



**The  
Learning  
Tree**  
**preschool**

**Parent  
Handbook**

## **Discipline**

We use a lot of positive reinforcement when disciplining the children. If the child is continuing to not follow the rules or listening to the teachers, we will redirect their behavior by having them play in a different area than the one they were misbehaving in. The teachers may write a note home to the parents regarding the misbehavior. In an extreme situation where there is hurting involved or in a situation where our regular discipline procedures are not working, the child will be taken to the office to talk with the Director about the behavior and in such case, the Director will write an additional note home or call the parent. There is absolutely **NO CORPORAL PUNISHMENT** at The Learning Tree.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Information with regard to family issues and personal lives will be handled confidentially. In the event of divorce, separation, joint custody rulings, etc. every effort will be made to treat both parents equally. Without legal documentation, the staff cannot act as though one parent is more fit than another to the legal rights of the child.

Our staff welcomes comments and suggestions to improve the quality of care to the child. When areas of concern arise, the problem should be brought to the attention of the classroom teacher who will hear your concern/suggestion and attempt to work through the problem. If additional communication is necessary, the problem should be taken to the Director.

Welcome to The Learning Tree! We appreciate your confidence in our ability to care for your child. We welcome your comments at any time as we work to make your child's preschool experience happy and successful.

## **Philosophy**

The Learning Tree is a child care center with outstanding facilities and programs that assist in the development of preschool children. At The Learning Tree we supply a wide range of materials and experiences which encourage children to choose and explore at their own pace. The program is structured for guidance and success and easily adapts to each child's individual needs. The Learning Tree presents materials and experiences that encourage children to explore numbers, letters, colors, shapes, and many other basic concepts at their own pace. Our curriculum is based on monthly themes that keep children stimulated and interested in learning and growing.

We help your child develop confidence, independence, and security by providing an accepting and creative environment. We are dedicated to providing the enriched environment your child needs to learn and grow.

## **Staff**

The Learning Tree staff members have specialized training in Early Childhood Development and are highly qualified to teach preschool children. CPR and First Aid classes are made available to all teachers annually, most if not all of our staff members are certified in CPR and First Aid. Feel free to get to know the teachers and keep communication going. They are there to help you as well as your child with any concerns.

## **Parent Involvement**

Parents are always welcome to come and observe our caring staff and stimulating activities. We will hold a number of events and celebrations throughout the year which you will be welcomed to attend. We will put out notes for such events in each classroom.

Daily Schedule	
7:00	School opens
7:00-8:30	Free Play
8:30-9:00	Outside (8:45 winter months)
9:00-9:15	Circle Time
9:15-9:30	Snack
9:30-10:30	Outside
10:30-11:30	Scheduled Learning Centers
11:30-11:45	Outside
11:45-12:00	Circle Time
12:00-12:45	Lunch
12:45-3:00	Nap
3:00-3:15	Wake Up
3:15-3:30	Snack
3:30-4:30	Indoor/Outdoor Free Choice Learning Centers
4:45-5:00	Indoor/Outdoor Clean-up
5:00-5:15	Circle Time
5:15-6:00	Free Play
6:00	School closes

### **Share Day**

Every Friday is share day here at The Learning Tree. Your child may bring one toy from home to share with the other children at circle time. **This is the only day of the week that children are allowed to bring in something from home.** Share toys should be clearly labeled and taken home on Friday at pick up time. Toy weapons of any kind or any toy that depicts violence is not allowed

### **Clothing**

Each child has an "extra clothes" box in which we need an extra set of clothes in case of accidents or spills. A note will be sent home if any of the clothing items need to be replaced. If your child is lacking any extra clothing articles, we have some extra clothes that belong to The Learning Tree and are labeled: L.T. Please wash any borrowed clothing and return it to The Learning Tree at your earliest convenience. The children should come to school comfortable and ready for active play. Children may not wear clothing that depicts violence (ie: Power Ranger clothing and shoes are not allowed)

### **Emergency Procedures**

Emergency contacts should be kept up to date in your child's file.

Evacuation Plan: If at any time it became necessary for us to be evacuated from the school site, we would first go to the church next door :

**Community of Christ**  
**34050 Paseo Padre Pkwy.**  
**(510) 792-1826**

If that site were unavailable or we needed to go further, we would be evacuated to:

**Warwick Elementary School**  
**3375 Warwick rd.**  
**(510) 793-8660**

We participate in regular fire drills and earthquake drills to make sure the children know what to do in the event of such an emergency.

CPR and First Aid classes are made available to all teachers annually, most if not all of our staff members are certified in CPR and First Aid.

### **Safety**

The City of Fremont has required that a one way traffic flow be developed for safety. Cars should enter at the west driveway on Paseo Padre Pkwy. (closest to Fremont Blvd.) and exit from the east driveway. Please park in designated parking areas.

Remember that the handicapped parking spaces are for those individuals with permits for these areas. Children may not be dropped off in the parking lot area but must be escorted into the classroom and signed in.

**Please do not leave any children unattended in your car at any time in the parking lot.**

The children come in from the playground at 5:00 PM each day, at which time the playground is closed. For liability reasons, you may not take your child out to play on the playground where there is no teacher to supervise. If you wish to see your child "in action" on the playground, please come before the children go in for the day.

### **Meals**

The Learning Tree serves a morning snack, and an afternoon snack daily. Morning snack is at 9:15 AM and afternoon snack is at 3:15 PM. Children are required to bring lunch from home. No gum, candy, or other sugary snacks are allowed at any time. Breakfast should be eaten at home prior to coming to school. A lunch menu is available each month and can be picked up in the lobby along with our monthly theme calendar.

### **Birthdays**

The children are welcome to bring a healthy snack to share with the children on or near their birthday. Please join us in helping the children choose healthy snacks. We will not serve cakes, cupcakes, cookies, ice cream, candy, or anything with high sugar content. There is a list of suggested snacks that will be sent home near your child's birthday.

### **Donations**

Any donations of paper and art supplies are much appreciated. Any extra crib sheets or blankets you wish to donate will be appreciated as well. Many thanks in advance to any and all donations you may be able to provide

### **Admission Procedures**

Upon enrolling your child, you will have a walk-through of the facility with a staff member. At that time you will be given a packet with all of the forms required to enroll. The staff member will inform you of what needs to be brought in for your child's first day of school. We recommend that your child be brought in to visit their classroom before enrolling to help with the transition period.

### **Withdrawal**

**Two weeks written notice is required for all withdrawals. No exceptions. If for any reason this program does not meet a particular child's needs, The Learning Tree reserves the right to terminate enrollment at any time**

### **Records**

Each child must have a complete file on record with all forms required by the state including: an enrollment form, an admission agreement, a physician's report (LIC 701) , a preadmission health history (LIC 702), personal rights (LIC 613A), parents' rights (LIC 995), consent for emergency medical treatment (LIC 627), a copy of your child's immunization records, and an emergency contact form. This file will only be accessible to you, The Learning Tree staff, and a person designated by Community Care Licensing who reviews our records for compliance purposes.

### **Holidays**

The Learning Tree will be closed on the following holidays:

New Year's Day  
Martin Luther King Jr.'s Birthday  
President's Day  
Memorial Day  
4<sup>th</sup> of July  
Teacher Work Day (Friday before Labor Day)  
Labor Day  
Thanksgiving Day  
The Friday after Thanksgiving  
1/2 of Christmas Eve (school closes at 1:00)  
Christmas Day

### **Health**

The Learning Tree is a place for healthy children. We ask for your cooperation in keeping sick children at home. This would include a high fever, acute symptoms of cold or flu, diarrhea, vomiting, unidentified rashes, and drainage from the eyes. If any of these symptoms develop while your child is at school, we will contact you in order for arrangements to be made for immediate pick up. **Please make sure all of your contact information is always up to date and that there is always a way to get a hold of the parents or other emergency contacts.** Sick children must remain at home until symptoms are gone for 24 hours. For fevers, the child must have a normal temperature of 98.6 for a full 24 hours before returning to school. We may request a written clearance from the doctor.

### **Medication**

Medication will be given to children at 12:00 and 4:00 to children who require it and have a fully completed medication permit. Medication permits are available in each classroom and must be completed and signed. The medication administered must be in its original container and labeled with your child's name. One permit for each medication must be filled out. No Tylenol, Advil, Motrin, Aspirin, or any other medication that may mask a fever will be given at The Learning Tree unless there is a doctor's note that states that the medication is required for pain only

All child care centers are held accountable to be in compliance with state requirements by: The Department of Social Services / Community Care Licensing  
1515 Clay st. suite 1102 Oakland, CA 94612 (510) 622-2602  
and they may be contacted at any time regarding complaints.

The state license # of The Learning Tree is: # 010214664  
The Tax ID # (for tax purposes) is: #94-2973449

### **Parent Information**

Every child must be signed in and out every day, at the time of arrival the person dropping off must sign the child in with a full signature and the time they arrived. At pick up time your child must be signed out with a full signature and the time that they were picked up. Sign in/out books are at the end of the counter in your child's classroom and in alphabetical order by last name. The weekly tuition must be paid by Friday of each week. We accept credit cards, debit cards, auto pay and checks. Please put your child's name in the memo area of each check. Cash cannot be accepted for tuition payments. Receipts will be given upon request. If your child is absent the whole week, you will be required to pay 1/2 the weekly fee.

Depending on enrollment, if a child is going to be going on an extended vacation (4 weeks) you may pay the \$100 vacation registration fee which will hold your spot for the weeks requested. Written notice **must** be given with a **set return date**.

### **Two weeks written notice is required.**

Parents are welcome to visit at any time. Parents need to provide a standard sized, fitted crib sheet (with elastic on all four corners) and blanket (one only, no pillows) for nap time. **These will be sent home each Friday to be washed.** Parents also need to provide a photo for your child's cubby and a change of extra clothes. Everything else will be provided by The Learning Tree