



*2020/2021*

## *Preschool Parent Handbook*

### **Our Vision:**

To create a community where everyone feels equally important and valued. 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 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 and 9 months through entry into 1st grade.

### **Philosophy:**

Children grow more in the first five years of life than they do at any other time in 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 with rhythm 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 possesses 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.

### **Enrollment:**

A link is available on our website. Click on this link and fill out enrollment paperwork via cura cubby. Each family is required to submit all enrollment documents prior to start. Only the enrollment fee, admission agreement and student profile are required to be placed on our waitlist.

**What to bring:** Please send a full size backpack (with name clearly written on the outside). Inside of this back pack your child must have two full change of clothes, including underwear along with a wet bag. Please send a clearly labeled water bottle each day. A rain suit will be required daily during the rainy season. Boots will be provided.

### **Program Options/Fees:**

A \$100 non-refundable enrollment/materials fee will be due upon enrollment. We offer year round preschool program Monday through Friday mornings from 9am-12pm and on Monday, Wednesday, and Friday afternoons from 1pm-4pm. We offer an afternoon program on

Tuesdays and Thursdays from 1pm-4pm, from August through May. June and July are reserved for our School Age/ Alumni program.

9am-12pm & 1pm -4pm	Non-Volunteer Tuition
2 days/week	\$300
3 days/week	\$450
5 days/week	\$735

**Drop off/ Pick up Procedures:**

Parents and Guardians responsible for the drop off and pick up of children from our school are REQUIRED by Community Care Licensing to sign in and out. After signing your child in please make sure that they take care of their belongings. They must place their backpacks, water bottles and jackets into the cubby labeled with their name. 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 stays low and child appropriate. Pick-up will take place AT the teal door. Please do not enter the classroom upon pickup. Wait on the ramp, your child will have all belongings with them as they exit. (any amendment to procedure will be announced via bloomz)

**COVID-19 MODIFICATION** Drop off will take place AT the front door. The front door is the one with stairs leading up to it. A teacher will be present with the school tablet. You will "sign in" by giving your pin to the teacher. Pins will be assigned/chosen via curacubby. Students will enter with a backpack and water bottle and head to their assigned "class" (group of ten). Once a week teachers will send home their art work. Pickup will occur at both doors. Once you know the name of the class in which your child has been placed, you will know what door they are released from and this will be recurring. Please social distance yourself on the porch. For those of you who choose to not, we are ok with this. We just want all families to feel safe and to be given the option.

**Daily Schedule:**

- AM preschool program      9:00 Drop-off
- 9:45 Gathering (optional)
- 9:45-10:45 Snack table available
- 11:45 Shoes/Backpacks/Goodbyes
- 12:00 Pickup

PM preschool program      1:00 Drop-off  
   1:45 Gathering (optional)  
   1:45-2:45 Snack table available  
   3:45 Shoes/Backpacks/Goodbyes  
   4:00 Pickup

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

**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 the 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.

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

LATE PICK-UP CANNOT OCCUR. If for some reason you run into an issue and will be late, you must call the school to let a teacher know. Plan to arrive 5 minutes early to avoid traffic concerns. We begin to release children at 3:55. Multiple late pick ups may result in contract and service termination. No refunds will be given if this occurs.

**Snack commitment:**

Parents are responsible for packing a healthy snack for their child each day. Remember we are a peanut free school.

**Center Communication:**

We have a parent board for all snack, and 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.).

**COVID-19 MODIFICATION** For the time being center communication will take place at the front door (for items needing to be addressed immediately) and via Bloomz (for everything else).

**Birthdays:**

During gatherings 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 not bring 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 a post).

#### **Field Trips/ Transportation:**

CSLC preschool will not usually participate in off campus field trips. If for some reason traveling off campus is pertinent to extended learning then we will travel with families to an off site location. Each child will ride and remain accompanied by their parent or family representative. CSLC is not responsible for children off site.

#### **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.

- Fever
- 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.

**COVID-19 MODIFICATION** Attendance with symptoms exhibited while the corona virus is still a concern is up to the teacher's discretion. If your child has allergies, please have a conversation with one of the directors, PRIOR to a symptomatic day. This will allow us to game plan for something that enables all parties to feel safe within the classroom.

**Sick and Vacation Policy:**

Creative Spirit Learning Center does not provide refunds for individual days missed due to illness or vacation time. We do allow a one week credit to those enrolled in our year round preschool program. In order to use this credit, please send a message in bloomz prior to the month you wish to utilize.

**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. If this is a recurring event, we will discuss how to move forward, terminating the contract if we deem it necessary. Continuous inappropriate or violent behavior will be cause for dismissal.

