



**Tiny Treasures Preschool**

Busy Minds & Happy Hearts • Tiny Treasures is where it starts



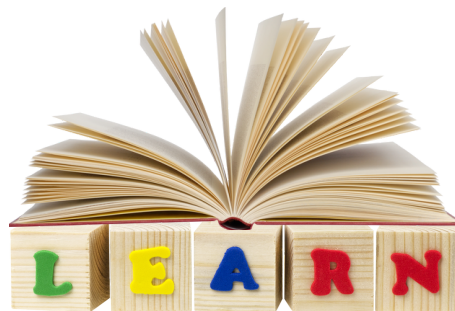
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# PARENT HANDBOOK

# 2023

# Contents

Welcome to Tiny Treasures Preschool .....	2	Exclusion Policies .....	8
Philosophy .....	2	Medical Emergencies .....	8
Mission .....	2	Behavior Management & Discipline .....	9
Hours of Operation .....	3	Medications .....	10
Holidays .....	3	Adjustment Period .....	11
Admission & Enrollment .....	3	Sign In and Out .....	11
Non-Discrimination .....	3	Children's Supplies .....	11
Required Forms .....	4	Visitations .....	12
Fees & Payments .....	4	Message .....	12
New Rates .....	4	Acknowledgment of Receipt of Handbook .....	13
Notes .....	5		
Other Fees .....	5		
Written Notice .....	5		
Miscellaneous .....	5		
Typical Daily Schedule .....	6		
Meals & Snacks .....	7		
Health & Safety Practices .....	7		





## Welcome to Tiny Treasures Preschool!

### Our Philosophy

We believe that self-esteem is the critical component to optimal growth in young children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development. Children at Tiny Treasures are given the opportunity to explore, experiment and create in a safe and nurturing environment.

### Our Mission

We believe that self-esteem is the critical component to optimal growth in young children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development. Children at Tiny Treasures are given the opportunity to explore, experiment, and create in a safe and nurturing environment.

Welcome to the busiest minds & happy hearts. Tiny Treasures is where it starts.

*Ms. Beth Fiori*  
Founder/CEO

Tiny Treasures Preschool, Inc.



### School Information #1:

Address: 180 Wikipup Drive Santa Rosa, CA 95403

School #: (707) 544-8469

License #493002686

### School Information #2:

Address: 6170 Montecito Blvd Santa Rosa, CA 95409

School #: (707) 539-8469

License #493008053

## Hours of Operation

Hours of Operation are 7:30 AM to 5:00 PM Monday through Friday.

**\*There will be a late charge of \$20.00 for the first 15 minutes your child is not picked up after 5:00 p.m. closing time, and \$5.00 per minute thereafter.**

## Holidays

- New Year's Eve & Day
- Martin Luther King
- President's Day
- Veteran's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & following Day
- Christmas Eve & Day
- Two Staff Development Days

**\*If any of the above holidays falls on a weekend the holiday will be observed on a Friday before and or Monday after.**



## Admission & Enrollment

The ages of admission are 24 months through pre-k. We attempt to be flexible in our enrollment policies to suit the individual needs of our families. Full-time and part-time registrations are accepted subject to the availability of space and accommodations. Part-time needs to be 4 hours a day or less, and full-time is anything over 4 hours.

**\*There is a \$100.00 non-refundable enrollment fee per child upon registration.**



## Non-Discrimination

Tiny Treasures admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. A multicultural, anti-biased curriculum is offered.





## The following forms are required by the state of California and need to be completed prior to placement:

1. Registration form signed by parent or guardian
  2. Written consent for medical treatment.
  3. Signed Admissions agreement
  4. Completed Blue immunization form.
  5. Signed parent's rights form.
  6. Signed personal rights form.
  7. Completed physicians report.
  8. Completed health history report.
  9. Completed previous child care record.
- Community Care Licensing has the right to come into the facility at any time and inspect all child records.
  - The California Department of Social Services shall upon proper identification, have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. Code #101195b.

## Fees & Payments

### Dear Tiny Treasures Parents,

This letter is to notify you of our upcoming tuition rate increase, which will take place on **June 6th, 2022**, the start of Summer Camp. We understand that child care is often a huge expense for our families, but as you all know the cost of running the preschool has gone up significantly in the last year. We have taken the time to speak to many other preschools here in Santa Rosa and even with our rate increase we will still be \$5-\$10 a day less than our competitors. I do not like having to increase the tuition cost but in order to keep our school running at its best this is very much needed.

The tuition increase will be used towards teacher salaries and benefits, as well as a list of future planned improvements to our school, such as all new classroom furniture, improved outdoor learning space and some much needed new toys. We truly appreciate and value each and every one of our families, and we look forward to continuing to serve your children

with our goals of providing excellent early education and kindergarten readiness.

### The new rates will be:

- **\$48 a day for 4 hours or less**
- **\$58 a day for over 4 hours**
- **\$290 a week for full time care**

What your tuition pays for is quality child care, nutritious snacks and a nurturing environment, an amazing curriculum, the teacher's income, including taxes, worker's compensation, vacation, sick days and social security. Beyond that, your fees also pay for special insurance, training, food, toys, equipment, art supplies and so much more.

I hope this gives you a better picture of the true cost of child care. I truly value all my Tiny Treasures families and appreciate your business.

If you have any questions or concerns please feel free to call me at **#707-481-0127** or email me at:

**[beth@tinytreasurespreschool.net](mailto:beth@tinytreasurespreschool.net)**

*Thank you!  
Beth Fiori*

## Note

All payments are made on a bi-weekly basis prior to care Parents will receive an invoice every other Friday via email, then payments are due the following Monday. There will be a late charge of \$5.00 per day for delinquent tuition payments.

**All Tiny Treasures payments are to be made through our billing system Brightwheel. You can sign up within the Brightwheel app. If you have any billing questions you can contact Ms. Beth at (707) 481-0127.**

## Other Fees

- **Returned Checks:** A charge of \$20.00 will be assessed for any returned checks plus an additional late fee of \$5.00 per day until payment is made in full.
- **Court Fees:** Should it become necessary to go to court over non-payment of fees owed, court & attorney fees will be added to your bill.

## Written Notice

- Two weeks of advanced written and paid notice is required when you wish to change your child's schedule or terminate your contract. There is no refund for early withdrawal.
- We will give a two-week notice to parents if it should become necessary to terminate your contract.
- We will give at least 30 days written notice prior to any contract changes.

## Miscellaneous

- Diaper changes are scheduled for every 1.5 to 2 hours with the exception of nap time in which case each child will be diapered as soon as he or she awakens. In addition, a child will be changed when needed.
- We will use disposable diapers only, which are provided by the parent.



- We will work with parents/guardians to initiate potty training when the individual child shows an interest. In order to be successful in this training, it is important that both parents and staff are consistent in their techniques. Cleanliness and hand washing will also be emphasized in the training process.
- Weekly reports will be written about your child's activities at the parent's request.
- Evaluations will be observed and recorded three times a year by your child's teacher. Evaluations will be scheduled three times during the academic school year: September, January, and May, at the parent's request.



## Typical Daily Schedule

**7:30 AM - 9:00 AM - Arrival & Free Choice** - Each child will have the opportunity to freely choose a variety of activities. They may include music and movement, story time, books, puzzles, unstructured art, dramatic play, table toys, sensory tubs, and blocks.

**9:00 AM - 10:00 AM - Structured Learning & Small Group Activities** - Activities during this period will be planned on a monthly basis. Theme or skill-based lesson plans

will be posted and/or sent home on a monthly basis. Lesson plans will include carefully planned developmentally appropriate activities to help develop each child's growth in language, fine motor, and large motor, mathematical, social-emotional, cognitive & self-help skills. Structured and unstructured outdoor play will also be offered during this time.

**10:00 AM - 10:30 AM - Snack Time** - Children may prepare their own snacks as a cooking project.

**10:30 AM - 12:00 PM - Structured Learning & Small Group Activities Continued**

**12:00 PM - 1:00 PM - Lunch Time and Clean Up Time**

**1:00 PM - 3:00 PM - Rest Period / Quiet Activities** - At the parent's request children will be provided with a supervised rest period. The child not needing rest will be provided with a planned quiet activity. As each child awakens, a choice of quiet activities will be offered.

**3:00 PM - 3:30 PM - Snack Time**

**3:30 PM - 4:30 PM - Free Choice / Afternoon Art**

**4:30 PM - 5:00 PM - Group Activities & Departure** - Group activities may include organized games, music & movement, stories, or singing songs.





## Meals & Snacks

- **Nutrition:** Since food and nutrition are important components of a child's development, Tiny Treasures emphasizes fresh and natural foods such as fresh fruits and vegetables whole-grain bread, etc.
- **Lunches:** All children are required to bring their own lunch. If your child does not bring a lunch you will be charged \$5.00 for Tiny Treasures to provide them lunch, and if it happens more than 3 times your contract may be reviewed for termination. Children's lunches should contain "finger foods", please remember...if you pack it in their lunch we will assume it is okay for them to eat it. We will try to have them eat their "healthy" food first but if you put a lot of sweets in they will eat it. They are kids!! THANK YOU.
- **Snack Time:** A mid-morning and mid-afternoon snack will be provided by Tiny Treasures. This snack consists of two different food groups.

- **Special Diets:** If a child has a particular dietary need, substantiated by a medical evaluation, the owner of Tiny Treasures must be so informed and given a doctor's note. Substitute snacks may be brought from home.
- **Birthdays:** Parents are welcome to prepare special birthday treats for your child's class. Birthday cakes and cupcakes are acceptable, however, we would prefer cookies or other non-messy treats.

## Health & Safety Practices

- A. Hand Washing:** Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, after handling an ill child, and after playing outside.
- B. Diaper Changing:** Hands will be washed before and after changing diapers. The changing mat is sterilized after each use. Soiled diapers will be disposed of in a closed container outside the building.

**C. Toys & Equipment:** Toys & equipment will be sterilized daily or as needed, by the teachers.

**D. Bedding & Soiled Clothing:** Your child's nap items need to be taken home every Friday and laundered. Then be brought back by nap time on Monday. All soiled clothing will be put into a plastic bag for the parent to launder.

**E. Fire Drills:** Practice drills will be conducted a minimum of once monthly and recorded on a record sheet provided by the state fire marshall. Evacuation procedures will be posted on the wall next to exits.

**F. Accidents & Injuries:** First Aid will be administered to a child needing care. Each accident will be recorded on an accident report form. Parents will be given a copy of this report and the center will maintain a copy. Serious accidents will be reported to the Department of Social Services.

**G. First Aid Training:** We require all of our staff to maintain a current CPR & First Aid Certificate.



**H. Release of Children:** Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification is required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up your child, it would require that you give written permission in advance or a phone call personally to verify.

**I. Reporting Child Abuse:** California State Law and Licensing requirements state that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.



## Exclusion Policies

**A. Screening:** Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

**B. Non-admittance:** Your child will not be allowed to attend Tiny Treasures if he/she exhibits symptoms for exclusion within a 24 -hour period prior to the child's admittance back to school. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

### C. Symptoms for Exclusion:

- Fever of 99.9 degrees or higher
- Diarrhea (three or more watery stools within 24 hours)
- Vomiting on two or more occasions during the past 24 hours
- A draining rash

- Eye discharge or Pinkeye
- Lice or Nits
- Too tired or ill to participate in normal activities

**D. Staff Illness:** Staff members who display signs of infectious illness will not be required or permitted to be in attendance. In that event, they will be replaced by a qualified substitute until their return.

## Medical Emergencies

In the event of a medical emergency, we will first call 911, then the parents or guardian will be contacted as soon as possible. If the parent/guardian can not be reached the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention is required, we will use Sutter Medical Center in Santa Rosa. If you have a preference other than what is listed, we will try to accommodate you, if possible. All accidents and illnesses are recorded on a monthly health and accident report.



## Behavior Management & Discipline

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

**A. Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.

**B. Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**C. “When...Then” Statements:** A statement in which the child is encouraged to accomplish something before going on to something else. Sample: “When you finish picking up the blocks, then you can go outside.”

**D. “If... Then” Statements:** A statement in which the child is encouraged to make a positive choice. Sample: “If you pick up the blocks, then you can go to the Dress-up play area.”

**E. Take A Break:** The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum-type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.



## Medications

**A. Prescription Medication:** All prescription medication must be in its original container and properly labeled with the child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacturer's instruction or prescription label. The parent/guardian will be required to fill out a medication release form prior to Tiny Treasures administering any medication.

**B. Non-prescription Medication:** The following classifications can be given with written parental consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The following is a list of acceptable non-prescription medications:

- Antihistamines
- Non-Aspirin fever reducers/pain relievers
- Decongestants

- Anti-itching ointments or lotions, intended specifically to relieve itching
- Diaper ointments and powders intended specifically for use in the diaper area of the child
- Sunscreen

**C. Unlisted Non-prescription Medication:** A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instructions.

**D. Unused Medication:** All unused medication will be returned to the parent or properly disposed of.





## Adjustment Period

**What is Normal?:** It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible.

Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.



**First Experience:** If this is the first time your child has been separated from you, it is natural for he/she to be hesitant. A cheerful goodbye kiss, a smile, and a reassuring word that you will be back after work are all you need to do. Our caring staff will take it from there.

Please do not sneak out when your child is not looking. Usually, the child will settle down shortly after you leave.

**What to do?:** Please feel free to call Tiny Treasures

**Wikiup (707) 544-8469 or Monte (707) 539-8469.** Chances are that your child will be busy playing and you can relax and concentrate on work.

### **Our E-Mail:**

**[beth@tinytreasurespreschool.net](mailto:beth@tinytreasurespreschool.net)** Please feel free to e-mail us at any time. We will try to reply promptly.

### **Sign In and Out**

Tiny Treasures requires you to sign your child in/out within the Brightwheel app or if you have a guest picking up that has already been approved by our staff they can sign the child in/out on our sign-out board using

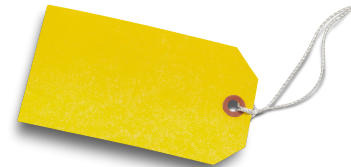
a complete signature and the time/date.

- The state of California prohibits a child care provider from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

### **Children's Supplies**

Parents are requested to label and supply those items necessary for the proper care of the child:

- A child's size all-in-one nap mat if the child takes naps. (Amazon sells them in all different price ranges)
- Diapers and Wipes (if not potty trained or if training)
- Necessary medications (refer to Medications section)
- Substitute food (for children with food allergies)
- **Children may not bring toys from home.** (it causes constant fussing among the children)



## Visitations

(All visitations are on hold during Covid, unless arranged with the director)

- Tiny Treasures has an “open door” policy. Parents have free access at all times to all areas used by children.

The only limitations to this policy are:

- During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.
- We will allow the parent/guardian of the child in care unsupervised access only to their child.



## Message

**"All children enrolled at Tiny Treasures Preschool are treated with love and respect. They will be provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child, a safe, clean, and loving environment, in which each child will feel that they are loved, valued, and wanted."**



*Ms. Beth Fiori*  
Founder/CEO  
Tiny Treasures Preschool, Inc.

Both schools are owned and operated by Beth Fiori. You can reach us at:  
(707) 481-0127 cell, or email:  
[beth@tinytreasurespreschool.net](mailto:beth@tinytreasurespreschool.net)



## Acknowledgment of Receipt of Handbook

I hereby certify I had read and fully understand the contents of the Tiny Treasures Preschool, Inc. Parent Handbook.

I also acknowledge that I have been given the opportunity to discuss any policy contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance with the rules and regulation is necessary for continued enrollment.

My signature below certifies my knowledge, acceptance, and adherence to the school's policies, rules, and regulations.

I acknowledge that Tiny Treasures Preschool, Inc. has the right to modify or amend its policies at any time without prior notice.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Employee Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Employee Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date





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