



*Elm Park
Preschool*

Parent Handbook

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MISSION STATEMENT

The goal of Elm Park Preschool is to prepare young children academically, emotionally, and socially to enter the Poway Unified School District while at the same time encouraging a love of learning in a secure, friendly, and nurturing environment. At Elm Park we teach to the whole child, with an emphasis on nurturing the child's spirit and building character development.

PHILOSOPHY

At Elm Park we believe that children learn best when they are safe and comfortable. Although we encourage academics and strive to prepare children for the PUSD, we also realize that establishing a love of learning in preschool will lay the foundation for a lifetime of successful learning. Children inherently love learning and when comfortable, they will naturally seek knowledge. We understand that children have different learning styles and we present lessons in a variety of modalities.

EDUCATIONAL GOALS

The primary educational goals of Elm Park include:

1. To provide each child with the opportunity to develop spiritually, socially, academically, and physically.
2. To encourage sharing and respect for others.
3. To nurture each child's abilities while providing them with the social and developmental skills that are necessary for success.
4. To provide a challenging and creative environment which encourages exploration and develops a love of learning.

SCHOOL POLICIES

ADMITTANCE

The following forms are needed for enrollment at Elm Park Preschool: Identification and Emergency Information (LIC 700), Child's Preadmission Health form (LIC 702), Physician's report (LIC 701), Immunization records, Consent for medical treatment (LIC 627), Admission agreement, Notification of parents' rights (LIC 995), and children's rights (LIC 613A). Students with medication that need to be administered will also need to have an "Authorization for dispensing medication" on file. All the forms are linked to our website under the "enrollment" tab.

HOURS OF OPERATION

Elm Park is open Monday through Friday from 9:00 AM until 12:00 PM. Morning care is offered from 8:30 AM - 9:00 AM and Lunch Bunch is offered from 12:00 PM - 3:00 PM. Elm Park Preschool serves children who are between the ages of 2 and 5 years old.

ARRIVAL/DEPARTURE

It is required by law that upon arriving and departing each child must be signed in and out of school. The "Sign In -Sign Out" sheet can be found in the classroom and signing in and out requires a FULL LEGAL SIGNATURE and the TIME. Parents/guardians dropping off need to make contact with the staff upon drop off, and the drop off person must stay until the child is "accepted". Children may only be picked up by an adult who has been listed on the identification and emergency form. Anyone other than the primary person listed on the form will be required to show identification. Any person that is not listed on the identification and emergency form will not be given permission to leave with the child.

Children will be inspected for illness upon arrival. Students with obvious symptoms of fever, vomiting, lethargy, etc. will not be admitted to the center. If your child has been exposed to a contagious disease or has been sick, please make sure that a doctor has approved of your child's remittance.

Parents/guardians are responsible to provide transportation for their children to and from our facility. Elm Park will not be responsible for transporting children. Parents/guardians are responsible to notify the pre-school if transportation is late. After 5 minutes a late fee of \$1.00 per minute will be charged to the monthly tuition account.

ABSENCES/ATTENDANCE

Please notify the Elm Park staff if your child will be absent or tardy. Also, if sick, please notify the staff of symptoms of your child's illness. If your child has a fever, vomiting, diarrhea, or signs of a contagious disease, we would like to know as this may help us assess trends in illnesses. Please give us 30 days' notice if you plan to withdraw your child from our program.

Elm Park requires that parents give 30 days' notice before withdrawing students. Elm Park will not refund tuition for unused attendance days, or for students who are withdrawn from the program without 30 days' notice.

HOLIDAYS/VACATION

Elm Park follows the Poway Unified School District academic calendar. All public school holidays will be observed. Continuity is important for young children, so summer programs will be offered. Curriculum in the summer will be slightly lighter and the children will have more unstructured time for art, play, music, and exploration.



TUITION AND FEES

Tuition Schedule

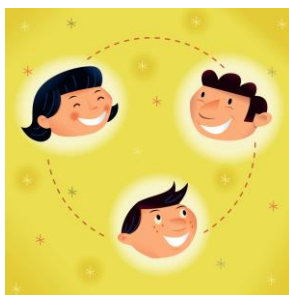
	T, Th (2 day program)	M, W, F (3 day program)	M, T, W, Th, F (5 day program)
<u>Preschool</u>	\$240/month	\$300/month	\$410/month
<u>Early care</u>	\$22/month	\$32/month	\$54/month
<u>Lunch Bunch</u>	\$108/month	\$162/month	\$270/month
<u>Registration Fee (once)</u>	\$100	\$100	\$100
<u>Materials Fee (once a year)</u>	\$80	\$110	\$150

Hours:

Preschool 9:00 AM - 12:00 PM
 Early care 8:30 AM - 9:00 AM
 Lunch Bunch 12:00 PM - 3:00 PM

Tuition for the first month, registration fee, and materials fees are due before the student's start date. Please attach to application. Tuition is paid on a monthly basis and is due by the 15th of each month. A late fee of \$20 will be due if the tuition is not paid by the 18th of the month.

Diapering fee- Parents of children in diapers will pay an additional diapering fee. This money is applied toward the maintenance of a diapering station and compensates for the lower student-teacher ratio in the younger class. The diapering fee is \$50 for students attending 2 days a week, \$70 for students attending 3 days a week, and \$100 for students attending 5 days a week.



COMMUNICATION

We strive to have open and positive communication with our parents. To help communicate we have established a parent board for parents to look at while dropping of their children. Here you can find updates and information about our program, along with the daily schedule and a snack menu. Information and student projects will be sent home on a daily/weekly basis. The children will have a "home sack" that contains info to go home every day. Please feel free to speak to us about any problems that your child may be experiencing at school or at home. Whether letting us know about an issue at home or school, we want to hear the good and the bad so we can better serve your family.

All personnel within our school will communicate with the children in a positive way. Children will be spoken to with a respectful tone of voice and adults will show encouragement and a positive attitude toward the children.

Progress slips will be sent home with the children weekly. This will be a short note that highlights your child's achievements and mentions struggles so that you will be aware of what your child is doing in class.



GENERAL POLICIES

SAMPLE DAILY SCHEDULE

8:30- 9:00 Early Care program available

9:00- 9:20 Arrival & Play time- Interactive free play and exploration

9:20- 10:00 Circle time

10:00-10:15 Snacks and wiggles

10:15-10:30 Story time

10:30- 11:15 Activities & centers

11:15- 11:30 Movement & exercise

11:30- 12:00 Sharing & clean up

12:00-2:00 Lunch Bunch (optional)

12:00-12:30 Lunch and play

12:30-12:45 Wash up and prep for rest time

12:45-1:45 Quiet rest time

1:45- 2:30 Outdoor play

2:30- 3:00 Pack up and prepare to leave/Story time

CURRICULUM & ASSESSMENT

Elm Park Preschool uses Zoo-phonics for phonemic awareness, pre-writing, pre-reading, and spelling skills. Zoo-phonics is aligned with the California state standards and uses a playful format to teach sequential, developmental, and age appropriate content. Pre-reading and writing, art, math, science, music, drama, social studies, cooking/nutrition, and physical education are all taught phonemically with this all encompassing program.

Some of the **skills** we introduce at preschool include:

- Literacy - playing with rhyming words, identifying beginning sounds, beginning to associate letters with sounds, identifying at least 10 letters of the alphabet
- Printing - We use a portion of the "Handwriting Without Tears" method and encourage the children to progress from scribbles to letter-like symbols to printing of their name, while allowing children to develop at their own rate.
- Mathematics - sorting and classifying, patterning, recognition of numerals 0 - 9, ordering, identifying basic shapes
- Science - identifying body parts, understanding functions of the five senses, awareness of the natural world and living things, predicting outcomes

The children will also be exposed to learning activities through centers. Here they will have the opportunity for independent and cooperative play. They will have freedom to make decisions- fostering their independence, creativity, and critical thinking skills.

Formal assessments will be completed throughout the year. These assessments will include skills that children are expected to develop in various areas. Teachers may maintain a portfolio for each child and these records may be in the form of observations, checklists, and portfolio items. When necessary, children will be recommended for evaluations for determining the

placement of a child. Children who do not exhibit age appropriate skills in any area may be recommended for further professional evaluation.

MEALS

A mid-morning snack is served daily at either 9:45 AM or 10:30 AM (for pre-K) with two food groups being represented (see below). An example of snacks includes: juice and crackers, cheese stick and carrots, milk and apples, etc. Parents may pack a snack for their child, but please keep in mind that we are a junk food free campus. Please refrain from sending candy, sweets, gum, or excessively sugary foods. All children staying for lunch bunch are expected to bring a lunch. Again, please pack a healthy lunch with a protein source, fruits and veggies, and a small treat if you like. Lunch will be served daily at 12:00 PM.

BREADS/CEREAL	VEGETABLES & FRUITS	MILK PRODUCTS
Cheese crackers, Muffins, Graham crackers, Cereal, Bagels, Pumpkin bread, Banana bread, Fruit bars *Serving size: $\frac{1}{4}$ cup or 12 grams	Carrots, Celery, Raisins, Melon balls, Orange wedges, Bananas, Apples, Dried fruit, Other fresh fruit, Canned fruit *Serving size: approximately $\frac{1}{2}$ cup	Cheese slices, Frozen Yogurt, Yogurt, Pudding *Serving size: approximately $\frac{1}{2}$ cup

Sample weekly menu:

Monday- carrots (1/2 cup) and goldfish crackers (1/4 cup)

Tuesday- cut grapes (1/2 cup) and banana bread (1/2 slice)

Wednesday- raisins (1/2 cup) and bagels (1/2 slice)

Thursday- celery (1/2 cup) and animal crackers (1/4 cup)

Friday- bananas (1/2 cup) and muffins (1/2 serving)

Please help us avoid choking by cutting hotdogs, grapes, or other common choking foods into smaller bite-size pieces when packing your child's lunch or snack.

REST TIME

All students who stay for lunch bunch will participate in a rest time from approximately 12:30 until 1:15. The children will get comfortable on a school provided cot with a blanket and sheet

(crib sheet) from home. Bedding needs to be taken home weekly for washing. The children can bring a special sleeping buddy if they like, and calming music will play while they rest.

BIRTHDAYS

Your child's birthday is a special day. We enjoy being a part of your child's birthday celebration. You are welcome to bring a treat to share. We appreciate knowing ahead of time if you plan on bringing a special snack so we can coordinate the details with you. We also encourage you to participate in the celebration by reading your child's favorite book, or perhaps telling a story about your child as a baby.

FIELD TRIPS

Field trips will be planned by the individual teachers and approved by the director. Field trip forms must be completed prior to the field trip date. All forms need a parent's signature; phone calls can not be substituted for this. Volunteers are always needed for field trips. Parent drivers are required to sign a release form and provide driver's license and insurance verification.

PERSONAL ITEMS

All personal items should be labeled with the child's name. Elm Park is not responsible for lost, stolen, or damaged items. If your child is missing a personal item, please check lost and found. If your child is having a hard time separating from an item from home, he/she may bring the item to school. Please encourage children to leave toys at home, but if they need to bring it, encourage them to leave it in their "home sack". Toys that encourage violence are never allowed at school.



HEALTH AND SAFETY

MEDICATIONS

Children are not permitted to carry and take medication by themselves. The director or classroom teacher will administer all medications. Medication will be given to your child:

1. If it is a prescription medication- over the counter medication will not be given.
2. If the medication is in the original container with the medication label on it.
3. If the parent has signed the medication dispersal sheet (This sheet must be signed daily).

SUNSCREEN should be applied by the parent before the child is brought to school.

A staff member can apply sunscreen in the afternoon. However, a form authorizing staff to apply a topical ointment must be filled out by the parent.

MEDICAL RECORDS

Parent/guardians are required by law to complete a health assessment, health history, and immunization form for their child before admission to the school. All children enrolled must have up-to-date shots, for a complete list of necessary shots, please visit the following website: <http://www.shotsforschool.org/child-care/>. Each child must have a physical examination signed by a physician within 30 days of enrollment. No child may attend Elm Park without a proper medical file completed.

* Parents should notify the director and teacher of any special medical conditions that their child may have especially: allergies, asthma, diabetes, etc.

SICKNESS & DISEASE

If your child shows signs of an illness, please be sure to keep him/her at home for the well being of both your child and the other children. The following is a list of symptoms to guide you in deciding if your child should attend school. Your child should not attend if they exhibit any of the following symptoms:

- A temperature 100 degrees or higher orally
- Any undiagnosed rash
- Diarrhea- runny, watery, or bloody stools.
- Vomiting- two or more times in a 24-hour period OR once with other symptoms
- Sore throat with fever and swollen glands
- Sever coughing- child gets red or blue in face or makes a high pitched whooping sound while coughing
- Pink eye and or eye discharge- thick mucus or pus draining from the eye
- Yellowish skin or eyes
- Unusual irritability or lethargy
- Difficulty breathing
- Mouth sores

For any of the above symptoms children will be allowed to return to school after 24 hours of being symptom free. Children sent home from school with vomiting, diarrhea, or fever must be free of these symptoms for a full 24 hours before returning to school. Our teachers check each child daily for symptoms of colds, fatigue, and contagious disease. You will be called to pick up your child if he/she shows signs of illness. In the event where you can not be reached, we will notify the next person on your emergency contact sheet.

INJURIES

Minor injuries, such as scratches and bumps, will be reported to parents on an "Ouch Report." It will give a description of what happened and how we took care of it. In the event of more

serious injuries, such as cuts, sprains and/or broken bones, the child will be made comfortable and the parents will be called. Should a major life-threatening injury occur, paramedics will be called immediately, and the parents will be notified. Please keep the office informed in writing of any changes to your emergency contact information.

FIRE DRILLS & EMERGENCY SITUATIONS

Fire drills will occur once a month during the year and disaster drills will occur 2 times yearly to help prepare the children in the case of a real emergency. Disaster drills include earthquake and lock down drills. Children will learn about exiting safely, staying together, and learn about safety in general. In the event of a medical or dental emergency, Elm Park will contact Pomerado Hospital or dial 911.

In the event of an emergency, the children will be kept at the Elm Park Preschool. Parents should make every effort to pick up their children as quickly as possible. If we need to evacuate the preschool, our secondary emergency location is the Poway Public Library located at 13137 Poway Road, Poway, CA.

SPECIAL NEEDS CHILDREN

Students will be assessed prior to enrollment. If students require additional help, we will do whatever we can to accommodate each student. If we find that we are unable to meet the needs of a student, we will help families access resources like the YMCA and Poway Unified School District.



STUDENT CONDUCT

GUIDELINES FOR CHILDREN- Code of Conduct

1. Children will show an attitude of respect to adults and classmates.
2. Children will respect all school and other student's property.
3. Children will always keep their hands to themselves and use their words.
4. Children will take responsibility for their actions.

DRESS CODE

Children should come to school wearing appropriate clothing and the clothing should be appropriate for the weather conditions. Children will play outside unless the weather is stormy, so they will almost always be outside on a daily basis. Please have your child wear socks and closed toe shoes for safety on the playground. Also, keeping children in simple clothing helps

them use the toilet independently. Parents will be asked to bring a back up outfit incase of an emergency.

DISCIPLINE STATEMENT

The teacher will deal with inappropriate behavior in a way that focuses on guiding the child toward making good choices. Teachers will model appropriate behaviors and redirect children away from situations in which they are misbehaving by providing alternative choices. Teachers are responsible to teach children how to solve problems without violence and in a way that is beneficial for that individual child as well as for the whole class.

Teachers may use:

1. Verbal praise and encouragement
2. Reward charts
3. Class reward system

The goal of disciplinary actions is to help children to recognize their limitations and to make appropriate choices. If a child is not cooperating with the efforts of the teacher the teacher may use:

1. Redirection or take a break
 2. Note home
 3. Parent conference
- NO CORPORAL PUNISHMENT IS ALLOWED

When necessary the classroom teacher and/or the program director will meet with parents to discuss alternate ways of discipline and rewards for a child. After attempting various behavior modification techniques (if there is not improvement in the situation) the site supervisor/director will contact outside resources to assist both the school and family. If no improvement is noticed after bringing in outside resources and behavior continues to be disruptive and/or harmful in the school setting, this will serve as "grounds for dismissal".

- Children shall not be subjected to corporal or unusual punishments that are punitive in nature. This includes interference with functions of daily living including eating, sleeping or toileting or withholding of needs. Children will not be restrained or locked in.



SECURITY

VISITORS

You are always welcome to visit your child at school. Volunteers will be asked to sign in and out. Please keep in mind how your child will react to a visit and be mindful of structured academic times. If you are visiting, please jump in as a volunteer and become involved in the activity.

Elm Park Preschool is licensed through Community Child Care Licensing. As our licensing body, Community Care Licensing has the authority to inspect our facilities at any time. They randomly inspect facilities, review files, and can even interview children. We welcome their visits and assure you that information viewed is kept confidential.

VOLUNTEERS

Volunteers are welcome at Elm Park. All volunteers will be required to sign in and out and fill out a volunteer application. Volunteers will be asked to get Department of Justice fingerprint clearance. Volunteers need the following immunizations before working with children- measles, pertussis, and influenza. They will also need TB clearance.

Parents are encouraged to volunteer or even to come in and share a talent. If you paint, play a musical instrument, or have some other unique talent to share please let us know. We are happy to have parents come in to read books, help with field trips, assist in office help, participate in classroom parties, etc.