



## *2017/18 Parent Handbook*

### Mission Statement:

Our mission is to provide quality care for children ages 3 to 5 in a parent/teacher, volunteer rich program. Through a peaceful environment, we will foster growth of the whole child while promoting social, emotional, physical and cognitive development.

### Philosophy:

We strive to create a diverse environment, where each child feels important and recognized. Our philosophy is no two children grow and develop the same way. It is therefore important, especially in their earliest education experience to have a program tailored to each and every individual child. Meaningful learning happens best when children are given the freedom to explore and discover at their own pace. Young spirits deserve the opportunity to learn through self-expression, group work and activities, as well as independent discovery. Children find satisfaction in personal accomplishments. Mastering a task is in and of itself, a reward. This promotes high self-esteem, self-motivation, and confidence throughout their lives. Consistency and security are vital to a young child's wellbeing. Our aim is to create just enough structure to prepare for kindergarten in a kind and love filled environment that is a stepping-stone in readying young children for the big, real world.

## Program Goals:

We aim to respect each child's emotional development as an important part of who they are and who they will become. It is important to us that each child is treated as though they were our own. Young children are run by their emotions; they often have little control when they have become emotionally excited or distressed. Stifling feelings can cause negative behaviors and will not be accepted as common practice. Positive reinforcement will be the only form of discipline. Creative development is just about at the top of our priority list. Allowing a child to express themselves in the form of messy child directed art, crafts, music, science and sensory activities will hopefully evoke a lifelong love for all things creative. We strongly believe children get the most out of activities that are process based. Very seldom will we ever prompt a product based activity.

We understand that children's personalities and skill level vary emotionally, socially, cognitively, and physically however, it is our belief that there is something wonderful that takes place when a five-year-old helps a three year old, write their name. When a four-year-old teaches a friend about kindness or compassion, a life skill is mastered. In our diverse program, we aim to respect each child's spiritual journey. Coming from many different backgrounds, young children are at the most magical age to learn about each other's differences without judgement or condemnation, rather with just the opposite. When fostered and encouraged, the love and acceptance each child possess for one another is a sight to behold. We will be focusing on family, culture, acts of kindness, and compassion.

## Center Communication:

We have a parent board for all snack, volunteer and playdough sign ups. We are also utilizing the Bloomz app. This is a communication app for mobile devices that allows parents and teachers to message, share information, and photos. This will be the number one way to connect with our classroom. PLEASE LEAVE NOTIFICATIONS ON AT ALL TIMES. This is the easiest way for teachers to communicate with parents outside of the classroom. Please avoid the all class threads for personal use (playdates, advertising, etc.). The only exception to this is when you need an in class participation day or snack day covered because of a conflict. If you would like to reach out to a parent, you must individually message them.

**Student Placement:**

Children are placed within our program based on the scheduling needs of parents.  
This is done on a first come first serve basis.

**Program Options/Fees:**

A \$100 non-refundable enrollment fee will be due upon enrollment.

**AM PRESCHOOL**

9AM-12PM	Full Tuition	Volunteer Tuition
2 days/week	\$255	\$205
3 days/week	\$355	\$305
4 days/week	\$450	\$400
5 days/week	\$550	\$500

**PM PRESCHOOL**

12:30-3:30PM	Full Tuition	Volunteer Tuition
2 days/week	\$235	\$185
3 days/week	\$335	\$285

**Drop In Pricing:** Preschool Only: \$30 cash only, paid the day of. Please place in tuition box. Drop in based on availability. Call ahead to request drop in.

**Sign In/Out Procedures:**

Parents and Guardians responsible for the drop off and pick up of children from our preschool are REQUIRED by Community Care Licensing to sign the in/out binder using a full signature and time. We ask that you keep a written list of family members or friends whom in the event of an emergency will be permitted to pick up your child. This is for your safety. Pick up will take place AT the front door. please do not enter the classroom upon pickup, wait on ramp. Your child will have all belongings with them as they exit.

#### Daily Schedule:

##### AM Preschool

9:00 Drop-off/Gathering

10:00 AM snack served

11:45 Clean-up/ Gather shoes and backpacks

11:55 Gathering

12:00 AM preschool Pickup

PLEASE DO NOT BE LATE FOR PICK UP, TEACHERS GET A 20 MINUTE BREAK ONLY.

##### PM Preschool

12:30 Drop-off/Gathering

1:30 PM Snack served

3:15 Clean-up/ Gather shoes and backpacks

3:25 Gathering

3:30 PM preschool pickup

**\*\*In between times not mentioned above are open for child-led play based learning\*\***

#### Tuition/Payments:

Tuition amount will depend on the program you choose to enroll your child/children in. **The payment is to be paid on or before the 3rd of each month.** A late payment fee of \$20 will be applied to your account if payment is not made by noon on the 4<sup>th</sup>. There is a returned check fee of \$25. There will be a cash only policy in effect after second returned check. The only refunds that will be given will be those to adjust any errors that are made by CSLC. This will happen within 72 hours of the error being brought to our attention.

#### In class Parent Participation:

This is only a requirement if your family has opted for the volunteer tuition. Parents (or their designee) are asked to volunteer as a “helper” in the classroom

two days per month. WE REQUIRE ALL VOLUNTEERS TO COMPLETE FINGERPRINT CLEARANCE PRIOR TO VOLUNTEERING IN THE CLASSROOM. Parents are welcome

to volunteer as many times a month as they would like so long as there are no more than 2 parent volunteers in class for the day.

#### Snacks:

EVERY FAMILY IS RESPONSIBLE FOR A NUTRITIOUS SNACK EVERY SIX WEEKS. A balanced nutritious snack will be served once a day per class. Once mid-morning and once mid-afternoon. There is a snack sign-up on the parent board. The menu will vary daily depending on what that particular family chooses to bring however, there will be guidelines to follow. Families are responsible for snack for twenty four students. You must bring one protein, one carbohydrate and either a fruit or vegetable. A sample menu can be provided upon request. We are a peanut free school.

#### Birthdays:

Children celebrating a birthday are welcome to bring a small treat to share with their friends (doesn't have to be sweet, could be a muffin, bubbles, stickers... we love when families think outside the box). We will sing the happy birthday song to them during closing gathering and children who wish to do so, may share a hope, a wish or a dream for the birthday friend. If your child wishes to invite 1 or 2 preschool friends, please message parents directly (avoid group threads) via bloomz. Invites may only be handed out in class (via art folders) if the entire csdc family is receiving one. Please keep in mind, although it warms our hearts to be invited to our students birthday parties, teachers (and staff) will have to decline. We cannot feasibly make it to every child's birthday, and we would never want hurt feelings. Thank you for understanding.

#### Field Trips/ Transportation:

Field trips will be during the preschool program hours on varying days. Currently CSCLC will not be open during the hours a field trip is scheduled. No transportation will be provided to or from our preschool. Our class will attend several field trips throughout the school year but it is a requirement that parents

drive their child to and from each field trip location. Field trips will be posted several weeks in advance for your convenience. It is the responsibility of the parent/guardian to stay with the preschooler on the field trip. If the

parent/guardian is unable to do so they must find either another parent who will take the responsibility of their preschooler or have an approved alternative adult who will take responsibility. Parents will need to send a note with their preschooler denoting who is taking over responsibility and for which trip and date, also stating that this parent may sign the field trip waiver form on their behalf. Field trips are a special time for you to spend with your preschooler to learn and to bond, we ask that you please leave siblings at home (unless otherwise stated). There will be plenty of events where we welcome entire families to participate.

#### Medication Policy:

We respectfully ask that all over the counter medication be given at home for preschool only children. Children will not be issued medication without written instructions from the parent stating that the center staff may do so. A medication permission form must be accompanied by a letter from the prescribing physician and filed out and signed by the parent/guardian. The form includes the dose to be given, date and time it is to be administered, name of medication and child's name. The form must be filled out each day that the child is to receive the medication, unless physician has specified it is a chronic condition that requires medication long term, on a regular basis.

#### Health and Immunization Requirements:

As required by California State Law, every child in attendance must submit a current written medical assessment within 30 days from initial enrollment, as well as proof of up to date immunization history to be returned on or before their first day of school. If a parent or guardian fails to meet this requirement the child must be excluded from the program. Exemptions to this policy are a written physician notification that the child is exempt from receiving vaccines for medical reasons.

### Immunization/Requirements for parent volunteers:

Under current law, all in class volunteers are required to submit the following documents before working in the classroom:

1. Clear TB test results
2. Proof of Measles vaccine or titers
3. Proof of Whooping Cough vaccine or titers

### Sick Policy:

We are not licensed to care for ill children. Therefore, we are not equipped to handle a child if they become ill for a long period. This is not only for their wellbeing, but for the wellbeing of all our children, teachers, and parent volunteers. We will require children to be picked up within an hour of parent or guardian being contacted. Any child experiencing the following symptoms at school will be sent home. We also ask that you keep children with these symptoms home until they are symptom free for twenty-four hours.

- A fever of 100 degrees or more
- Contagious or unidentified skin or eye infections
- Diarrhea
- Vomiting
- Profuse nasal discharge
- Active cough subject to teacher's discretion

Please notify the center if your child becomes infected with a contagious disease. We will notify families if there has been an exposure to serious illness.

### Injuries/ Emergencies:

We try our best to prevent accidents from happening but unfortunately, bumps and bruises are part of life when children play hard. If your child is injured while at school, you will receive a "boo-boo" report upon pick up. We do our best to

document all injuries however occasionally a child will skin a knee and not mention it to us. If this occurs we ask that you please let us know so that we can

document it. There is a first aid kit on hand for all minor injuries. A staff member will be present at all times that is trained in first aid and CPR.

Parents will be notified immediately if a significant injury is sustained. If a child needs immediate attention from a medical professional, we will seek emergency care. Each parent will be required to sign an emergency consent form.

#### Discipline Policies:

Children in our care will be given the respect they deserve as an individual to be treated kindly and fairly by children and parents alike. If a child has been mistreated by another we will utilize peaceful intervention to rectify the situation. According to Community Care Licensing: Title 22: Division 12, Personal Rights, Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living, including eating, sleeping, or toileting , withholding of shelter, clothing, medication or aids to physical function.

#### Rights of the licensing Agency

“The Department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.”