



**2019/2020**

## ***Preschool Parent Handbook***

### **Our Vision:**

To create a preschool community where everyone feels equally important and valued. In our volunteer-rich program, children learn through self-directed play, which naturally strengthens their social, emotional, physical, and cognitive development.

### **Mission Statement:**

Play matters. Allowing our children to learn through play teaches them that they are valued. Through a peaceful child-lead environment, we foster growth of the whole child while promoting social, emotional, physical and cognitive development. Our program is available to children ages 2 years 9 months- 6 years.

### **Philosophy:**

Children grow more in the first five years of life than they do at any other time of their lives. Their earliest experiences are pivotal in who they are and who they will become. Quality early childhood education can offer the experiences children need to establish a foundation for their learning. It will shape their behaviors including both physical and mental health throughout their lifetime. Allowing children to lead their own experiences promotes real confidence and a deep love for learning. We believe that 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. Children deserve the opportunity to learn through self-expression, group work and activities, as well as independent discovery. Children find deep satisfaction in personal accomplishments, problem solving and risk management. Mastering a task is in and of itself, a reward. Consistency and security are vital to a child's wellbeing. Offering a program that is flexible but consistent in ritual provides the security children crave. While play based learning is dependent on child led activities,

curriculum is dependent on children's interests. Our teachers spend much of their time observing the children in play while creating invitations and provocations that reflect developmentally appropriate activities. They then use these activities to adjust, change, add or eliminate based on children's interest. There are a wealth of psychologists and theorists including Piaget, Bruner, Vygotsky, Isaacs, Froebel and McMillan who have all documented a variety of research supporting the effectiveness of play based learning. We strive to create a diverse environment, where each child feels important and recognized. Our aim is to create just enough structure to prepare for what comes next in a kind and love filled environment that is a stepping-stone in ready-ing young children for the big, real world.

**Program Goals:**

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 at the top of our priority list. Allowing a child to express themselves in the form of messy, child directed art, 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. 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. When fostered and encouraged, the love and acceptance each child possess for one another is a sight to behold. We focus on family, culture, acts of kindness, and compassion.

**Student Placement:**

Children are placed within our program on a first come first serve basis. Siblings and returning families get priority enrollment. When our program is full, families interested in enrollment will be placed on our waitlist and informed when a spot opens up.

**Student Evaluations:**

Upon enrollment, child evaluations will be sent home to be filled out by family. These evaluations establish a baseline for your child's development and provide us with valuable information we might not otherwise know about your child. These evaluations are supported by the County of Sacramento and are a pathway to extended services should your child need them. These services can provide your child with opportunities for extended support. To learn more about this program you can visit [agesandstages.com](http://agesandstages.com).

**Program Options/Fees:**

A \$100 non-refundable enrollment/materials fee will be due upon enrollment. We will ask for a yearly materials donation in August. Each child will be required to purchase a one piece rain suit for the school year.

**In-class Volunteer:**

This is only a requirement if your family has opted for the volunteer tuition. Parents (or their designee) will 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. They are also required to produce a negative TB test, along with proof of the MMR, TDAP and flu (or flu waver) vaccines. Your family will pay full tuition the first month. Volunteer participation can begin month 2, upon receipt of paperwork.

**AM PRESCHOOL**

9AM-12PM	Volunteer Tuition	Non-Volunteer Tuition
2 days/week	\$225	\$300
3 days/week	\$335	\$450
5 days/week	\$555	\$735

**PM PRESCHOOL**

12:45-3:45 PM	Volunteer Tuition	Non-Volunteer Tuition
2 days/week	\$225	\$300
3 days/week	\$335	\$450

\*These rates are effective beginning August, 2019 for all students.

A 30 day notice of intention to withdraw from our program is required.

**Drop off/ Pick up 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. After signing your child in please make sure that THEY take care of their belongings. They must place their backpack and jackets into the cubby labeled with their name. There is a water bottle crate by the teal door. This is where they place their water bottle and this is the same door you will exit. We welcome you to linger at drop off so long as it doesn't cause any unneeded anxiety to your child. Adult conversation is also welcome, however we insist the volume stay low and child appropriate. Pick-up will take place AT the teal 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
	9:45 Gathering (Circle time)
	10:00 Snack served
	11:45 Shoes/backpacks and Goodbyes
	12:00 AM preschool Pickup
PM Preschool	12:45 Drop-off
	1:30 Gathering
	1:45 Snack served
	3:30 Shoes/Backpacks and Goodbyes
	3:45 PM preschool pickup

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

**Tuition/Payments:**

Tuition rate amount will depend on the program in which 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 or money order 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. ONLINE PAYMENT IS PREFERRED. Please pay online when possible.

**Late Pick-up, and Late pick up fee:**

LATE PICK-UP FOR EITHER PRESCHOOL PROGRAM CANNOT OCCUR. Please plan to arrive 5 minutes early to avoid traffic concerns. We begin to release children at 11:55 AM for the AM preschool program and 3:40 for the PM program. There is a late fee if you arrive more than five minutes after your designated pick-up time, and a dollar per minute thereafter.

**Family Community Expectations:**

1. All families must attend 3 parent meetings per year. These will be in the beginning of Fall, Winter and Spring. We will schedule these meetings no less than one month in advance.
2. All families will donate a total of 8 work hours on scheduled work days or on request between August and June.
3. All families agree to engage in and support at least 1 fundraising event.

**Snack commitment:**

EVERY FAMILY IS RESPONSIBLE FOR A HEALTHY SNACK EVERY SIX WEEKS. It is your responsibility to sign up and remember your snack day. A balanced 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. We ask that you bring one protein item, one carbohydrate and either a fruit or a vegetable. We are a peanut free school.

If you forget your snack day on your day, we will call you and ask you to return with a snack as soon as possible. It is crucial to mark your calendars and set your alarms to remember your snack day.

**Center Communication:**

We have a parent board for all snack, and in class volunteer sign ups. Our school utilizes 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. NOTIFICATIONS MUST BE LEFT 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.).

**Birthdays:**

During gathering we give special attention to the birthday child. Children who wish to do so, may share a hope, a wish or a dream for the birthday child. We humbly ask that you avoid bringing treats or things to pass out. We feel the simplicity of a birthday circle is enough. Thank

you for understanding. If you wish to send or give out invitations to select families, please utilize bloomz. in a personal message (not post).

**Field Trips/ Transportation:**

Field trips will be during the preschool program hours on varying days. Currently CSLC will not be open during the hours a field trip is scheduled. No transportation will be provided to or from our preschool. Our class may 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. Siblings are welcome unless otherwise stated.

**Medication Policy:**

We respectfully ask that all over the counter medication be given at home. We are able to issue prescribed medication only with written instructions from the parent stating that the teachers may do so. A medication permission form must be accompanied by a letter from the prescribing physician and filled 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 before their first day of school. Medical Exceptions are acceptable.

**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 30 minutes 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 24 hours.

- A fever of 100 degrees or more
- Contagious or unidentified skin or eye infections
- Diarrhea and/or 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.

**Sick and Vacation Policy:**

Creative Spirit Learning Center does not provide refunds for individual days missed due to illness or vacation time. Each family is provided one week of sick or vacation time, per child, per contracted year. In order to receive this week, requests must be made in writing as soon as possible and if tuition for that month has already been paid then a credit will take place the following month.

**Injuries/ Emergencies:**

We try our best to prevent accidents from happening but unfortunately, bumps and bruises are part of life when children play hard. 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 and you have unanswered questions, please send us a bloomz message. 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.

**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 child we will utilize peaceful intervention to rectify the situation. We always emphasize the empathy and compassion between peer relationships and use redirection when necessary.