



KIDDIE ACADEMY®
EDUCATIONAL CHILD CARE

Kiddie Academy of Briarcliff Manor

First Day Fundamentals

New Family Orientation Guide

Welcome

Welcome to Kiddie Academy of Briarcliff Manor.

We are delighted to welcome you and your family into our community.

Whether this is your first experience with child care or you're already a seasoned pro, starting something new can come with a mix of excitement and nervousness for both children and parents. Please know that our compassionate and experienced team is committed to creating a warm, nurturing environment where your child can truly thrive.

Thank you again for choosing Kiddie Academy of Briarcliff Manor. We feel so lucky to be a part of your child's world and can't wait for the wonderful adventures ahead.

Warmly,
Krystallyn Martinez
Executive Director
Kiddie Academy of Briarcliff Manor

About Kiddie Academy of Briarcliff Manor



325 South Highland Ave.
Briarcliff Manor, NY 10510



914-810-4900



briarcliffmanor@kiddieacademy.net



kiddieacademy.com/briarcliffmanor

Our Hours

Mon 6:30am - 6:30pm

Tue 6:30am - 6:30pm

Wed 6:30am - 6:30pm

Thu 6:30am - 6:30pm

Fri 6:30am - 6:30pm



Holiday closures: New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Christmas Eve thru New Year's Eve

Contact Us

Franchise Owner Rebecca Scharf • Phone: 914.960.8100

Executive Director Krystallyn Martinez • Phone: 914.810.4900

State Licensing Representative - OCFS

Talibah Byrd • Phone: 914.801.6299

Preparing for the First Day

It's normal for children (and their parents) to feel nervous about a new setting, but there are simple ways to ease the transition. Here are a few tips to help your child (and yourself) adjust smoothly.



Talk to your child about what will be happening

Discuss the day ahead, emphasizing the fun activities, new friends, and that you'll reunite at the end to talk about it all.

Share a positive attitude about child care

Children often reflect your emotions, so staying positive and excited about child care can help them feel the same. Highlight the fun aspects like playtime, learning, and new experiences.

Communicate

Every child is different, and your input helps us meet their unique needs. Share routines, preferences, and anything else that will help us support your child's adjustment.

Tips on Easing Your Child into Child Care

- Spend some time in the classroom on the first day to help your child feel more comfortable.
- Let your child set their own pace for interacting—pushing can backfire, especially for shy children.
- Always say goodbye and reassure your child you'll return—avoid sneaking out, even if there are tears.
- Keep drop-off and pick-up times consistent; routines help build trust and ease separation.
- A comforting item from home, like a toy or photo, can help—check with the director for what's appropriate.
- Every child adjusts differently—some quickly, some with setbacks. We're here to support you and your child throughout the process.



What To Bring: Infants & Toddlers

- ☐ Diapers, wipes, ointment, sunscreen, etc.* *(labeled with child's first and last name)*
- ☐ Formula/Breast milk, plastic baby bottles (no glass), and baby food labeled with child's first, last name and date (applicable to infants)
- ☐ Plastic Water Tumbler (applicable to toddlers)
- ☐ 3 sets of a change of clothes *(labeled with child's first and last name)* include a pair of extra shoes if toddler aged
- ☐ Extra burping cloths and bibs (applicable to infants)
- ☐ Crib sized sheet and blanket (applicable to toddlers)
- ☐ Infant Sleep Sack (if applicable) No swaddles allowed
- ☐ Family Photo
- ☐ Required forms

**requires a completed form with parent/guardian signature*



What To Bring: Preschoolers

- ❑ Rest time items, like a crib sized sheet and blanket and small stuffed animal (*labeled with child's first and last name*)
- ❑ Easy open side pull-ups, wipes and diaper cream if applicable (*labeled with child's first and last name*)
- ❑ Sunscreen* (*labeled with child's first and last name*)
- ❑ Plastic or metal water bottle – no glass, please (*labeled with child's first and last name*)
- ❑ 3 Sets of a change of clothes, including socks, underwear, and extra pair of shoes
- ❑ Family Photo
- ❑ Required forms



**requires a completed form with parent/guardian signature*

Good to Know

Dress Code

Children at Kiddie Academy enjoy active indoor and outdoor play, so please dress them in practical, comfortable clothing and secure, closed-toed shoes like socks and tennis shoes—sandals, flip-flops, and jellies are not allowed. Avoid expensive outfits or fragile items, as we are not responsible for damage during play.

Personal Belongings

Personal toys and games should stay at home, except for labeled items brought for “Show and Share,” rest-time comfort, or circle-time book sharing—we are not responsible for lost or damaged items.

Day-to-Day Routine

Each classroom’s Family Information Board displays daily schedules, menus,

lesson plans, and more—check it regularly to stay informed and engage your child in conversations about their day.

Meals

You do not need to pack any meals or snacks for your child. We have a fully equipped kitchen and a trained food service manager on staff, so that we can serve a nutritious and well-balanced lunch as well as a morning and afternoon snack.

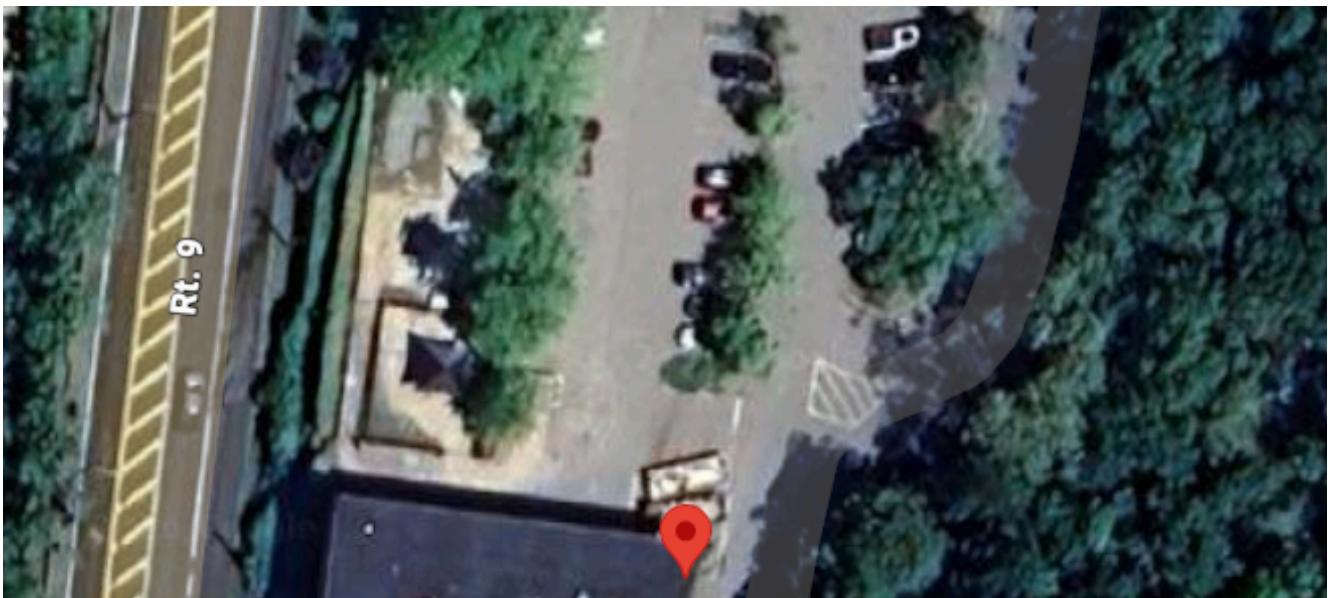
Rest Time

Children have daily quiet rest time with their own blanket and a small stuffed animal if desired; items are sent home weekly for washing, and rest periods vary by age group. While sleep isn’t required, we encourage a calm environment out of respect for those who are resting.

Where to Park

Key parking reminders:

- Don't leave your car running when you go inside the Academy.
- Always lock your car.
- Be extra careful when backing up and driving in our parking lot.



We have ample parking spaces throughout the parking lot, however the 4 closest spots to the entrance are strictly reserved for Kiddie Academy families.

Building Entry

- Our building is locked 24/7 for safety and security. You will be able to gain entrance with a unique code. Do not share your code with anyone else. Once inside, you will officially check-in at the kiosk with either your fingerprint or code.
 - If you do not yet have a code created/your fingerprint has not been logged prior to your first day – please let us know and we will activate your logins.
- Upon drop-off, you must escort your child to his or her classroom. Make sure an educator acknowledges that they see your child before you leave. If your child's class is not in their regular classroom, you can ask a staff member in the lobby where the class is.



Alternate Pick-up Guidelines

- A parent/guardian should send an email to the Academy to document an alternate pickup person's name on a given day.
- Please tell your alternate pickup person that they need to bring their ID to pickup. We will not release children to an alternate pickup person without seeing their government-issued ID.

For additional information about alternate pick-up guidelines and safety protocols, please reference the Parent Essentials handbook.



Classroom Expectations

- Your child will be assigned their own cubby in their classroom. This is where you can store their personal clothing items and bedding, etc. Your child's teacher will also put projects to be taken home as well as soiled clothes (in a plastic bag) to be taken home and laundered. Be sure to check your child's cubby each day at pick-up.
- We ask that parents take home rest time bedding on Friday afternoons to wash over the weekend and bring back clean on Monday mornings.
- Check Academy Link[®] (Tadpoles) daily for teacher notes. They may request more supplies, like diapers or wipes, or share other important classroom updates.
- If you forget something that your child needs (like an extra pair of clothes or a blanket for rest time), we do our best to have emergency supplies on hand.
- This is a peanut-free school. Please do not bring in any food items without prior approval of Academy administration.
- Sometimes when you pick up, your child's class will not be in their regular classroom. They could be outside on the playground or in another classroom. If you are unsure, you can ask a staff member in the lobby where the class is.

Tadpoles - Academy Link

Download the Tadpoles app:

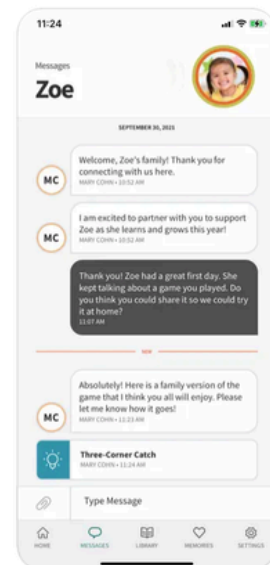
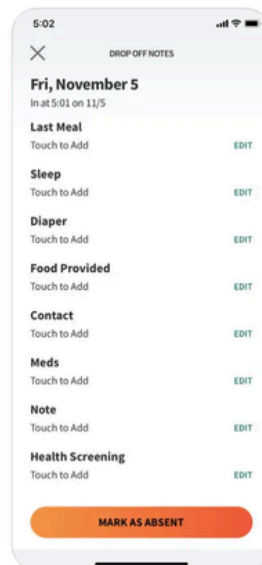
- [App Store](https://apps.apple.com/us/app/tadpoles-parent/id428376881): <https://apps.apple.com/us/app/tadpoles-parent/id428376881>
- [Google Play](https://play.google.com/store/apps/details?id=com.tadpoles.parent&utm_source=na_Med): https://play.google.com/store/apps/details?id=com.tadpoles.parent&utm_source=na_Med



Tadpoles Parent 4+
Teaching Strategies, LLC

Free

Screenshots [iPhone](#) [iPad](#)



Community Begins Here®

We understand that it can take time for children to settle in, so don't worry if your child is still a little clingy at drop-off after a week or two, or hasn't made a close friend right away —this is totally normal. If you have any questions or concerns, please don't hesitate to reach out; we're here to support you and your child every step of the way, and we truly believe you've made a great choice in joining our community.

