



“Nurturing Your Little Ones to Bear Fruit”

PARENT’S HANDBOOK

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WELCOME!

Dear Families of The Little Valencia Trees Preschool & Childcare,

Thank you for allowing us to share in your child's early childhood education. As we look forward getting to know and grow with your child, we want to work in partnership with you to ensure a happy and consistent environment for all children.

This handbook is supplied to you, so you can be acquainted and familiar with the philosophy, operations and procedures of our childcare. Please read through it carefully.

Open communication is the key to successful childcare program, feel free to contact me or my business manager with questions or concerns.

Our wish is to give the children in our care love, understanding and guiding these young lives into meaningful relationships with their families and others.

Sincerely,

Yvette Valencia, Lead Teacher/Director
Robert Valencia, Business Manager

Our Program/Philosophy

Our preschool and childcare program includes age and developmentally appropriate activities such as art, music, science, math, stories, cooking etc. We also have indoor and outdoor physical activities which develop motor skills. Our curriculum consists of play-based and hands on learning through themes.

NONDISCRIMINATION

Equal treatment and access to services without regard to sex, race, color, religion, creed, nationality, and/or origin.

Ages of Children Enrolled

Two years old through five years old (children enrolled in our childcare program do not have to be potty trained). To be accepted for enrollment each and every child must be deemed by the parent(s) and director to be able to benefit from the program and deemed to continue no danger to health and safety to others.

Hours of Operates

Hours of operations are Monday-Friday, 7:30 A.M. to 5:00 P.M. We offer all year round.

Late fees for coming late to pick up your child or children, we charge \$1.00 a minute. The time children leave is the time my husband and I clean and spend time together as a family. Please be respectful of the hours the school operates.

-Please make your drop-offs and pick-ups brief (no more than few minutes).

-Please be in control of your child during drop off and pick up times.

Drop Off Policy: In order to uphold the integrity of the children's daily schedule, we request that children be dropped off at the center no later than 30 mins from their scheduled time. With the exception of doctor's appointments, occasional needs and emergencies. The childcare should be notified as soon as possible in advance of changes to drop off time.

Pick up: ID will be required if the parent(s)/guardian(s) is/are not the ones picking the child(ren) up and must be 18 years of age and older. The parent(s)/guardian(s) must inform the director if someone else not listed on for pick up is picking their child up.

Enrollment Forms Required

Consent for Emergency Medical Treatment

Identification & Emergency Information

Parent's Rights Notification/Receipt.

Parent Notification (children in care)

Documentation of up-to-date immunizations

Receipt of Licensing Reports

Personal rights

Child's Pre-admission Health History/evaluation- Parent's report/physician report

Application/Registration/Enrollment

Signed acknowledgments of receipt of policy handbook for parents

Enrollment contract/Payment Agreement signed by parents

Photograph Consent

Enrollment Procedures: Families are required to attend a tour to discuss policies, procedures, rates, and philosophy. A \$65 Registration will be due once all the paperwork is completed. First tuition will be due at the time of signing the contract.

Curriculum: The Little Valencia Trees is based upon the understanding that is important to work with children as individuals to help them develop skills, interest, and concepts when they are ready to undertake them. The childcare is dedicated to the concept of developing each child's potential to the fullest.

Our curriculum activities will be oriented toward giving children the opportunities that provide exposure to reading, language arts, science, hands-on, math, music, art, dramatic play, cooking, and other related activities.

Discipline: Children participating in a developmentally appropriate, active learning environment helps develop a sense of personal control and self-discipline.

Discipline is viewed as a positive training through skilled supervision that uses preventative means such as environment preparation, role modeling, intervention, re-direction, conflict resolution; the child is guided to self-discipline.

Our objective is that discipline shall be to help the child learn self-control, respect for the rights of others, and expression of feelings in appropriate ways. To ensure your child experiences are an enjoyable time while he or she is at our care, certain rules will be enforced. Children may not hurt themselves. Children may not hurt others. Children may not destroy property. (This may lead to termination of the child for the safety of other children and staff).

Tuition: Each child's tuition must be paid promptly every week. Tuition is due every Monday at drop off. If we're closed Monday, tuition will be due the Friday Prior by end of day. If paying in the form of a check, payment will be due every Friday by the end of the day for the following week. Payments may be made via Cash, Zelle, if the 1st is not on a business day. When the 1st falls on a weekend, payment must be made by end of the prior business day to the 1st.

If Check is returned, according to California Civil Code 1719 the first offense will have a service charge of \$25 and each return thereafter will be a \$35 service charge. Also, Care will not be provided for your child until tuition is paid in full including the service charge and late fees.

-Payments not made on time will have a late fee charge of \$20 and the child(ren) will not be allowed to attend childcare until tuition and late charges are paid in full.

-Due to cost of living, tuition price may increase however, advance notice will be given to parents in case they'd like to seek childcare elsewhere.

CLOSED

- **Before Thanksgiving/ Thanksgiving Day/ After thanksgiving**
- **New Year's**
- **Last week of July**
- **2 weeks in December**

(There is a yearly calendar posted on the parent info board and one will be provided to you.)

Parent Responsibilities:

In order to keep identification and emergency information current, please notify us of any changes, such as a new address, new place of employment (or extension number), new phone number (including cell number), etc.

***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren).**

Parents, please keep us apprised of your whereabouts in order to be quickly contacted in case of emergency. In the unlikely event of a serious injury or extreme emergency, parent would be immediately notified, and immediate arrangements made for appropriate professional services, ambulance, hospitals, etc.

NOTE. The Little Valencia Trees claims no responsibility for any agreements between parents and employees for childcare services which are not part of the regular childcare program.

Supplies Needed:

Parents are responsible for supplying the following items: diapers, pull-ups, diaper creams, change of clothes, jacket, pacifier (if needed). Baby milk bottles.

Little Valencia Trees provides wipes

Art and playtime include ingredients like water, playdough, paint, glue and etc. We ask that you dress your child in appropriate clothes that allow for comfort. Clothes that are easily put on by your child and can be messy at the end of the day works best. **In addition, we ask you to provide a complete set of labeled clothing for your child in case of “accidents.” Please put the clothes in a jumbo Ziplock bag, with their name.** Sandals and flipflops cause falling and tripping, so for safety concerns please have your child bring shoes that cover their feet and that are appropriate for play.

Birthdays: We celebrate each child’s birthday; Little Valencia Trees bakes cupcakes and child decorates their own. Parents are welcome to provide other foods if they wish. Parents can contribute by providing plates, plastic, tablecloth, and juice 100% apple juice. Children will get to sing to their birthday friend and celebrate together eating sweets.

Items/toys from home no toys are allowed; we will not be responsible for lost toys.

MEALS: We provide breakfast, lunch, and afternoon snack daily. **Menus are provided online.**

Rest: It is the state law that all full-day children are provided a rest period each day, this allows the children a time to slow down and rest their tired bodies and minds. We supply nap cots, sheets, pack n play, and blankets (We wash our sheets/ blankets every Fridays). If the parent chooses to provide a blanket must be kept in the facility.

No picking up during 12 P.M.- 2:00 P.M. (Naptime) We want to make sure all children can rest and avoid disruptions. If you need to pick up your child please pick before naptime or after.

Sunscreen:

If your child requires sunscreen to be applied during care hours, a sunscreen authorization form must be completed prior to application. Please provide a labeled container for your child that will be stored in a secure cabinet in the classroom.

Reporting Child Abuse:

We are Mandated Reporters and are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by licensing at any time without your consent.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home, before it can be effectively started at school. Parents will be required to supply pull-ups. Children will be allowed to come to daycare in training underwear after they have been accident free for at least a week in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Accident Reports:

Children are playing and sometimes they might trip and fall and have minor scratches on their body. I will send a text message regarding of the incident. If there is a head incident (ex. Bump on the head) I will immediately call you, after given care for your child. In the event of a serious injury, I will call 911 then contact you. Little Valencia trees will provide the parents/guardians insurance information to the health care worker or facility they will be sent to, if the child is transported to the ambulance.

If your child(ren) becomes ill in childcare:

In the event your child(ren) becomes ill and cannot attend the childcare program, tuition will still be due for each day missed up to five business days. If they continue to be ill after the first five business days, tuition will be suspended until the child(ren) is/are able to attend the child care program. If a life-altering event were to happen, no tuition will be due if the child(ren) is/are pulled from the childcare program. In either case, the child's(ren) spot will be held for one month. Any child who becomes ill will be separated from the class. Parents will be notified and required to pick up their child immediately. If the child's parent(s) are unavailable, school personal will call the person(s) listed on the child's emergency card to transport the ill child home. SOMEONE MUST BE AVAILABLE to provide transportation for the ill child.

Health Policy:

It is important that every parent cooperates fully with the preschool health policies. Our regulations are designed to protect the well-being of all children and teachers and to guard, as much as possible, against avoidable absences for health reasons. When there are symptoms of illness or other indications that the child is not well enough for group activities, arrangements must be made by parents for their care at home. Don't send your child(ren) if they are feeling ill.

GUIDELINES REQUIRING EXCLUSION FROM CHILDCARE:

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If your child is taking antibiotics for an illness, your child may return to childcare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever less than 100F, no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following: unusual lethargy, irritability, persistent crying for no reason, runny nose, cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, (forehead), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases.

Common symptoms of illness:

- Severe coughing: Do not send your child to school until their cough has become milder
- Fever, vomiting, diarrhea: Do not send your child to school until they have been free from symptoms with no medication for 24 hours. Doctors note is required to return to school.
- Colds: Do not send your child to school if nasal mucus is yellow, green or thick pus-like, or if the child's chest is congested. Doctors note is required to return to school.
- Earache, Headache, Sore Throat, Stomachache: Do not send your child to school until 24 hours after treatment with antibiotics. Doctors note is required to return to school.

Contagious Disease:

- Flu: Do not send your child to school until they have been free from symptoms (e.g., Vomiting, diarrhea) for 24 hours. Doctors note is required to return to school.
- Pink eye: Do not send your child to school until medical treatment is obtained. The child will be allowed to return to school after tearing and discharge have ceased, and they have had antibiotic treatment for 24 hours. Doctors note is required to return to school.
- Chicken Pox: Do not send your child to school until the rash is completely dry and crusted over.

Infectious Skin Rashes:

- Lice: Do not send your child to school until condition has been treated and all nits are removed.
- Ringworm, Impetigo, Scabies, etc.: Do not send your child to school until medical treatment is obtained. The child will be allowed to return to school after they have had antibiotic treatment for 24 hours.

Prescription Medication:

The Little Valencia Trees Staff can administer prescription medication; however, it must be in the original container with the label on it from the doctor. If your child has asthma, please have an extra inhaler available here at our facility for your child. It must be new and cannot be used.

Summary Academics/Development:

Children 2+ will receive end of the school year summary of academic/development which focus on Language, Literacy, Physical development, Math, Science and Social and Emotional development.

Dogs:

The Little Valencia Trees owns 3 small dogs, all dogs are currently up to date with their vaccinations and will not be participating in the childcare program. They have no previous incident of attacking or biting anyone and they will be off limits and out of reach from children.

Transportation

The Little Valencia Trees will pick up children that are in grade school from their school to the childcare facility only. If a medical emergency arises, children will be transported by ambulance unless in reasonable judgment, the facility can provide transportation if necessary. At the request of the parents, the only person(s) allowed to transport children will be those noted on the child(ren)'s authorized pick-up list.

Emergency Evacuation Procedures:

- Teachers will remove the children from the building and the floor plans indicated by the Evacuation route which is posted by entry way of Little Valencia Trees. Emergency binder and first aid will be taken. If we have infants, infants are placed in pack n play and wheeled out of the building, bigger children will be grabbing a rope to formally come out together.
- They will go to the evacuation site: Rise Church
- At the evacuation site, attendance of children and staff is taken.
- A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander of the Fire Department of Visalia.
- Parents will be contacted if circumstances warrant.
- Evacuation drills are conducted every 6 months.

Fire Procedures: The facility home, fire alarm procedure is to provide safety and a speedy evacuation of the building during an actual or suspected fire. Teachers are aware of the fire alarm pull station and fire extinguisher and how to do the rules as well.

Video Surveillance: To ensure the safety and security of all children, staff, parents, as well as the security of our childcare, The Little Valencia Trees is equipped with 24-hour video surveillance system and security cameras that are installed in the classrooms and outdoor play area. The Cameras are intended to help promote the safety and security of people and property and can assist The Little Valencia Trees in reviewing an incident not seen by a teacher or director. It also allows The Little Valencia Trees to evaluate ourselves to ensure that we are providing the highest quality of care. Because we insist on protecting the privacy of all children, parents, and staff, our surveillance system/security cameras are for internal purposes only. Security camera recordings will be periodically deleted by The Little Valencia Trees, as they are on a system with a limited amount of storage. Unless requested and collected by **law enforcement** and for insurance purposes, video footage of the hours of operation will not be released.

TERMINATION POLICY:

Please speak to provider or our business manager when withdrawing your child from The Little Valencia Trees. For the first 14 days, you may remove your child from care without any advance notice. After the first 14 days of enrollment, either parents/guardian or provider may terminate this financial agreement by giving a two-week advance notice. A two-week notice is required and Payment for child care services will be due for the two-week notice period at the time of notification; whether or not the child attends the child care program. Payment for child care services will be due for the two-week notice period at the time of notification; whether or not the child attends the child care program. The provider can terminate the contract immediately without giving any notice if parents/guardians do not make payments when they are due, with the exception of gross misconduct on part of the provider, parent, or child. Child will not be able to attend child care program until tuition is paid in full.