

Here We Grow Early Learning Center's Parent Handbook



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Welcome to Here We Grow Early Learning Center

Welcome to our family! We appreciate how hard it is to choose a place to send your children while you work or go to school. Thank you for entrusting us with their care. Our goal at Here We Grow Early Learning Center is to make sure that your child and family has the support they need to develop the tools through each stage of infancy and toddlerhood to grow and develop into independent and successful preschoolers who will be ready for kindergarten. We give them ample opportunities to explore their environment in many different ways, allowing them to find out what it is they really love to do. Whether it is music and dance, art, science, or reading quietly, they will be learning without even knowing it! This is an exciting time that we look forward to sharing with you. There will no doubt be many questions that will come up as your journey begins. Please know that as a center we will work with you to answer each one as they come. We feel that you are the first and most valuable link in your child's education; together we can make your child's experience here an enjoyable and educational one.

We also love to learn about our families' different cultures and interests and encourage them to share whatever they can with us. You could lead an activity, bring a special snack or read stories to name a few. We warmly welcome you and your family. We hope that your time spent with us at Here We Grow Early Learning Center is one that you will enjoy and your child will thrive from. If you have any questions or concerns please feel free to let us know.

Sincerely,

Heather Robbins
Owner

Crista Trujillo
Director

Please contact us at directorofgb@gmail.com

Mission Statement

To provide children and families a safe, hands-on environment where they can learn and grow through respectful interactions and creative curriculum.

Our goal is to build the skills necessary cognitively and emotionally, creatively, and physically that they can take with them to kindergarten and through their entire lives, all while making memories that will last a lifetime!

Philosophy

Here at Here We Grow ELC, LLC, we strive to provide each child individualized care. We believe that children are active learners and that they will hit their milestones when they, as individuals, are ready. As the children grow, they are given more and more opportunities to learn how to be independent, self-assured, critical thinkers, and, most importantly, to have fun!

Confidentiality

Trust is an important part of the family – school relationship. In order to develop trust the teachers and Director maintain the practice of confidentiality and anonymity when it comes to sensitive information about your child. Therefore, the teachers only share details about a child's development and behavior with his or her parent(s) or within the staff when necessary. The privacy of all families is respected.

Nondiscrimination Policy Here We Grow ELC, LLC welcomes children of any race, gender, sexual orientation, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school.



Director's Open Door Policy

Please feel free to discuss any issues, concerns or questions with the Owner/Director Heather Robbins by appointment in person or by email anytime or with Director Crista Trujillo M-F from 9am-3pm by phone, email, or in person by appointment only.

ABOUT THE SCHOOL

State Licensure

Here We Grow ELC, LLC is licensed by the State of California to provide care for children aged 3 months-6 years. 39 at the Turnpike location and 39 at the Hollister location. Our licenses are displayed at all times in our main classrooms. We are inspected annually by regulatory agencies in the areas of fire and community care licensing. If you have any questions or concerns about the regular inspections, please feel free to talk to the Owner or Director at any time.



The Preschool Food Healthy Habits Initiative

Here We Grow ELC, LLC actively participated in the Preschool Food Initiative Program funded by the Orfalea Foundation. The program provided training to ECE centers to become leaders of wellness and changes in food and activity practices. It is also part of the work of the Outdoor Classroom project.

Our Food Program

We know how hard it is to pack nutritious lunches for our kids, so we create healthy options for morning and afternoon snack time which is included in the tuition starting at 1 years old or when they are eating most table foods.

We are mindful of our little ones just learning to eat. Foods are softened, when necessary, peeled, and cut long ways to promote self-feeding in a safe, baby led way.

Besides the food program being helpful for parents, we also believe it creates opportunities to try new foods and to develop independence skills such as serving food to themselves with tongs, helping to pass out plates or utensils, and cleaning up after themselves.



The Outdoor Classroom Project

Here We Grow ELC, LLC recognizes the value of outdoor environments and activities and is taking steps to join the Outdoor Classroom Project. The long-term goal is to increase the

quantity, quality, and benefit of outdoor experiences for young children in programs of early care and education.

Experience in the field and child development research alike are showing that all children need and benefit from more time outdoors; it is critical for their health, self-concept and future school success. The optimal learning and growing environment for young children is composed of a full integration of indoor and outdoor spaces. The Outdoor Classroom enhances and adds to the limited scope of activities available inside confined classrooms by providing for hands-on experiences, physical activity, social-emotional growth through peer interaction and multifaceted approaches to cognitive development that connect children to nature and maximize their learning outcomes. www.outdoorclassroomproject.org

Green Care Environment

We strive to maintain a healthy environment for our preschool families and teachers. Here We Grow ELC, LLC has pledged to be a Green Care Provider. The *GreenCare for Children* program is designed to help child care providers and parents create a setting free of identified environmental hazards that may lead to chronic and life threatening diseases. Here are some of the ways that Here We Grow ELC, LLC provides a healthier learning environment:



We protect children from exposure to pesticides by only using cleaning products that are free of harsh chemicals and irritants.

We protect children from disease through good hygiene and sanitation and through the careful use of disinfectants when required. Children do not use anti-bacterial soaps, lotions, wipes or ointments as overuse of these may be potentially harmful.

We actively ventilate all rooms with fresh air to eliminate airborne hazards.

We have policies in place that protect children from tobacco smoke and automobile exhaust.

We do not permit the use of leaf blowers on-site while children are present.

We strive for mold and mildew prevention by routine cleaning using non-toxic agents which help to prevent these from growing

We conserve energy by relying on natural light and using energy efficient lighting when needed.

We dispose of, or recycle, all materials to the highest standard in our community.

We encourage our parent families to adopt the GreenCare standards in their own homes.

To learn more about the Green Care standards, please visit: www.greencareforchildren.org

THE CURRICULUM

At Here We Grow ELC, LLC, we strive to maintain positive, supportive relationships with our preschool families. We base our program on the knowledge that young children learn:

Through play.

As total persons – emotionally, socially, physically, and intellectually.

Through a sequence of stages of development, but at individual rates.

Through all of their senses.

We provide an environment filled with pleasant interactions, imagination, and adventures. We interact frequently with individual children and encourage interaction among the children. We express respect and affection for children by speaking to children at their eye level. We are readily available and responsive to children. We encourage children to share their experiences, ideas, and feelings. We listen to children with attention and respect. We speak with children in a friendly, positive, courteous manner. We treat children of all cultures with respect and consideration. We provide boys and girls with equal opportunities to take part in all activities. We encourage age-appropriate independence in children in many ways. We encourage positive behavior by redirecting children from inappropriate or unsafe activities to appropriate activities. We use positive reinforcement. We encourage children to problem solve and communicate. We believe in modeling functional communication and

While we are a play-based school...that doesn't mean learning is not important! We follow a school wide curriculum based on monthly themes. Each teacher then carefully plans their projects and activities based on their group's development and preferences. We also include a social-emotional curriculum, spanish, gardening, and cooking class all included in tuition.

Hours of Operation and Daily Schedule

Here We Grow ELC, LLC is open from 7:30 a.m. to 5:30 p.m. weekdays, except for holidays and inservice days. The Infant center tailors the schedule to meet the individual needs of each infant. Once they turn 1 year old they start to show readiness for a more structured schedule. Generally, the preschool day follows the structure outlined below:

- 7:30-9:00 Arrival and Free Play inside
- 9:00-9:30 Toilet/handwashing time
- 9:30-10:00 Morning Snack
- 10:00-10:15 Circle Time
- 10:15-11:00 Group time and activities
- 11:00-11:30 Toilet time/ Hand Washing
- 11:30-12:00 Lunch
- 12:00-2:00 Nap time
- 2:00-3:00 Toilet time/ Hand washing as children wake up
- 3:00-3:30 Afternoon snack
- 3:30-4:30 Afternoon activities/Free play
- 4:30-4:45 Toilet time/ Hand washing
- 4:45-5:30 Classroom and pick time



Curriculum Topics for All Ages

During the course of the year, the school focuses on monthly themes and projects. A general outline of the themes is as follows:

Monthly Themes

January: Healthy Living

- Sports/ exercise
- Fruits and Veggies
- Gardening
- Bugs/Insects
- New Year

February: Fairy Tales

- Valentine's Day
- Friendship
- Oral Stories
- Writing Stories

March: Dr. Seuss

- Reading/Writing
- Rhyming
- Hats
- Inventions
- St. Patrick's day

April: Spring

- Growth
- Seeds
- Flowers
- Easter
- Insects, Birds, Nature

May: Weather

- Weather Patterns
- Rainbows
- Mother's Day

June: Transportation/Construction

- Cars, Trains, Buses.....
- Building
- Architecture
- Father's Day

July: Ocean

- Summer Safety
- 4th of July
- Ocean

August: Space

- Stars, moon, sun, space, planets

September: All About Me

- My Family and Friends and Pets

October: Fall

- Farm Animals
- Halloween
- Weather changes/ Falling leaves

November: Dinosaurs/ Thanksgiving

- Carnivore vs. Herbivore
- Different Sizes
- Fossils
- Thanksgiving

December: Winter

- Arctic Animals
- Snow
- Christmas

PRE-K AND KINDERGARTEN READINESS

Kindergarten Readiness

When your child turns four they will participate in a kindergarten readiness group that we call our Pre-K group. The overall goal of the Pre-K group is to prepare the child for elementary school. Your child will have ample opportunities to learn early math, science, social studies and early reading concepts as well as practice self-help, gross motor and communication skills.

Who is eligible to attend kindergarten in our district?

Kindergarten

- A child is eligible for Kindergarten if they turn **5 years old on or before September 1** of the school year.
- That means, for the 2025-26 school year, children born **on or before September 1, 2025** can enroll in Kindergarten.

Transitional Kindergarten (TK)

California is phasing in **Universal TK** over several years. The eligibility window has expanded each year, and by **2025-26**, all children who turn **4 by September 1** of the school year will be eligible for TK.

. Transitional Kindergarten is not the best choice for every child, please evaluate your child individually before making that choice.

Assessments/ Parent & Teacher conferences

Our teachers maintain documents called The Brigance for each child in their primary group. In these assessments the teacher documents development and observations of the child while at school. We have parent and teacher conferences scheduled twice each year, once in the Fall and once in the Spring. Parent and teacher conferences are a time for the teacher to share and set goals with the family. Periodically another assessment called an Ages and Stages ASQ will be sent home to be completed by a parent or guardian. These assessments inform our teaching and curriculum, as well as show any red flags where children may need to be referred for an assessment at their district or through tri-counties regional center.

Scrapbooks

Our teachers maintain a Scrapbook for each child in his or her primary group. Each month the teacher makes a page or two that is compiled and placed into the Scrapbook documenting events, activities of the month, art work and gives descriptions of the learning benefits pictured.

Opportunities for Learning

Circle Time: These "chats" are an opportunity for the children to learn how to organize their thoughts. As they talk about their experiences, children learn how to tell a story with a beginning, middle and end.

Music and Movement: Children learn music the same way they learn language--by listening and imitating. Finger play promotes language development, fine-motor skills, and coordination, as well as self-esteem. Creative movement expands a child's imagination. It's also a fun method of physical fitness--an important goal of child development.

Art Projects: A good art project teaches a child that his or her creativity is limited only by his or her own imagination. It takes small-muscle control in order to manipulate clay, cut with scissors, paint with a brush, and color with markers or crayons. As these skills are practiced, they help a child gain mastery to cut with a knife, button his own shirt, and print his name. Art projects build a child's self-esteem. We focus on the process of the art project and not the product.

Outdoor Play: Outdoor play refines a child's gross-motor (large-muscle) skills. The cross-lateral movement (right arm/left leg and vice versa) involved is critical to a child's later success in reading and writing. Playground time is also an opportunity to explore and manipulate a different environment.



Cooking: Math skills are an important part of the process as the cook needs to count and measure the ingredients. Cooking also refines small-motor skills as a child stirs, dices, and adds ingredients. It also teaches about nutritionally rich foods that are good for you and help you grow.

Snack and Lunch Time: Snack and lunch time is an opportunity for a child to learn social skills as she chats with her friend in the seat next to her. Passing out the snack and distributing a napkin and cup to each child teaches one-to-one correspondence and counting skills.

Pouring the water from a small pitcher to an individual cup requires small motor control. Cleanup time after snack or lunch is another educational opportunity. A child's sense of competence and independence are reinforced.

Manipulative Toys: Manipulative toys help develop a child's fine-motor skills, which is a precursor to being able to write. Often these toys are also used in fantasy play. The beads that are strung become the necklace for the "queen" to wear. The Play-Doh creations include cookies for the impromptu "tea party."

Building with Blocks: Blocks help children learn scientific, mathematical, art, social studies, and language concepts; use small motor skills; and foster competence and self-esteem. Building with blocks also teaches life skills. Just putting away your groceries in the cupboard is using the same concepts of spatial relations, stability, and

balance that you learn in the block area. Building with blocks also teaches art concepts such as patterns, symmetry, and balance. A child gains reading skills such as shape recognition, differentiation of shapes, size relations. Language is enhanced as children talk about how to build, what they built, what the function is, or ask questions about concepts or directions. It's not just building with blocks that are educational--so is cleanup. Sorting and storing blocks teaches classification and one-to-one correspondence, which are important math skills.

Dramatic Play: Playing make-believe lets a child bring the complicated grown-up world down to size. Research demonstrates that children who are active in pretend play are usually more joyful and cooperative, more willing to share and take turns, and have larger vocabularies than children who are less imaginative. Imaginative play helps children concentrate, to be attentive, and to use self-control. When children pretend they also learn to be flexible, substituting objects for those/they do not have. Dramatic play encourages children to think abstractly, which is an important pre reading skill. Children come to understand that words represent ideas.

Cooperative Play: Working together, whether it's on a block building or planning a tea party, helps children to learn to respect the ideas of others. They develop their social skills, and social competence is an underlying goal of early childhood education. Children in cooperative play learn to contribute to joint efforts. They also learn how to problem solve by working together to find a solution.

Gardening: Through simple gardening activities we can encourage curiosity and discovery. Young children learn by experiencing "hands-on" and by having opportunities to think about, re-visit, and question their experiences. Gardening with young children gives us this exciting opportunity. There are so many concepts to explore, discover, and learn. Children will learn about science and nature when identifying plants. They will explore math skills by counting scoops of dirt. They will be exposed to reading and writing through stories, books, and activities such as creating gardening books. They will learn social skills by working with other children and by learning to care for and nurture a living thing. Through gardening, not only do plants grow, but children grow, too.



Sand and Water Exploration: A child has a practical math lesson in fractions when she pours a cup full of sand into a two-cup container. Her fine-motor skills are also being developed as she washes a tea set or maneuvers a cup full of sand into a sifter. Her eye-hand coordination helped. As anyone who has sat on a beach knows, sand and water play is soothing. It encourages children to explore and learn about cause and effect.

Puzzles: Puzzles require abstract thinking: the ability to see a space and envision what belongs there. Puzzles also require fine-motor control in order to place the pieces into place. Having puzzles for varied skill levels permits children at all stages of development to experience success.

Books/ Library: Children learn language skills from books. Whether they are looking at a book individually or being read to as part of a group, when you make books a part of a young child's day you set the stage for a lifelong interest in reading.

Cleanup: Preschoolers learn to sort, classify, match, and organize when they put the toys back on the shelf. Preschoolers learn that helping behaviors and orderliness are valued. They see that it's important to take care of their environment and that it's easier to find what you want when you put it back in its designated place. Cleaning up teaches self-discipline. Children learn how to follow simple directions. Working together as a class to clean up their room is another exercise in cooperation.

Emotional Regulation and Intervention Policies

At Here We Grow ELC, LLC we strive to always provide our children with an engaging and stimulating indoor and outdoor setting. Within this environment, we guide the children with consistency, setting age appropriate limits, teaching them how to label their feelings, and providing opportunities to learn coping skills through sensory play, music, reading, and calming corners. Our goal is to help children learn to make positive choices and to accept responsibility for their actions using their problem solving brain and an acceptance that all feelings are important. These lessons will follow them throughout their lives and help them be able to self regulate, as well as co-regulate with their peers, teachers, and families.

Definition of Emotional Regulation

The ability to have control over an individual's emotional state

Self- Regulation- Even more than having control, having an ability to label your emotions and know what behavioral changes may happen in your body when those big feelings emerge.

Co-Regulation- our ability to help each other calm: using our bodies like a soft touch or a hug if needed, tone of our voice, and modeling breathing.

Communication

It is important to communicate with your child's teacher about your child's behavior at home and we will share with you about your child's behavior at school. Please share any behavioral changes or concerns with your child's teacher or the director and we will do our best to support you and your child. It is important to not talk directly in front of children as this can cause shame, creating negative behaviors instead of emotional regulation. We strive for positive reinforcement resulting in positive behaviors.

Age appropriate limits

Our teachers will effectively manage their environments by providing and maintaining engaging, interesting and fun activities for their group of children. They will set reasonable, age-appropriate expectations based on the children's developmental levels and individual differences. Effective and consistent supervision will be



maintained through attentiveness, alertness and the correct implementation of policies and procedures.

Positive Reinforcement

A daily effort will be made to give positive praise and attention to children engaged in appropriate play by themselves or with other children.

Redirection

Our form of guidance often takes the form of a gentle reminder or offering help with a conflict when a child may be in need. Inappropriate behavior can often be stopped by offering a child an opportunity to engage in a different activity or play with a different toy or move to a different area and helping them talk through how they are feeling or what they are needing.

Modeling

Our teachers express their feelings and address a situation with words and body language rather than with physically aggressive behavior. We encourage you as the parent to also guide your child in a positive manner and in a way that builds understanding and the ability to communicate openly using natural consequences and providing praise for positive behavior. We respect that all families are unique and discipline takes many different forms. At home please supervise what your child is watching on television, movies, music or the internet. A team effort is required.

“Shadowing”

If a child is continuously aggressive, the teacher is required to shadow the child. This means that the teacher will stay close to the child, supervise more closely and be available to redirect or intervene with the child as needed.

Time In

A Time In is encouraged as a way to gently guide the child through the problem solving process. It is a form of co-regulating. The teacher will sit with the child and speak with the child in a calming manner. It's a time for the child to express his or feelings openly and work out the issues at hand. It's also a time to reflect, reevaluate and encourage the child to make a positive choice.

Action

A child who consistently exhibits inappropriate behavior that threatens physical or emotional harm to self or others may require more intervention. Each incident will be discussed with the parent and documented. If the behavior continues, the parent, director and teacher will meet to form a plan of action. In some cases the parent may be asked to pick up their child if the behavior has escalated. In which case more

assessments may be done, Here We Grow ELC, LLC administration may apply for professional help, and in the case of children or adults being harmed, physically or psychologically the child may need to be removed from the school.

Owner/Director Heather Robbins is a licensed Educational Psychologist and is available to privately test children at parents request and for a separate fee.

GENERAL SCHOOL POLICIES & PROCEDURES

Arrival and Pick-up Procedures

All families should have a Brightwheel account. Please scan the symbol at the gate and then follow the health questions. Once that is done please sign your name and enter your personal 4 digit code to complete the sign in process. An authorized parent or guardian must sign each child in and out each day with their **full signature and time**. An Emergency Release Authorization Form for any adult other than a custodial parent or guardian must be on file with a photocopy of the individual's picture ID for permission to pick up a child.

The child's parent or guardian must notify center staff by phone if an authorized substitute will pick up the child. The parent or guardian is responsible for guarding the child during drop off and pick up through the parking lot, **please hold your child's hand and be very cautious of vehicles entering and leaving the lot.**

Prompt arrival is encouraged to offer your child a more comfortable transition from home to school and school to home.

If for any reason you will be late to drop off or pick up your child from school please send a message on Brightwheel as soon as possible to inform us of the delay. For additional information related to late dismissals, please refer to the Late Pick-Up Policy below.

NOTE: ANY DROP-OFF LATER THAN 9:30 AM IS NOT PERMITTED UNLESS PREVIOUSLY ARRANGED WITH A DIRECTOR. LATE DROP-OFF CREATES IMBALANCE IN THE STUDENT-TEACHER RATIOS AND MAY BE DISRUPTIVE TO NAP TIMES AND THE TRANSITION MAY BE UPSETTING TO THE CHILD.

Late Pick-up Policy

Children must be picked up on time, as consistency is an important part of their development. **Parents should arrive in time to collect their children and their belongings in order to leave the school by 5:30 p.m.** This schedule allows the teacher's time to clean up and prepare for the next day. In the event you are late, you

will be charged \$1.00/minute. All late pick-up fees are applied to the curriculum fund and are used to buy supplies for the school.

Parking

Vehicles entering the Here We Grow ELC, LLC campus from Turnpike should enter the lot from the northern most entrance where most parking stalls are available. The Hollister location has a parking lot that will remain open until 9:00am, and then closed until 4:30pm for the safety of the children. Parents will need to find street parking if they need to park any other time.

Cell phone use

Please refrain from talking on your cell phone when dropping off or picking up your child and especially while driving in our parking lot. It is important that parents are focused on their children to make the transition from home to school or school to home smooth and stress-free.



Absences

If your child is going to be absent we require that you message the school on Brightwheel to let us know. This helps us figure out the ratios for the day, as well as letting us know to look out for symptoms in other children and put out a parent note if necessary.

Tobacco Free Environment Policy

Signs are posted on the premises to inform all that the school is a Tobacco Free Environment. The teachers perform a safety check of the grounds each morning before the children are allowed out to play.

This safety check includes looking for cigarette ends and other debris that may be hazardous or unsafe.

PARENT PARTICIPATION & INTERACTION

Parents are welcome to participate in class activities-teaching or sharing any talents or interests you may have. If you are gifted with a talent or have a special interest, please consider sharing those experiences with your child's class. Let your child's teacher know when you would like to share with your child's class.

Newsletter



Here We Grow ELC, LLC provides a quarterly newsletter via email that is sent out to parents from the Director and includes information on anticipated learning opportunities, upcoming activities and events for the quarter.

Parent Connection

Periodically the school offers parent connection meetings to talk through issues being faced at home or with school, to provide educational experiences, and a time to connect with directors.

Fundraising Events

To keep the cost of tuition at a minimum Here We Grow staff and the GBPCC plan various fundraising activities to raise money to purchase art and activity supplies, learning materials, outdoor equipment and lending library materials. There are plenty of opportunities for parents to contribute to these events by donating items, working at the fundraising event and/or contributing financial support. We appreciate any and all contributions made by their families. To learn more about these volunteer or contribution opportunities, please speak with a Director.

Donations

Gently used books, bikes and toys are welcomed. For more information related to potential donations, please refer to the Here We Grow Wish List posted on the Announcement Board. If you or your family is interested in donating something to the school that is not posted on the Wish List, please speak with a Director.

Wish List

The Wish List is generated by the directors and teachers and is based on the current needs of the school. Please regularly check the Announcement Boards posted in the classrooms to review the wish lists and identify any potential contributions your family can make.



Facebook

The advances in social media now allow parents another way to interact with their child's school community. Here We Grow ELC, LLC has a Facebook page where pictures and videos of daily and special events are posted. This online venue is another opportunity for parents to contribute their photos, videos and

comments to the community. Page access is restricted to Here We Grow ELC, LLC families only and any data may be removed by the Director if deemed inappropriate.

Here We Grow Early Learning Center Special Events

Birthdays

We love to celebrate birthdays and parties are always welcome at Here We Grow Early Learning Center. If you would like to celebrate your child's birthday or a holiday, please be mindful of our Low Sugar Policy. Fresh fruit, smoothies, muffins or frozen yogurt are great alternatives! If you would like some ideas of low sugar treats, please feel free to speak with a teacher or the Director.

Holidays

Here We Grow Early Learning Center is an inclusive facility which celebrates seasons as opposed to spiritual events.

Field trips

Occasionally, special field trips are offered to interesting places away from school. Transportation and supervision of the children require parent participation. The Director will give you notice of upcoming field trips as well as a permission slip to sign.

Festivals

Families come together a few times a year to celebrate the spring, fall and winter seasons through a festival event. On these occasions, a variety of seasonal activities and performances occur that



align with the curriculum. These festivals are also opportunities for greater parental involvement through event attendance, volunteerism, and fundraising. The immediate and extended families of the students are all invited to attend these festivals and are strongly encouraged to volunteer or contribute in some capacity. To learn more about these volunteer or contribution opportunities, please speak with the

Director.

Community Events

Throughout the year, Here We Grow Early Learning Center plans special events when the families can



come together, have some fun and get to know each other. Such events may include a family movie night, family potlucks and a camping trip. All families are encouraged to attend any and all community events.

Pre-Kindergarten Graduation

Each year, Here We Grow Early Learning Center will honor their graduating class with a brief ceremony where each graduate will be recognized and presented with a Preschool Diploma by the Directors. A casual potluck for the graduating families will follow the ceremony.

During this ceremony, each graduate will also be presented with a backpack full of special gifts and school supplies as a way of wishing each child the best of luck in their future academic endeavors. These backpacks are provided by the Here We Grow Early Learning Center with monies raised throughout the year at various fundraising events.



kept in his or her cubby until nap time.

PERSONAL BELONGINGS

Our teachers realize that part of the adjustment process for children may include a comfort item from home. We encourage your child to bring a special book, stuffed animal or blanket for nap time which will be

Cubby Assignment

Each child is assigned a cubby with their name and photograph. Here We Grow Early Learning Center requires the following items for your child's protection and comfort:

- Weather appropriate items (bathing suit, hats, gloves)
- extra clothes (at least 2 sets)
- jacket
- blanket and crib sheet
- underwear and socks

Cubbies should be checked, cleaned and restocked on a daily basis. Please make sure your child's cubby is not too full and overflowing, each child's belongings must be contained in their own area. **PLEASE LABEL EVERYTHING**

Infant Cubby

Infant cubbies must have an ample supply of diapers and extra clothes. Diaper cream and sunscreen need to have a medication form filled out and attached. All diaper cream and sunscreen will be kept in the classroom lockbox. Sensitive wipes are used by the school; please notify the staff if you prefer a specific brand of wipes.



Labeling Items

Please label all cups, bottles, blankets, stuffed animals, pacifiers, etc. with your child's name to prevent the item from getting misplaced. Here We Grow ELC, LLC will not be responsible for unmarked items that are lost or misplaced.

Clothing

Learning can be messy! Children need to feel free to explore mud, water and paints. Therefore, your child should wear clothing that is comfortable, washable and encourages independence.

During potty learning, it is important that the child can take his or her pants on and off easily. We recommend pants with an elastic waistband. Please keep your child's cubby stocked with plenty of extra clothes in the event that a clothing change becomes necessary during the day. Children must wear underwear or a diaper every day. This ensures better containment of bodily fluids and helps us keep our children safe.

Sun Protection

Parents are encouraged to apply sunscreen to their children before dropping them off at school. The school will reapply sunscreen when children are in their bathing suits and after water play. All sunscreen needs to be provided individually for each child by the parent, and a medication form filled out and attached. Sunscreen will be kept in the classroom lockbox.

YOUR CHILD'S WELLBEING

Separation Anxiety & Adjustment

Children handle separation in many ways. The key to your child's adjustment will be a cooperative effort between the parents and teachers.

Children need time to adjust to their "new" routine and environment. Here We Grow Early Learning Center recommends setting a routine which will help your child transition calmly and in a relaxing way. Please let a teacher know when you are ready to leave. For the benefit of your child, please follow through on your departure after saying

good-bye. As your child masters this new routine, the tears will cease. This is all part of your child's learning process, while at the same time helping to build a confident, self-assured child.

Hand Washing Procedures

In order to maintain a healthy environment, the teachers carefully teach and supervise proper hand washing procedures. We encourage children to wash after toileting or diaper changes, touching animals, wiping their noses or when hands seem extra dirty. Children always wash before eating, especially since most snacks are finger foods. Lathering with liquid soap and water for at least 10 seconds is encouraged, followed by thoroughly rinsing in running water and drying with a paper towel.

Safe Sleep Practices

The health, safety, and well being of the children in our care is our top priority. To reduce the risk of Sudden Infant Death Syndrome (SIDS) and other sleep related health issues, we follow strict safe sleep practices as required by California Title 22 regulations.

General safe sleep practices

- Floor mats will be provided for all children enrolled that are able to pull to standing and climb out of a crib. A crib or portable crib will be provided for each infant able to climb out of a crib.
- Families responsible for providing a clearly labeled crib sheet for their child that will be stored in their own personal cubby and sent home weekly to be washed, unless soiled.
- All children are to be offered a nap or quiet rest time daily. Children who do not sleep will be allowed to participate in a quiet rest time activity.
- No child will be forced to sleep and staff will not wake a sleeping child except in cases of an emergency or other health and safety risk.
- We will always work with families to meet their child's individual sleep needs as best as possible.

This policy applies to all infants under 12 months of age enrolled in the program.

- Prior to a child's first day each family will complete an individual infant sleeping plan.
- Infants shall be placed on their backs to sleep for all naps until they are 12 months of age, or until the parent provides a written note from a physician specifying a different sleep position due to a medical condition. Once an infant can independently roll over from back to front and front to back they may be allowed to remain in the sleep position they assume.
- Infants will be placed in a crib or on a mat with a fitted sheet that has no loose bedding, pillows, bumper pads, toys, stuffed animals, or other soft items.
- **No** wearable blankets, sleep sacks or swaddling is permitted.
- Staff will physically check on all sleeping infants every 15 minutes and document it as a sleep check in Brightwheel.

Nutrition

We know how hard it is to pack nutritious lunches for our kids, so we create healthy snacks for morning and afternoon snack included in the tuition starting at 1 years old or when they are eating most table foods.

We are mindful of our little ones just learning to eat. Foods are softened, when necessary, peeled, and cut long ways to promote self-feeding in a safe, baby led way.

Besides the food program being helpful for parents, we also believe it creates opportunities to try new foods and to develop independence skills such as serving food to themselves with tongs, helping to pass out plates or utensils, and cleaning up after themselves.

Preschoolers are offered a lunch created by our chef on staff. Meals are served family style to encourage concepts of sharing and helping children to understand their own internal hunger cues. If you have a recipe you'd like to share or would like to make something for snack or lunch please let the Director know so we can plan accordingly.

Sugar Policy

Here We Grow ELC, LLC discourages the use of any food and beverages containing refined sugars and encourages food and beverage items which contain already-existing natural sugars. Currently some products use saccharin and other types of sweeteners. Here we Grow ELC, LLC discourages the use of these products and prefers products which contain natural sugars.

Birthday Celebrations

Please refer to the Birthday Policy under Special Events.

HEALTH REQUIREMENTS

Here We Grow ELC, LLC are only licensed to care for children who are well. All children entering the school are required to have a pre-entrance physical examination in which your child's physician completes a Lic701 form and annually thereafter as well as continual verification of vaccines.

Immunizations

Immunizations are required for attendance and the most up-to-date of the immunization record will be requested annually by Here We Grow ELC, LLC.

Wellness Policy

Your child must be free of fever, vomiting or diarrhea and able to actively participate, without medications such as Tylenol or Motrin for 24 hours, before attending school.

Illnesses

For the protection of all children please keep your child home if he or she has any symptoms of illness or is too sick to play outdoors. The teachers will give a visual health check to each child before he or she is admitted to school each day. If your child is not well, a teacher will contact the parent/guardian to request an immediate pick-up. Your child should stay home if he or she has any of the following symptoms:

- Fever over 100
- Diarrhea
- Undiagnosed Rash
- Sore throat
- Acting listless or drowsy
- Vomiting
- Headache
- Really Runny Nose appetite, or
- Pink Eye
- Acts out of the ordinary

Infections & Viruses

Please immediately report to the Director any discovery of the following health conditions:

Pink Eye Hand, Foot & Mouth

Chicken Pox

Ringworm

Fifth Disease

Impetigo

Head Lice

Covid-19

Medications

Please ask your child's teacher for a permission slip if your child requires medication during school hours. Teachers will administer prescribed medications with the written consent of the parent and doctor of the child, unless homeopathic which requires parental/guardian consent. Medications must be in the original bottle with the child's

name on it. For a copy of the Medical Prescription Form, please consult a teacher or director.

EMERGENCY PROCEDURES

Emergency procedures are posted in every classroom. Please feel free to ask any Here we Grow ELC, LLC teacher or director to identify where these procedures are located and review them. In case of a severe emergency, you would need to pick up your child as soon as conditions allowed.

Emergency Plan

In the event of a natural disaster, and the parent is not able to immediately reach the child, the preschool has emergency supplies that would last for two (2) days.

Comfort Kit

HereWe Grow ELC, LLC encourages parents to provide the school with items to make a comfort kit for their child. Such items may include favorite snacks, books and family pictures to help soothe the child during an emergency and these are updated annually. We will send the bag, and you fill it up.

Fire and Earthquake Preparation

Drills are practiced regularly so that children and teachers know how to respond in case of an emergency.

Accident Prevention

Our teachers use their best efforts to prevent accidents. Safety inspections are performed in the schoolyards on a daily basis. But, accidents happen. In some cases the injury may be inflicted by another child during a confrontation. Minor injuries will be cleaned with soap and water. A band aid or ice may be applied to the injury. An accident report will be written by the teacher and will be documented in the child's file folder. In case of serious injuries, parents or emergency contacts will be notified immediately. Paramedics may also be called in these cases. Teachers are trained regularly in CPR and first aid procedures.

Emergency Release Authorization Form

This form indicates a list of people who have been identified by a parent or guardian and are authorized to pick up your child in the event that a parent or guardian is

unavailable to do so. This form is required at the time of enrollment and should be kept current. Please update this form annually or when any changes occur and submit the updated form to a Director

Please visit sbgrow.com for current published tuition rates as well as annual calendar.

