

GOOD SHEPHERD CHRISTIAN SCHOOL

**PARENT
HANDBOOK**

**TODDLER GROUP * PRESCHOOL *
PRE-KINDERGARTEN * KINDERGARTEN
July 2019**

TABLE OF CONTENTS

| | |
|---|-----------|
| OUR MISSION | 4 |
| OUR PROGRAM | 4 |
| OUR COMMITMENTS | 4 |
| ADMISSION POLICY | 5 |
| POLICY AND RATE CHANGES | 5 |
| HOLIDAYS AND SCHOOL CLOSURES | 5 |
| NOTIFICATION OF CHANGES | 6 |
| TUITION AND FEE SCHEDULE | 6 |
| REQUIRED ADMISSION DOCUMENTS | 6 |
| TODDLER PROGRAM | 6 |
| DEVELOPING TOILET HABITS (TODDLER ONLY) | 7 |
| THE FIRST STEPS | 7 |
| EXPECTING TOO MUCH TOO SOON | 8 |
| ON THEIR OWN | 8 |
| HEALTH & IMMUNIZATION REQUIREMENTS | 8 |
| HEALTH MANAGEMENT AGREEMENT | 8 |
| ALLERGIES: | 9 |
| MEDICINE | 10 |
| INCIDENTAL MEDICAL SERVICES | 10 |
| SUNSCREEN | 12 |
| GENERAL EMERGENCY PROCEDURES | 12 |
| DISASTER PREPARATION | 13 |
| BIRTHDAY CELEBRATION | 14 |
| VIDEO & PHOTOGRAPHY RECORDING POLICY | 14 |

| | |
|---|-----------|
| PARENT-TEACHER CONFERENCES | 15 |
| DAILY ARRIVAL AND DEPARTURE | 15 |
| SEPARATION ANXIETY | 16 |
| PLAYGROUND POLICY | 17 |
| ACTIVITIES, FIELD TRIPS, AND EVENTS | 17 |
| OPPORTUNITIES FOR FAMILY INVOLVEMENT | 17 |
| ATTENDANCE | 18 |
| SHARING DAY/SHOW & TELL | 18 |
| VALUABLE ITEMS | 18 |
| CLOTHING | 18 |
| THINGS TO TAKE HOME | 19 |
| LUNCHES AND SNACKS | 19 |
| EMAIL COMMUNICATION | 19 |
| NAPTIME NEEDS | 20 |
| EXTENDED CARE SERVICE | 20 |
| EARLY/LATE CHARGE | 20 |
| BEHAVIOR MANAGEMENT GUIDELINES | 20 |
| GUIDING PRINCIPLES | 21 |
| PLAN OF ACTION | 21 |
| BITING POLICY | 22 |
| DISENROLLMENT POLICY | 22 |
| DISENROLLMENT OF A CHILD | 22 |
| DISENROLLMENT OF A FAMILY | 22 |
| COMMUNITY RESOURCES | 23 |

Welcome to the Good Shepherd Christian School. This Parent Handbook is intended to inform you about our programs and familiarize you with procedures and policies, which

help the program function effectively to serve your child. Please review this handbook and any future amendments to ensure that you are fully informed of your responsibilities.

Our Mission

To guide the children to love of learning and love of people through meaningful hands-on experiences and social interactions in a loving Christian environment.

Our Program

Our School provides opportunities for children to grow and develop through exploration and experimentation with inspiring-learning tools including Montessori materials and age appropriate activities.

Our curriculum for both Toddler Option Program and Primary Level (preschool through Kindergarten) spans and interrelates the subject areas – Bible Education, Practical Life Skills, Mathematics, Language, Science, Geography, Culture, Music, and Art. These concepts and skills enable the children to further develop coordination, concentration, sense of order, independence, academic and creative identity – all of which develop a child’s confidence level and sense of self worth.

Our stimulating, organized classrooms offer a wide variety of hands-on materials that the children utilize individually and in small groups, under the careful guidance of our well-prepared teachers.

Our program provides Chapel Time to give the children the opportunity to learn about Jesus through songs and stories.

Our Commitments

1. Cultivate Individuality and Uniqueness:

We recognize and respect individual differences. Each child will be accepted as an individual whose talents, personality, and uniqueness will be nurtured and supported.

2. Create a Secure and Loving Environment:

We provide a Christian atmosphere that welcomes all children to reach their full potential in God’s loving care. The room will be structured around the emotional, intellectual, and physical needs of the children.

3. Design Enjoyable and Rewarding Learning Experience:

We offer a balance of self-directed and structured group activities with diverse experiences to foster each child's creativity and development.

Admission Policy

1. All children ages 18 months to 36 months are eligible to attend our Toddler Program at an applicable site.
2. All children age 3 years to entry into 1st Grade are eligible to attend our Primary Program.
3. The school is open to all children in the eligible age group, regardless of race, national origin, ethnicity, or religion.
4. All parents and children must attend an interview/orientation meeting, which will determine appropriateness of placement based on the capability of the child.
5. A current physical examination, including an immunization record, must be submitted at the time of enrollment. Additional forms, found in the admission packet, must be provided.
6. If the child needs to be toilet trained, parents must agree with and sign the Developing Toilet Habits and Toilet Training Plan Form.
7. Siblings of currently enrolled students have the first priority to admission.
8. Parents agree to follow the Traffic Management Policy required by the city traffic ordinances and cooperate with the school to make our school site a safe and pleasant environment for both the children and the neighbors in the community. The Traffic Management Policy is a part of the Admission Agreement. Parents understand that the Admission Agreement may be terminated and the child(ren) disenrolled from the School upon any failure to fulfill the terms of the Traffic Management Policy.
9. The Administration reserves the right at any time, to terminate the Admission Agreement if:
 - a. The program does not meet the needs of the child.
 - b. Lack of parents' cooperation with school policies.
 - c. Lack of payment.
10. **A 30-day written notice is required if your child is to be withdrawn from school and tuition will continue up to the last day of attendance. Security deposit will be refunded two weeks after the last day.** Failure to provide such notice and/or pay tuition will result in application of your deposit to any sums due under this policy.

Policy and Rate Changes

The School will give a minimum of 30 days written notice before any policy or rate changes take effect.

Holidays and School Closures

Please see attached up-to-date School Year Calendar.

Notification of Changes

For your child's health and safety, it is critical that we have updated records for your child's file. Therefore, we ask that you notify the school office in writing for any phone numbers/addresses/contact information/change of designated pick up authorizations or any other important information.

Tuition and Fee Schedule

Please review the fee schedule. Please carefully read your Admission Agreement. Child's full name and program name are required to be written on the check. Allow 5 to 10 business days for the receipt.

Required Admission Documents

- Personal Rights (LIC 613)
- Consent for Medical Treatment (LIC 627)
- Identification & Emergency Information (LIC700)
- Child's Physician's Report (LIC 701)
- Child's Pre-Admission Health History (LIC 702)
- Parents' Rights (LIC995)
- Admission Agreement
- Application Form
- Immunization Records
- Permission and Release
- Developmental History
- Traffic Management Polic
- Health Management Agreement
- Parent Handbook Receipt
- Behavior Management Guidelines
- Needs and Service Plan (Toddler under two only)

Toddler Program

We offer Toddler program for children 18 mo. - to 36 mo. who are not fully potty-trained.

Parents and staff work as a team when potty-training children. Consistency at home is a crucial part of this process (Please see Toilet Training Plan for complete information). Parents must give the school permission to enter the toddler program. Parents are required to provide diapers, pull-ups, and wipes.

Developing Toilet Habits (Toddler only)

Signs of Readiness

- Most children begin “toilet training” by the age of 18 months – 24 months, though this may vary.
- Your child stays dry for at least two hours during the day.
- Your child may show interest in wearing underwear.
- Walk to and from the bathroom and sits still on his/her own for at least a few minutes.
- Your child has predictable bowel movements on a regular basis.
- Your child may be ready to begin when his/her diaper stays dry overnight.

Toilet Training Transition (Primary only)

All children enrolled in the Primary program must be fully potty trained. Each child should be able to take care of their potty needs with minimum assistance from their teacher. However, if your child is in the transition of potty training that needs to put diaper during naptime, there is additional monthly fee. Your child is fully potty trained if all the following are true:

- Child wears regular underwear throughout the day, no pull-ups.
- Child uses the toilet for both urination and bowel movement.
- Child will tell an adult when they need to use the restroom and give enough warning/hold long enough to get to the facilities before having an accident.
- No diaper needed during naptime.

Note: If the child has 2 or more accidents per week for 2 weeks, we will consider the child not fully potty trained. Additional fee will be added to the tuition calculated from the following week.

The First Steps

1. Have the child go to the bathroom with the same gender parents, so he/she can see and learn the proper mechanics of toileting.
2. Use consistent words associated with toilet training. Examples: poop, pee, and urinate.
3. Provide your child with a potty chair that is low to the ground so that his/her feet touch the ground. Place your child on the potty seat at the same time each day so that this may become a regular routine.
4. Always reward your child: hugs, kisses, lots of praise. And if accidents happen, simply clean up and encourage him/her to keep trying. Please remember all kinds of rewards help to reinforce this behavior.

5. Do not depend on the teachers to do the potty training; they only assist you in your child's potty training. This will become a team effort between the teachers and the parents.

Expecting Too Much Too Soon

From a child's prospective, toilet training can be scary, confusing, and inconvenient. Think about it this way: after two or more years in warm, comfortable diapers, he/she is expected to suddenly take care of this task themselves. They must stop in the middle of an activity and shed their warm clothing and sit on a cold seat. Keeping children on the toilet for a long period of time, despite their objections, exasperation, or shame, will only confuse and hurt them. Attempting to force toilet training may make them resentful and lead to a bitter struggle. Please remember, toilet training cannot be rushed, and it is best to let your child determine when they are ready.

On Their Own

Eventually, your child will no longer need your help. They have achieved "toilet training" because of your continued support and consistency. Your child's success at toilet training will be another indication that they have taken one more step in learning our way of life.

Health & Immunization Requirements

California state law requires that all children admitted to child care center or school must submit proof of up-to-date immunizations according to their age including MMR (Measles, Mumps, Rubella), Polio, Dtap (Pertussis, Tetanus, Diphtheria), Hepatitis B, Hib (Haemophilus Influenzae Type b), and Varicella. Contact the Santa Clara County Public Health Department for more information. Please inform the office of any new immunizations your child receives after their enrollment.

Health Management Agreement

The purpose of this agreement is to minimize the spread of communicable disease among children, parents, siblings, and staff members. Our licensing agency, the State Department of Social Services, mandates children not attend school and/or must be picked up immediately upon your being notified of development of the following symptoms:

1. Fever, defined as any auxiliary temperature of 101 degrees Fahrenheit or above.
2. Vomiting.
3. Diarrhea, defined as frequent, loose, watery stools with unusual color or odor, usually accompanied by stomach pain or discomfort.
4. Runny nose with red- or green – tinged discharge accompanied by one or more of the above symptoms.
5. Skin rashes, hives, and skin lesions of unknown origin.
6. Pink eye or conjunctivitis.
7. Unusual fatigue or lack of energy, - i.e. sleeping in class.
8. Swollen glands, sore throat.
9. Discharging ears.

If a child is sent home from school with any of the above, the child may not return to school until 24 hours after the symptoms have subsided or until 24 hours after a prescription medication has been administered and the child is considered to be no longer contagious.

A child may return to school prior to the 24-hour period upon submission of a physician's note indicating what the illness is and verifying that it is not contagious. Chronic symptoms, such as allergies and eczema, should be noted on medical forms, establishing the condition as non-contagious.

The following is a list of communicable illnesses, which are not permitted in the school until medication has been given for at least 24 hours and/or the child is certified by the physician to be no longer contagious:

1. Mumps, measles, rubella, chicken pox.
2. Ringworm, uncovered yeast infection, scabies.
3. Severe sore throat, strep throat, thrush, hand-foot-mouth, Fifth's Disease.
4. Flu-like body aches, elevated temperature, diarrhea, vomiting, unexplained crankiness or listlessness.
5. Pink eye or conjunctivitis.

Head lice: Child may return to school after appropriate treatment is started and nit combing is performed.

Please see attached Health Management Agreement for detailed information.

Additionally, children having any type of surgery, including dental work, should return to school with a physician's written concurrence and delineating any special instructions or precautions. If your child has contracted a contagious illness, the office needs to be notified immediately so that an exposure notice can be posted in the classroom.

Allergies:

Please inform your child's teacher and the School Director of any allergy concerns your child may have. This information should be completed upon entrance on the Pre-Admission Health History Report form, as well as in writing if an allergy should arise during the course of the school year. Please see Incidental Medical Services.

Please be aware that our School has a nut restriction policy; please see our birthday and food sharing policy. ~~Please try not to provide nuts or nut products for your child's snack or lunch in consideration of other children with nut allergies.~~

Medicine

The school will not administer any prescription medications and/or non-prescription medications without a physician note and a parent's written permission. Parents must sign the Medication Log located in the child's classroom each day the medication is to be administered. Prescription medications are administered only when contained in the original bottle with intact dosing label. Nonprescription medications may be given if accompanied by written instructions from the child's physician. All medication bottles need to be labeled with your child's name, date, exact dose, etc.

Non-prescription topical ointment (i.e. sunscreen, diaper cream): Always requires a note signed by the child's physician specifying time and dosage. Each item must be labeled with the child's name. The authorization for topical ointments may be written for a 3-month period.

We will not allow Tylenol to be given to mask any fever if a child is ill. Tylenol may be given for the following reasons and when prescribed by a doctor by phone or in writing:

1. For teething pain in an emergency
2. For immunization pain
3. To reduce high fever in an emergency

All medication will be stored up high out of children's reach or in locked, childproof containers. All medications are to be handed directly to the appropriate staff member. **DO NOT leave any medications including topical ointments and sunscreen in your child's lunch box or other belongings or in any other place accessible to children.**

Incidental Medical Services

The School will provide certain incidental medical services for children in accordance with state licensing regulations and the following guidelines.

EpiPen Jr. or EpiPen
Inhaler / Nebulizer treatment
Diabetic Blood Glucose monitoring

The following records must be submitted and will be maintained in the child's file and a copy will be kept in the child's classroom:

1. Parental/authorized representative's permission and detailed instructions to provide the Incidental Medical Service is needed. The telephone number and address of the child's Parental/authorized representative must be included.
2. Detailed written authorization and instructions from the child's physician/health care provider. The telephone number and address of the child's physician/health care provider must be included.

3. Forms and/or records of medication/service provided:

- **FOOD ALLERGY NOTIFICATION FORM** - used for children with ANY food allergy reaction.
- **FOOD ALLERGY ACTION PLAN** - food allergies that requires EpiPen Jr or EpiPen.
- **ANAPHYLAXIS EMERGENCY ACTION PLAN FORM** - child requires an EpiPen Jr or EpiPen for an allergy to bee stings
- **NEBULIZER CARE CONSENT/VERIFICATION (LIC 9166)** -used for children who requires inhaled medication.
- **BLOOD GLUCOSE TESTING CONSENT/VERIFICATION (LIC 9222)** - used for Diabetic blood glucose monitoring.

4. Verification of Staff Training - Staff members authorized to administer a specific incidental medical service must have a Pediatric First Aid certificate, a copy of which must be kept in the teacher's file.

The school will only provide the Incidental Medical Services when written permission, detailed instructions, necessary form(s) and/or training have been received from the child's parent/authorized representative and a physician/health care provider. The instructions and training must include how to administer medication/service; use and maintenance of required equipment/supplies and what to do in an emergency. A detailed requirement checklist will be provided to parents based on the service needed.

All prescription medications are administered only when contained in the original bottle with child's name and intact dosing label and must be kept in a labeled Medication Box in the child's classroom, out of children's reach.

The EpiPen Jr or EpiPen shall be kept from exposure to light and extreme heat and should be kept ready for use at all times. Replace any auto-injector if the solution is discolored or contains a precipitate. Note the expiration date on the unit and replace the unit prior to that date. **911 and the child's parent/authorized representative will be called immediately after administering the EpiPen Jr. or the Epi Pen.**

Whether on site or away from facility for field trips, at least one designated teacher from the trained staff will be available when the child in care needs incidental medical services to ensure services are not interrupted. The inhaled medication and/or EpiPen will be included in the Emergency Backpack which will be carried by the designated teacher. The School requires one of the child's parent/authorized representative accompany the child to field trip or any activities that is away from our facility. In the event a parent will not be able to participate, the school will make judgment and communicate to see if the event is suitable for the child to participate. The school will reserve the rights to determine if the child should participate without a parent's presence.

As protection against blood-related modes of transmission, all staff will use universal precautions such as wear latex gloves when coming in contact with blood, or bodily fluids containing blood, wash hands after discarding the gloves and properly dispose of contaminated materials exposed to blood.

In case of an emergency situation or disaster that requires evacuation or relocation of children from the facility, the child's incidental medical service file, medication, equipment and/or supplies will be included in the Emergency Backpack and be carried out with the child by the classroom teacher or office personnel/school director to ensure incidental medical services are not interrupted.

Parents or authorized representatives will be informed upon each occurrence of incidental medical service to the child through telephone call, email, or incident or accident report. In case of emergency, 911 and parents will be called. A parent or authorized representative must be available at all times to support any needs that may arise including coming to the school immediately if it is deemed necessary by school staff.

Parents will be informed of any changes to the school's Plan of Operation – Incidental Medical Services.

It is our School's responsibility to report to Department of Social Services Licensing Office within 24 hours of serious incidents, as well as, changes in Plan of Operation that affect children.

Sunscreen

Sunscreen is considered to be an over-the-counter medicine in our school and therefore must be handled in the same way.

We suggest applying sunscreen to your child before you bring him/her to school. If you feel sunscreen must be reapplied during the school day and fill out the sunscreen authorization forms. A one-time physician's note is required. **Each time you need the teacher to apply sunscreen for your child, you need to follow the medicine procedure described in this handbook.**

In an effort to minimize the possibility of spreading communicable diseases, the teachers will not apply sunscreen lotion to any child without following the proper medicine procedure. To prevent cross-contamination of sunscreen we ask that **the sunscreen be supplied in a "stick" form and not a lotion or spray form.**

General Emergency Procedures

The State Licensing Department mandates basic health and safety guidelines. In addition, the School has specific procedures for handling medical and other emergencies. Each child must have emergency information on file on or before their first day in the school.

1. Identification and Emergency Information form: Parents/guardians must provide emergency telephone numbers and identification information for all persons authorized to pick up the child. All student emergency information will be updated annually. It is important that parents update the school as soon as possible for all phone/email/address/authorized pick-up changes.
2. The Consent for Medical Treatment form: This form authorizes staff at the school to obtain any necessary emergency medical treatment for the child. It must be completed by the parents/guardians on or before their first day in the school. (Updated annually).
3. If a child is injured at the School, the first step is for a trained and certified staff member to administer any necessary first aid and CPR. Paramedics will be called if necessary.
4. Universal precautions will be used by all staff when dealing with an injury involving blood. Disposable gloves will be put on by the staff member before they come into contact with the blood, blood-containing body fluids, or tissue discharges.
5. Any blood that may have gotten onto floor, counters, etc. will be thoroughly washed off of the surface and the surface will be sanitized with a bleach solution and/or germicide. Any blood on the carpet will be sanitized with a germicide. Hands will be washed thoroughly following outlined practices, after completing contact with blood.
6. A parent/guardian and /or other adult listed on the Identification and Emergency Information form will be contacted immediately so that they can accompany the child to the hospital in the ambulance or transport the child themselves if no ambulance is called. The child's regular doctor is also listed on the Identification and Emergency Information form and can be contacted if necessary.
7. If immediate medical attention is not required, but the situation does require that the child be seen by a physician, dentist, or nearby medical facility, every effort will be made to reach the parents/guardians or other responsible adults listed on the Identification and Emergency Information Form so that they can provide the transportation to the appropriate facility.
8. In the event that School Staff cannot contact the parent/guardian or other adult, staff will make sure that the child receives the necessary treatment by arranging transportation to the nearest hospital emergency room. If necessary, a transport ambulance will be called and staff from the School will go with the child in the ambulance if no parent/guardian is present.
9. It is the parent's/guardian's responsibility to ensure that all the emergency information is updated when changes occur and at least on an annual basis.
10. Any time an injury occurs to a child, an Accident Report or Ouch Report will be completed, and signed by both the parents and school staff.

Disaster Preparation

1. Fire drills/Earthquake drills will be held once a month. Lock-down drills will be held twice a year.
2. The Disaster Evacuation Plan is posted near each exit in your child's classroom for your reference.

3. Each child is required to have an emergency package at school. An approved emergency kit may be purchased through the school or parents may choose to pack a kit at home which shall consist of a transparent plastic zip closure bag (1 gallon size) labeled with your child's full name containing the following items: Canned and/or dried food for two days, and packaged juices and/or eight-ounce bottled waters for two days. Home-packed emergency kits must be replaced every twelve months.
4. In the event of an emergency which disrupts the school's operation, communications will be sent to parents via text message, email, and/or voice message. Cell phone and email addresses must be current for this purpose.

Birthday Celebration

We know that your child's birthday is important to you and your child and we are excited to share this special day with you.

We have a special ceremony for the birthday celebration. Parents are encouraged to create a birthday poster for their child with photos from each year of their lives to show their milestones and significant events (such as birth, walking, talking, first time at school, favorite activities, etc.).

If you would like, you may bring a special gift for the classroom such as a book for the library, a puzzle, art materials, or a game for rainy day playtime. This great alternative to goody bags is a nice way for your child to share their birthday with their classmates and experience the joy of giving.

For safety reasons, please do not bring:

- **Food items containing any nuts/peanuts, any nut traces, or any nut products.**
- Any homemade treats such as cakes, cookies, or cupcakes.
- Goody bags or other party favors.
- Popcorn due to choking-related safety concerns.
- Balloons of any kind due to allergies, choking, and strangle hazards.

Video & Photography Recording Policy

The school recognizes that parents often want to capture certain special moments in their child's experiences at school. In order to both safeguard the privacy of each child and allow for parents to be able to record special occasions, we have instituted the following policies regarding recording school activities:

- Permission to produce recordings is limited to special school events (for example birthday celebrations, parades, field trips, graduations, in-class special activities, parties). Recording of regular daily activities is prohibited.

- Recordings are limited to private use within our school community for the purpose of documenting children’s school experiences. Recordings may NOT be published publicly in any way, shape, or form by the recorder or any other party without the express written permission of the individuals and/or their parents or legal guardians included in the recordings as well as the express written permission of the School. These rules apply whether recording is taking place on-site or off-site.
- The School may record children participating in school activities and may post images of students within the school and/or in a secure online photo gallery accessible only to currently enrolled family and staff. Images will not be publicized without parents’ express permission.

Parent-Teacher Conferences

Two conferences are scheduled per year during the months of November and March. The purpose of these conferences is to help parents and teachers to:

1. Get to know each other.
2. Review your child’s work and any other pertinent details relating to your child in the classroom.
3. Better understand the progress and needs of your child.
4. Set learning goals for the future.

Additional conference time can be arranged through the administration during the school year, if parents/guardians have any questions or concerns about our program. We value and respect your opinions. Our goal is to achieve mutual trust, respect, and effective communication between families and staff members.

Daily Arrival and Departure

The California State Social Service Agency requires that students be signed in and out daily of licensed childcare facilities. Transfer of responsibility between the School and the parent/responsible adult is accomplished through the following procedure:

1. Parents/responsible adults will use a tablet to digitally sign in/out their child. **If the child is not signed in/out, the parent will be contacted and must return to sign within one hour.**
2. Children must be dropped off with a teacher each morning. DO NOT leave your child unattended in a classroom.
3. Please ensure that the child’s teacher is aware of your child’s arrival and departure before you leave. The teacher accepting the child from the parent/guardian is responsible for conducting the daily inspection for illness required under State licensing regulations. They are responsible for ensuring that no child with obvious symptoms of illness is accepted into the School.
4. If you have a message for a specific teacher, please provide a written note to the teacher or call the school and leave a message with the office. It is not appropriate to visit with the teacher in the morning or when other students are present.

5. Our Academic Program begins at 9:00am. It is essential for the smooth operation of the school that your child arrives and departs on time. Late comers disrupt classes; if you arrive after 9:15am, please drop your child off in the office.
6. The school will release a child only to someone who is specifically authorized to pick him/her up on the child's Identification and Emergency Information form (Form 201 - LIC 700) and photocopies of driver's license (or other ID) for all persons authorized to pick up a child must be on file at the School. Written and/or verbal authorization from the parent/guardian is also required for those adults authorized on the Identification and Emergency form to pick-up who do not routinely pick up children during the week.
7. Written and/or verbal authorization from the parent/guardian is also required for those adults authorized on the Identification and Emergency form to pick-up who do not routinely pick up children during the week.
8. In the event that staff members suspect that the adult picking up the child presents danger to the child's safety (e.g. the adult is intoxicated, dangerously angry or otherwise impaired) the child will not be released to that adult. The school may contact authorities and/or another authorized pick-up person.
9. Transportation of the child to and from school is the responsibility of the parents. The school will not accept responsibility for any transportation arrangements including walking or carpools.
10. Send a written note if there is any change of plans as to the way in which your child is to go home.

Separation Anxiety

Beginning a new school/program can create a certain amount of anxiety, however, there are some things you can do to prepare your child, as well as yourself for the transition.

- Be Aware that most children will go through separation difficulty several times between 6 months and 4 years of age.
- Talk to your child about the plans being made for him/her.
- Allow for your child's participation in planning, if appropriate.
- Talk about and address your child's concerns (communicated both verbally and non-verbally).
- Let your child help prepare items that he/she may want to bring along (teddy bear, blanket, photographs of family, favorite snack, etc.)
- Visit the program with your child at different times of the day.
- Talk to your child about where you will be and what you will be doing while he/she is in school.
- Leave adequate time for saying goodbye. After saying goodbye, leave. Re-entering the classroom repeatedly may be confusing to your child.
- Never leave without saying goodbye (your child may become frightened if you suddenly disappear).
- When you return, let your child know that you are happy to see them. Don't be surprised or offended if your child acts as if they aren't happy to see you. This is a normal reaction in many children.
- If punctuality is not always possible, avoid giving a specific time for arrival. If you give a specific time for arrival, maintain it as much as possible.

- Share any pertinent information regarding your child with the teacher(s).
- Visit the local library for materials regarding separation anxiety and preparing children for new environments.
- Give both your child and yourself enough time to adjust to the new school arrangements (approximately 2 to 4 weeks).

Playground Policy

1. The children may use the playground during their designated classroom playground time or group activity only.
2. Please do not allow siblings who are not enrolled in the program to play on the playground. The playground is for enrolled students use only during their classroom's scheduled playground time.

Activities, Field Trips, and Events

In addition to our regular class activities, your child's teachers may also conduct and schedule some classroom activities/projects such as field trips, classroom parties, special guest events, etc. Our school will collect fee to cover the activities/projects planned. Transportation will be arranged either with a transportation company or parent volunteers. Parent drivers will be asked to provide proof of a valid driver's license, current insurance, vehicle registration, and working seat belt for each child to be transported. A School t-shirt or sweatshirt must be worn in order for your child to attend a school field trip.

School field trips are age-appropriate and every effort is made to ensure each child's safety throughout the field trip activity. If you do not wish for your child to attend a particular field trip, you will need to make alternative child care arrangements for that day. There will be no tuition refund or discount.

Opportunities for Family Involvement

Family members are welcome visitors in the program at all times. Family members are welcome to observe classroom activities, read stories to the children, spend sharing time with your child's group, help on field trips, attend parties or other social activities, share a snack with your child's group, give special presentations or demonstrations, attend parent meetings, assist with school activities such as fundraising, book fair, and special event activities, etc. Please see School Director/classroom teachers for more information.

Attendance

Children need to attend school regularly. It is difficult to develop continuity within the environment if children attend on a sporadic basis or arrive after the rest of the children have begun their school day. Call and notify the office if your child will be absent from school.

Sharing Day/Show & Tell

On Sharing Day your child may bring an item of special significance or related to an area of study in the classroom to share. A book is always acceptable for sharing. Have your child pick a favorite page to be shared and place a bookmark or Post-it note on that page to enable him/her to locate it easily.

Please label all items with his/her name. Do not bring toys, sharing items or any other personal belongings to school on non-sharing days.

Valuable Items

Do not allow your child to bring valuable items such as expensive clothing, toys, equipment, etc. to school. The School will not be responsible for any items lost in the classroom or school site.

Jewelry: Due to risk of loss, choking, or injury, jewelry including amber teething necklaces are not permitted at school.

Clothing

Please dress your child appropriately for the weather. We suggest layering clothes to allow greater flexibility as the temperature changes. Clothing should be easily laundered and have fasteners your child can handle with minimal assistance. During cold weather, light sweatshirts are often sent with children. Please remember some sweatshirts have cords on the hood or neck areas that are a hazard and can cause choking. Please remove them from any clothing the child wears to school or your child's teacher will remove them for the safety of the children. Sweatshirts with cords are not allowed in our school.

Shoes and socks are required at all times. **All shoes must have closed toes** and should not easily slip off your child's feet.

Each child is required to keep a change of clothing at school, including 2 pairs of underwear and socks in a small see-through plastic container. Please label all clothing items with the

child's full name. Please provide your child with 2 boxes of facial tissue (Kleenex) in September and two boxes of facial tissue (Kleenex) in January.

Things to Take Home

Your child's class work and important information will be sent home on Fridays in his/her Friday Folder.

Lunches and Snacks

1. We serve two daily nutritious snacks consisting of fruit juices, lowfat (1%) milk, crackers, fruit, and other healthy food. Please check the attached classroom schedule for specific snack times. Children may enjoy snack at the snack table at their own discretion during work time alone or with a friend. Snack may also be served as a group activity.
2. We recommend you involve your child in the planning of lunch. A nutritious lunch, which the child enjoys, is more likely to be eaten and results in a more pleasant lunchtime. Children are encouraged to eat but are not forced to do so. Your child may bring uneaten portions home each day so that parents may better gauge how much to send to school. Candy and gum are not allowed.
3. Since we have no cooking facilities, please send only prepared food.
4. Lunch items should be easily managed by your child; i.e., fruit such as oranges or apples should be cut in sections before packed. Provide a plastic spoon or children's utensils if necessary.
5. Each child's lunch box must be clearly labeled with the child's full name.
6. Reusable containers and utensils are encouraged and should be labeled with the child's full name, thus supporting our concern for the environment.
7. Due to the heavy volume of lunches that are handled every day we are unable to accommodate refrigeration for each child. We kindly ask you to pack a blue-ice pack if you wish for your child's food or drink to remain cool.
8. We ask parents to carefully check all snacks sent with your child. Please remove any silica gel / desiccant packs before sending the snack.
9. Children should bring in their own water bottle on a daily basis. The bottle must be labeled with your child's name and will need to be taken home daily.

Email Communication

It is important you receive and read all school communications. Please make sure your email address is accurate and up-to-date with the school office.

Due to their role in the classroom working with children throughout the day, teachers are not able to communicate with parents via email.

Naptime Needs

Please bring a small blanket, a crib/toddler-size sheet, and (optional) a small pillow. All nap items must fit within a 12-quart see-through plastic storage container. All items must be marked with the child's full name. The nap blanket, sheet, and pillow need to be washed each week. Please provide a reusable bag to carry your child's bedding home on Friday.

Extended Care Service

Children who need extended hours may request extended care service through the school office (except the Full Time Program – No extended care service before 8:00 a.m. or after 6:00 p.m.). Extended care service must be pre-arranged and, upon approval, an extended care fee must be prepaid at the school office. (Please see fee schedule) However, if there is an emergency situation that will cause you to be unable to pick up your child on time, you may request extended care service by phone for the same day; the extended care service fee will need to be submitted after the service for any same-day requests. All extended care service will be charged by the hour, for a minimum of one hour without fractions. There is no extended care offered after 6:00p.m. Any late pick-ups after 6:00 p.m. please refer to Late Charge.

Early/Late Charge

Children attending all programs should arrive and be picked up according to their enrolled schedule. All students dropped off or picked up outside of the enrolled schedule will be charged with a penalty (see fee schedule). Penalty fees will be invoiced to the student's account and may be withheld from the deposit if any balance remains at the time of withdrawal. Please see fee schedule.

Behavior Management Guidelines

Our philosophy and policies for managing inappropriate behavior occurring in the school environment are grounded in the belief that it is an essential goal and priority of early

education to help young children develop self-control as well as an understanding of their own feelings and actions.

Acts of childhood aggression occur as a normal part of social development. However, no act will go without appropriate response from the teachers for the benefit of the children involved and the school environment. The response will include modeling and teaching positive strategies for dealing with strong emotions and avoiding physical aggression responses in favor of socially appropriate communication. Reasonable consequences will be employed when appropriate as outlined below.

Guiding principles

We seek to:

- Establish consistent limits.
- Maintain limits in a consistent and respectful manner.
- Interact with children in an honest and respectful manner that reflects the goal of understanding behavior and learning problem-solving skills.
- Maintain an age-appropriate environment in order to meet children's needs and minimize the need for discipline.
- Individualize guidance based on an understanding of the reasons behind certain behaviors.

No Corporal Punishment is allowed.

Plan of action

- When a pattern of ongoing inappropriate behavior is observed:
- Teachers will strive in every way possible to redirect aggressive behavior and to reinforce positive behavior, including recognition of the child's appropriate behavior.
- A meeting will be conducted with parents to establish goals for improved behavior.
- A Parent and Provider Guidance Plan will be provided to parents. The plan will include an agreement regarding probation and an expectation for improvement appropriate for the child's age.
- Repeated behaviors that do not seem to improve with implementation of positive strategies will result in temporary removal from the classroom group, either within the school environment or for up to three days at home. A parent will be called and asked to pick up the child promptly.
- After the school has exhausted all reasonable strategies and results are not evident, the child will be dis-enrolled from the program according to the school policy outlined in the Admission Agreement and Parents Handbook.

Children's basic rights are respected in our School. Please see Personal Rights form for more information.

Biting Policy

Our goal is to help each child adjust to his/her new environment. We understand that transitions from home or from other Schools/schools are difficult for most children. We believe that it is essential for teachers and parents to work in partnership in order to make a child's transition successful. We also understand the need to work with children who may be going through a developmental stage. We are willing to help parents with this type of situation by working out a plan for the child. If the child becomes an excessive biter, and if at any time it jeopardizes the health and safety of the other children and teachers, a final decision for dis-enrollment will be made by the school director.

Disenrollment Policy

Disenrollment of a Child

Our programs are Schooled on the children for whom we care. We recognize and appreciate the characteristics and behaviors children bring to us from their diverse families and communities. We strive to build our programs to be responsive to a wide range of individual learning styles and to celebrate and value each child.

Because our child-Schooled approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's behavior may warrant the need to find a more suitable setting for them. Some examples of such instances include:

1. A child appears to be a danger to him/herself, other children attending the School, School employees, or anyone else at the School.
2. Medical, psychological, or social service personnel working with the School determine that continued care at the School could be harmful to, or not in the best interest of the child.
3. Any other situation in which the accommodations required for the child's success and participation place an undue burden on the School resources and finances and removal is in the best interest of the child or the School.

If a concern begins to surface, the school director/administrator will contact parents/guardians and keep them informed and involved in helping to sort through the issues related to the child. Regular updates, phone calls, and special meetings will be held to keep one another informed of the situation and to ensure a collaborative mindset.

Disenrollment of a Family

The family and school relationship is based on open communication and a flow of ideas between faculty, administration, and parents. We strive each day to be open and flexible to the needs of families as a means of promoting and achieving our school philosophy of care.

Because our programs are based on developing a cooperative relationship with parents and supporting families, it is only on rare occasions that a parent's actions/requests may warrant the need to find a more suitable setting for themselves and their child. Some examples of such instances include:

1. The parent/guardian fails to abide by the School policies or those requirements imposed by the appropriate licensing agency.
2. A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
3. A parent/guardian is physically or verbally abusive or threatening to School staff, children, or anyone else at the School.

If a concern begins to surface, the Director or the School Administrator will contact parents/guardians to discuss the concerns, taking every reasonable effort to resolve the issues.

Community Resources

The School does not offer counseling services but we will direct parents to proper community services as per request.