to sleep in:

- Car seats (except during transportation)
- Infant swings
- Bouncy seats
- Strollers
- Rockers
- Adult beds
- Sofas
- Bean bag chairs
- Floor mats
- Chairs or other seating equipment

If an infant falls asleep in any equipment not intended for sleep, the infant shall be moved promptly to an approved crib as soon as it is safe to do so.

Individual Sleep Plans

Parents shall provide information regarding:

- Typical sleep schedule
- Feeding routine
- Comfort methods
- Medical conditions affecting sleep

Requests that conflict with safe sleep regulations cannot be honored unless supported by written medical documentation from a licensed health care provider.

Hygiene and Sanitation

Staff shall:

- Use clean fitted crib sheets for each infant.
- Change crib linens whenever soiled.
- Clean and disinfect cribs according to the program's sanitation schedule.
- Prevent cross-contamination between sleeping areas.

Each infant shall use only their assigned crib while enrolled.

Staff Training

All staff caring for infants shall receive annual training on:

- Safe sleep practices
- Sudden Infant Death Syndrome (SIDS) risk reduction
- Recognition of infant distress
- Safe supervision procedures
- Emergency response
- CPR and First Aid
- New York State safe sleep regulations

Training shall be completed before employees independently supervise infants.

BSE EARLY EXCELLENCE



Parent Education

Families enrolling infants shall receive information regarding:

- Safe sleep recommendations
- Back-to-sleep practices
- Safe sleep environments at home
- BSE Early Excellence Safe Sleep Policy

Parents shall acknowledge receipt of the policy during enrollment.

Documentation

The program shall maintain:

- Infant sleep schedules
- Safe sleep acknowledgments
- Medical sleep-position authorizations, when applicable
- Staff training records
- Incident reports related to sleep, if any

Policy Statement

BSE Early Excellence is committed to maintaining the safest possible sleep environment for every infant. By placing infants on their backs in approved cribs with firm mattresses, using no loose bedding or soft objects, maintaining continuous supervision, and ensuring staff are trained in safe sleep practices, the program helps protect children from preventable sleep-related injuries and supports their health, safety, and well-being.

BSE EARLY EXCELLENCE



BSE Early Excellence

Food Safety Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to providing nutritious meals and snacks in a safe, sanitary environment while protecting children from foodborne illness, allergic reactions, choking hazards, and cross-contamination. All food service practices shall comply with applicable New York State Office of Children and Family Services (OCFS), Department of Health (DOH), and local health regulations.

Policy Statement

BSE Early Excellence shall ensure that all meals, snacks, and beverages are prepared, stored, served, and disposed of using safe food handling practices. Individual dietary needs, food allergies, and medical nutrition requirements will be respected and followed at all times.

Food Allergy Management

The program shall maintain an Individual Allergy Action Plan for each child with a diagnosed food allergy.

Staff shall:

- Review allergy information before serving meals or snacks.
- Maintain a current list of food allergies that is accessible to authorized staff while protecting confidentiality.
- Prevent cross-contact between allergenic and non-allergenic foods.
- Follow physician-prescribed allergy action plans.
- Ensure emergency medications, such as epinephrine auto-injectors, are immediately available when prescribed.
- Contact emergency medical services (911) immediately if signs of anaphylaxis occur.

No child shall be served food that conflicts with documented medical dietary restrictions.

Handwashing Requirements

Children and staff shall wash their hands with soap and running water:

- Before preparing food.
- Before serving food.
- Before eating meals or snacks.
- After using the restroom or changing diapers.
- After coughing, sneezing, or blowing their nose.
- After handling garbage.
- After outdoor play.
- After touching animals.
- Whenever hands become visibly soiled.

Alcohol-based hand sanitizer may supplement, but shall not replace, required handwashing when soap and water are readily available.

BSE EARLY EXCELLENCE



BSE Early Excellence

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BSE EARLY EXCELLENCE



Safe Food Handling

All staff involved in food preparation or service shall:

- Wash hands before handling food.
- Use clean utensils and food-contact surfaces.
- Prevent cross-contamination between raw and ready-to-eat foods.
- Keep hot foods hot and cold foods cold.
- Check expiration dates before serving food.
- Use separate utensils for allergen-containing foods whenever possible.
- Avoid bare-hand contact with ready-to-eat foods by using gloves, utensils, or deli tissue.
- Clean and sanitize food preparation surfaces before and after use.

Only food that is safe for consumption shall be served.

Food Storage

Food shall be:

- Stored in clean, dry, pest-free areas.
- Protected from contamination.
- Clearly labeled when appropriate.
- Refrigerated or frozen according to food safety requirements.
- Rotated using the "First In, First Out (FIFO)" method.
- Discarded immediately if spoiled, contaminated, or past its safe-use date.

Cleaning chemicals and toxic substances shall never be stored near food or food preparation areas.

Meal Service

During meals and snacks:

- Children shall remain seated while eating.
- Staff shall actively supervise all meals.
- Age-appropriate portion sizes shall be provided.
- Drinking water shall be readily available throughout the day.
- Food shall never be used as punishment or reward.
- Children shall never be forced to eat or prevented from eating as a disciplinary measure.

Positive mealtime interactions shall be encouraged to support healthy eating habits.

Choking Prevention

To reduce choking risks:

- Foods shall be served in age-appropriate sizes and textures.
- Children shall remain seated while eating.
- Staff shall supervise continuously during meals and snacks.
- High-risk foods shall be modified or avoided for younger children in accordance with current pediatric safety recommendations.
- Staff shall be trained to recognize and respond to choking emergencies.

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Cleaning and Sanitizing

Food preparation and dining areas shall be:

- Cleaned before and after each use.
- Sanitized using approved products according to manufacturer instructions.
- Maintained free of pests and contamination.

Utensils, dishes, bottles, cups, and food-contact equipment shall be washed and sanitized after each use.

Infant Feeding

For infants:

- Bottles and infant foods shall be clearly labeled with the child's name.
- Breast milk and formula shall be stored and handled according to applicable health guidelines.
- Bottles shall never be propped during feeding.
- Infants shall always be held while bottle-feeding.
- Unused portions of bottles or infant food shall be discarded according to health regulations.

Individual feeding schedules provided by parents shall be followed whenever appropriate.

Parent Communication

Parents shall notify the program of:

- Food allergies
- Dietary restrictions
- Medical nutrition needs
- Changes to feeding instructions
- Physician-prescribed special diets

Medical documentation shall be maintained when required.

Staff Training

All staff responsible for food preparation or meal supervision shall receive annual training on:

- Safe food handling practices
- Hand hygiene
- Prevention of cross-contamination
- Food allergy awareness
- Emergency response to allergic reactions
- Choking prevention
- Cleaning and sanitizing procedures
- USDA/OCFS/DOH food safety requirements

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Documentation

The program shall maintain:

- Allergy Action Plans
- Medical dietary orders
- Food temperature records (when applicable)
- Cleaning and sanitation logs
- Staff training records
- Incident reports involving food allergies, choking, or foodborne illness

Policy Statement

BSE Early Excellence is committed to maintaining the highest standards of food safety by observing allergy action plans, enforcing proper handwashing practices, following safe food handling procedures, preventing cross-contamination, and providing continuous supervision during meals and snacks. These practices help ensure every child receives safe, nutritious meals in a healthy and supportive environment.

A large, faint, circular watermark logo for BSE Early Excellence Academy. The logo features a central star, a book, a paint palette, and two smiling children. The text "BSE EARLY EXCELLENCE ACADEMY" is written around the perimeter, and "2026" is displayed in a banner at the bottom.

2026

BSE EARLY EXCELLENCE



BSE Early Excellence Cleaning, Sanitizing, and Disinfection Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to maintaining a clean, sanitary, and healthy environment for children, staff, and visitors. Proper cleaning, sanitizing, and disinfecting practices reduce the spread of illness, minimize exposure to harmful germs, and provide a safe learning environment for all children.

Policy Statement

BSE Early Excellence shall maintain all classrooms, restrooms, diapering areas, kitchens, common areas, playground equipment, and learning materials in a clean and sanitary condition through daily cleaning schedules, routine sanitizing, and appropriate disinfection procedures.

Cleaning products shall be used safely and in accordance with manufacturer instructions and applicable health regulations.

Definitions

Cleaning removes dirt, dust, food residue, and organic matter from surfaces using soap or detergent and water.

Sanitizing reduces germs on surfaces to safe levels using approved sanitizing agents.

Disinfecting destroys disease-causing microorganisms on hard, non-porous surfaces using EPA-registered disinfectants.

Cleaning shall always occur before sanitizing or disinfecting.

Daily Cleaning Responsibilities

The following areas shall be cleaned and sanitized daily or more frequently as needed:

Classrooms

- Tables and desks
- Chairs
- Shelving
- Learning centers
- Reading areas
- Art supplies and shared materials
- Floors
- Door handles
- Light switches

Toys and Learning Materials

Staff shall:

- Sanitize toys that children place in their mouths immediately after use.
- Clean and sanitize frequently used toys daily.
- Rotate washable toys for cleaning as needed.
- Remove broken or damaged toys immediately.
- Launder soft toys regularly or whenever soiled.

Only clean toys shall be returned to children's play areas.

BSE EARLY EXCELLENCE



High-Touch Surfaces

High-touch surfaces shall be cleaned and disinfected multiple times throughout the day, including:

- Door handles
- Cabinet handles
- Light switches
- Tables
- Countertops
- Shared electronic devices
- Water fountain controls
- Handrails
- Sink faucets
- Classroom equipment
- Sign-in stations

Additional cleaning shall occur during periods of increased illness.

Bathrooms

Bathrooms shall be cleaned and disinfected daily and immediately when soiled.

This includes:

- Toilets
- Toilet seats
- Flush handles
- Sinks
- Faucets
- Soap dispensers
- Changing stations
- Floors
- Trash receptacles
- Door handles

Bathrooms shall remain stocked with soap, paper towels, and toilet paper throughout the day.

Diapering Areas

After every diaper change staff shall:

1. Remove and properly dispose of the soiled diaper.
2. Clean and sanitize the diapering surface.
3. Wash the child's hands.
4. Wash their own hands thoroughly.
5. Dispose of gloves and cleaning materials properly.

Diapering surfaces shall never be used for any purpose other than diaper changing.

BSE EARLY EXCELLENCE



Food Preparation Areas

Food preparation and eating areas shall be:

- Cleaned before food preparation.
- Cleaned and sanitized after each meal or snack.
- Kept free from chemicals and contaminants.
- Maintained according to applicable food safety standards.

Bodily Fluid Cleanup

Staff shall follow universal precautions when cleaning blood, vomit, urine, feces, or other bodily fluids.

Staff shall:

- Wear disposable gloves.
- Use approved disinfectants.
- Dispose of contaminated materials safely.
- Wash hands immediately after cleanup.
- Clean and disinfect all affected surfaces.

Any reusable materials contaminated with bodily fluids shall be cleaned and sanitized before reuse.

Cleaning Products

Only approved cleaning and disinfecting products shall be used.

All chemicals shall:

- Remain in original labeled containers.
- Be stored in locked cabinets or inaccessible areas.
- Never be accessible to children.
- Be used according to manufacturer instructions.
- Never be mixed with other chemicals.

Safety Data Sheets (SDS) shall be maintained for all hazardous cleaning products as required.

Laundry Procedures

The program shall:

- Wash linens, bedding, washable toys, and cleaning cloths regularly.
- Launder immediately when items become soiled.
- Store clean laundry separately from soiled laundry.
- Use hot water and appropriate detergents whenever possible.

Each child's bedding shall be individually assigned and laundered according to the program schedule or sooner if soiled.

BSE EARLY EXCELLENCE



Waste Disposal

Garbage shall be:

- Removed daily.
- Stored in covered containers.
- Kept inaccessible to children.
- Disposed of according to local sanitation requirements.

Diaper waste shall be placed in covered, hands-free receptacles and removed regularly.

Cleaning Schedule

BSE Early Excellence shall maintain written cleaning schedules identifying:

- Areas to be cleaned
- Frequency of cleaning
- Responsible staff
- Products used
- Completion verification

Cleaning schedules shall be reviewed regularly by program administration.

Staff Training

All staff shall receive annual training on:

- Cleaning procedures
- Sanitizing and disinfecting methods
- Universal precautions
- Safe chemical handling
- Bloodborne pathogen precautions
- Personal protective equipment (PPE)
- Hand hygiene
- Infection prevention

Training shall be completed before employees perform cleaning responsibilities independently.

Documentation

The program shall maintain:

- Daily cleaning checklists
- Sanitizing and disinfecting logs
- Laundry schedules
- Chemical inventory records
- Safety Data Sheets (SDS)
- Staff training records
- Incident reports involving sanitation concerns

Policy Statement

BSE Early Excellence maintains a rigorous cleaning and sanitation program by sanitizing toys, bathrooms, diapering areas, food preparation areas, and high-touch surfaces every day. Through consistent cleaning schedules, proper chemical handling, staff training, and adherence to infection-control practices, the program provides a safe, healthy, and sanitary environment that supports the well-being of every child and staff member.

BSE EARLY EXCELLENCE



BSE Early Excellence Visitor Security Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to providing a safe and secure environment for children, staff, families, and visitors. Effective visitor management procedures help protect children by ensuring that only authorized individuals are permitted access to the facility and that all visitors are properly identified and supervised while on the premises.

Policy Statement

All visitors entering BSE Early Excellence must be identified, signed in, issued a visitor badge, and escorted by an authorized staff member unless specifically authorized by the Program Director. Visitor access is limited to the purpose and duration of the visit.

The safety and supervision of children shall remain the highest priority at all times.

Visitor Definition

A visitor includes any individual who is not:

- An enrolled child.
- A current employee.
- An authorized volunteer scheduled to work.
- A contractor or service provider authorized by the Program Director.

Examples include:

- Parents or family members visiting outside routine drop-off or pick-up.
- Prospective families.
- Vendors and delivery personnel.
- Contractors.
- Consultants.
- Inspectors.
- Guest speakers.
- Community partners.

Visitor Sign-In Procedures

Upon arrival, every visitor shall:

- Enter through the designated main entrance.
- Report directly to the reception area or administrative office.
- Sign the Visitor Log.
- Provide their full name and, when requested, present a valid government-issued photo identification.
- State the purpose of their visit.
- Record the date and time of arrival.
- Identify the staff member or child they are visiting.
- Sign out and record the time of departure before leaving the building.

Visitor logs shall be maintained in accordance with program record-retention policies.

BSE EARLY EXCELLENCE



Visitor Identification

After completing the sign-in process, visitors shall receive a clearly visible visitor badge or temporary identification pass.

Visitor badges shall:

- Be worn at all times while inside the facility.
- Be returned upon departure.
- Clearly identify the individual as a visitor.

Any person without visible identification may be approached by staff and directed to the administrative office.

Escort Requirements

Visitors shall remain under the supervision of an authorized employee throughout their visit unless otherwise approved by the Program Director.

Visitors shall:

- Remain only in approved areas.
- Be escorted when entering classrooms or child activity spaces.
- Avoid unsupervised contact with children.
- Follow all health, safety, confidentiality, and emergency procedures.

Visitors shall not supervise children or participate in child care activities unless specifically authorized and all required clearances have been completed.

Parent and Guardian Visits

Parents and legal guardians are welcome to visit their children during operating hours when consistent with program policies and classroom routines.

To ensure safety:

- Parents shall follow all visitor sign-in procedures.
- Classroom visits shall minimize disruption to children's learning and routines.
- The Program Director may coordinate the timing and duration of visits.

Deliveries and Service Providers

Delivery personnel and contractors shall:

- Report to the main office upon arrival.
- Sign in when entering beyond the reception area.
- Wear visitor identification if remaining in the building.
- Be escorted whenever work occurs in areas occupied by children.

Whenever possible, deliveries shall be completed without entering classrooms.

Unauthorized Individuals

Staff shall immediately notify the Program Director or designee if:

- An unidentified person is observed in the building.
- A visitor refuses to comply with security procedures.
- A visitor attempts to access restricted areas.
- A visitor behaves in a threatening or disruptive manner.

If necessary, law enforcement shall be contacted immediately.

BSE EARLY EXCELLENCE



Confidentiality

Visitors shall respect the privacy of all children, families, and staff.

Visitors may not:

- Access confidential records.
- Photograph or record children without written authorization.
- Share confidential information observed during their visit.

Staff shall ensure compliance with all applicable privacy laws and program policies.

Emergency Procedures

During emergencies, visitors shall:

- Follow the directions of BSE staff.
- Participate in evacuation, shelter-in-place, lockdown, or other emergency procedures as instructed.
- Remain with their assigned staff escort until authorized to leave.

Visitor accountability shall be included in emergency attendance procedures.

Staff Responsibilities

All employees are responsible for:

- Politely greeting visitors.
- Verifying compliance with sign-in procedures.
- Ensuring visitors wear identification.
- Escorting visitors throughout the facility.
- Reporting security concerns immediately.
- Maintaining vigilance regarding unauthorized access.

Security is a shared responsibility of every staff member.

Documentation

BSE Early Excellence shall maintain:

- Visitor sign-in and sign-out logs.
- Contractor and vendor records.
- Incident reports involving visitor concerns.
- Records of security training for staff.

Visitor records shall be maintained in accordance with applicable record-retention requirements.

Staff Training

All employees shall receive annual training on:

- Visitor management procedures.
- Building access and security protocols.
- Child protection practices.
- Emergency response procedures.
- Confidentiality requirements.
- Reporting suspicious activity.

Policy Statement

BSE Early Excellence is dedicated to maintaining a secure learning environment by requiring all visitors to sign in, wear visible visitor badges, and remain escorted while on the premises. Through controlled access, staff vigilance, and established security procedures, the program safeguards children, staff, and families while providing a welcoming environment for authorized visitors.

BSE EARLY EXCELLENCE



Section 6: Missing Child Response Plan BSE Early Excellence Academy Missing Child Procedures

Purpose

The purpose of this Missing Child Response Plan is to establish immediate procedures for responding when a child cannot be located while under the supervision of BSE Early Excellence Academy. Every second is critical when a child is unaccounted for. Staff shall respond immediately, maintain supervision of the remaining children, and follow this plan without delay.

Maintaining continuous supervision and child accountability is a fundamental responsibility of every employee.

Definition of a Missing Child

A missing child is any child whose whereabouts are unknown and who cannot be immediately accounted for during normal supervision, transitions, outdoor play, field trips, arrival, dismissal, or any Academy activity.

No waiting period is permitted before initiating the Missing Child Response Plan.

Immediate Response

Upon discovering that a child is missing:

1. Remain calm and act immediately.
2. Conduct an immediate name-to-face head count of all children.
3. Notify the Educational Director or administrator in charge immediately.
4. Assign one staff member to supervise the remaining children.
5. Begin a systematic search of the building and immediate grounds.

Time shall not be wasted searching indefinitely before notifying administration.

Building Search

The Educational Director or designated administrator shall coordinate a rapid search of:

- Classrooms
- Bathrooms
- Hallways
- Offices
- Playground
- Outdoor play areas
- Stairwells
- Storage rooms
- Common areas
- Entryways and exits
- Any location the child may reasonably access

Staff shall communicate continuously during the search.

BSE EARLY EXCELLENCE



Exterior Search

If the child is not immediately located inside the building:

- Search the immediate perimeter of the facility.
- Check parking areas and neighboring sidewalks.
- Notify nearby staff members.
- Continue maintaining supervision of all remaining children.

No employee shall leave the property without authorization unless directed by law enforcement.

Emergency Notification

If the child is not located immediately, the Educational Director shall:

- Call 911 immediately.
- Provide:
 - Child's full name
 - Age
 - Physical description
 - Clothing description
 - Last known location
 - Time last seen
 - Medical concerns or special needs
- Follow all instructions provided by law enforcement.

Staff shall continue searching while awaiting emergency responders unless directed otherwise.

Parent Notification

The child's parent or legal guardian shall be notified as soon as practical after 911 has been contacted.

Information provided shall include:

- The child is currently unaccounted for.
- The Academy has initiated its Missing Child Response Plan.
- Law enforcement has been notified.
- Staff are actively searching.
- Additional updates will be provided as information becomes available.

Only the Educational Director or a designated administrator shall communicate with the family.

Child Accountability During the Incident

While the search is underway:

- Remaining children shall stay under direct supervision.
- Required staff-to-child ratios shall be maintained.
- Teachers shall continue conducting attendance checks.
- Staff shall reassure children in a calm, age-appropriate manner.
- Children shall not be informed of unnecessary details that may cause fear or confusion.

BSE EARLY EXCELLENCE



Field Trips and Off-Site Activities

If a child becomes separated during a field trip:

1. Conduct an immediate head count.
2. Notify the Trip Coordinator.
3. Search the immediate area.
4. Notify site security or facility personnel.
5. Call 911 if the child is not located immediately.
6. Notify the Educational Director.
7. Notify the parent or guardian.
8. Continue supervising the remaining children.

The Academy's written Safety Plan includes procedures for child accountability, staffing, and lost-child response during trips, and requires name-to-face head counts before departure, upon arrival, throughout the trip, before leaving the site, and upon return.

Documentation

Following any Missing Child incident, administration shall complete:

- Missing Child Incident Report
- Timeline of Events
- Witness Statements
- Parent Notification Record
- Law Enforcement Report Number (if applicable)
- Corrective Action Plan
- Internal Incident Review

All records shall be maintained in accordance with Academy policies and applicable regulations.

Corrective Action Review

Following the incident, administration shall:

- Conduct a root-cause analysis.
- Review supervision practices.
- Evaluate staffing and accountability procedures.
- Identify contributing factors.
- Implement corrective actions.
- Update policies and staff training if necessary.

BSE EARLY EXCELLENCE



Prevention Measures

To reduce the risk of a missing child, staff shall:

- Maintain continuous line-of-sight supervision.
- Conduct frequent name-to-face head counts.
- Verify attendance during all transitions.
- Monitor entrances and exits.
- Keep exterior doors secured.
- Maintain required staff-to-child ratios.
- Ensure all visitors sign in and are escorted.
- Immediately report any supervision concerns.

Staff Training

All employees shall receive annual training on:

- Child accountability
- Active supervision
- Transition procedures
- Emergency communication
- Missing Child Response procedures
- Field trip safety
- Parent notification protocols

Training shall be reviewed during orientation and at least annually thereafter.

Annual Review

This Missing Child Response Plan shall be reviewed annually, after any missing child incident, or whenever changes in staffing, building layout, or emergency procedures occur. Lessons learned from drills or actual events shall be incorporated into updated procedures to strengthen child accountability and ensure the highest level of safety for every child in our care.

BSE EARLY EXCELLENCE



Section 7: Child Protection Policy

BSE Early Excellence Academy

Child Abuse Prevention, Reporting, and Protection Procedures

Purpose

BSE Early Excellence Academy is committed to providing every child with a safe, secure, nurturing, and respectful learning environment that is free from abuse, neglect, exploitation, intimidation, discrimination, and harassment.

The purpose of this Child Protection Policy is to establish procedures that safeguard children from physical, emotional, verbal, and sexual abuse while ensuring compliance with all applicable New York State laws, NYC Department of Health and Mental Hygiene (DOHMH) regulations, and mandatory reporting requirements.

The safety and well-being of every child is the Academy's highest priority.

Policy Statement

Every employee, volunteer, intern, contractor, and visitor shares responsibility for protecting children from harm.

BSE Early Excellence Academy maintains a zero-tolerance policy for:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child exploitation
- Bullying
- Harassment
- Inappropriate discipline
- Corporal punishment
- Humiliating or degrading treatment
- Inappropriate physical contact

Any allegation or suspicion of abuse shall be taken seriously and acted upon immediately.

Code of Professional Conduct

All employees shall:

- Treat every child with dignity and respect.
- Use positive guidance and redirection.
- Maintain professional boundaries at all times.
- Speak respectfully to children.
- Protect children's privacy.
- Encourage independence and confidence.
- Report safety concerns immediately.
- Follow all supervision policies.

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Employees shall never:

- Strike, shake, pinch, or physically punish a child.
- Humiliate or ridicule a child.
- Use profanity toward children.
- Threaten children.
- Isolate children as punishment.
- Withhold food, water, restroom access, or sleep.
- Use excessive restraint except when necessary to prevent immediate injury.
- Engage in any romantic, sexual, or otherwise inappropriate relationship with a child.
- Take photographs of children using personal devices unless expressly authorized by Academy policy.

Types of Child Abuse

Staff shall remain alert to signs of:

Physical Abuse

Examples include:

- Unexplained bruises
- Burns
- Fractures
- Frequent injuries
- Fear of adults
- Aggressive behavior

Emotional Abuse

Examples include:

- Extreme withdrawal
- Anxiety
- Excessive fear
- Delayed development
- Low self-esteem
- Frequent crying

Sexual Abuse

Possible indicators include:

- Age-inappropriate sexual knowledge
- Difficulty sitting or walking
- Sudden behavioral changes
- Fear of a specific individual
- Unexplained injuries

Neglect

Possible indicators include:

- Poor hygiene
- Inadequate supervision
- Chronic hunger
- Inappropriate clothing
- Frequent absences
- Untreated medical conditions

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Mandatory Reporting

All Academy employees are required to comply with applicable mandatory reporting laws.

If an employee has reasonable cause to suspect child abuse or maltreatment, the employee shall:

1. Ensure the child is safe.
2. Immediately notify the Educational Director (unless doing so could place the child at additional risk).
3. Make the required report to the appropriate child protection authorities when required by law.
4. Cooperate fully with investigators.
5. Maintain confidentiality throughout the process.
6. Document actions taken.

No employee shall attempt to investigate allegations independently.

The Academy shall fully cooperate with all investigations conducted by child protective services and law enforcement.

Confidentiality

Information regarding suspected abuse shall be shared only with:

- Child Protective Services
- Law enforcement
- Authorized government agencies
- Academy administration
- Individuals legally authorized to receive such information

Staff shall not discuss allegations with other employees, parents, or community members unless authorized.

Safe Supervision Practices

To reduce the risk of abuse:

- Children shall remain under continuous supervision.
- One-on-one interactions should occur in observable areas whenever practical.
- Classroom doors should remain open or have visibility panels unless privacy is required.
- Staff shall avoid situations where they are isolated with a child without visibility from others.
- Staff shall conduct regular attendance checks.
- Visitors shall remain supervised while on campus.

Visitor Protection Procedures

Visitors shall:

- Sign in upon arrival.
- Wear visitor identification.
- Remain escorted by staff unless authorized otherwise.
- Never supervise children independently.
- Never enter classrooms without permission.

Unauthorized individuals shall be reported immediately.

Staff Screening

Before employment, all employees and any individual who may have unsupervised contact with children must complete the required criminal background and child abuse screening process and receive clearance before working independently with children. Staff must also complete ongoing screening requirements as required by law.

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Staff Training

Every employee shall receive training in:

- Child abuse recognition
- Mandatory reporting responsibilities
- Professional boundaries
- Positive behavior guidance
- Safe supervision
- Emergency procedures
- Appropriate physical contact
- Confidentiality

The DOHMH compliance guide requires training in child abuse and maltreatment for employees, volunteers, and individuals who may have unsupervised contact with children, as well as emergency procedures and emergency preparedness training.

Parent Communication

Families shall receive information regarding:

- Child protection policies
- Positive behavior guidance practices
- Supervision procedures
- Emergency procedures
- How to report concerns

The Academy encourages open communication between families and staff while protecting the confidentiality of children and ongoing investigations.

Documentation

The Educational Director shall maintain confidential records of:

- Reports of suspected abuse
- Incident reports
- Required notifications
- Corrective actions
- Staff training records
- Background screening documentation

Access to these records shall be limited to authorized personnel.

Protection from Retaliation

No employee shall be disciplined or retaliated against for making a good-faith report of suspected child abuse or neglect.

Any attempt to intimidate or retaliate against a reporting individual is prohibited and may result in disciplinary action.

Annual Review

This Child Protection Policy shall be reviewed annually and updated whenever laws, regulations, or Academy procedures change. All staff members shall acknowledge receipt of the policy during orientation and annually thereafter, reaffirming their commitment to maintaining a safe, respectful, and protective environment for every child entrusted to the Academy's care.

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Section 8: Records Management and Documentation Policy

BSE Early Excellence Academy

Recordkeeping and Documentation Procedures

Purpose

The purpose of this Records Management and Documentation Policy is to ensure that BSE Early Excellence Academy maintains complete, accurate, confidential, and organized records that support the health, safety, supervision, and educational well-being of every child. Proper documentation demonstrates compliance with **New York City Department of Health and Mental Hygiene (DOHMH)** regulations and provides essential information during inspections, emergencies, and daily operations.

All records shall be maintained in accordance with applicable federal, state, and local laws governing child care programs.

Policy Statement

BSE Early Excellence Academy shall maintain complete and current records for all children, staff members, emergency procedures, inspections, and daily operations.

Records shall:

- Be accurate and current.
- Be completed in a timely manner.
- Be maintained in a secure location.
- Remain confidential.
- Be available for inspection by authorized regulatory agencies.
- Be retained for the period required by law.

Required Records

The Academy shall maintain, at a minimum, the following records:

Child Records

Each child's file shall include:

- Enrollment application
- Emergency contact information
- Authorized pick-up list
- Medical examination form
- Immunization records
- Allergy information
- Individual Health Care Plan (if applicable)
- Medication authorizations
- Incident and injury reports
- Parent communication records
- Attendance history

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Attendance Records

Daily attendance records shall include:

- Child's full name
- Arrival time
- Departure time
- Parent or authorized adult signature (if applicable)
- Staff member responsible for attendance

Attendance shall be verified through name-to-face head counts during:

- Arrival
- Classroom transitions
- Outdoor play
- Field trips
- Meals
- Nap time
- Emergency evacuations
- Dismissal

Attendance records shall be completed daily and retained according to regulatory requirements.

Health Records

The Academy shall maintain:

- Medical examination forms
- Immunization documentation
- Allergy records
- Medication administration records
- Daily health observation logs
- Illness reports
- Communicable disease notifications
- Accident and injury documentation

Health records shall be kept confidential and accessible only to authorized personnel.

Medication Records

When medication is administered, documentation shall include:

- Child's name
- Medication name
- Dosage
- Date and time administered
- Name of administering staff member
- Parent authorization
- Physician authorization (when required)
- Any observed side effects or reactions

Medication records shall be maintained in each child's confidential file.

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Incident and Injury Reports

The Academy shall document all incidents involving:

- Injuries
- Illnesses
- Behavioral incidents
- Missing child events
- Emergency evacuations
- Medication errors
- Allegations of abuse or neglect
- Property damage affecting safety

Each report shall include:

- Date and time
- Location
- Individuals involved
- Description of the incident
- Actions taken
- Notifications made
- Staff signatures
- Parent acknowledgment when appropriate

Emergency Drill Records

The Academy shall maintain documentation for all emergency drills, including:

- Fire drills
- Lockdown drills
- Shelter-in-place drills
- Evacuation drills
- Missing child response drills

Each drill log shall include:

- Date
- Time
- Type of drill
- Duration
- Classrooms participating
- Number of children and staff
- Observations
- Corrective actions
- Signature of the person conducting the drill

Fire drills and emergency preparedness documentation shall be maintained as required by the Academy's written Safety Plan and applicable regulations.

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Inspection Records

The Academy shall maintain records of:

- DOHMH inspections
- Fire Department inspections
- Building inspections
- Playground inspections
- Safety inspections
- Food safety inspections
- Corrective action plans
- Maintenance reports

Inspection reports shall be reviewed promptly, and any corrective actions shall be documented and completed.

Staff Records

Each employee's file shall include:

- Employment application
- Background clearance documentation
- Required fingerprint clearance
- Professional certifications
- CPR and First Aid certifications
- Mandatory reporter training
- Emergency preparedness training
- Professional development records
- Annual performance evaluations
- Emergency contact information

Staff Training Documentation

Training records shall include:

- Employee name
- Training title
- Date completed
- Instructor or training provider
- Certificate of completion (if applicable)
- Renewal date (if applicable)

The DOHMH compliance guide requires training in emergency preparedness, emergency procedures, child abuse and maltreatment, infection control, and CPR/First Aid, among other topics, with required ongoing professional development for teaching staff.

Confidentiality

All records containing personal information shall:

- Be stored in locked cabinets or secure electronic systems.
- Be accessible only to authorized personnel.
- Be protected from unauthorized disclosure.
- Be released only as permitted by law or with appropriate authorization.

Electronic records shall be password protected and regularly backed up.

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Record Retention

Records shall be retained for the period required by applicable laws and regulations.

Records shall not be altered, destroyed, or discarded except in accordance with the Academy's approved record retention procedures.

Internal Audits

The Educational Director shall conduct periodic reviews of documentation to ensure:

- Records are complete.
- Required forms are current.
- Health information is updated.
- Attendance records are accurate.
- Training certifications remain valid.
- Emergency drill logs are current.
- Inspection deficiencies have been corrected.

Record Availability

Required records shall be readily available for review by authorized representatives of:

- New York City Department of Health and Mental Hygiene (DOHMH)
- Fire Department of the City of New York (FDNY)
- Other governmental agencies with legal authority
- Parents or guardians, as permitted by law, with respect to their own child's records

Annual Review

This Records Management and Documentation Policy shall be reviewed annually by the Educational Director.

Staff shall receive training on documentation requirements during orientation and as part of ongoing professional development to ensure all records remain accurate, complete, confidential, and compliant with applicable regulations.

2026

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BSE Early Excellence Staff Training and Professional Development Policy

Purpose

Brooklyn School of Excellence (BSE) Early Excellence is committed to maintaining a highly trained workforce capable of providing a safe, healthy, nurturing, and developmentally appropriate environment for every child. Ongoing professional development ensures that staff possess the knowledge and skills necessary to meet regulatory requirements, respond effectively to emergencies, protect children's well-being, and deliver high-quality early childhood education.

Policy Statement

All employees, substitutes, volunteers (when applicable), and program leadership shall complete required orientation and annual training in accordance with New York State Office of Children and Family Services (OCFS), Department of Health (DOH), and all applicable federal, state, and local regulations. Training records shall be maintained for each employee and reviewed annually to ensure continued compliance.

New Employee Orientation

Before assuming responsibility for children, all new staff members shall receive orientation that includes:

- Program philosophy and mission
- Health and safety policies
- Child supervision requirements
- Emergency procedures
- Visitor security procedures
- Infection prevention practices
- Safe sleep practices (for infant programs)
- Medication administration procedures (when applicable)
- Food safety and allergy management
- Mandated reporter responsibilities
- Child abuse and maltreatment reporting procedures
- Confidentiality and privacy requirements
- Behavior guidance and positive discipline practices
- Building security procedures
- Evacuation routes and emergency assembly locations

Employees shall acknowledge receipt and understanding of all required policies.

Annual Required Training

Each employee shall complete annual training in the following areas:

Emergency Preparedness

- Fire safety
- Building evacuation
- Shelter-in-place procedures
- Lockdown procedures
- Severe weather response
- Missing child procedures
- Family reunification procedures
- Emergency communication protocols

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CPR and First Aid

Staff shall maintain current certification in:

- Pediatric CPR
- Pediatric First Aid
- Automated External Defibrillator (AED) use, when applicable

Certification shall remain current throughout employment.

Child Abuse and Maltreatment

All mandated reporters shall complete required training covering:

- Recognition of abuse and neglect
- Mandated reporting laws
- Reporting procedures
- Documentation requirements
- Prevention strategies
- Professional responsibilities

Staff shall immediately report suspected child abuse or maltreatment as required by law.

Infection Prevention and Control

Training shall include:

- Hand hygiene
- Cleaning and sanitizing procedures
- Universal precautions
- Bloodborne pathogen awareness
- Illness exclusion procedures
- Disease prevention
- Personal protective equipment (PPE)
- Outbreak response procedures

Health and Safety

Annual health and safety training shall include:

- Daily health screening
- Medication administration procedures
- Food safety
- Allergy management
- Choking prevention
- Safe lifting and ergonomics
- Playground safety
- Transportation safety (if applicable)
- Hazard identification and reporting

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Child Supervision and Safety

Staff shall receive training on:

- Active supervision techniques
- Child accountability procedures
- Attendance verification
- Transition procedures
- Safe arrival and dismissal
- Visitor management
- Prevention of child elopement
- Risk assessment

Safe Sleep (Infant Programs)

Employees working with infants shall complete annual training covering:

- Back-to-sleep practices
- Safe crib environments
- SIDS risk reduction
- Infant sleep supervision
- Safe sleep regulations

Behavior Guidance

Training shall include:

- Positive behavior support
- Developmentally appropriate guidance
- Conflict resolution
- Social-emotional development
- Trauma-informed practices
- Prevention of challenging behaviors

Corporal punishment and prohibited disciplinary practices are strictly forbidden.

Emergency Drills

Staff shall participate in regularly scheduled emergency drills, including:

- Fire evacuation drills
- Shelter-in-place drills
- Lockdown drills
- Emergency relocation drills
- Medical emergency response exercises

Following each drill, program leadership shall review performance and identify opportunities for improvement.

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Professional Development

BSE Early Excellence encourages ongoing professional growth through:

- Workshops
- Conferences
- OCFS-approved training
- Department of Health programs
- Early childhood education seminars
- Online learning opportunities
- Staff meetings
- Coaching and mentoring

Employees may be required to complete additional training based on program needs or regulatory changes.

Documentation

The program shall maintain training records for every employee, including:

- Orientation completion
- CPR and First Aid certifications
- Mandated reporter certification
- Annual training certificates
- Professional development activities
- Emergency drill participation
- Competency assessments
- Required license renewals, when applicable

Training records shall be available for regulatory review upon request.

Staff Responsibilities

Employees are responsible for:

- Completing all required training by established deadlines.
- Maintaining current certifications.
- Applying learned procedures consistently.
- Participating in emergency drills and safety exercises.
- Reporting safety concerns promptly.
- Seeking additional guidance when needed.

Failure to complete required training may result in temporary removal from assigned duties until compliance is achieved.

Program Responsibilities

BSE Early Excellence administration shall:

- Provide access to required training.
- Monitor staff compliance with training requirements.
- Maintain accurate training records.
- Notify employees of certification renewal deadlines.
- Evaluate training effectiveness.
- Update training programs to reflect changes in regulations and best practices.

Policy Statement

BSE Early Excellence is committed to maintaining a culture of safety, preparedness, and continuous learning. Through comprehensive orientation, annual emergency preparedness, evacuation, CPR/First Aid, child abuse reporting, infection control, health and safety, and professional development training, the program ensures that every staff member is equipped to protect the health, safety, and well-being of every child entrusted to our care.

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Annual Review and Continuous Improvement

Purpose

Brooklyn School of Excellence (BSE) Early Excellence recognizes that maintaining a safe, healthy, and secure environment requires ongoing evaluation and continuous improvement. This Health and Safety Plan shall be reviewed regularly to ensure compliance with applicable laws, regulations, and best practices in early childhood education.

Annual Review

The Educational Director, in collaboration with program administration, shall conduct a comprehensive review of the Health and Safety Plan at least once each year.

The annual review shall include:

- Evaluation of all health and safety policies and procedures.
- Review of emergency response protocols.
- Assessment of incident and accident reports.
- Review of evacuation, lockdown, shelter-in-place, and relocation drill documentation.
- Review of inspection findings and corrective actions.
- Evaluation of staff training records and certification requirements.
- Updates to applicable federal, New York State, New York City, OCFS, and Department of Health regulations.
- Recommendations from staff, families, inspectors, or regulatory agencies.
- Identification of opportunities to improve child health, safety, and program operations.

Any revisions shall be communicated to staff, and updated procedures shall be incorporated into employee training.

Review Following Major Incidents

In addition to the annual review, the Health and Safety Plan shall be reviewed and revised whenever necessary following:

- Serious injuries or medical emergencies.
- Fire or building evacuations involving emergency responders.
- Lockdowns or security incidents.
- Missing child incidents.
- Communicable disease outbreaks.
- Natural disasters or severe weather events.
- Regulatory findings requiring corrective action.
- Significant operational or facility changes.

Following such incidents, administration shall conduct a post-incident review to evaluate the effectiveness of existing procedures and implement improvements as needed.

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Documentation

The Educational Director shall maintain records of:

- Annual review dates.
- Policies revised.
- Staff notifications.
- Training related to updated procedures.
- Corrective actions implemented.
- Regulatory recommendations addressed.

Documentation shall be retained in accordance with applicable record-retention requirements and made available during inspections as required.

Compliance Summary

Brooklyn School of Excellence (BSE) Early Excellence is committed to maintaining full compliance with all applicable federal, New York State, and New York City health and safety requirements governing early childhood programs.

The program's Health and Safety Plan supports compliance by providing written policies and procedures addressing, at a minimum:

- A comprehensive written Health and Safety Plan.
- Direct supervision of children at all times.
- Compliance with required child-to-staff ratios and group size requirements.
- Emergency preparedness, evacuation, shelter-in-place, lockdown, and family reunification procedures.
- Health screening, illness response, medication administration, and infection-control practices.
- Safe sleep practices for infants.
- Food safety, allergy management, and nutrition procedures.
- Cleaning, sanitizing, and environmental health practices.
- Visitor management and building security.
- Child abuse prevention and mandated reporting responsibilities.
- Staff orientation, required annual training, and professional development.
- Routine safety inspections, maintenance, and hazard correction.
- Parent access to program policies and procedures.
- Ongoing documentation, recordkeeping, and continuous quality improvement.

BSE Early Excellence will cooperate fully with inspections conducted by authorized regulatory agencies and will promptly address any identified deficiencies through corrective action plans. The Educational Director is responsible for overseeing implementation of this Health and Safety Plan, ensuring staff compliance, and promoting a culture of continuous improvement to protect the health, safety, and well-being of every child, family, employee, and visitor.

This Health and Safety Plan shall be readily accessible to staff, families, inspectors, and other authorized individuals as required by law and shall serve as the guiding framework for safe daily operations throughout BSE Early Excellence.