

# **Seeds of Knowledge Pre-school Parent Handbook**

**Seeds of Knowledge Preschool  
16900 HWY. 9  
Boulder Creek  
CA. 95006  
831.251.5711**

**All parents will receive a copy of this handbook. Please read it, sign the acknowledgement page and return to your child's teacher upon enrollment.**

## **Purpose**

Seeds of Knowledge Pre-school is designed to provide children with a quality, caring and an academically challenging beginning to their educational career.

## **Program Philosophy**

Seeds of Knowledge Pre-school allows children to experience their world around them through a non-pressured classroom environment, encouraging children to reason, wonder and experiment. Our learning jobs provide for different learning styles through a flexible curriculum with varying levels of difficulty and low teacher-to-student ratios.

Because children learn by doing, our school offers "hands-on" curriculum, which in turn nurtures their physical, social, emotional and intellectual growth. By offering a wide variety of developmentally appropriate materials and activities, Seeds of

Knowledge gives every child the opportunity of building their self-esteem while experiencing challenge and success.

## **Staff**

All staff members at Seeds of Knowledge Pre-school participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research. All staff members are required to obtain 24 clock hours of training within the field of early childhood education annually. All staff members are fingerprinted and current criminal checks are done on the employee.

## **Programs**

Seeds of Knowledge Pre-school offer programs for students ages 2 - 6 years old. The program runs Monday-Friday, with full Hours of operation are from 9:00 – 3:45pm for all students. We at Seeds of Knowledge Preschool do not recommend community resources for behavioral issues, speech therapy, etc.

## **Financial Responsibilities**

Fees and tuition are set annually for the entire school year and are divided into ten (10) monthly payments. **Tuition is due by the first day of the month. Payments will be considered late after the fifth day of the month and a \$30.00 late fee will be assessed.** Payments are the same regardless of the number of school days in each month. Tuition may be paid on a monthly or yearly basis if desired.

**No credit will be given in any programs for absences, family vacations, or partially attended months due to illness.**

Please keep in mind the following policies regarding financial arrangements:

1. In the case of withdrawal, 30 day written notice must be on file. Remaining June tuition is never refunded. No credit on tuition is given for regularly scheduled school holidays and vacation periods.

2. A tuition fee will not be modified for absences due to short-term illness.

3. Checks must be made payable to Seeds of Knowledge Preschool.

4. Tuition is divided into ten (10) payments collected September through June and is due on the first of the month. We do offer an eight (8) week summer program for an additional fee equal to the monthly tuition rate. If tuition is not received by the fifth (5) day of the month, your account is considered delinquent and a \$30.00 late fee will be added to your child's account.

5. At the end of the fifth day, when the account is considered delinquent, a family will be sent a late notice. If the account is not paid within seven (7) calendar days, the family will be required to withdraw their child from school.

Should a family be withdrawn for financial reasons more than ten (10) school days, the child's place will be forfeited and the place will be filled from the waiting list.

6. Returned checks will be charged back to your tuition account and a \$35.00 returned check fee would be assessed. Another check to replace the returned check will not be accepted. A cashier's check or money order is to be presented for the amount of the tuition plus the \$35.00 returned check fee. A late fee of \$30.00 will be assessed if the account is not paid in full within five (5) days of the returned check notice date. **There will be a limit of two returned checks per account.** If two checks have been returned, personal checks will no longer be accepted and the account must be paid with money orders or cashier's checks for the remainder of the school year.

7. Should a family be withdrawn for financial reasons more than ten (10) school days, the child's place will be forfeited and the place will be filled from the waiting list.

8. A parent who does not pick up his/her child by 3:45 PM for full day students, will be assessed an administrative late fee of \$12.00 and charged an additional fee of \$2.00 per minute.

### **Eligibility and Admission**

Educational childcare is available to any family without regard to race, color, creed, religion, national origin or ancestry.

Children who are physically or emotionally disturbed to the degree that they cannot benefit from instruction shall not be accepted.

Enrollment will be based on a first come, first serve basis, with all registration applications being time and date stamped for a position of priority on the waiting list. Children are conditionally accepted for the school year pending timely provision by the school of all properly completed paperwork, including all completed immunizations, as well as any outstanding tuitions and fees.

Although each child is admitted by chronological age, every effort will be made to meet the emotional, social, intellectual and physical needs of the individual child on a developmental basis. We reserve the right to assess each child's developmental needs before and during enrollment to confirm the proper placement of each child.

When a child is placed or enrolled in a class, the staff will make every attempt to arrange for the child to visit the school before his/her first day. At the beginning of the school year, each class has a student orientation to accomplish this goal. If a child is enrolled during the school year, this visit is made on an individual basis. These classroom visits allow the child to meet his/her new teacher in

the context of his/her own classroom and to get acquainted to his/her new surroundings. The classroom visit is not used as a basis of selection in any way, but serves the child well in working through an adjustment period in his/her new school.

**Safety and Emergency Preparedness:** Safety is an ongoing discussion at Seeds of Knowledge Pre-school. We have written policies and procedures in place that we believe will promote the highest level of safety and well-being for your children in our care.

All classrooms used by the children are monitored by a fire alarm system and remain in constant contact with the fire department. The school holds monthly fire/emergency drills, so the staff and the children will know how to most efficiently evacuate the building. The school has annual inspections by the Fire Department, and Department of Protective and Regulatory Services. All staff members have current CPR and First Aid training.

The children are to remain in an enclosed play yard at all times (unless on a supervised outing as a class) to obtain a safe environment. However, the ability to maintain the safety of the children depends on all of the adults who enter and exit the facility. The gates leading to the parking lot area are a high concern for the school staff. **PLEASE BE SURE THAT THESE GATES ARE ALWAYS CLOSED PROPERLY AND SECURED UPON ENTERING AND EXITING THE SCHOOL.**

Due to licensing requirements regarding the number of children on the playground and the age range, the school playground may only be used for the children currently enrolled in our program. Please do not play with your child on campus while our school is still in

session. You will be asked to leave the playground because you change the ratio and age span of the children.

Seeds of Knowledge will do everything in its power to secure the safety of the children in our program. All policies and procedures were written to provide our children with opportunities to prosper and develop in a nurturing atmosphere secure from today's misdeeds and hazards. The school will always consider issues with a "safety first" attitude for the children's sake when taking into account daily routines and change.

### **Emergency Evacuation and Relocation**

In the event of an emergency evacuation of the facility, all staff and children will remain safely away from the building. We will meet in the large open field behind our classrooms until all threats of danger has subsided. If, however, re-entry to the building is not possible, Seeds of Knowledge Preschool staff will transport the children to Camp Campbell located at 16275 Highway 9. If we are unable to remain in the area we will meet at (Safeway parking lot) 6255 Graham Hill Rd Felton. Should we have to go north, our meeting place will be intersection of Highway 9 and 236. We will notify you of which safe place we are located.

### **Daily Procedures and Absences**

A parent must accompany each child to the child's classroom. **IT IS MANDATORY FOR THE PARENT TO SIGN THEIR CHILD IN AND OUT ON A DAILY BASIS (FULL LEGAL NAME OF PARENT IS REQUIRED)** while the child is greeted by the teacher. It is very beneficial for the child to witness the positive communication between these two caring adults in his/her life.

The teacher is able to help and support the parent and child if events or problems are communicated. It is helpful to hand the teacher a note or communicate through a phone call about any issues that are particularly stressful for the child. A follow-up appointment or a phone call can be helpful if you have more than just a few minutes of information to deliver. The teaching staff has made it a policy to schedule from 8:45-9:00AM each morning to receive your children, exchange any pertinent information about the child and help all of the children transition into the class. If your child is arriving after 9:00AM and you wish to exchange pertinent information, please leave the teacher a note, or send her/him an email. The teacher will be sharing their email with you so that you may always communicate with her/him that way too.

Each activity is designed to enhance the group physically, emotionally, socially and intellectually. The parent is responsible for notifying us at (831) 251-5711, in person or via email at [seedsofknowledgeprek@gmail.com](mailto:seedsofknowledgeprek@gmail.com) if the child is to be absent, late, or on vacation.

#### **Rest Time Procedure**

Rest time is required for all students. However, sleeping is dependent on the individual child. The rest period is 30 minutes each day or longer in the Preschool classroom. During this time students must be quietly resting their bodies on their cots. Following the rest period, students will get their rest time boxes and independently put away their rest items. Assistance will be provided if needed or desired by the student.

Students must bring a blanket, small pillow (if used), and a fitted crib sized sheet for rest time. A small snuggle toy may be included if desired. These items must be able to fit into a sixteen-quart storage container and the lid must be able to close. These items will be placed in a bag that you provide on Friday afternoon and must be taken home and laundered by the following Monday, or the next day the student returns to school.

Each student will receive a numbered box to hold their rest time belongings, with a corresponding numbered cot; that only they will use for the duration of their time at Seeds of Knowledge.

Cots will be cleaned weekly, unless accidents occur, in which case, they will be cleaned immediately.

Each child's cot will be separated by at least 12" to ensure adequate sleeping space.

### **Illness**

Seeds of Knowledge Pre-school will keep accurate emergency information for each child. These records include your authorization of who should be called in case of your child's illness if you cannot be reached or you cannot be at school within 30 minutes to pick up your child. It is the parent's responsibility to keep these records current if addresses, telephone numbers or other relevant information changes.

### **If your child is sick or injured, Seeds of Knowledge Preschool and Pre-k staff member will:**

1. Assess the nature of the illness,
2. Notify the parent(s),
3. Contact the authorized alternate on the emergency list (if parents cannot be reached),
4. Contact the child's physician, if noted or requested.

If your child has been exposed to a contagious disease, please notify our school immediately.

The staff will be able to observe your child for any symptoms just as you do at home.

Close communication can also help prevent contagion to other children. A staff member will notify you if your child has been exposed to a contagious illness which may have an effect on your family. Our staff is trained to observe symptoms as well as use illness prevention techniques.



For details on how individual situations will be handled should issues arise, please see the folder of emergency procedures located in the classroom.

A sick child belongs at home where she or he can recuperate, and avoid sharing germs.

**The child must be kept home under the following circumstances:**

1. **Fever of 100.4 degrees or higher** - children with fever must be excluded from school until they are fever-free for 24 hours, without anti-fever medication or they have clearance signed by a physician indicating it is not communicable disease.
2. **Diarrhea** - children with two or more diarrhea stools in a 24-hour period will be excluded from school until the child has been free from diarrhea for a 24-hour period or we have clearance signed by a physician indicating it is not a communicable disease.
3. Other symptoms which indicate that a child belongs at home are:
  - \* **Vomiting** within the previous 24 hour period
  - \* A heavy, constant, non-clear nasal discharge
  - \* A constant **cough** or sore throat
  - \* Fussy, cranky, and generally **not himself/herself**
  - \* A skin **rash**
  - \* Symptoms of possible **communicable disease**
  - \* Live or dead **lice and/or nits** (lice eggs)
4. Following an illness, a child may return when...
  - 24 hours have elapsed since the last diarrhea stool, vomiting or fever.
  - It is determined by your doctor the nasal discharge is due to allergies and no infection is present.
  - He/she has been exposed to a communicable disease, but the school has been notified so the incubation period can be discussed, and it can be determined on what days he/she will stay home.
  - A physician clears the child if the infection was contagious or thought to be contagious when discharged from school. The physician must furnish written clearance for the child to return to school.

- All lice or nits are removed from an infected child.

### **Medication**

The policy of Seeds of Knowledge Preschool does authorize staff to give medication that includes prescription as well as non-prescription drugs. However, students must be non-contagious, on long term medication or on preventative medication for a prolonged period (fifteen days or more) that cannot under any arrangements be administered other than during school hours may take medication in school.

1. You must complete **Medical Prescription/Parental Permission Form**.
2. Parent will provide prescription medication or non-prescription.
3. Medication must be taken to the director the day the medication is to be started.
4. Medication must be in the correctly labeled prescription container or manufacturer's package labeled for the student.
5. All medications will be disposed of if they are not picked up on the last day of school

All children will be involved in physical fitness activities, both indoors and outdoors as an important part of the curriculum. If you believe your child is too ill to participate, he/she will probably be more comfortable at home in familiar surroundings. We do not staff the classrooms to allow one child to remain indoors or excluded from activities due to illness while the remainder of the class plays outdoors or partakes in an activity.

### **Dental Injuries**

Should a dental injury arise, the following protocol will be followed:

1. Remain calm and ensure the child is also safe and calm.
2. Assess the child's injury- rinsing mouth of any blood and applying a cold compress if swelling occurs. Call 9-1-1 immediately if jaw is fractured or there is an emergency situation.
3. If the injury appears to require the attention of a medical professional but is not an emergency situation, parents will

be notified immediately. If they cannot be reached, their emergency contact will be notified.

### **Medical Emergencies**

In the event of a medical emergency, the following procedure will be enacted:

1. Assess the situation and ensure the safety of students and staff.
2. Call 9-1-1
3. The child will be kept calm, still and will not be moved.
4. If the parent/legal guardian cannot be reached, notify a parent/legal guardian substitute and call either the physician or the hospital designated on the Emergency Information Card, so they will know to expect the injured or ill person.

Medical Emergencies include: head injuries, loss of consciousness, broken bones or fractures, seizures without prior medical condition, or those lasting longer than one minute, difficulty breathing or constructed airways, uncontrolled bleeding, or any other situation staff members deem appropriate.

### **Required Enrollment Paperwork**

At the time of enrollment, you must have the following forms on file in our office:

1. **ENROLLMENT INFORMATION** - This form identifies both parents/guardian of the child, work phone numbers of those listed, and most importantly, the names of those to whom your child may be released. Please be sure you or your child's guardian is listed, and anyone else who may be authorized to pick up your child. This form also contains permission to take field trips, participate in motor activities, water activities, transportation specifications, and participation in special events. All children must have signed permission on file PRIOR to attending any field trip. If we do not have this form on file, your child may not attend any field trip/event/water activity even with your verbal consent. You will still be notified of any water activity day scheduled to take place at least 48 hours in advance of the activity. These events are posted on the notice boards outside of the classroom.

2. **HEALTH REQUIREMENT FORM** - Your child's health is of great importance to all of us. The health form must be signed by your child's physician. The physician must have examined your child within the past year. We also require that your child have certain immunizations and tuberculin clearance which we keep on file. A copy of required immunizations is available in the appendix of this handbook. The medical report must be in our files on the day of your child's enrollment. Without this report, your child will be refused entrance.

You will need to make changes on your child's release information when car pools change, nannies change, etc. as this contains information about who can pick up your child. **It is imperative that all pertinent information be updated as necessary to ensure the safety of your child!**

### **Children's Cubbies and Art File**

You should check your child's art file daily. Your child's art file is used as the staff's primary system for monthly billing statements, parent evening announcements, conference planning etc. Your child should also have a change of clothing in his/her classroom in the event of an accident. You will need to make a change in the clothing at least two or three times a year as weather changes require.

Should you have an article of interest or special community event you would like to share with the other parents, please bring the notice to your child's teacher for distribution. Nothing should be placed in the classroom cubbies without prior approval of our staff.

### **Arrival Time**

At 9:00 a.m. the children should enter their class ready to begin the school day. School hours are from 9:00 a.m. to 3:45 p.m. It is essential that your child arrive at school promptly. Class activities start at 9:00 a.m., and many activities begin as early as 9:05 a.m. The teacher is prepared to greet all of the children who enter the classroom between 8:50 and 9:00

a.m. Children arriving after this time should prepare to quietly enter the classroom as the daily flow of events has already begun.

Teachers are never free to discuss problems with you when they have the responsibility of the children. You may call and make an appointment for scheduled conferences at any time you wish with your child's teacher. Prior to 8:45 a.m. the teachers are busy setting up their classrooms and attending to the last minute details needed for the school day.

### **Dismissal Time**

A parent may authorize another person to pick up his/her child by either:

1. Listing the authorized person on the Enrollment Information form, or
2. Bringing in a written, dated permission slip to the child's teacher

authorizing the child's release to someone else on the day of the release, or

3. Using a parent release form provided by the school, or
4. Calling to authorize the emergency release of a child. We will verify that the caller is actually the parent by asking information which is relevant to your child.

**NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON EVEN IF THE PERSON IS KNOWN TO THE CHILD. WRITTEN PERMISSION IS MANDATORY. WE WILL ASK FOR IDENTIFICATION SUCH AS A CALIFORNIA DRIVER'S LICENSE. NO CHILD MAY BE PICKED UP BY ANYONE UNDER THE AGE OF EIGHTEEN (18).**

Please notify the school immediately if you are going to be late. This will not excuse you from being assessed late charges. A late notice will be completed upon your arrival and a late fee added to your next monthly tuition statement.

We are legally unable to refuse visitation or the privilege of picking up a child to either parent UNLESS WE HAVE A CERTIFICATE OF CUSTODY from the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a CURRENT CERTIFIED COPY OF THE COURT DIVORCE DECREE FOR YOUR CHILD'S FILE. The decree must be

specific as to who has legal custody, visitation rights, and care for the child(ren) in the event of holidays.

### **Extended Care**

Before school care and after school care may be provided at an additional cost. However, before and after school care must be prearranged with the staff and parents. Before care will begin at 7:00 am. Aftercare will be available until 5:00 pm. This service will be offered at an additional \$12.00 per hour. Any partial hours over fifteen minutes, will be charged for the full hour. Any child remaining in aftercare later than 5:00 pm will be charged \$12.00 for the hour and an additional \$2.00 for every minute the child remains in our care. Extended care costs will be added onto the following month's tuition costs. We reserve the right to adjust extended care times if insufficient attendance doesn't warrant staff expense.

**Transportation will not be provided, except emergency evacuation circumstances only.**

### **Parking Lot Safety**

**Please follow the rules regarding parent parking so that the safety of the students will be maintained**

1. When driving in the parking lot, obey all directional arrows—one way.
2. Fasten your child in his/her car seat restraints before you leave our parking lot. It is unlawful to transport a child without a safety belt or restraint.
3. The designated handicapped parking spaces are reserved for those persons who qualify with properly marked license plates or window displays.
4. Please do not talk on your cell phone or text while driving in our parking lot. We ask for the safety of our children that our parking lot be maintained as a cell phone-free zone.
5. Do not leave your car parked in the delivery lane.
6. All children must be walked into the building by a parent/guardian.
7. Do not leave your engine running or leave children in parked cars. This is against the law and will be reported to the proper authorities.

## **SEEDS OF KNOWLEDGE PRESCHOOL ARE NOT LIABLE FOR THEFT OR DAMAGE TO VEHICLES OR PERSONAL PROPERTY IN THE PARKING LOT!**

### **Personal Items and Clothing**

All children should wear loose, comfortable clothing appropriate for active, involved experience. Parents may want to label clothing with the child's full name to help us return any lost items. Furthermore, each child should have a change of clothing in his/her cubby including socks and underwear. Each child will be indoors/outdoors and in or near potentially messy activities. **PLEASE AVOID ANY ARTICLE OF CLOTHING THAT IS NOT WASHABLE.** Smocks are worn in the classroom while children are painting or participating in messy activities, but sometimes creativity takes a turn and is messy, resulting in stained clothing. Play is our work and children should be dressed appropriately.

### **Pre-school Program**

Parents must provide an adequate supply of diapers and wipes as well several changes of clothes in case of accidents.

**Closed-toed tennis shoes or rubber soled shoes must be worn at all times for safety reasons. Motor development activities and music movement experiences do not permit children to participate without these types of shoes. No boots, crocs or open toed shoes please.**

Occasionally, your child may return home in borrowed clothing from our school and with his/her own soiled items in a plastic bag. Please launder and return the borrowed clothing for another child to use. Lost and found articles can be retrieved from your child's teacher.

### **Toys and Objects From Home**

Except for transitional objects that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in the car. Please make an effort to help your child leave them at home. Please make sure your child understands the items brought for show and tell will be shared. We cannot be responsible for broken, borrowed or lost toys or clothing. Your child will

have no use for toy guns or weapons in this program because he/she will be involved with friends here - not enemies. Weapons frequently frighten other children, even in play. Many other modes of play will offer your child avenues to express emotion or power. Costumes depicting superheroes are often “adopted” by young children, and they often cannot distinguish between fantasy and reality, thus depending on adult direction and intervention. Responsibility for weapons is appropriate for adults with a more mature sense of self-control and judgment.

## **Curriculum**

Seeds of Knowledge Pre-school has written curriculum plans for each class that are based on knowledge of child development and learning, and assessment of individual needs and interests. The learning environment and activities for the children reflect our program’s philosophy and goals. The teachers have clearly defined goals and objectives for the individual children that guide the curriculum planning. Teachers accurately assess the skills and progress of each child in the program through use of observation, assessment tools and activity records. Teachers identify children who experience difficulties in behavior or development, and develop a plan to help children acquire acceptable behavior or develop skills as needed.

Developmentally appropriate materials and equipment are available to our preschoolers. Materials and equipment that project diverse racial, gender and age attributes are selected and used. We have a wide range of materials in use, including books, art supplies, blocks, writing materials and items for dramatic play.

At Seeds of Knowledge Pre-school the teachers provide a variety of developmentally appropriate activities and experiences that are selected to engage children in active, meaningful learning and to achieve the following goals:

- a. foster positive self-identity and a sense of emotional well-being
- b. develop social skills and knowledge
- c. encourage children to think, reason, question and experiment (as used in mathematics, science and social studies)



- d. encourage language (speaking/listening) and literacy development (emerging reading, writing awareness and skills)
  - e. enhance physical development and skills
  - f. encourage and demonstrate sound health, safety and nutritional practices
  - g. encourage creative expression, representation, and appreciation for the arts
  - h. respect cultural diversity
  - i. respect and cooperate with classmates and teachers
- The teachers provide materials and time for the children to select their own activities during the day. Children may choose from among several activities that the teacher has planned or the children initiate within a “learning center classroom environment.”

Routine tasks are incorporated into the program as a means of furthering children’s learning, self-help and social skills. Routines such as dressing, eating, sleeping and toileting are handled in a relaxed, reassuring and individualized manner based on developmental needs. All students at Seeds of Knowledge Pre-K room must be potty trained. In the Pre-school, we will help the child learn when the parents are ready and can work together to help the child be successful.

### **Discipline Policy of The School:**

Our children live in a society that requires self-discipline, consideration of others, respect for property, as well as respect for themselves. Teachers support children’s emotional development, assisting children to be comfortable, relaxed, happy, and involved in play and other activities. The staff helps children deal with anger, sadness, and frustration by comforting, identifying, and reflecting feelings and helping children use various strategies to express emotions and solve social problems. Children are encouraged to verbalize feelings and ideas.

By setting clear, consistent and reasonable limits on your child’s behavior, we give him/her the security of knowing exactly what is expected. Then, life becomes predictable. Within these limits, the child will be encouraged

to make choices and successful decisions. The staff uses children's mistakes as learning opportunities, describing the situation and encouraging children's evaluation of the problem rather than imposing the solution. 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. We do not expect perfection from any adult or child.

As the children grow in an age-appropriate environment, the teachers will set reasonable limits and/or will stop or redirect unacceptable behavior without humiliation or physical punishment. More importantly, the teachers will model, reinforce and nurture positive actions. Often it is possible for an experienced teacher to re-direct or anticipate a child's behavior before a negative action occurs, allowing prevention.

Often parents ask if we use "time out" as a form of discipline. If you mean that a child is told to sit in a chair or alone in a specific area to "think about" what he/she has done, the answer is "no, we do not". A young child does not "think" about wrong actions, and it is our responsibility to teach the child the words or actions he/she could use when frustrated. In other words, we intervene in a situation to help the child vent his/her feelings safely and regain control, while giving the child words to use in problem solving. We usually have the child stay with the group and solves the problem, letting other children see and hear the solution. If at all possible or helpful, the staff "re-creates" the frustrating play situation and stays with the child to offer assistance and words in a positive way, thus allowing for success and practice. Just as adults need to practice to perfect a new sport or trade, children need to practice conflict resolution.

Occasionally, a child will lose control of his/her physical actions, voice or language to the extent that he/she must be removed from the group to regain control, and ensure the physical and emotional safety of others. Removal is not a punishment. As soon as the child is quiet, the teacher will plan with the child what to do and say upon return to the group. This version of a time out is a solution to a problem because it teaches the child what to do. Our responsibility is to model the words and actions the child can use to solve problems for the rest of his/her life.

Our goal is to have a secure, happy child who is confident in his/her own ability to live and communicate with the people around him. We will frequently arrange conferences with parents to communicate our methods and to discuss how we can work consistently together for the child's optimal growth.

Parent understands and acknowledges that Seeds of Knowledge's costs do not change when a student ceases to attend before completing the Enrollment Period. Parent understands and agrees that the above tuition amounts are payable in full regardless of whether the student is withdrawn for either personal reasons, illness, disciplinary dismissal, transfer of family, change of objective, or for any other reason except as specifically provided under "probation" Tuition payments will not be refunded for any of the aforementioned reasons.

It is understood that any dispute related to this Agreement, if such dispute is not within the jurisdiction of Small Claims Court, shall be submitted to final and binding arbitration. The prevailing party in any such arbitration shall be entitled to recover its reasonable attorney's fees and costs in addition to any other relief granted.

**Preschool Program:**

We redirect behaviors using positive, encouraging language, as well as providing possible alternative behaviors that allow for a safe classroom environment.

**Under no circumstances will any staff member use corporal punishment at any time.**

**Behavioral Concerns**

During the course of a child's enrollment in our school, he/she may exhibit some behavioral concerns which can manifest themselves in the form of spitting, head-banging, biting, hitting and temper tantrums. While most of the behavioral actions do not inflict harm or pose a threat to classroom safety, some are cause for concern. For example, occasional and

infrequent biting can be displayed by young children who will bite instead of communicate when confronted by a friend who chooses not to share a toy. Other behaviors, such as temper tantrums, can often result when limitations are enforced in the classroom.

At the point where the problem behavior becomes more frequent, severe and/or results in injury to the child or classmates, the school will contact the parents for a conference. Parents must realize that when a classroom environment becomes unsafe or unpredictable for all of the children, the school must intervene and take the necessary steps to ensure safety. The parents and the school will consult to look for possible changes which may have triggered the behavior, and work as a team to search for possible solutions, if time permits.

### **Causes for Dismissal of Program**

Seeds of Knowledge preschool strives to educate and integrate every child into our program. However, a child may be dismissed from the program if it is determined that they are not an appropriate fit for the school. Some examples of how a child may be determined as not a good fit include, but are not limited to: continued negative actions as indicated in behavioral concerns, excessive biting, hitting, or other unsafe and violent behavior causing an unsafe environment for themselves and others.

### **Parent Communication**

A yearly calendar which contains school openings, closings, all-school events, and holidays is provided for the parents at the beginning of the school year. In addition to the yearly calendar, the school provides more detailed monthly calendars and weekly emails to the parent

Throughout the year, you will receive many notes from your child's teacher. Please read them! It is very upsetting for a child to arrive late and miss a special activity because the information was not checked or read. We often will hold special events such as Holiday show. Mother's Day, or Day with Dad as a means of bringing the families into the school curriculum.

You will also receive school emails throughout the year. Notices announcing upcoming events and changes will be posted inside and outside the classroom door for you to view. Be aware when carpooling that you may have to search for any notes sent home.

Communication regarding a child's behavior and life is crucial. All of our teachers are interested in knowing facts related to your child's well-being. All information shared with our preschool staff on the supplemental history form is considered confidential.

### **Conference:**

The school has made arrangements to provide parents with information about their child(ren) three times during the academic school year. It is always understood, however, that a parent/teacher conference may be called at any time, by either party, to discuss concerns regarding a child's development, behavior, or otherwise.

The mid-winter January conference is designed to focus on your child's progress, performance and development. Our May conference will discuss your child's performance for the entire year. This conference will reflect the growth and developmental accomplishments of the entire school year.

The school uses the basic guidelines for early childhood education in the classroom to measure your child's development, and will use a summary report during the end of year conference. Parents will be given a copy of this comprehensive report for their own records.

### **Parent Concerns and Complaints**

As an early childhood school, we are a community of children, parents, and staff, all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind and understanding. Yet it is to be expected that from time to

time people will experience some conflict, concerns and difficulties. We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you as parents to share your thoughts, hopes and dreams for your child. We know that you want what is best for your child and that your job is to advocate and protect your child. We, as a staff, will make mistakes, create misunderstandings and occasionally miscommunicate. When these mistakes occur, we want you to tell us. As a staff, it is our hope to offer your family the best early childhood services possible. In order to meet our goal, we need your input, your suggestions, your questions and your concerns.

When you have a concern, please remember . . . .

- Talk to teacher Terri directly. If you feel comfortable, ask your child's teacher first about any concern. Teachers prefer that you talk to them directly, but they do understand if you need to speak to the director/administrator.
- Teachers will not "take it out" on your child after you have made a complaint. We would not hire anyone at our school that would react so inappropriately. After you express a concern, your child's teacher will be more conscientious about your issue and will provide better care. Remember, there are usually two adults in the room with the children, so there is usually an extra set of eyes.
- Don't allow concerns to "build up". As concerns occur, share them with staff. It is always disturbing to the director/administrator to find out later that parents had a number of concerns and expressed them to anyone except other parents. Speaking to other parents or rallying them up about your concerns is the same as gossip. Our staff signs an agreement and abides by a Code of Ethical Conduct which states that "no staff member may disclose personal opinions about a family and shall maintain confidentiality in all matters relating to children in their care."
- Talking in person or on the phone is preferable to writing your concern. Setting up a time to talk allows for more give-and-take and allows the staff an opportunity to respond.
- Expect follow up from the teacher to make sure your concern is addressed.

- Sometimes we cannot make a change you request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.

### **Licensing**

Seeds of Knowledge Preschool is licensed under facility #444414586. This license must be renewed and reviewed by the state annually. This license allows an employee chosen by the state to interview your child without advance notice and without the presence of a teacher or parent. Reasons for this interview may include but are not limited to the implementation of policy and procedure by school staff.

### **Lunch**

During the lunch portion of the day children will have time to sit and eat lunch with peers while enjoying a small group. You should pack a simple lunch consisting of a sandwich or its equivalent, a piece of fruit, water, and possibly an additional non-sugary item. Please do not send candy to school with your child. We want to emphasize good nutrition. A cool lunch is always a better option. The teacher will eat lunch with the children, encouraging socialization and conversation.

After eating lunch, full-time children will have a rest time on a cot.

### **Snacks**

Snack is scheduled in the mid-morning for all children. We are responsible for providing the morning snack. The snack is a nutritious, portioned amount of food, not intended to take the place of breakfast at home or a packed lunch.

## Parent Handbook Acceptance Form

### Seeds of Knowledge Preschool

16900 HWY. 9

Boulder Creek, Ca. 95006

(831) 251-5711

I, \_\_\_\_\_, the parent of

\_\_\_\_\_,

Acknowledge that I received and read a copy of the Parent Handbook.

I agree to comply with the policies described therein.



Signature: \_\_\_\_\_

Date: \_\_\_\_\_