



**Grandma's House Preschool And
Family Resource Center
Parent's Handbook**

Know the Rules



Founder: Mrs. Flora Ann Johnson
Revised August 2020
"It Takes a Village to Raise a Child"

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Welcome from Our House to Yours

School Contact Information (559) 687-0925

Welcome to Grandma's Preschool Facility. As a parent, you are the one who must determine what kind of care you want for your child. Good childcare does not replace the parent. It offers instead, a partnership with parents by creating an environment in which the physical, emotional and intellectual needs of the developing child are understood, maintained and provides continual growth and development

You are the expert on your child and your family values. The decision as to where your children will spend most of their waking hours is of critical importance. Good childcare does not just "happen." It is crucial that you observe the center or home and speak to the providers before deciding to enroll your child. Therefore, do not hesitate to ask questions and express any concerns you may have about our childcare center. Your questions will be welcomed by those who share your concern for the welfare of your child.

Our goal at Grandma's House is to create and maintain a high-quality preschool, where children are engaged and actively learning. Attending a high-quality preschool improves children's cognitive outcomes and prepares them to succeed in school, beginning in preschool school and continuing through college, in a self-reinforcing "snowball" effect of cumulative gains. Current research on preschool programs points to one conclusion: preschool improves outcomes not just for children, but for everyone.

A huge benefit to the children we serve, and our program are the teachers we have hired. They represent our staff, but more than just a staff we have developed a team that is well-versed in Early Childhood Education. They understand the need to develop and implementation of a high-quality preschool and its implication on students' success. This team works together planning and attending to the needs of every child to ensure they reach their highest developmental potential while enrolled at Grandma's House Preschool and Family Resource Center.

Our staff consists of the following team members. This team will work in their various

1. Teacher Directors
2. Associate Teacher
3. Instructional Aide (2)
4. Food Service Provider
5. Custodian

You will find that our Full day and half day programs are second to none. Thank you for choosing us. We appreciate the opportunity to partner with you and share your child's joys, growth and continuing successes.

Sincerely yours

Flora A. Johnson

Mrs. Flora Johnson

Founder of Grandma's House

Preschool Director



PROGRAM PHILOSOPHY:

We believe children learn and develop when exposed to a rich and stimulating environment. This requires highly qualified teachers, a child centered curriculum, and developmentally appropriate educational materials and equipment. A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, and hands-on experiences.

Desired Results Development Profile

The goal of Growing Together Preschool is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. Children will be assessed to inform our instruction and to ensure that they are making progress. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

Goals and Guiding Principles

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical and creative development. We will provide learning experiences that promote:

Social Development

- o Learning to get along in groups
- o Learning responsible behavior
- o Acquiring respect for individual differences

Emotional Development

- o Promoting positive self- image
- o Promoting trust, independence, and harmony
- o Developing self- control

Cognitive Development

- o Emerging literacy skills
- o Building number sense
- o Experiencing science, art, and music

Physical Development

- o Improving large and small muscle development
- o Improving hand/eye coordination
- o Encouraging hands-on experiences

Creative Development

- o Promoting active learning
- o Making choices

Language Development

- o Promoting language to become a fluent communicator
- o Promoting children's acquisition and expansion of vocabulary





GRANDMA'S HOUSE SERVICES AND FEES

Children will be accepted for our program between the ages of three and Kindergarten entry. Preschools offer a variety of options from which parents may choose to accommodate their family needs.

Parent Fee Description

Full Day Program 7:30 – 5:30		Enrichment Program/Half Day 8:00-12:00 or 2:00-5:30	
5 days a week	\$575.00 per month	5 days a week	\$475.00 per month
3 days a week	\$400.00 per month	3 days a week	\$350.00 per month
2 days a week	\$285.00 per month	2 days a week	\$250.00 per month

Fees for Fee Based Preschool

Registration is done on a yearly basis.

Grandma's House accepts only money orders or cashier checks for monthly tuition cost. The monthly fee is due on the first day of each month for services provided in that month. There is a five-day grace period, which would give you five days after the first of the month to make your payment. In both the full-day and the half day programs, parents may be late twice, past the five day grace period; however, during this time (the five day grace period) your child will not be allowed to attend preschool, until payment is made. And you may jeopardize your child's place.

All payments are to be made payable to the Grandma's House- A Vision of Hope. Payments may be given to the director. Grandma's House does contract with Resource and Referral for subsidized care and Welfare to work programs. It is the parents' responsibility to secure their subsidized funding.

ENROLLMENT PROCEDURES

To enroll your child, please call Grandma's House at (559) 631-4200 to make an appointment. The following documents are required for enrollment.

- o Birth Certificate
- o Immunization record
- o TB Clearance
- o Physical

When the forms have been completed, a contract for preschool services will be written and a date of entry into the program agreed upon. This contract will indicate days and hours for preschool services. No child will be admitted until this procedure and all forms have been completed. Preschool procedures ensure that personal information concerning pupils in the program is given to authorized individuals; furthermore, no information with respect to the confidential record of a student will be released at any time without the written approval of the parents/guardians (except for licensing) unless under court order and that release will only be done by the Preschool Director.

Admission policy for re-enrollees:

When children have been dropped from the program for any reason, and the parents/guardian's desires to readmit them, they will be notified when an opening occurs and will go through the enrollment process as required.

Sign In/Sign Out Procedures

Due to COVID-19, only the enrolled children and preschool staff will be allowed in the preschool facility or on the preschool grounds. The new procedure is as follows:

- Parents will enter the driveway facing Blackstone Street. They will enter the southside of the driveway, pull up to the west entry gate to the preschool to drop of their child.
- A teacher will give the parent folder to the parent to do fill out the Health Screening form. If the answers to the health screening is no, the child's temperature will be taken. If the temperature is in the normal range, the parent will sign the child in, and the child will be allowed to go to class.

Your child must be signed in and out each day by the designated responsible adult. If an older sibling is picking up a child, written permission will be required from the parent. Siblings picking up a child must be 18 years of age. If the sibling does not appear to be mature enough, we will **not** release the child and a parent or guardian will be called to pick up the student. Signature must include full first and last name and include the time of sign in and sign out. Only adults listed on the child's application form/emergency card will be allowed to take the child from the preschool program. Anyone picking up the child must be prepared to show picture identification. This policy is strictly enforced to ensure the safety of your child.

Pick-up Policy

Prompt arrival and departure of students to and from the program is expected. Should a late pick up occur, a late fee will be charged at the rate of \$5.00 per minute beyond the time preschool was dismissed? After two late arrivals your child's day care service is jeopardized. A warning letter will be given.

Arrive promptly at dismissal time. Sign your child out when you exit the classroom. If you will be late in arriving, please call. It helps to minimize unnecessary concerns. No other person than those who appear on the emergency card will be allowed to pick up your child.

In the case of separation/divorce, court documents must be provided to inform the site of custodial rights and days and if the non-custodial parent may pick up the child. No changes to the pickup authorization form will be accepted by phone. Restraining orders must be on file with our office.

We as a courtesy that you call us 5 minutes prior to your arrival to give us time to get your child prepared to leave and ready to meet you at the gate. Thank you for your support and consideration, during this difficult time.

PRESCHOOL DAILY SCHEDULE

Monday - Friday

7:30 – 5:30

The daily preschool schedule varies by site. Please see the site supervisor for a copy. Weekly lesson plans and the menu for the week are posted on the parent communication board. The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss and share.

Such activities include:

Dramatic play

Art and cooking

Manipulatives: blocks, construction, sand and water

Music and movement

Explorations in science and math

Emerging reading and writing activities



Learning Experiences & Play

Play is the work of children and is the basic way in which young children gain knowledge. Just as teachers use instructional techniques for reading so preschool teachers plan opportunities for spontaneous play, guided play, directed play, or investigative play to teach new skills and concepts. Our preschool program is designed to encourage learning through play, hands-on activities, and small and large group discovery time.

Naptime

We provide a quiet rest or naptime for all full-time children. Some children may need sleep; others may only rest. We will try to accommodate each child's sleep needs. Each child needs to bring a blanket for naptime.

Dress and Personal Belongings

Parents are encouraged to dress their children in play clothes and comfortable shoes. Thongs are not permitted. Sandals are permitted if there is a strap across the toes and across the back heel to hold the shoes in place.

Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all cloths and possessions to the proper person. Each child will be provided a personal cubby with his or her name on it. This is where parents will retrieve personal items. We will have a lost and found area for missing items. Please bring an extra set of clothes for your child, accidents do happen.

Please make sure that your child is dressed appropriately for season changes. We do not provide extra coats and sweaters. Extra clothing is provided in case of emergencies.



IN THE EVENT OF AN EMERGENCY

Grandma House Preschool will practice fire drills and disaster drills with the children frequently. During drills, children will be taught to walk out of the building quickly and quietly when they hear the fire drill alarm. They will follow an adult to the designated area on the playground until they are given permission by the director to reenter the building.

If we must leave the center and go to our relocation area children will practice twice a year, walking across the street to the relocation area. The name of our relocation place is St. John's Baptist Church. The address is: 310 South Blackstone and the telephone number is 559-686-8620. This facility is equipped with bathrooms, a kitchen and several classrooms.

Emergency cards are taken with staff during each evacuation drill. Parents will be called to pick their children up if we must relocate. A piece of luggage will be taken with the staff and children to the relocation place. This kit will contain food, water, and a first aid kit. Parents will be expected to pick their children up within the hour. If parents cannot be reached during the emergency, the designated person listed on the emergency card will be called. Staff will remain with the children until the last child is picked up. Written instructions will be given to parents at the time of pick-up for further instructions.

CRISIS RESPONSE PLAN

The school site crisis response plan will be followed in the event of crisis necessitating evacuation or lock down. Details of this plan are available in the school office.



ATTENDANCE POLICIES

Parents will not be charged when Grandma's House is closed for holidays. A two-week notice will be given prior to closing for holidays or personal reasons. It is required that you notify Grandma's House if your child is going to be absent due to illness.

Parents will be provided with a preschool calendar, that will include holidays and times that the preschool will be closed. The calendar will provide information that will assist the parents in planning ahead when the facility will be closed but they may need day care.

Your child must be signed in and out each day by the designated responsible adult (18 years or older). Signature must include full first and last name and include the time of sign in and sign out. The person signing the child in for the day must stay until a quick health check is done on the child.

Only adults listed on the child's application form/emergency card will be allowed to take the child from the preschool program. Anyone picking up the child must be prepared to show picture identification. This policy is strictly enforced to ensure the safety of your child.

ABSENCES

The teacher/director must be notified when an absence occurs. The child may be withdrawn from the preschool program after 5 consecutive days of absence if the teacher/director is not notified. Excused absences include:

- Illness of a child
- Quarantine of family
- Family emergency

Excessive unexcused absences of 10 or more days may result in termination from the program. The fees do not change if your child does not attend due to illness.



TERMINATION POLICY

Grandma House Center requires a two-week notice prior to termination. A termination form is available from the director or lead teacher. Grandma's House may terminate care for the following reasons:

- ✓ Failure to follow center policies
- ✓ Grandma's house is not able to provide adequate care without sacrificing the needs of the other children
- ✓ A child is a danger to himself or others. E.g. biters that continually bite others and break the skin.

Parents will receive written notice and the reason for termination. Every effort will be made to correct the situation before a termination notice is issued.

If a parent notifies the preschool of their intent to terminate the preschool services two weeks in advance, they will be reimbursed up to two weeks for services not rendered.

ILLNESS POLICY

Children must be current with immunization, physical, and TB clearance before they can attend Grandma's House Preschool.

Children who arrive at day care noticeably ill will not be permitted to stay. We, the staff reserve the right to determine whether a child is ill and should be sent home. If a child becomes ill while in our care, the parent or guardian will be contacted, and arrangements will be made for the child to be picked up. If the parent cannot be reached, we will then notify the emergency back-up person indicated on the emergency card.



We will use the following guideline to determine whether a child may not attend school.

- Elevated temperature (100 or above)
- Green mucous from nose or eyes
- Drainage from eyes
- Rash or open sores
- Vomiting
- Diarrhea
- Difficulty breathing
- Persistent cough
- Extreme fussiness



Parents may be asked to provide a doctor's note which says that the child is not contagious and may attend day care. If a child is sent home with 102 elevated temperature or above 102, he will have to remain home for at least 1 day or return with a doctor's note.

The facility will place a note on the door when we have an outbreak of any kind for the parent's information. This may be the done if we have an outbreak of head lice. We have a no-nit policy. This means that the child must be clear of all nits.

MEDICINE POLICY

All medications given at Grandma's House must be prescribed. If the doctor suggests that you pick up an over-the-counter medicine, we cannot give this to your child without the following information from the doctor and must be written on the doctor's medical pad:

1. Dosage amount
2. Time allotment between dosages
3. What the medication is for

If a child is on a medication that the child will take periodically as needed such as asthmas medication, each new time the child begins taking the medication a new form must be signed. Parents must fill out a medication authorization form for each container of medicine, and the form must be initialed daily. All medications will be stored in a locked cabinet. Medication will be given by authorized personnel only. Aspirin, cough syrup, etc. can be given by the parents if they would like to leave it with us and stop by to administer it.

DISCIPLINE POLICY

Our children live in a society which requires self-discipline, consideration of others, and respect for property as well as respect for yourself. By setting reasonable limits on the child's behavior, we give him/her the security of knowing exactly what is expected, life becomes predictable. Within these limits, the child will be encouraged to make choices and successful decisions.

Grandma's House Preschool believes that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents in a partnership to encourage the children to become creative, independent, responsible, and socially appropriate. This involves teaching children to make responsible choices and accepting the consequences of such choices.

Our staff will use these guidance strategies:

- Active listening
- Positive verbal praise and acknowledgement
- Redirection
- Planned to ignore of the behavior
- Modification of the environment/schedule/transitions
- Clear and consistent direction
- Problem-solving with open-ended questions
- Natural consequences

Thinking time (intervention technique where staff may remove child from area, either sitting next to or within teacher's view to assist a child in gaining self-control so he/she may safely return to the group.)
Aggressive behavior may result in a phone call to parents.



A child's growing self-esteem flourishes as he/she experiences success with a variety of tasks and is safe to learn from natural mistakes. As we create an age appropriate environment, the teachers will set reasonable limits and or stop and redirect unacceptable behavior without humiliation or physical punishment. More importantly, the teacher will model, reinforce and nurture the positive actions we all value. Often it is possible for an experienced teacher to redirect a child's behavior before a negative action occurs. **If a child hurts a child, or a teacher, that requires medical treatment, they will be suspended. Prevention is the key!**

In early childhood, a short "time out" allows the child to vent his/her feelings and regaining of control and an opportunity for staff to teach the child what his/her actions should be next time. Our goal is a secure, happy child, confident of his/her own ability and able to live and communicate with the people around him.



GRANDMA'S HOUSE MEALS AND SNACKS PROGRAM



Grandma's House has a fully equipped kitchen and will provide all meals. The meals will be planned according to the Tulare City School District's food program. We have an Enrichment programs and a Full Day Program. Therefore, a lunch will be served daily as well as a sack.

Part of our nutrition program will be to educate parents and children on proper nutrition. Children will also learn appropriate hygiene and meal preparation. Parents will have access to the weekly menus.

Food will be provided for children who are on a special diet after receiving appropriate information from the child's pediatrician. If Grandma's House cannot accommodate such a diet, the parent will be permitted to provide the child's meals.

There is no additional cost for the meals. The meals are included in the tuitions for your child. There will be a menu posted each week on the communication board.

PARTIES AND BIRTHDAYS

Grandma's House may have several parties throughout the year. Please inform the teacher if your child is not able to participate in these events due to religious beliefs.

We will acknowledge each child's birthday on their day during the day. If the birthday falls on a weekend, we will recognize it prior to the weekend. There will be a monthly birthday party for all the children born in that month. The parents may provide birthday treats according to the list provided.



Healthy Snacks
for Kids

PARENT AND COMMUNITY PARTICIPATION

Parents are encouraged to volunteer in the preschool. Studies have shown that children have greater success when parents are involved in their children's education. In addition, the program increases in quality as more adult supervision and guidance is provided.

All parents must have a negative tuberculosis skin test prior to participating in the classroom.

Community resources are also an important part of each preschool's operations. Donated goods and services enhance our program. The program recruits volunteers for additional resources. High school and local community college students are placed as volunteers with our programs.

PARENT ADVISORY BOARD

PAB is made up of parents/guardians like you from each preschool site. Meetings are held quarterly at the Grandma's House and will be announced. This board advises the director as to program operations and future planning for the preschool. Attendance at these meetings gives parents/guardians an opportunity to meet other parents, assess the quality of each preschool, review procedures, and an opportunity to participate in the annual program review. Agendas and meeting minutes are kept and are available for review upon request.

PARENT COMMUNICATION

Grandma's House Preschool Program offers an "open door" policy that includes visitation and observation. Parent activities, talents and skills are always welcome.

Grandma's House maintains a website: [6jg4ft90.=-\]waqw3dop](http://6jg4ft90.=-]waqw3dop) and a Facebook page. We encourage you to keep up with communications on either or both sites. In addition, Grandma's House has a K – 6 grade afterschool tutoring programs for students who are struggling in school. We are considered one of the Tulare City Schools' Intervention Programs. You can pick up an application from the elementary school sites if you want to enroll your K-6 grade student in the tutoring program.

PROGRAM EVALUATION

Grandma's House Preschools will maintain an on-going evaluation system to continually enhance our quality of service.

A Parent Questionnaire will be given to each parent. The feedback from the Parent questionnaire and the evaluation received from the staff will be used to evaluate to what extent we met the goals set forth for the program and the quality of our program. The goal each year will be to improve on our performance. This feedback and other tools will assist us in our continual efforts to maintain a quality preschool program.





PARENT GRIEVANCE PROCESS

When problems occur, involving policy or procedures, please call and make an appointment to see the director or lead teacher. It is against Grandma House Policy to release a staff member's phone number. However, if a parent has a concern that they feel cannot wait until the next school day, staff will call the manager or assistant manager and have them contact the parent as soon as possible.

If there is a disagreement between a teacher and parent, we would like for the parent and the staff member to communicate their concerns and resolve their disagreement. When this is not possible, the director will work with both parties to resolve the issue. As parents you have the right to inquire about policies, procedures, and teaching style.

We strive to maintain a quality program; however, prompt and equitable resolutions of complaints are practiced in the following manner. If there is a situation, the initial contact should be made with the teacher. If the issue is not resolved, then decide to speak to the Associate teacher or the Teacher Director.

- Teacher
- Associate Teacher
- Teacher Director of the preschool

Any person may file a complaint alleging a violation of law, policy, or regulations governing the Grandma's House Preschool. Formal complaint forms are available in the director's office upon request at Grandma's House.



PARENTS AND CHILDRENS' RIGHTS

Children & Parents Rights

Parents must acknowledge receipt of their parent's rights and the personal rights of their child (ren). Forms for such purposes are included in the enrollment packet.

Children's rights:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, 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.
- To be informed of the address and phone number of the complaint division of the licensing agency.
- To be free to attend religious services or activities and to have visits by a spiritual advisor of their choice.
- Not to be locked in a room, facility, or building by day or night.
- Not to be placed in a restraining device, except a supportive restraint approved in advance by the licensing agency.

Parent's rights:

- Enter and inspect preschool without advance notice when children are present.
- 2. File a complaint against the licensee with the licensing agency and review the public files of Growing Together Preschool.
- Review: at the preschool, report of licensing visits and substantiated complaints made against Growing Together Preschool during the last three years.
- Complain to the licensing office and inspect the preschool without discrimination or retaliation.
- Request in writing that a parent not be allowed to visit your child or take your child from the preschool, provided you have shown a certified copy of a court order.
- Receive the name, address, and phone number of the local licensing office.
- Be informed if adults associated with Growing Together Preschool have a criminal record exemption.
- Receive the Caregiver Background Check Process Form.

Note: California State Law provides that we have the right to deny access to the preschool to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in our program.

TOYS FROM HOME AND PERSONAL POSSESSIONS

A cubby is provided for each child in our program. Label all your child's belongings. **Items such as toys, candy, gum, and money are prohibited to avoid hurt feelings, breakage, or loss.** In the event of show and tell, children are not permitted to bring toys associated with violence including guns, knives, and swords. We are not responsible for lost, damaged, or stolen personal items.

Grandma's House Preschool and Family Resource Center

Staff Development and Orientation

Staff development:

Goal: Provide staff development opportunities that include team building that will develop and enhance the skills of our instructional staff and to build a collaborative team that works together for the benefit of the students, parents and the overall well-being of Grandma's House Preschool and Resource Center.

Objective: Professional Development and Team Collaborative Team Building and other trainings will be given to create a highly qualified preschool team. Support for the goal will be as follows:

- Our staff is encouraged to take professional growth classes, based upon their individual need for advancement and or to enhance their ability in the Early Childhood Education field.
- Grandma's House will have an orientation and in-service trainings, prior to the opening of our preschool each year.
- Based on needs and strengths of the individual as identified through self-reflection, performance appraisal, and other information, including program evaluation and improvement, with guidance from teacher/director, mentor, etc. the instructional staff will map out their professional development plan and units that will assist them in moving forward professionally.
- The administration will seek out funding to support stipends and incentives for college courses, such as the State's AB 212 that offers stipends for those in the Early Childhood Education field who are attending college classes.
- Our staff development days will be on Wednesdays and or Fridays (depending on funds).
- Depending on the conditions caused by the COVID-19 virus, we will partner with the College of the Sequoias Mentor Program. There preschool mentors will provide training for our staff. Staff development will include but is not limited to, "Best Practices" and other assessed needs, as it relates to a strong preschool team.
- In service to introduce or review the curriculum we will use:
 - California Preschool Learning Foundations and Frameworks (Volumes 1 -3)
 - Preschool Learners - Resource Guide
 - All About ECERS book
 - Early Childhood Rating Scale
 - CLASS Dimensions Guide
 - DRDP – SA Training

Professional development will be fostered and encourage. It is our goal to maintain a high-quality preschool that is run by teachers who are also highly qualified.





Picture day will be offered during the spring for a nominal fee. Notices will be sent home with children two weeks in advance of the chosen picture day.



Grandma’s House **will not participate in field trips** where we must transport children. We will bring in various learning experiences throughout the year. Parents will always be asked for their written permission for their child to participate. Rather than transport children the event will come to us. However, a standing waiver will be requested from parents for children to go on nature walks within the neighborhood.



Grandma House may participate in the annual Christmas Parade or the Annual fair parade. Written permission will be required from parents and a two-week written notice will be provided for the parents before the event.

Policy Sign-Off



The following signature indicates that you (parent) have read and had the following policies in the parent handbook explained to you by a representative of Grandma’s House. One copy is for our files the other is for your reference.

sig 

Signature

Date