

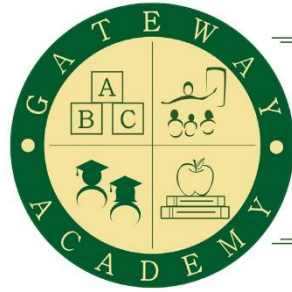
GATEWAY ACADEMY

An Educational Preschool & Kindergarten

PARENT HANDBOOK

**12818 East End Ave.
Chino, CA. 91710
(909) 465-6111**

December 14, 2020



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Dear Parents,

Thank you for your interest in Gateway Academy. The early development years are very special for our children. We look forward to sharing this experience and being a part of your child's progress. We welcome you to the Gateway Academy family.

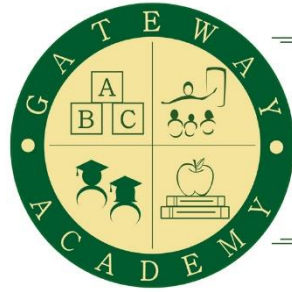
We hope you get a sense of our strong academic curriculum as well as our fun, loving, and age-appropriate program. The Parent Handbook should provide the guidance needed for our policies and procedures.

Our school operates on a traditional school-year schedule beginning from August through June. However, our school is open year round and provides an exciting Summer Camp Program.

We look forward to seeing you.

Sincerely,

Gateway Academy Staff



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Mission Statement

Gateway Academy seeks to provide a safe and caring environment in which each child can develop to their full physical, intellectual, social and emotional potential.

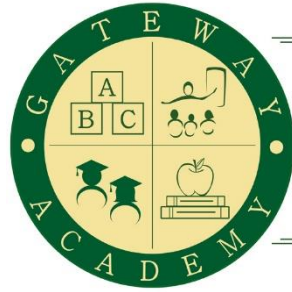
Gateway Academy School Philosophy

At Gateway Academy we believe that if children are provided with a safe, nurturing, and stimulating environment they will feel free to grow and learn. Our age-appropriate curriculum is designed to meet the individual needs of each child. Our philosophy focuses on the “whole child,” offering a variety of activities such as academic studies, creative art, music, science, and cooking experiences to name a few. Simply put, Gateway Academy is a place where “Academics & Social Skills Meet”.

Statement of Discipline

Gateway Academy will promote a healthy self-image in each child. Any discipline will be given in a positive direction. There will be no use of corporal or unusual punishment used as a disciplinary measure at any time. A patient and loving attitude is always necessary. Helpful re-direction of inappropriate behavior is stressed. Teachers will talk the problem over with the child, help the child discuss the difficulties with the children involved and if necessary, have the child sit down (not a time out) until the child feels he/she has regained control.

Repeated discipline problems will be discussed with the child(ren)’s parents.



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Children's Bill of Rights

We, the faculty of Gateway Academy Preschool, pledge to recognize and honor the Children's Bill of Rights.

- Children have the right to a variety of stimulating and happy learning experiences that promote individual growth of both body and mind.
- Children have the right to an education that stimulates their potential, affirms their uniqueness and encourages them to think for themselves.
- Children have the right to be loved and nurtured in a friendly, warm and caring environment.
- Children have the right to be inquisitive and curious and to learn from their mistakes in a safe and understanding environment.
- Children have the right to be protected by setting limits and explaining dangers without them being smothered.
- Children have the right to be praised for their achievements which will build faith in themselves and their abilities.
- Children have the right to fun, unstructured play experiences to develop their creativity and ability to make healthy choices in their life.
- Children have the right to a variety of art experiences in which they will be utilizing their five senses in a fun and safe, learning environment.

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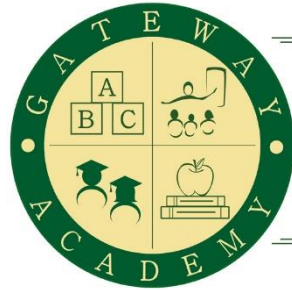
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TEMPORARY COVID-19 POLICIES AND PROCEDURES

The following specific policies and procedures will take precedence over all other policies stated in this handbook.

Tuition Payment: Credit Card payment information should be on file to eliminate any contact transactions.

Travel: families who travel to Covid-19 hot spots will need to quarantine for 14 days prior to returning to Gateway Academy.

Covid-19 Exposure: children who are exposed to any family member or show any symptoms themselves must stay home. Prior to returning to Gateway Academy, parents must provide evidence of a negative Covid-19 test prior to returning to school.

Covid-19 Symptoms: if child is sent home from school with any Covid-19 specific symptoms, parents must provide evidence of a negative Covid-19 test prior to returning to school.

Positive Test and Exposure Notification: parents are required to communicate any positive Covid-19 test results or known Covid-19 exposure to the school immediately.

Lunch Policy: sack lunches must be provided daily until further notice. No warming of food allowed at this time. Any items remaining will be discarded. All items in lunches should be easily accessible for child to open on their own.

Drop-Off and Pick-Up Guidelines: No parents will enter the facility. Drop-off time slot will be from 6am to 9am. Pick-up time slot is from 3pm to 6pm. Child and parent must wear masks during sign-in and sign-out process. Child will have temperature taken during sign-in process.

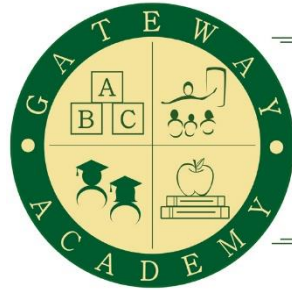
Personal Belongings: When enrolling, parent must supply a large Ziplock bag including 2 changes of clothing, socks, shoes and emergency kit. This Ziplock bag will stay at the school and items will need to be cleaned and returned as needed.

- Every Monday, parent will provide a bag with the following items:
 - Jacket
 - Fitted crib sheet
 - Blanket
 - 10 face masks (we will return washable masks)

- Every Friday, parent will pick up the bag with the above items for cleaning

Celebrations: no birthday celebrations or lunches permitted until further notice.

Masks: children will be encouraged to wear at all appropriate times. This could change according to the CDC guidelines provided.



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TEMPORARY COVID-19 DROP-OFF and PICK-UP PROCEDURES

Due to the Covid-19 pandemic, Gateway will be limiting entry to the school for the safety of all children and staff. Drop off and pick up will take place outside our main entrance door where an administrator or teacher will meet parents and children. All staff, parents and children must wear mask during drop off. Please follow the signs directing you towards our entrance and exit areas. Once in our gated entrance area, families will see 6' marked locators to stay at while in line to sign in. Social distancing will be followed.

Hand sanitizer will be available for use prior to signing your child in and again before your exit. *Parents if you arrive and notice our marked waiting spaces (3) are full, please stay in your vehicles until there is a space available. Each child and parent will need to have a health check, including temperature check and verbal health screening, prior to child being accepted for care each day. Parents will not be able to enter the school until further notice; we will have a teacher greet your child at the entrance and escort them to their classrooms. Pick up procedures will be similar, as parents arrive staff will be notified, and your child will be brought to the front for your pickup. Drop off times are 6am-9am (no late arrivals will be accepted) and pick up 3pm-6pm. We want to encourage you to give yourself ample time for this process and thank you all for your understanding and cooperation.

Gateway Management

ENROLLMENT GUIDELINES AND POLICIES

As part of the enrollment process, all families will be required to approve and sign an enrollment agreement. Below are the enrollment policies and guidelines for reference. The signed enrollment agreement will always take precedence.

- Tuition fee for your child will be specified in the enrollment agreement.
- Tuition is subject to change with 30 days prior notice.
- There is a non-refundable 1st time enrollment fee of \$75.00. Continuing students have a \$50.00 fee each school year thereafter. Summer camp enrollment fee is \$75.00.
- Enrollment fees are due each school year and Summer camp.
- Weekly tuition is due on the Friday in advance of the following week of school. Cash, check, Credit Card or money order payments are accepted. All payments should be paid directly to Gateway Academy. Inquiries regarding the status of Parent accounts should be directed to the Director.
- Parents have the option of holding a credit card number on file for their weekly payments to be processed every Friday. Please submit a CC Authorization Form to the Director.
- If tuition is not received by the Friday in advance of the following week of school, you will incur a \$5.00 late fee on Monday and \$5.00 for each day late thereafter.
- If tuition and any late fees are not paid by Friday of the week service was provided, your child will not be permitted to attend Gateway Academy until the account is brought current.
- There is a \$25.00 fee for returned checks. Two offenses may result in money order transactions only.
- Two (2) week notice shall be given in writing upon terminating enrollment.
- Tuition is not based on attendance. If child is ill or on vacation, school closure dates or holidays, parent must still pay tuition. Tuition pays for child's place of enrollment, not attendance.
- A child may be withdrawn from the school at any time, if in the opinion of the administration it is deemed in the best interest of the child and school.
- Any student not picked up by 6:00 pm will be charged an additional \$7.00 for the 1st through 5th minute and \$1.00 for each additional minute thereafter.

GUIDELINES FOR SCHOOL ATTENDANCE DUE TO HEALTH CONCERNS

The following guidelines are suggested for school attendance:

- Children too ill to participate in normal school activities should be excluded from school attendance whether the child has a fever.
- Children with a temperature greater than 100 degrees should be excluded until the temperature is normal for at least 24 hours.
- Auxiliary temperatures are not accurate and should be repeated orally if a fever is suspected. Elevated temperatures of 100 degrees or above should be repeated after the child has rested quietly for 20 minutes in a room with a comfortable temperature.
- Children with persistent vomiting should be excluded until vomiting has stopped for at least 24 hours.
- Children with diarrhea should be excluded until the diarrhea has stopped for 24 hours. A physician should see a child with persistent diarrhea.
- Children receiving antibiotic therapy, who do not have a fever, may attend school.
- Children with a known or suspected contagious illness should be excluded until noninfectious or until released by physician.
- Children with a rash of undetermined origin shall not be allowed at school until the rash is gone or until released by a physician.
- Children who have undergone a medical procedure requiring general anesthesia should stay at home until released from a doctor.
- Personal decision and exceptions regarding attendance for reasons of health of any student will be at the discretion of the school's director.

POTTY TRAINING GUIDELINES PHILOSOPHY AND PROGRAM

Our school's potty training philosophy is that children require developmental readiness, a supportive, consistent environment, close parent contact and a caring well-trained staff.

A toddler will be accepted into the training class after the parent, teacher and director have completed a readiness assessment. Criteria for acceptance into this class will be based on developmental readiness, verbal skills, attention span, interest and a commitment by the parent to reinforce skills at home.

After the assessment has been completed and the toddler has been accepted into the program, a "Training Plan" is agreed upon by parent, teacher and director. Children in this program will wear pull-up style diapers while at the center and will eventually graduate to cloth training pants and finally underwear. Children will be given the opportunity to use the potties on a scheduled basis as well as verbally ask to use the potties. Teachers will monitor the progress of each child by using daily charts as well as bi-monthly progress reports. Children will be changed immediately after an accident.

Children showing success in the program can graduate to a regular pre-school class if the child is at least 2 years old and the change is desired by the parent.

The role of the teaching staff is to attend to the individual needs of each child in the class as well as the functioning of the class as a group. Teachers will exhibit patience and kindness while teaching toddlers how and when to use the potties. Positive reinforcement in the form of verbal praise, hugs and stickers will be used for all children in the program. Praise and support will be given for the children at each phase of the growth while in the program.

The role of the parent will be to enable teaching staff by implementing a similar potty training plan and positive reinforcement system while the child is not at the center. Teachers will help devise a home based plan if needed. Communication between the parent and child will be valued and encouraged by the entire staff.

High criteria for cleanliness and a germ free environment will always be maintained in this program. Parents will be expected to provide a supply of pull-ups and wipes for their child. The teachers will wear disposable gloves for each new change. Anti-bacterial disinfectant cleaner will be used on all surfaces used to change a child. Children who have accidents will be thoroughly cleaned and re-diapered immediately. Clothes will be changed if they are soiled from an accident. All soiled clothes will be tied up in a plastic bag and stored in a non-accessible place for the parent to launder at home. All soiled pull-ups will be disposed of outside the room after each change. The room will be kept germ and odor free.

It is the goal of the potty training program to teach and support young children through this very important developmental stage in life. It is expected that different children pass

through this very important developmental stage in life. It is expected that different children pass through this stage at different ages and with differing degrees of success. These individual differences will be of top priority in planning each child's training. Children will experience the potty training program as fun and a great place to develop self-esteem and self-reliance.

GENERAL GUIDELINES AND POLICIES

Non-Refundable, Non-Transferable Policy: Parent shall pay in full to Preschool or weekly installments for each child who is enrolled in the Preschool's Program, regardless of whether child is absent for any reason, including but not limited to illness, school closure, holiday, vacation or early withdrawal. There are no refunds for termination of enrollment.

Past Due Accounts: Child/Children will be unable to attend school until the account is brought current. Any account that is 5 days delinquent will be cause for child suspension until the account is brought current. To the extent permitted by applicable law, parent agrees to pay all costs and disbursements, including reasonable attorney's fees incurred by preschool in legal proceedings to collect parent indebtedness.

Waiting List: Registration will be accepted until classes are full. Once the class limit is reached, a waiting list will be established in order of contact with the school space in the preschool. When parents decline an offer for enrollment, their name is then deleted from the waiting list. Upon notification of an enrollment space the parents on the waiting list must reply to the school office within 3 days of the offer. If no reply is received, it will be assumed that the offer is not being accepted.

Termination: The enrollment agreement may be immediately terminated by Gateway Academy if in the exercise of reasonable discretion by the school administration it is determined that the child's or parent's needs cannot be adequately met by Gateway Academy. It is agreed that when application of admission is filed with the school, the parent or guardian hereby vouches for applicant's character and represents him/her to be amenable to discipline.

Suspension & Behavioral Policy: parents understand that should your child have continued behavioral issues, aggressive behavior or cause continued class disruption that prevents the teacher from providing care to other children in the class, Gateway will meet with parents to try to solve and mentor the child. Parents will be provided incident reports at pick up and depending on severity of the behavior, may be contacted via phone call. Following steps are set in place to assure the safety of all attending students and Gateway staff:

- 3rd written incident, parents will be contacted to set up a parent meeting and observation. Meeting will need to take place within 48hrs of contact from administration.
- 4th written incident, child will be suspended for the remainder of the week, regardless if incident happens prior to parent meeting.
- Should the child return and behaviors continue, child's enrollment at Gateway Academy will be terminated.

If child returns from suspension with no incidents for a period of 3 months, the steps will start back to the beginning.

Agreement Modifications: Parent understands and acknowledges that under California Law, Preschool may modify the enrollment agreement whenever circumstances covered in this Parent Handbook change, provided that any such modification shall be in writing and shall be signed and dated by parent and preschool, and provided further that if preschool rates or fees are set by agreement between parent and preschool, preschool agrees to provide written notice to parent thirty (30) days prior to implementing any change in such rate or fees.

Biting Policy: As a childcare facility, we understand that biting is unfortunately a part of a childcare setting. Our goal is to work with the parents to identify what is causing the biting and resolve the issue. This policy is in place to protect the child(ren) that are bitten and to provide the best learning experience and safe environment for all.

- 1st Bite: **Parent notification** - parent will be called and notified. 2nd bite in the same day, parent will be called and notified. 3rd bit in the same day, child will need to be picked up.
- 2nd Bite: **Parent meeting** - parent meeting will be scheduled within 48hrs of the 2nd bite occurrence. An Action Plan for the child will be discussed. If the child bites before parent meeting, child will be suspended, and meeting will need to happen before child returns from suspension.
- 3rd Bite: **Suspension** - child will be suspended for the remainder of the week.
- 4th Bite: **Disenrollment** – child will not be allowed to return to Gateway Academy.

After a child is suspended, if they return without incident for a period of 3 months the process will start at 1st Bite.

Toy Policy: Gateway Academy takes pride in the supply of toys for all your child's developmental needs. Children are not to bring toys from home unless requested by the teacher for a special event. Guns, swords, knives or other toys of violence are not allowed.

Food: Please do not send donuts, soda, cookies, candy, Kool-Aid drinks and food of that nature to school. Our policy is to put it aside and the child may take it home at the end of his/her day. Lunches – We can help “warm up” foods that are in microwave containers. We cannot cook food. We encourage children to eat their “good foods” first and save treats for after their meals. Every child must have a main food item in their lunch.

Birthday Parties: A child's birthday may be celebrated at Gateway Academy. Parents may provide birthday cakes, cookies, cupcakes and other birthday paraphernalia for the child's class except for candles, which are not permitted. Notify the child's teacher a week in advance if the child's birthday will be celebrated here at school. All food items must be store bought. State Laws will not allow us to serve home-baked goodies even for a party.

Candy and Gum: Candy and gum are not to be eaten at school. If candy is to be shared with the other children at a party, it will go home in a goody bag.

Classroom File Box: Each child has a file and cubby in their room. Please check for teacher/office notes, your child's artwork, etc. before leaving each day.

Adjustment to School: Our staff is prepared and capable of handling the reluctant child. Children should be brought to the classroom and parents are encouraged to leave immediately during the adjustment period. Parents are reminded to use a positive approach to this regard. Feel free to call and check on your child or to stop in and see how they are doing.

Late Pick-up Penalties: NO CHILD IS ALLOWED AT PRESCHOOL AFTER 6:00P.M. Any late pick-ups will be charged a fee of \$7.00 for the first 5minutes and \$1.00 for each additional minute (per child) that is left after the designated time. If after 6:30P.M we are unable to get a hold of someone to pick up the children, The Chino Police Department will be contacted and the child/children will be placed in protective custody, as well as filing a report with the Department of Social Services.

Sign-In and Sign-Out: The child shall not be admitted to Gateway Academy unless there is contact between a representative of the preschool and the person bringing the child to preschool. Such person shall remain at the preschool until the child is accepted and sign the child in (using full signature) for that day. The person removing the child from preschool shall be either the parent or one of the persons authorized by the parent on the Emergency Information Sheet to do so. An authorized person must be at least 18 years old. Such person shall sign the child out (using full signature) for that day. Gateway Academy reserves the right to use their discretion in releasing a child to a parent or authorized person that exhibits the symptoms of intoxication. In the event you need to remove your child from school during regular school hours but also need to return them, you must sign them in and out each time.

Child Custody: Both parents have legal access to the child unless a restraining order or child custody order is on file with Gateway Academy.

Illness of Child: The child will not be admitted to the preschool on any day if they are ill. Gateway Academy may reasonably deny admission of a child believed to have been exposed to a contagious disease. It is the Parent's responsibility to notify the preschool immediately regarding a child's illness or exposure to an infectious illness. Any child who has diarrhea, vomiting, or fever in the last 24 hours needs to stay at home until 24 hours has passed without any of the above. Allergies of any kind should be brought to the attention of preschool staff. Should the child get ill while at school, Gateway staff will contact parents first, if parents are not reachable family listed on contact list will be contacted for pick up. Once Gateway has communicated that your child needs to be picked up, family needs to arrange for pick up within the hour.

Right of Licensing Officials to Interview Children: Parent understands and acknowledges that preschool is a licensed Preschool Child Care Center and that under California Law, the California Department of Social Services has the right at any time, without notice or prior consent to privately interview children or staff at any licensed Preschool Child Care Center, to inspect and audit children's records; to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children.

Photo and/or Video Consent Policy: parent understands that the enrollment process will include signing a form advising Gateway Academy of their consent for using photos and videos for the purposes of illustration, advertising and publicity, in any manner or in any form, including broadcast, print, electronic and social media.

Photo and/or Video Posting Policy: parent understands that the enrollment process will include signing a form agreeing not to post publicly, in any form (including print, electronic or social media) any photographs and/or video footage that parent, any member of family or any visitors that parent may bring to Gateway Academy may take at the school that include images of any children other than their own children.

Withdrawal by Parent: Parent may withdrawal child from Preschool Program at any time, provided however, that parent shall notify preschool of temporary or permanent withdrawal with (2) weeks written notice. Notification must be to the Director. Account needs to be paid in full including two weeks tuition for withdrawal.

RECEIPT OF PARENTS HANDBOOK SIGNATURE PAGE

Please return signed copy to the School Director on the first day of class.

I/We, _____, the parents of _____ acknowledge that I/We have received a copy of the Gateway Academy Parent Handbook and have been given the opportunity to read the manual and ask questions about the content. Furthermore, I/We understand the policies contained therein and I/We agree to abide by the policies set forth in this handbook.

I/We further understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Gateway Academy and the parents. Gateway Academy reserves the right to alter, amend, or otherwise modify the guidelines, in its sole discretion, without prior notice.

Print Name: _____

Signature: _____

Date: _____