

# **San Carlos School District SMART-E Preschool Family Handbook 2017-2018**

Welcome to the San Carlos School District SMART-E Preschool Program. We offer a developmental, play-based, multi-sensory learning environment, with multi-age groupings for children aged three through five years. This handbook is designed to give you information about our early childhood programs and familiarize you with our policies. We look forward to getting to know you and your family. Thank you for working with us to provide a rich, inviting, and developmentally appropriate environment for young children.

## **OUR PROGRAM**

Our preschool program has been designed to offer a nurturing, hands-on environment that enhances the development of the whole child, socially, emotionally, cognitively, and physically. Our preschool is open Monday through Friday from 7:30 a.m. to 5:30 p.m. serving children from 3 to 5 years of age. (Children must be three by September 1<sup>st</sup>.)

## **OUR PHILOSOPHY**

Our preschool is built on the principle that children learn best through play! In our rich, developmentally appropriate environment, positive self-identities and proactive communication skills develop through hands-on experiences. As children engage in multi-sensory activities, they are involved in meaningful experiences, which build awareness of varied viewpoints. Children are encouraged to explore, invent, and discover ways to create their own unique understanding of the world. We also value family traditions and family involvement in the ongoing education of young children. We believe in building a strong community through mutual respect, cooperation, understanding, and open communication.

## **Developmentally Appropriate Practice**

We follow Developmentally Appropriate Practice, which is a guideline for educators designed by the National Association for the Education of Young Children (NAEYC). It is a guideline for maintaining a high quality program. The basics of these guidelines are as follows:

- Curriculum is based on knowledge of how children learn.
- Activities and learning experiences reflect concepts and ideas that are relevant to the child's world.
- Teachers understand the sequence of development, and that children develop at their own, unique rate.
- Individual and cultural variation is celebrated.
- Teachers provide many opportunities for children to work in small groups to practice problem solving.
- Teachers provide opportunities for children to choose their own activities from varied learning areas based on program goals and information teachers have collected about each child.

# DAILY SCHEDULE

Approximate times are given since we follow the children's lead whenever possible.

SCHOOL OPENS	7:30 AM
MORNING CHOICE TIME	7:30 - 9:25
CLEAN UP	9:25
GOOD MORNING CIRCLE TIME Welcome song, calendar, celebrations, etc.	9:30 - 9:45
MORNING SNACK TIME Morning Snack is sent from home	9:45 – 10:00
OUTSIDE TIME	10:00-10:30
SMALL GROUP TIME Handwriting Without Tears – 4 year olds	10:00 – 10:15
CENTER TIME CIRCLE	10:30-10:45
CENTER TIME Choice based centers including art, literacy, math/science, cooking, and table toys	10:45 – 11:30
CALENDAR/MEMORY CIRCLE	11:30 - 11:45
OUTSIDE TIME	11:45 - 12:15
LUNCH TIME Children eat a nutritious lunch brought from home. (Hot lunch available through Lunch Master)	12:15-1:00
REST TIME Each child has a cot for resting/sleeping. Children who are asleep may sleep until 3:00	1:00 - 2:15
INSIDE CHOICE TIME Free play and other choices/games	2:15 - 3:00
CIRCLE TIME	3:00 - 3:15
SNACK TIME Snack is provided by the school	3:15 – 3:30
OUTSIDE TIME	3:30 – 4:45
INSIDE CHOICE	4:45 – 5:30
SCHOOL CLOSSES	5:30 PM

# DAILY OFFERINGS

## Center Time

Our multi-aged center time is made up of a variety of centers which offer children varied opportunities for exploration and expression. Teachers facilitate hands-on experiences in our multi-sensory, print-rich environment to support children in developing healthy life skills. Within each center children have several opportunities to take risks and expand their knowledge. Children choose activities independently, traveling through the centers and engaging in activities that interest them individually and in small groups.

### Highlights of center time:

- Multi-Age Groupings
- Choice based
- Risk taking
- Social-Emotional skill building
- Problem solving
- Sensory exploration

## Center Offerings:

### Art

Every day children find a variety of art materials available at the art center. Drawing, painting, cutting, pasting, and playing with play dough are not only enjoyable but also provide important opportunities for learning. Children express original ideas and feelings, improve their coordination, develop small muscle skills, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials. When children are engaged in art activities, we talk with them about what they are doing and ask questions that encourage them to think about their ideas and express feelings.

### Literacy/ Library

The library is where children gain the foundations for reading and writing. It's also a place where children can relax and enjoy the wonderful world of children's literature. We encourage children to use the library on their own. We invite them to look at books, to listen to taped stories, and to scribble and "write" throughout the day. We also work with children one-on-one and in small groups. Sometimes children dictate stories to us, which we record in "books." Every day we read stories to the children. We read books to introduce new ideas, to develop pre-reading skills, to help children deal with problems, and mostly to develop a love of books. Literacy centers also offer children to work with letters and practice writing in an individualized and appropriate pace.

We also have the opportunity to go to the elementary school library once a week. The school Librarian reads one or two books that relate to the preschool theme that week. It is a wonderful opportunity for the children to explore the elementary school campus.

### Science and Math

Science provides an opportunity for children to explore their natural surroundings. We invite children to experiment with cause and effect, refine problem-solving skills, learn basic concepts such as volume, measurement, and comparison, classify and weigh objects, hypothesize and observe the changes that take place over time. They explore and examine by using manipulatives that encourage labeling, classifying, comparing, and discriminating. They observe, communicate, measure, infer, and predict. We also provide children with the freedom to fully explore ideas, sensory materials, and messy activities in this center. Children have the opportunity for full immersion in experiences, invention, and joy when they are allowed to "get messy" and explore.

### Table toys

Table toys include puzzles, various table blocks, and other small construction materials such as Legos, linker cubes, peg boards, lacing beads, etc. When children use table toys, they learn many new skills and concepts, including:

- Sorting and classifying things according to their own categories;

- Judging distance, direction, right and left, up and down; and
- Describing what they are thinking and doing

## Outdoors

As children explore outdoors, they like to run, jump, climb, ride tricycles, and use all the large muscles in their bodies. They need space to work out and let off steam. They can race around, breathe the fresh air, look at the clouds, or catch a ball or a bug. They not only satisfy their physical need for large muscle activity but also develop a sense of wonder about nature. We help the children notice changes by asking them what is different about the trees, the caterpillars, or the sky. We point out the many kinds of birds that fly overhead, butterflies, mosquitos, milkweed seeds, falling leaves, and rain as it begins.

## Cooking

When they cook, children have an opportunity to learn about food, to be creative, and to prepare their own nutritional snacks. Lots of discoveries happen during cooking. When children see dough rise, they learn about science; when they measure flour, they learn about math. Following picture recipe cards, they learn skills that will prepare them for reading. They practice scooping, pouring, cutting, spreading, stirring, and additional basic cooking skills. Our snacks are varied and healthy and include organic fruits and vegetables, organic milk and yogurt and whole grain breads. And, cooking offers children the opportunity to appreciate other peoples and cultures. Cooking also allows children to do things that adults do...it's very rewarding for them to be encouraged to cook "just like grown-ups."

## Dramatic Play

In the dramatic play center children take on a role and recreate real-life experiences. They use props and make-believe about a wide variety of topics. The ability to pretend is very important to children's later academic success in school. When children pretend, they have to recall experiences they've had and re-create them. To do this, they have to be able to picture their experiences in their minds. For example, to play the role of a doctor, children have to remember what tools a doctor uses, how a doctor examines a patient, and what a doctor says. By engaging in dramatic play, children have to be able to cooperate with other children and defend their own ideas.

## Blocks/Building

Blocks, the hard wood units that come in proportional sizes and shapes, are one of the most valuable learning materials in our classroom. When children build with blocks, they learn about sizes and shapes, spatial relationships, math concepts, and problem solving. As they lift, shove, stack, and move blocks, they learn about weight and size. Each time they use blocks, they are making decisions about how to build a structure or solve a construction problem.

## Circle Time

Circle Time builds a sense of community and sharing. During Circle Time, children expand their knowledge of the world around them. They learn about similarities and differences and diverse family traditions while practicing being successful as part of a group. Circle Time activities include flannel-board stories, musical instruments, songs, language activities, movement activities, and more. Often, activities are introduced at Circle Time and are extended during Center Time, which immediately follows.

## Other Preschool Offerings

### Developmental Portfolio:

Teachers document what each child is learning through play with written observations, photographs, and work samples. Using these assessments the teachers plan emergent curriculum and evaluate children's progress towards goals. These observations are one valuable component in evaluating how well our program meets children's developmental needs. We observe children's growth and development in the following areas: Social, Emotional, Fine Motor, Gross Motor and Cognitive (which includes language development).

### Conferences:

At our Parent Teacher Conference, parents spend 15 minutes with their child's teacher talking about their child's development. The teacher will share information from the Developmental Progress Report,

an assessment tool our teachers use to track the development of each child. Parents have the opportunity to ask questions about their child's development as well as share any concerns they may be having. Parent and teacher can discuss any goals, milestones or recommendations that would be beneficial for the child. Parents have the opportunity to have a conference in November and in May.

### Parent Information Board:

Our Parent Information Board is a valuable source of information. Please check these boards frequently and stay current with information specific to daily and weekly activities, snack schedules, themes, car talk, etc.

### Birthday celebrations:

Birthdays are an important event in children's lives. To help make each child's birthday special, we celebrate birthdays with a birthday crown. The birthday child enjoys wearing his/her crown for the day. A birthday book is made for each birthday child by the children in the class. Parents are also welcome to donate a book to our school library. We have a bulletin board to highlight each month's birthdays.

### “Field Trips”

It is our desire to bring in guests whenever we feel it would be an excellent learning experience for our children. Guests include fire fighters, dental hygienists, storytellers, etc. We also welcome our own parent group to come into the classroom to talk about family traditions, their job or a special area of interest.

## LUNCH TIME

Children bring a nutritious lunch from home and eat with teachers in a family-style setting between 12:15 and 12:55 p.m. We encourage you to pack healthy food choices that provide the necessary protein, carbohydrates, and nutrients for a busy day at school. Parents also need to provide a napkin, utensils, and a beverage; milk or water is strongly recommended. We are a **nut free** school. No nuts of any kind are allowed at school due to severe allergies. Please check your granola bars, cereals, etc. to make sure there are no nuts. (Made in a factory that processes nuts is ok.)

Please do not send highly processed foods, candy, chocolate, cookies, chips, sugar cereals, fast food, soda or items high in fructose, corn syrup, or hydrogenated oils. Instead, select whole grain, real fruit, high protein, low fat, low sodium, and low sugar foods.

## REST TIME

Children are required to rest quietly on their cots from approximately 1:00 p.m. to 2:15 p.m. We help children self soothe and rest with quiet music and back rubs. They may get up and begin play at 2:15 p.m. if they have not fallen asleep. Children who do fall asleep are not interrupted. They awaken naturally, usually within two hours. State licensing requires every child to rest or sleep for a period of time before being offered the choice to get up and play or to have the choice to continue to sleep. State licensing also requires each child to have his or her own rest items to help reduce the spread of contagious illnesses. Each child will have his or her own cot and sheet. Sheets will be sent home at the end of each week to be washed and returned the following Monday.

Each child may also choose to bring one small, soft, soundless animal and a small blanket. Every item should be labeled with the child's first and last name and be taken home and washed weekly. Occasionally rest items are forgotten. If this happens, we will provide those items needed for the day. If your child has borrowed rest items, please take them home to wash and return them.

## GUIDANCE

We support children in developing self-regulation skills, a sense of personal responsibility and problem solving skills through positive discipline. We model, facilitate, redirect, and use positive reinforcement to guide children in making choices. When children act out in aggressive ways we help them to provide aid to the injured child. Then, communication about feelings and the problem solving process begins. We use 'mistakes' as learning opportunities for children to practice how to respond differently in the

future. For example, if a child throws sand, a teacher begins discussion about what can be thrown safely, what might happen if sand gets in eyes, and safe ways to use sand. We *never* use corporal punishment or 'time out'. Punishment does not allow people to learn appropriate behavior; rather it fosters a diminished self-concept. After discussion, modeling, and an additional reminder (depending on the developmental level of the child), the teacher will help the child use the sand safely or choose another activity with the child until the child is ready to use sand safely. It is our job to provide a safe environment for all children. If a child's behavior becomes harmful to self, to other children, or to staff, we take action by tracking the child's behavior, creating a modification plan, and checking in with the child's parents to coordinate additional consistency in responses and logical consequences between home and school.

### **Social Development and Problem Solving**

We provide a nurturing environment where children develop self-concept and independence and are free to express their feelings without hurting others. We continually foster cooperation, tolerance, altruism, negotiation, conflict resolution, and respect for all living things. Children are encouraged to express their opinions and ideas and to learn from others. A child encounters many opportunities to negotiate, compromise, and problem solve throughout each day. Problem solving skills develop through consistent practice. When we help children to think through problems together we are helping children to strengthen problem solving skills by identifying the problem, brainstorming solutions, choosing a solution and trying it out, then evaluating the solution's success. We help children develop problem solving skills and self-regulation through modeling, narrating experiences, role-playing, redirecting, and using positive reinforcement.

### **Mistakes and Accidents are Learning Opportunities**

A child needs thousands of attempts practicing a task before achieving success. Mistakes and accidents do occur and are an integral part of the learning process. As children choose activities requiring unfamiliar skills, a period of optimal stress is created. By scaffolding these tasks in small, more easily attained increments, this stress is reduced, confidence is built, and a strong foundation for future learning is laid. Through modeling and facilitation children build an awareness of the world around them. When a child falls down he/she learns about gravity, their body's needs, and a response from others is received. Our teachers model caring, concerned, respectful responses allowing children some choices about how to proceed.

### **Bathroom Accidents**

Our school is licensed for children ages three to five who are fully potty trained. Children, however, do have bathroom accidents periodically at this age level. If an accident occurs, a teacher will help the child change his or her clothes, and the soiled items will be sent home in a plastic bag. Parents should keep a change of clothes for their child, including a shirt, short/pants, underwear, and socks at the school. We ask that parents periodically check their child's extra clothes box to make sure clothes are the appropriate size and appropriate for the changing weather. If your child has consistent bathroom accidents and/or does not appear fully potty trained, this could be terms for termination of enrollment.

## **OUR COMMUNITY**

Our multi-age school fosters mutual respect and enhances all levels of development, regardless of age. Our Circle Time activities bring awareness to children's individual family traditions, encouraging respect and appreciation for each person's similarities and differences. Teachers and families work together with the children to model the values of our community through respectful communication, events, professional development, and parent education.

### **Ongoing Communication**

It is very important to us that you feel welcome in our school and that your needs and those of your child are being met in developmentally appropriate ways. To achieve this we expect families to work with us to provide consistency between school and home. When you have information, a question or concern, please do not hesitate to share with us! We provide lots of opportunities to communicate between home and school. We ask you in advance to understand that there isn't always time to talk in person because our primary goal is to meet the needs of the children. We invite you to call during the

day, send non-urgent email, or leave a note with the director. We will respond as soon as we are able.

### **Newsletters**

To support family members in staying well informed, we email newsletters to every family at least once each month. (Be sure to notify us if your email address changes or if you have not received our newsletter.) If you do not use email, paper copies are available by request. In our newsletter, you will find important reminders, information about upcoming calendar events, parenting tips, weekly or monthly themes, items we are searching for, and reminders about our policies.

## **COMPATIBILITY DETERMINATION PROCESS**

Through the initial tour of our school, visits, Parent Teacher Conferences, school events, informal meetings, and phone conversations, we strive to understand each family's personal needs and preferences, and to educate each family about our philosophy, program assets and limitations. It is our goal to share our knowledge of child development and our understanding of each child with his/her parents through respectful written and verbal communication. The Director of the San Carlos School District Preschool is available to conference with parents, as needed, to clarify program goals, and to review policies of the school. We encourage parents to make an appointment to discuss ideas or concerns whenever the need occurs. For children to grow optimally, consistency in philosophy must be achieved between home and school. Occasionally, our staff determines that we are unable to meet the child/family's needs within our program. We may decide to terminate enrollment in our program, at any time, for any reason.

## **RIGHT TO TERMINATE**

It is our goal to create an environment that implements our philosophy of supporting the development of the whole child through play. Open, respectful working relationships must be created and maintained to successfully support optimum, healthy development of children. San Carlos School District Preschool may not be the best fit for every child or family. We may determine at any time that placement at San Carlos School District Preschool is not appropriate. Written notification will be provided terminating enrollment.

## **NONDISCRIMINATORY POLICY**

The San Carlos School District Preschool admits children of any race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate on the basis of race, color, nationality, sexual orientation, or ethnic origin in administration of our educational policies, admissions policies, or other school-administered programs.

## **CHILD PARTICIPATION**

By enrolling your child in San Carlos School District Preschool, you are giving permission and consent for your child to participate in all activities, both indoors and outdoors, to use all of the equipment, and to be included in evaluations, screenings, and photos connected with San Carlos School District Preschool. You are likewise indicating your understanding and agreement to comply with all of the policies in this Family Handbook, reminders from our monthly Newsletters, and in our annual Agreement. Neither San Carlos School District Preschool nor its staff is responsible if your child is not signed in upon arrival and brought to a teacher.

## **OPEN DOOR POLICY**

San Carlos School District Preschool has an Open Door policy which means that parents are always welcome to visit their child at any time, announced or unannounced. Parents may discuss especially good times for observation of their child with their child's teachers in reference to a specific question, or they may drop by to join us for lunch or to enjoy play. We require visitors to take an active responsibility for the supervision of any additional children brought to the school, and to follow all school agreements and rules. At times when separation is difficult for your child, we request that parents do not require their child to go through the separation process twice in any given day. This helps to keep the child's stress level to a minimum.

## **IMMUNIZATIONS AND REQUIRED PAPERWORK**

The following forms must be completed on behalf of each child and kept on file at our school. A child's enrollment is not complete, and the child may not participate in the program, until each of the following forms has been thoroughly completed and submitted:

- Identification and Emergency Information (annually and updated whenever any information changes)
- Consent for Medical Treatment (2 copies)
- Child's Preadmission Health History - Parent's Report
- Physician's Report (the child must have had a complete physical no more than one year prior to the child's start date and this form must be signed by a licensed physician)
- TB Risk Screening (the child must have had this screening no more than one year prior to the child's start date and this form must be signed by a licensed physician)
- Food Allergy Action Plan (if applicable-to be completed by a licensed physician or allergist)
- Personal Rights
- Parent's Rights
- Child Abuse Awareness Information
- Enrollment Application
- Admission Agreement (annually)

Additionally, each family is required to present a written immunization record for each child prior to enrollment. This record must include the date that each immunization was given. The Immunization Dose Requirements are as follows:

- Polio Three Doses
- DTP Four Doses
- MMR One Dose (must be on or after first birthday)
- Hib Meningitis One Dose (must be on or after first birthday)
- Hepatitis B Three Doses
- Varicella One Dose (must be on or after first birthday)
- TB Risk Screening Form or TB test results (must be within one year prior to 1<sup>st</sup> day)

□ From the California Immunization Handbook, Seventh Edition, p. 9, Reference: Health & Safety Code Sections 3380-3390: California Administrative Code, Title 17, Sections 6000-6075.

## **EMERGENCY PROCEDURES**

### **Accidents and Incident Reports**

We are concerned about children's safety and work hard to provide a safe environment. However, risk taking is also a part of healthy development. We provide guidance and close supervision during all activities, but unfortunately not all accidents can be prevented. If a child is injured our procedures are as follows:

\*All serious injuries are reported on an Incident Report form (injuries that are beyond a scraped knee), which are completed by a staff member then put in a file labeled 'Incident Reports' in the teacher file cabinet. If your child has had an injury that has needed to be reported on the Incident Report form, we will let you know by a phone call and when you pick your child up at the end of the day. The teachers will make sure you have read the Incident Report. If your child has a more serious injury, such as a bump on the head, we will call you to let you know what happened and how your child is doing. It is also our policy to call a child's parents when he/she is bitten.

\*If an injury needs medical attention, but is not an emergency, we will call the child's parents. If a parent cannot be reached, we will call the emergency numbers listed on your child's emergency form.

\* If the injury requires immediate emergency treatment we will call 911 for assistance and an ambulance

for transportation to the hospital, then we will call the child's parents. A teacher will accompany the child to the hospital.

\*When a child falls and scrapes a knee or other body part, a boobo report is filled out and put in your parent file. This gives you information about what happened, what action was taken and what teacher gave your child assistance.

## **Fire and Disaster Preparedness**

We have developed emergency procedures in the event of a fire or other disaster. Fire, Earthquake and Lock Down procedures are practiced with the Elementary students at the school site. An important part of our disaster preparedness at San Carlos School District Preschool is our Emergency Food and Water Bags. To help ease the fear during an emergency situation, we require each family to fill a zip lock bag with any medication and a medication consent form your child may need, a snack and a drink. Emergency bags are kept in our Emergency Supply Shed. An excellent chance to discuss your family emergency plan is provided when making your Emergency Bag with your child. We hope you will take advantage of this opportunity. If San Carlos School District Preschool is not safe we will relocate. We will post the name and address of the relocation site on the front door of our school.

During a Fire Drill or in the event of an actual fire, a fire alarm will sound. All staff members and children will evacuate the building and meet on the Elementary playground. We use the sign in/out sheet to take attendance and count to make sure that every one is present and accounted for. We talk with the children about what happened. When it's safe we return to the building.

During an Earthquake Drill the children are taught to take a "duck and cover" position and move away from windows. When the shaking has stopped, we evacuate the building and meet at the Elementary playground of the school and remain until attendance is taken and it is safe to re-enter the building.

During a Lock Down Drill, doors are locked, curtains are closed and children are asked to sit quietly. Teachers will read or speak with the children quietly.

In the event of an actual fire or other disaster all of the children will be supervised until they can be released to parents or to the other authorized individuals, listed on each child's current Emergency Identification Form. In the event of a major earthquake, please do not call school; come as soon as possible!

## **TUITION**

You are required to pay tuition from your child's first scheduled day through the last scheduled day. All tuition and fees are nonrefundable and nontransferable. Tuition is due the first of each month. Tuition received after the fifth day of the month is subject to a late fee of \$10.00 per day. Tuition receipts will be given each month. Please call us promptly if your child will be absent for any reason. This supports us in watching for signs of illness in other children, posting exposure notices, allowing staff to go home early, and to better utilize low ratios with children. Enrollment will be terminated if full payment is not received by the sixteenth of the month. A \$25.00 service charge will be billed for each returned check. Two returned checks within any twelve-month period is cause for termination of enrollment.

## **ABSENCES AND WITHDRAWAL**

San Carlos School District Preschool follows the school year/calendar of the rest of the district, and tuition has been calculated in consideration of our annual budget. In addition, Summer Program sessions will be offered to families who are interested in summer childcare. Payment for each month in its entirety is required, even when your child is absent for any reason. Tuition is not credited for absences, vacation, or extended leave, as our expenses remain the same in your absence. All tuition and fees are non-refundable and non-transferable. It is our goal to keep tuition costs reasonable without compromising quality care. We will re-evaluate our budget annually and as the need arises. You will be given a written thirty-day notice in our newsletter of any change in our tuition.

## **ILLNESS**

In order to reduce illness, we require that you keep your child home when any of the following symptoms are present:

- 99.5 temperature or irregular temperature
- unexplained or prolonged cough
- vomiting
- diarrhea
- red or goopy eyes
- skin infection or any type of unexplained rash
- lethargy
- any symptom of illness on exposure notices

Children must be free from all of the above symptoms for at least 24 hours before returning to school.

Community Care Licensing requires daily health inspections. Children who arrive at school ill or displaying any of the preceding symptoms will be sent home. Children who become ill at school will be removed from the group and cared for until a parent or guardian comes to pick up the child. If your child will be absent, please call to inform us so that we may watch for symptoms in other children.

Additionally, if your child has contracted or been exposed to a contagious illness, please call to inform us promptly. We are required to post exposure notices.

Children must be able to fully participate in activities both indoors and outdoors. If your doctor has suggested that your child might be contagious, or if you are concerned that your child is not well enough to play outdoors, please call us to let us know your child will not be coming to school.

## **MEDICATION**

We administer medicine when needed. Medicine is defined by the Department of Social Services - Community Care Licensing as: any item that may have an active ingredient such as “Chap Stick, vitamins, sunscreen, cough drops, aspirin, diaper ointments, and all prescription medications”. Medication is dangerous to your child and to other children when it is left in your child’s lunch, cubby, pockets, or in their rest items. If your child requires any kind of medication the parent is required to do all of the following:

- Complete a “Consent to Administer Medication” form.
- Write the child's first and last name on the original medication container.
- Write the dates the medicine is to be administered on the container and the form.
- Give medication and form to the director or teacher, where it will be placed in a locked cabinet.

Medication that is to be given for longer than two weeks, or that is to be kept onsite for emergencies, requires a note from the child's doctor stating the length of time the medicine is to be administered and the reason for emergency medication. If these regulations are not completely followed, the Department of Social Services - Community Care Licensing prohibits us from having and/or administering the medication onsite.

## **ARRIVALS AND DEPARTURES**

Our Preschool opens at 7:30 a.m. and closes promptly at 5:30 p.m. When you arrive at preschool, you must sign your child in. The Department of Social Services ~ Community Care Licensing requires that every child be signed in and out by an adult over the age of 18, every time they enter and leave the preschool. Sign your full legal signature and write in the time you arrive at school. The sign in and out sheet is a legal document used for attendance and emergency roll call. Neither the preschool nor its staff will be responsible if any child is not signed in and brought to a teacher. Our teachers will warmly welcome you and your child and support your Goodbye Routine every day; please help your child find a choice time activity. When you arrive at the end of the day, you need to sign your child out by indicating the time you are picking up and you need to sign your name.

**San Carlos School District Preschool  
Admission Agreement  
2017-2018**

Date of Agreement \_\_\_\_\_

\_\_\_\_\_  
Print Child's Full Name

\_\_\_\_\_  
Child's Birth Date

\_\_\_\_\_  
Print Name of 1<sup>st</sup> Parent/Legal Guardian

\_\_\_\_\_  
Legal Relationship to Child

\_\_\_\_\_  
Print Name of 2<sup>nd</sup> Parent/Legal Guardian

\_\_\_\_\_  
Legal Relationship to Child

**2017-2018 Agreement**

**PARTIES**

This agreement is made by and between San Carlos School District Preschool and the parent(s)/legal guardian(s) (hereafter referred to in this agreement as "Parent/Guardian") of the child whose name is above.

**AGREEMENT TO PROVIDE CHILDCARE**

San Carlos School District Preschool agrees to provide childcare for the child named above (hereafter referred to in this agreement as the "child") on the terms and conditions specified in this agreement.

**AUTHORIZED REPRESENTATIVE**

The Parent/Guardian warrants and represents that his or her relationship to the child is correctly stated above and that he or she is the Parent/Guardian of the child. If more than one Parent/Guardian is listed above, either person named may exercise any of the rights or duties of a Parent/Guardian as stated in this agreement. The Parent/Guardian understands that San Carlos School District Preschool cannot legally deny access or release of the child to either Parent/Guardian unless there is an active restraining order on file or specific schedule of court ordered visitation rights. If the situation is unclear, the Parent/Guardians must go back to the court to resolve their differences.

**LICENSING**

San Carlos School District Preschool is a childcare center as defined in the Health and Safety Code Section 1596.76. San Carlos School District Preschool is licensed under the California Department of Social Services to provide childcare for 19 children (Heather Preschool) and 24 children (Brittan Acres Preschool) age three through age five. For this purpose, "childcare" means non-medical care for children who are in need of personal services, supervision, or assistance essential to sustain the activities of daily living for less than a 24-hour period.

**BASIC CARE**

San Carlos School District Preschool agrees to provide the following childcare to the child: 1) continuous observation, care, and supervision, and 2) assistance with personal needs. San Carlos School District Preschool reserves the right to deny admission to any child whose needs cannot be met as stated herein or for whom enrollment is otherwise inappropriate.

**HOURS AND DAYS**

The Parent/Guardian and San Carlos School District Preschool agree to the following schedule:

Mon. Tues. Wed. Thurs. Fri. Full Days (between 7:30 AM and 5:30 PM)

Mon. Tues. Wed. Thurs. Fri. AM Half Days (9:00 AM – 12:00 PM)\*

\*Part day site at Heather School

### **Enrollment Fee**

Upon execution of this agreement, the Parent/Guardian agrees to pay \$200. This amount is a one-time registration fee that holds your child's spot.

### **SCHEDULE CHANGES**

The Parent/Guardian must give San Carlos School District Preschool 30 days' written notice of a proposed change to the above schedule. A written Schedule Change Request form is available from San Carlos School District Preschool, and must be submitted for approval at least 30 days prior to the first day of the proposed schedule change. San Carlos School District Preschool reserves the right to review and refuse such requests. San Carlos School District Preschool will provide the Parent/Guardian a written response to all schedule change requests.

Enrollment of the child may be terminated if full payment is not received by the sixteenth day of the month. By signing this agreement, the Parent/Guardian agrees to pay in full all amounts due, regardless of the child's custody arrangement. All tuition payments are non-refundable and non-transferable.

### **RETURNED OR DISHONORED CHECKS**

The Parent/Guardian will be charged a \$25.00 service charge for each returned or dishonored check. Three returned or dishonored checks within any twelve-month period will result in termination of enrollment.

### **MODIFICATION OF AGREEMENT**

San Carlos School District Preschool agrees to notify the Parent/Guardian in writing at least 30 days before a change in tuition or other fees takes effect. Any other modification to the terms and conditions provided for in this agreement must be in writing and agreed to by the Parent/Guardian and San Carlos School District Preschool, and dated and signed by both parties.

### **ABSENCES**

The Parent/Guardian agrees to notify San Carlos School District Preschool if the child will be absent for any reason. There will be no tuition credit for absence due to illness, vacation, extended leave, or any other reason. The Parent/Guardian will be charged the full tuition amount for each month, regardless of the absence of the child.

### **LATE PICK UP**

An authorized representative must pick up the child prior to the agreed upon time noted above. The Parent/Guardian agrees to pay San Carlos School District Preschool a late fee of \$2.00 per minute for each minute after the agreed upon time. If the child remains in the Center after closing, a staff member from San Carlos School District Preschool will first call the Parent/Guardian and then the emergency contacts listed on the Identification and Emergency Information Form. A staff member will stay with the child until picked up. Fees for late pick up are due and payable within two days. Repeated lateness is cause for termination of enrollment.

### **DEVELOPMENTAL OBSERVATION AND SCREENING**

San Carlos School District Preschool may require the Parent/Guardian to obtain outside

services for developmental observation, formal screening, or therapy for the child, in order to allow San Carlos School District Preschool to more effectively meet the needs of the child.

### **OPEN DOOR POLICY**

San Carlos School District Preschool has an open-door policy. Families are always welcome and encouraged to visit, announced or unannounced. We require visitors to take an active responsibility for the supervision of all children they bring to the school, and to follow all school agreements and rules.

### **NONDISCRIMINATORY POLICY**

San Carlos School District Preschool admits children of any race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate on the basis of race, color, nationality, sexual orientation, religion, or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

### **THE DEPARTMENT OF SOCIAL SERVICES' RIGHTS**

The Parent/Guardian acknowledges that, pursuant to California regulations, The Department of Social Services has the authority to do the following: 1) to interview San Carlos School District Preschool staff or children and inspect and audit child or facility records without prior consent; 2) to observe the physical condition of children, including conditions that could indicate abuse, neglect, or inappropriate placement; and 3) to have a licensed medical professional physically examine the children.

### **ILLNESS OR INJURY POLICY & NOTICE TO PARENT/GUARDIAN OF INJURY OR ILLNESS**

San Carlos School District Preschool will not accept any child who, in our judgment, due to illness or injury, is unable to fully participate in all daily activities, or who presents a danger to other children in the center. This restriction includes children with any of the following symptoms:

- 99.5 temperature or irregular temperature
- unexplained or prolonged cough
- vomiting
- diarrhea
- red or goopy eyes
- skin infection or unexplained rash
- lethargy
- any symptom of illness on exposure notices

Children must be free from all of the above symptoms for at least 24 hours before returning to school. The Department of Social Services ~ Community Care Licensing requires daily health inspections. Children who arrive at school displaying any of the above symptoms will be sent home. In the event that a child becomes ill or is injured after arriving at school, San Carlos School District Preschool will attempt to notify the Parent/Guardian by telephone. If San Carlos School District Preschool is unable to contact a Parent/Guardian, San Carlos School District Preschool will attempt to call the Parent/Guardian emergency contacts. The child will be removed from the group and cared for until a Parent/Guardian arrives to pick up the child. In the event of an emergency, Parent/Guardian agrees and acknowledges that San Carlos School District Preschool has permission to administer first aid or to obtain emergency medical treatment in the child's best interest. (See Consent for Medical Treatment.)

The Parent/Guardian agrees to notify San Carlos School District Preschool if a child or family member has contracted or been exposed to a contagious illness, so that the required exposure notice may be posted.

## **IMMUNIZATIONS AND REQUIRED PAPERWORK**

The following forms must be completed on behalf of each child and kept on file at San Carlos School District Preschool. A child's enrollment is not complete, and the child may not participate in the program, until each of the following forms have been completed and submitted:

- Identification and Emergency Information (annually and updated as any of the information changes)
- Consent for Medical Treatment (2 copies)
- Getting to Know Your Family
- Child's Preadmission Health History-Parent's Report
- Physician's Report/TB Risk Screening (must be signed by a licensed physician)
- Personal Rights
- Parent's Rights
- Child Abuse Awareness Information
- Enrollment Application
- Agreement (annually)

The Parent/Guardian acknowledges that the contact information submitted on the Identification and Emergency Information Form will be used to contact the Parent/Guardian, or other designated adults, in case of illness or injury. The Parent/Guardian assumes responsibility to update all required forms as changes occur. Additionally, San Carlos School District Preschool will release the child only to the Parent/Guardian or to those persons listed on the Identification and Emergency Information Form. If you want a person who is not identified on the Identification and Emergency Information Form to pick up the child, Parent/Guardian must notify San Carlos School District Preschool in advance, in writing. The child will not be released without prior written authorization. Any person who picks up the child may be required to provide photo identification, at any time.

Additionally, each family is required to present a written immunization record for each child prior to enrollment. This record must include the date that each immunization was given. The Immunization Dose Requirements are as follows:

- Polio Three Doses
- DTP Four Doses
- MMR One Dose (must be on or after first birthday)
- HIB Meningitis One Dose (must be on or after first birthday)
- Hepatitis B Three Doses
- Varicella One Dose (must be on or after first birthday)
- TB Risk Screening Form or TB test results (must be within one year prior to 1<sup>st</sup> day)

## **MEDICATION**

San Carlos School District Preschool agrees to provide assistance, as needed, in administering prescribed medications provided such request is accompanied by a signed and dated Consent to Administer Medication form. Medication must be labeled with the child's first and last names, with the dates to be administered, and must be in the original container. Medication is given when needed. Medication may be given for up to two weeks. A doctor's note is required for any medication that is to be administered for longer than two weeks, or that is to be kept onsite for emergencies.

## **RIGHT TO TERMINATE**

San Carlos School District Preschool may terminate this agreement at any time if any of the provisions in this agreement are not fully met, including payment for tuition or payment for late pick-up. San Carlos School District Preschool may further terminate enrollment upon written

notice if we determine that we are unable to meet the needs of the child or that continued placement of the child at San Carlos School District Preschool is otherwise inappropriate.

### **TERMINATION BY PARENT/GUARDIAN**

A Parent/Guardian may terminate this agreement at any time by giving a minimum of 30 days written notice of termination to San Carlos School District Preschool. If the Parent/Guardian fails to provide proper written notice of termination, he/she will be required to pay any and all fees and tuition that would be due as of the date that is 30 days after such notice of termination is actually given. The Parent/Guardian understands that if written notice is given less than 30 days prior to the proposed termination date, Parent/Guardian will be responsible for paying tuition up to and including the full 30 days of notice, regardless of the child's enrollment status. Failure to pay the required fees and tuition as set forth herein will result in the forfeiture of the child's payment towards last month's tuition pursuant to the Section entitled "Advance Payment of Last Month's Tuition." Additionally, the Parent/Guardian understands that they are responsible for paying the difference between the amount paid towards the child's last month and the current rate of tuition for the child's current schedule.

### **PARENT/GUARDIAN INVOLVEMENT**

San Carlos School District Preschool strongly encourages the ongoing involvement of the family in each child's education. San Carlos School District Preschool requests each family to participate each school year (September through August). Parents are welcome to spend time in the classroom with their child. This is a special time for both parent and child. Parent work days are occasionally requested and are a fun way to meet other families at the preschool.

### **PARENT TEACHER CONFERENCES**

Conferences are an important part of strengthening the bridge between home and school. The Parent/Guardian(s) is/are required to attend Parent Teacher Conferences each year.

### **CHILD PARTICIPATION**

By signing this agreement, the Parent/Guardian is acknowledging permission and consent to participate in all activities both indoors and outdoors, to use all of the equipment at San Carlos School District Preschool, and to be included in evaluations, screenings, and photos connected with San Carlos School District Preschool. The Parent/Guardian has been given an opportunity to inspect San Carlos School District Preschool, and all equipment and facilities available to the child. Neither San Carlos School District Preschool nor its staff will be responsible if the child is not signed in and brought to a teacher.

### **ADDITIONAL INFORMATION**

Our staff communicates with families in multiple, ongoing ways. Our staff writes a monthly newsletter as an additional way to communicate with families. Important reminders, policy clarifications, upcoming calendar events, parent education articles and Group Happenings are included in our monthly newsletter to support family members in staying well informed. It is emailed to every family the first week of the month. We also post important information in our school on our Parent Information Board. As our goal is to support proactive parenting, please stay current with the information we provide.

### **ADDITIONAL OPTIONAL ACTIVITIES/SERVICES**

From time to time, the Parent/Guardian may choose to have the child participate in supplemental activities. When these activities are offered they are described in our monthly newsletter and require an additional permission slip to be completed and returned with a supplemental activities fee. A few examples of these supplemental activities may include but are not limited to: parent education opportunities, extra curricular classes, photographs, field trips, speech, hearing and language screenings, developmental observations and screenings.

The Parent/Guardian acknowledges that he or she has read this agreement and agrees to its terms and conditions, and to the policies included in the 2015-16 Family Handbook.

_____	_____	_____
Print Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

_____	_____	_____
Print Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

_____	_____	_____
Print Name of Director	Signature of Director	Date