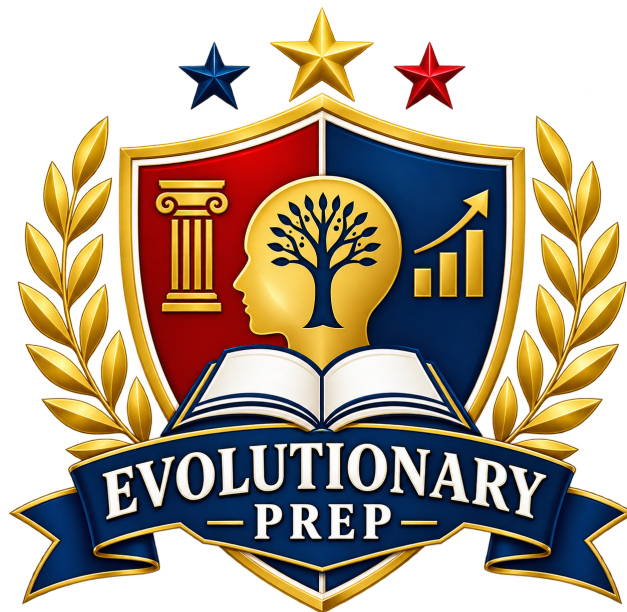


EVOLUTIONARY PREP

GROUP FAMILY DAY CARE & EARLY LEARNING PROGRAM

PARENT & FAMILY HANDBOOK

2026-2027 PROGRAM YEAR



Equipping learners from cradle to career to become
academically elite, highly conscious, and economically empowered contributors to our communities.

THINK - GROW - THRIVE
EMPOWER - VALUE - YIELD

A MESSAGE TO OUR FAMILIES

Welcome to Evolutionary Prep

Dear Evolutionary Prep Family,

Welcome to a learning community built on the belief that every child is capable, worthy, and full of possibility. We are honored that you have chosen Evolutionary Prep, Inc. to partner with your family during these foundational years.

Our Group Family Day Care and Early Learning Program provides a safe, nurturing, inclusive, and intellectually engaging environment. Children learn through responsive relationships, purposeful play, exploration, language-rich routines, early literacy and mathematics, creative expression, movement, and meaningful experiences that build confidence and independence.

This handbook explains the shared expectations that help our program operate safely and consistently. Please read it carefully, keep it for reference, and contact the program through Brightwheel whenever you need clarification. Your enrollment agreement, annual calendar, health forms, permissions, and individual care plans work together with this handbook.

We look forward to thinking, growing, and thriving with your family.

Evolutionary Prep, Inc.

Our family partnership promise

We will communicate respectfully, protect each child's dignity, welcome family insight, and work collaboratively to support development, learning, health, safety, and belonging.

How to use this handbook

- Review it before signing the acknowledgment page.
- Use Brightwheel for routine program communication, enrollment forms, notices, and updates.
- Refer to the current enrollment agreement for your child's schedule, tuition obligation, and program-specific financial terms.
- Policies may be revised to reflect changes in law, licensing requirements, public-health guidance, insurance requirements, or program operations. Families will receive written notice of material changes.



AT A GLANCE

Quick Reference

Program option	Hours	Weekly tuition
Full-time • Infants	7:30 a.m.-5:30 p.m.	\$450
Full-time • Toddlers (potty trained)	7:30 a.m.-5:30 p.m.	\$430 (\$450 if not potty trained)
Full-time • Preschool (potty trained)	7:30 a.m.-5:30 p.m.	\$400 (\$430 if not potty trained)
Part-time • Infants	7:30 a.m.-12:30 p.m.	\$330
Part-time • Toddlers (potty trained)	7:30 a.m.-12:30 p.m.	\$315 (\$330 if not potty trained)
Part-time • Preschool (potty trained)	7:30 a.m.-12:30 p.m.	\$300 (\$315 if not potty trained)
Afterschool	2:30 p.m.-5:30 p.m.	\$220

Tuition rates and program availability are subject to the signed enrollment agreement. Late fees apply. Families receiving subsidy remain responsible for parent fees, uncovered care, and any other amounts permitted by the applicable agreement and funding rules.

Enrollment steps

Step	Action
1	Scan the program QR code or open the Brightwheel interest link.
2	Create a Brightwheel parent account.
3	Complete the general interest form.
4	Schedule and attend a tour.
5	If offered a space, complete all enrollment, medical, emergency, consent, and payment requirements before care begins.

Enrollment fee

The enrollment fee is \$50. After enrollment, \$25 is applied to the child's first week of tuition in accordance with the enrollment agreement.

Primary communication

Brightwheel is the program's primary platform for messages, forms, attendance notices, billing information, and routine updates. Families are responsible for maintaining current contact information and checking program messages regularly. For an urgent matter involving a child currently in care, call the program directly using the number provided in the enrollment packet.





IDENTITY, MISSION, AND PHILOSOPHY

Our Program

Mission

Evolutionary Prep equips learners from cradle to career to become academically elite, highly conscious, and economically empowered contributors to our communities.

The EVY philosophy

Pillar	What it means in early childhood
Empower Academia	Build curiosity, communication, early literacy, mathematics, problem-solving, and joyful habits of learning.
Value Consciousness	Develop identity, empathy, self-awareness, kindness, cultural pride, inclusion, and respect for differences.
Yield in Economics	Introduce choice, responsibility, value, saving, sharing, creativity, and age-appropriate economic thinking.

Our approach to learning

- **Responsive relationships.** Children learn best when they feel safe, known, and connected.
- **Purposeful play.** Play is a primary pathway for language, inquiry, imagination, collaboration, and executive-function development.
- **Whole-child development.** Experiences support social-emotional, cognitive, physical, language, adaptive, and creative growth.
- **Inclusive practice.** We value differences and work with families and service providers to support meaningful participation.
- **Observation and reflection.** Caregivers observe children's interests and progress to plan responsive experiences.
- **Family knowledge.** Families are children's first teachers and essential partners in decision-making.

Nondiscrimination and belonging

Evolutionary Prep is committed to a respectful learning community. The program does not discriminate in enrollment or services on the basis of race, color, national origin, ethnicity, religion, sex, disability, family structure, or any other status protected by applicable law. Reasonable supports are considered through an individualized, collaborative process consistent with licensing, safety, staffing, and applicable law.



STARTING STRONG

Enrollment & Family Records

Admission and readiness to begin

A child may begin only after the program confirms the start date and receives all required enrollment materials. Required items may include:

- Completed application and enrollment agreement
- Emergency contacts and authorized pickup information
- Current medical statement and immunization documentation, or legally permitted documentation
- Emergency medical-treatment consent
- Health, allergy, medication, feeding, sleep, toileting, behavioral, or other individual care plans, when applicable
- Custody or court documents that affect access or pickup
- Required program permissions and acknowledgments
- Enrollment fee and required tuition payment

Accurate and current information

Families must immediately report changes to addresses, phone numbers, employment contacts, emergency contacts, custody arrangements, authorized pickup persons, medical needs, medications, allergies, developmental supports, or other information necessary for safe care.

Confidentiality

Child and family records are handled as confidential program records and shared only as authorized or required for care, licensing, funding, insurance, legal compliance, or child safety. Families should not photograph, record, or post images of other children without permission.

Custody and access

The program will follow valid court orders and applicable law. A family requesting restrictions must provide current written documentation. Program staff cannot mediate family disputes. If a dispute creates a safety concern or disrupts care, staff may contact law enforcement or other appropriate authorities.

Trial, transition, or gradual-entry plan

When appropriate and operationally feasible, the program may work with a family on a transition plan that supports separation, feeding, sleep, communication, or other routines. A transition plan does not change tuition or reserve care outside the enrolled schedule unless confirmed in writing.



SHARED RESPONSIBILITY

Tuition & Financial Policies

Tuition obligation

Tuition reserves an enrolled space and supports consistent staffing and operations. It is due according to the schedule and payment method in the signed enrollment agreement. Tuition is not based solely on daily attendance and remains due during absences, family vacations, holidays, closures, or other periods identified in the agreement and annual calendar, except where the program provides a written credit or applicable law requires otherwise.

Fees and balances

- Late fees apply as stated in the current enrollment agreement or billing notice.
- Returned, reversed, or declined payments may result in additional charges permitted by the agreement.
- Families must promptly review billing questions and raise discrepancies through Brightwheel.
- A child's attendance may be suspended or enrollment ended for an unpaid balance, subject to required notice and applicable subsidy or legal requirements.
- Payment arrangements are not effective unless approved in writing by authorized program leadership.

Child-care subsidy

Families using public or private child-care assistance must complete eligibility and attendance requirements on time. Families are responsible for parent fees, care outside the approved authorization, missing or expired authorizations, and other lawful charges. Families must immediately report changes that may affect eligibility or authorization.

Receipts and tax information

Payment records are maintained through the program's billing system. Families are responsible for retaining receipts and obtaining independent tax advice. The program does not determine a family's eligibility for tax benefits.

Withdrawal

Written notice of withdrawal must be submitted according to the notice period in the signed enrollment agreement. Tuition and other charges remain due through the effective withdrawal date. Failure to attend is not notice of withdrawal.

Which document controls financial terms?

If a tuition amount, due date, late fee, notice period, or other financial term differs, the most recent written enrollment agreement or formally issued program notice controls.



EVERY DAY, SAFELY

Attendance, Arrival & Departure

Attendance

Consistent attendance supports learning, relationships, routines, and staffing. Families must notify the program through Brightwheel as soon as possible when a child will be absent or late and should share whether the absence is illness-related. Absence does not impact weekly tuition. Tuition is charged to reserve each child's spot whether they attend the program or not.

Arrival

- Bring the child during the approved schedule and complete the required sign-in process.
- Transfer the child directly to an authorized caregiver; never leave a child unattended or send a child inside alone.
- Share changes in health, sleep, eating, medication, mood, injury, or family circumstances that may affect the day.
- Do not leave a child when the program is closed, capacity has not been confirmed, or a caregiver has not accepted responsibility.

Departure and authorized pickup

- Children are released only to a parent/guardian or authorized person identified in program records.
- Staff may require government-issued photo identification, even when the person is known to the child.
- Pickup authorization changes must be made by an authorized parent/guardian using an approved communication method.
- Staff will not release a child when identity or authorization cannot be confirmed.
- If staff reasonably believe a pickup person cannot safely transport or supervise the child, the program will follow its safety protocol, which may include contacting another authorized person or emergency services.

Late pickup

Children must be picked up by the end of their enrolled schedule. Late fees apply. Repeated late pickup may result in a required conference, schedule change, suspension, or termination. If no authorized person can be reached, the program will follow required emergency and child-safety procedures.

Absence without contact

The program may contact the family when a child is unexpectedly absent. Families receiving subsidy must follow all attendance-verification requirements.



LEARNING THROUGH ROUTINES

A Day at Evolutionary Prep

The sequence and timing of the day vary by age, individual needs, weather, enrollment, and program events. A typical day may include:

Part of the day	Experiences
Arrival and connection	Greeting, health check, family communication, calm choices
Community learning	Songs, stories, language, identity, planning, and shared conversation
Learning through play	Centers, sensory exploration, manipulatives, dramatic play, art, early literacy, and mathematics
Outdoor or large-motor movement	Fresh air, movement, coordination, exploration, and cooperative play when conditions permit
Meals and snacks	Nutrition, self-help skills, conversation, and age-appropriate responsibility
Rest and quiet care	Individualized sleep, rest, or quiet experiences consistent with age and safety requirements
Reflection and departure	Closing routines, preparation for pickup, and family updates

Outdoor play

Children participate in outdoor or active play when weather, air quality, staffing, health, and safety conditions permit. Families should send seasonally appropriate clothing and footwear. The program may adjust outdoor activities based on official advisories or observed conditions.

Screen media

Technology, when used, is purposeful, age-appropriate, limited, and connected to learning, movement, communication, accessibility, or a special experience. It does not replace responsive interaction and hands-on play.

Celebrations

Celebrations should be inclusive and safe. Families must receive approval before bringing food, favors, decorations, or other items. Allergy, choking, licensing, and program requirements take priority. Participation in a particular celebration may be adjusted based on a family's written preferences when feasible. No more than 3 (three) additional, no daycare related, persons may accompany a child during a celebration.



PROTECTING THE WHOLE COMMUNITY

Health & Wellness

Daily health observation

Caregivers observe children for signs of illness or injury at arrival and throughout the day. Families must provide complete, accurate information and remain reachable while the child is in care.

When a child should remain home

A child should remain home when illness prevents comfortable participation, requires care beyond what the program can safely provide, creates a significant risk to others, or meets an exclusion standard required by licensing or public-health guidance. Examples may include:

- Fever with illness symptoms or a fever that meets the program's current exclusion guidance
- Repeated vomiting or diarrhea
- Difficulty breathing, uncontrolled coughing, or other urgent respiratory symptoms
- Unexplained or rapidly spreading rash accompanied by illness
- Suspected contagious illness until return criteria are met
- Severe pain, unusual lethargy, inability to participate, or need for one-to-one medical care beyond the program's capacity

The program will apply its current health plan, New York requirements, and individualized medical guidance. A child may be excluded or sent home even when a specific symptom is not listed above if safe group care cannot be provided.

Illness during care

A child who becomes ill will be supervised in a safe area, with appropriate separation from others when required, until an authorized person arrives. Families must arrange prompt pickup. Emergency services will be contacted when necessary.

Return to care

Return depends on the child's condition, ability to participate, current public-health or licensing guidance, and any required medical documentation. A medical note does not require the program to provide care that cannot be safely supported.

Immunization and medical documentation

Families must provide current medical and immunization documentation consistent with New York requirements and update it when due. Enrollment or attendance may be delayed when required documentation is incomplete or expired.



PLAN BEFORE CARE

Medication, Allergies & Individual Care

Medication

Medication may be administered only when the program is authorized, trained, staffed, and able to do so under its approved health-care plan and applicable New York requirements. Families must never place medication in a child's bag, bottle, cup, food, diaper supplies, or personal belongings without staff knowledge and written authorization.

- Provide medication in the original labeled container.
- Complete all required permissions and provider instructions before administration.
- Give medication directly to authorized staff.
- Immediately report changes in medication, dosage, side effects, or medical status.
- Retrieve expired or discontinued medication promptly.

Allergies and emergency health needs

Families must disclose known or suspected allergies and emergency health needs before attendance. When required, the family and child's health-care provider must complete an individualized health-care plan and provide prescribed emergency medication. The program cannot guarantee an allergen-free environment, but will implement reasonable risk-reduction measures consistent with the written plan.

Injuries and emergency care

Staff provide first aid within their training, notify families as appropriate, document reportable incidents, and contact emergency services when needed. If a child requires emergency medical care, the program may call 911 first and then notify the family. Families are responsible for maintaining active emergency contacts and medical information.

Developmental and related services

Families are encouraged to share evaluations, Individualized Family Service Plans, Individualized Education Programs, service plans, and relevant recommendations. With written permission and operational coordination, the program may collaborate with approved providers. The program does not independently diagnose a child or replace services required from a public agency or licensed professional.

Emergency readiness

Keep at least two reliable emergency contacts current and ensure an authorized adult can pick up the child promptly when called.



INDIVIDUALIZED FOUNDATIONS

Infant & Toddler Care

Feeding

Infant feeding follows the child's developmental needs, written family instructions, safe-food practices, and the program's approved health-care plan. Bottles, breast milk, formula, and food must be prepared, labeled, transported, and stored according to program directions. Families must notify staff before introducing new foods or changing formula.

Safe sleep

Infants are placed to sleep in accordance with New York child-care requirements and current safe-sleep practices, including use of an approved sleep space and removal of unsafe soft items. Alternative positioning or equipment requires documentation permitted by applicable requirements. Children are monitored as required.

Diapering and toileting

Caregivers use sanitary diapering and toileting practices while protecting privacy and dignity. Families must provide requested supplies and promptly update staff regarding skin conditions, toileting changes, or prescribed products. Toilet learning is approached collaboratively, positively, and without shame or punishment.

Comfort items

A small, labeled comfort item may be permitted when safe and developmentally appropriate. Items that create choking, sleep, allergy, sanitation, or supervision risks cannot be used.

Developmental transitions

Changes in feeding, sleep, classroom routines, or toilet learning are planned with families whenever feasible. Program decisions also consider licensing ratios, safety, space, readiness, and the needs of the group.



READY FOR THE DAY

Food, Clothing & Personal Belongings

Food and nutrition

Meal and snack arrangements are communicated in the enrollment packet or Brightwheel. Families must follow all program instructions for food provided from home. Food sharing is prohibited unless authorized by staff. The program may restrict foods or packaging that create allergy, choking, sanitation, or licensing concerns.

What to bring

Item	Family responsibility
Clothing	At least two complete, seasonally appropriate changes of clothes; more during toilet learning
Outerwear	Weather-appropriate coat, hat, gloves, rain gear, and safe footwear
Diapering/toileting	Requested diapers or training supplies, wipes if required, and extra underwear/clothing
Feeding	Clearly labeled bottles, milk/formula, food, or utensils when requested
Rest	Only program-approved, labeled items consistent with safe-sleep rules
Medication	Only through direct handoff and the approved medication process

Label everything

Clearly label all permitted belongings with the child's first and last name. The program is not responsible for ordinary wear, stains, or loss of valuables. Do not send money, jewelry, electronics, weapons or replicas, small choking hazards, or irreplaceable items.

Supplies

Families must replenish requested supplies promptly. The program may request seasonal, developmental, or classroom materials through Brightwheel. Personal products must be approved before use and may require written permission or medical instructions.



DIGNITY, SKILLS, AND SAFETY

Positive Guidance & Behavior Support

Our approach

Behavior is communication. Caregivers build predictable routines, teach expectations, model language, offer choices, reinforce skills, redirect unsafe behavior, and help children identify feelings and repair relationships. Guidance is developmentally appropriate, trauma-aware, inclusive, and respectful.

Prohibited practices

Evolutionary Prep does not permit corporal punishment; frightening, humiliating, threatening, isolating, or degrading treatment; withholding food, rest, toileting, or basic needs; abusive language; or any discipline prohibited by New York child-care requirements.

When behavior creates a safety concern

The program will respond immediately to protect all children, document significant incidents as appropriate, and communicate with the family. A collaborative support plan may include observation, adjusted routines, teaching strategies, environmental supports, family input, and—with permission—coordination with qualified providers.

Persistent or significant needs

If a child's needs cannot be safely supported within the program's licensed setting, staffing, training, or resources, leadership will meet with the family to consider reasonable supports and next steps. Any change in placement or enrollment will be handled individually, without unlawful discrimination, and consistent with applicable requirements.

Biting and other developmentally common behavior

Biting, hitting, pushing, and similar behaviors may occur in early childhood. Staff respond to the injured child, support safety, teach replacement skills, examine patterns, and communicate while protecting the confidentiality of all children. The identity of another child involved will not be disclosed.



PREPARED AND RESPONSIVE

Safety, Security & Emergencies

Supervision and access

Children are supervised according to applicable New York requirements. Visitors, vendors, volunteers, service providers, and other adults are monitored and may be required to sign in, present identification, or remain accompanied. Families must not permit unknown persons to enter behind them.

Emergency plans

The program maintains emergency procedures for conditions such as fire, severe weather, utility failure, medical emergency, missing child, security threat, evacuation, shelter-in-place, and relocation. Drills are conducted as required. Families must follow staff directions during emergencies and avoid actions that interfere with accountability or emergency response.

Emergency communication

The program will use Brightwheel, telephone, text, email, or another available method. Families must keep devices and contact information current. During a widespread emergency, communication may be delayed while staff prioritize children's immediate safety.

Emergency pickup and reunification

Children are released only through the program's authorized pickup and accountability procedures, including at an alternate location. Families should not remove a child without staff confirmation during an evacuation or reunification event.

Closures and delayed openings

Evolutionary Prep publishes an annual closure calendar that includes scheduled holidays and program closures. Unplanned closure or schedule changes may occur because of weather, utilities, public-health conditions, facility safety, staffing emergencies, government direction, or other circumstances beyond the program's reasonable control. Families are responsible for maintaining backup-care plans.

Transportation and field experiences

Transportation, neighborhood walks, or field experiences occur only when permitted, properly supervised, and supported by required permissions and safety procedures. Families will receive information when a separate authorization or preparation is required.



WE LEARN TOGETHER

Family Partnership & Communication

Respectful communication

Families and staff are expected to communicate respectfully, protect confidentiality, and address concerns away from children. Threats, harassment, discriminatory conduct, intimidation, or behavior that compromises safety may result in restricted access or termination of enrollment, consistent with applicable law and program procedures.

Daily communication

Brightwheel may include attendance, meals, toileting, rest, activities, photos, reminders, and messages. The amount and timing of updates vary with the child's age, the day's activities, staffing responsibilities, and operational needs. Caregivers' first responsibility is active supervision and care.

Conferences

Families may request a conference to discuss adjustment, development, learning, behavior, routines, or family concerns. Staff may also request a conference when coordinated planning is needed. Complex concerns should be scheduled rather than discussed at arrival or pickup.

Questions, concerns, and complaints

Level	Recommended step
Routine question	Message the child's caregiver or program through Brightwheel.
Unresolved program concern	Request a conference with program leadership.
Health or safety concern	Contact leadership immediately; use emergency services when there is an immediate danger.
Licensing concern	Families may contact the appropriate New York child-care regulatory office using the information displayed or provided by the program.

Family participation

Families may be invited to share traditions, careers, stories, skills, or community experiences. Participation is voluntary and must be scheduled, supervised, and consistent with visitor-control and child-safety procedures.



THOUGHTFUL DOCUMENTATION

Photos, Technology & Privacy

Photos and video

The program may photograph or record children only in accordance with signed permissions and applicable requirements. Internal documentation, family communication, public marketing, press, and third-party use are distinct purposes and may require separate authorization. Families may update permissions in writing, subject to reasonable implementation time and any record-retention obligations.

Brightwheel and electronic communication

Families are responsible for safeguarding account credentials, limiting access to authorized users, and immediately reporting suspected unauthorized access. Electronic communication should not be used for a life-threatening emergency.

Social media

- Do not post images or identifying information about other enrolled children, families, or staff without permission.
- Do not represent personal opinions as official program statements.
- Direct concerns to the program so they can be reviewed promptly and fairly.
- The program may request removal of content that violates privacy, safety, intellectual-property, or enrollment requirements.

Program work and intellectual property

Curriculum materials, branding, photographs owned by the program, training resources, and other original content may not be copied, sold, distributed, or used commercially without written authorization. Families may use materials expressly provided for personal learning at home.



FAIR AND DOCUMENTED DECISIONS

Changes, Suspension & Termination

Program changes

Evolutionary Prep may revise schedules, group assignments, staffing, curriculum, fees, services, or policies when necessary. Families will receive notice appropriate to the nature and timing of the change, subject to emergencies and legal requirements.

Reasons enrollment may be suspended or ended

Examples include, but are not limited to:

- Nonpayment or repeated late payment
- Repeated late pickup or attendance outside the approved schedule
- Failure to maintain required health, enrollment, subsidy, or emergency records
- Materially false or withheld information affecting safe care
- Conduct that threatens, harasses, discriminates against, or endangers others
- Repeated failure to follow safety, access, communication, or program requirements
- Needs that cannot be safely supported after individualized review and consideration of reasonable supports
- Program closure, loss of space, licensing change, or another operational necessity

Decision process

When circumstances permit, the program will communicate the concern, identify corrective steps, and provide written notice. Immediate suspension or termination may occur when required for safety, legal compliance, licensing, or protection of children and adults. Financial obligations continue as stated in the enrollment agreement.

Family withdrawal

Families must submit written notice through the method stated in the enrollment agreement. Program property must be returned and outstanding balances resolved. Child records are retained and released only as permitted or required. Final weekly payment is due the week that the withdrawal occurs. For example: If a family withdraws on Friday, their payment made the prior Monday of that week suffices the payment required to complete withdrawal. If a family withdraws on a Monday, payment is still due for that week and the spot is reserved for that child until the last day of the week of the withdrawal.



BEFORE THE FIRST DAY

Family Checklist

Complete	Requirement
☐	Signed enrollment agreement and handbook acknowledgment
☐	Emergency contacts and authorized pickup list
☐	Current medical and immunization documentation
☐	Emergency medical consent
☐	Allergy, medication, feeding, sleep, toileting, or individual care plan, if applicable
☐	Custody documents affecting access or pickup, if applicable
☐	Photo, technology, transportation, and activity permissions, as applicable
☐	Enrollment fee and required tuition payment
☐	Brightwheel parent account activated
☐	Two or more labeled changes of clothing
☐	Requested feeding, diapering, toileting, and rest supplies
☐	Annual closure calendar and emergency information saved
☐	Backup care and emergency pickup plan confirmed

Family quick contacts

Keep the program address, direct telephone, leadership contact, emergency relocation information, annual closure calendar, licensing contact, and current billing terms with this handbook. These details appear in the enrollment packet, Brightwheel, required program postings, and formally issued program notices.

Keep this handbook

Save the handbook with your enrollment agreement, annual calendar, emergency information, and copies of health and custody documents supplied to the program.



Acknowledgment & Agreement

I acknowledge that I have received and reviewed the Evolutionary Prep, Inc. Group Family Day Care & Early Learning Program Parent & Family Handbook for the 2026-2027 program year.

I understand that this handbook works together with the signed enrollment agreement, annual calendar, health-care plan requirements, permissions, individual care plans, and written program notices. If financial terms differ, the most recent signed enrollment agreement or formally issued written notice controls.

I agree to follow the policies and procedures described in these materials; provide complete and accurate information; keep contact, health, custody, and pickup records current; communicate respectfully; and ask program leadership when I need clarification.

I understand that policies may be updated to comply with law, licensing, public-health guidance, insurance requirements, or program needs, and that the program will provide notice of material changes.

Child's full name

Parent/guardian name

Parent/guardian signature

Date

Second parent/guardian name (if applicable)

Second parent/guardian signature

Date

Program copy

Return the completed acknowledgment through the program's approved enrollment process. Retain a copy of the handbook for your records.

