

# Parent Handbook

Little Friends Preschool  
1025 Post Drive Salinas Ca  
(831) 424-2145

## 2009-2010

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**Dear Parents,**

We welcome you and your child to Little Friends Preschool. We understand the tremendous trust you impart to us here at Little Friends Preschool when you enroll your child with us. We make a commitment to you to be the best we can be in providing your child with a secure, comfortable and loving Christian environment. Our desire is to create a “home away from home setting”. We encourage open communication between home and school. We appreciate your comments and suggestions. Our family of teachers, administration, and staff are committed to providing a safe, secure, and loving environment for your child. Our goal is to allow each student to grow spiritually, socially, emotionally, cognitively, and physically.

We do NOT at anytime teach religion or doctrine. We do teach Bible stories and songs.

### **We at Little Friends Preschool Will:**

- \*Offer your child daily large doses of love, care, and understanding in a Christian atmosphere that emphasizes learning through play.
- \*Give your child daily opportunities to explore and learn about the world through sensory experiences. (Using all five senses)
- \*Value the uniqueness of your child.

Most of all, we endeavor to be partners with you, in the care of your child. We welcome your comments, concerns, and questions. The school has an **Open Door Policy**. We invite you to share your child early experiences by visiting. The visits should be limited to one hour so the teacher can continue her daily routine.

We look forward to observing your child as they learn and grow here at Little Friends Preschool. We pray that each child’s early experiences with us will be happy ones that will become wonderful memories.

## **ENROLLMENT**

The following forms should be completed and submitted to the school prior to enrollment:

- \*REGISTRATION FORM
- \*ENROLLMENT FORM\*ADMISSIONS FORM
- \*IDENTIFICATION AND EMERGENCY
- \*PHYSICIAN REPORT
- \*ENROLLMENT AGREEMENT
- \*CHILD PREADMISSION HEALTH HISTORY
- \*PERSONAL RIGHTS
- \*PARENTS RIGHTS
- \*CONSENT FOR EMERGENCY MEDICAL TREATMENT
- \*TUITION FEES AND FINANCIAL POLICY
- \*HEALTH POLICY
- \* INFORMATION CARD
- \*COPY AND FILL-IN IMMUNIZATON CARD

## **PARENTS VISITATION**

Little Friends Preschool has an open door policy for parents. We welcome and encourage your visit at any time. You have unlimited access to the Center during business hours for the purpose of contacting your child and assessing the teachers. Please notify the Director or a staff member of your presence upon arrival. Stop by and observe the activities whenever you like. You do not need to call to acquaint yourself with the school environment, your child's teacher, or the Director. We do ask that you not interfere with the class activities as the teacher has her/his lesson plan to follow each day.

## **ENROLLMENT**

Little Friends Preschool is an equal opportunity provider of children services. Application for enrollment is accepted without regard to race, religion, gender, or national origin. Little Friends Preschool reserves the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a child enrolled in the program. We request that you read the Parent's Handbook policies and procedures, and that you complete and sign the enrollment forms. The registration fee and first month's tuition are due on or before the first day of your child's attendance. The registration fee is a yearly fee that covers supplies and materials for your child for the year.

## **LATE PICK-UP POLICY**

We ask that you make every possible effort to pick your child up on time. Just as you do, our staff has families and responsibilities. Our staff is not allowed to take your child home with them or to make other child care arrangements. If an emergency happens and you are going to be late you must call and notify the school. If a child is left at the school after closing and you cannot be contacted the school will take the following measures:

- \*Try to contact you by phone.
- \* Try to call your emergency contacts.
- \*If unsuccessful, the school will contact the appropriate community authorities.

Additionally, there will be a late charge past 6:00 pm. There is a **\$10.00** fee for every **five** minutes you are late picking up your child. A late fee will be charged starting after 12:30 pm for part-time children and 6:00 pm for full time children. The closing teacher is to be paid that day the late fee you have been charged.

## **VACATION**

You will be granted a week vacation after your child has been at the school six months. You need to give the Director a written notice at least one week prior to your vacation. A total of two weeks will be granted for the entire year. The Director will let you know what your tuition will be for the month.

## **SAFETY**

### **Sign in/ Sign out**

Children must be signed in and out each day with a legible signature and the correct time the child arrives. All Parents must escort their child to their classroom or play ground and notify a teacher of your child's presence. Please take a few moments to notify your child's teacher of any injuries, family problems, or if your child's sleep was interrupted during the night. Just remember no matter how insignificant it might seem to you, it might affect your child's behavior. Please remember the sign-in sheet is a legal document. State licensing does audit our records. If each child is not signed in and out we will be fined. If Little Friends Preschool is fined we will be passing along the fine to the offending parent. No child will be released to anyone without a parent's written authorization, identification will be checked. If custody is an issue, please provide us with a notarized court order outlining the custody arrangement.

For safety reasons if there is no electricity or water at the preschool we by law cannot accept your child. If the electricity or water goes out during preschool hours, parents must pick up their child when called and informed of the situation. The state has very strict laws when it comes to running a preschool.

**NEVER LEAVE YOUR CHILD (OR A CHILD YOU HAVE BROUGHT WITH YOU) UNATTENDED IN ANY PART OF THE BUILDING OR ON THE PLAYGROUND.**

When dropping off your child you are at no time to leave another child in the car. This is against the law and we will report anyone to the authorities who does this. Handicapped parking is not to be used unless you have a handicapped sticker.

When your child is with you please do not go through the kitchen when dropping off or picking up your child.

**EARTHQUAKE OR WEATHER EMERGENCIES**

In the event of an earthquake or severe weather conditions that may prevent the school from opening, please call ahead to make sure staff has arrived and that there are no prohibitive problems. Likewise, should an earthquake or severe weather conditions make it necessary to close the school early, you will be notified by the school so that you can make appropriate arrangements for picking up your child. If we have to leave our building we will go to the Marriott at 17225 El Ranch Way. If that building is not okay then we will take the children to Boronda Meadows School at 915 Larkin St.

**EMERGENCY EVACUTATION**

Should an emergency occur which requires evacuation of the school, parents will be notified as soon as possible. You will be asked to pick up your child only if the emergency is expected to last a significant length of time. If the electricity goes out for two hours, state law requires the children be picked up immediately. Parents that are in the school building during an emergency are required to follow our emergency procedures along with children.

**IN CASE OF INJURY**

In case of injuries (i.e. minor scrapes or bruises) first aid is applied, and you will be notified when you pick up your child. If your child suffers a more severe injury, but it is not an emergency, you will be called and asked to pick your child up. At that time you can determine if your child requires medical attention. For a serious injury the staff will notify you immediately. If the child is transported to the hospital your child's teacher or

the preschool director will accompany him or her and stay until you arrive. If your child requires medical attention, you will be financially responsible for the cost of treatment.

## **SPECIAL NEEDS AND HANDICAPPED**

Little Friends is equipped to fill the needs of mildly handicapped and special needs children. We may be able to enroll your child if your child's needs are as follows:

- \*Mild speech and development delays
- \*Social behavior development
- \*Emotional behavior development
- \*Self-esteem development
- \*Non-mobile but Cognitively alert
- \*Mobile in crutches and cognitively alert
- \*Mild cognitive development

If you have any questions please feel free to set up a time to meet with the Director.

## **BEHAVIOR ISSUES:**

If a child is physically aggressive with another child, the teacher will talk with the child one on one to explain that the behavior is inappropriate and the correct behavior will be explained to the child. If the behavior continues a written note will be sent home stating the specific behavior. A meeting with the parents, the director, and teacher may be necessary to find a solution. If a solution is not found and the behavior continues, the child may be dismissed and asked not to return to the school.

## **ILLNESS**

Children need to remain at home if the child displays one or more of the following illness related symptoms:

- Difficulty or rapid breathing
- Unusually cranky
- Extremely tired or sleepy
- Fever registering to 101
- Vomiting
- Diarrhea
- Head lice
- A repeating cough
- Headache
- Stomach pain
- Chicken pox
- Measles
- Abnormal fatigue
- Non-allergy related skin rashes or skin irritations

Pink eye (tears, redness of eyelids, with discharge)

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- Yellowish skin, nails or eyes (is a sign of hepatitis A)
- Any type of airborne illness
- Sore throat or trouble swallowing
- Tea colored urine (dark brown)
- Grey or white stool
- Loss of appetite

If your child has a contagious disease or virus it is not fair to your child's classmates or the other parents to bring your child and expose all the other children. Please do not bring your child to the center if your child is too ill to participate in routine class activities.

When called to pick your child up due to illness, you have half an hour to pick your child up. The Director will keep your child in the preschool office until you arrive. The director has many duties to attend to during the day so she cannot become a care giver for a sick child for an extended period of time.

For the protection of children and staff, we ask that you notify the school as soon as possible if your child or someone in your household develops a communicable disease. When we are made aware of a communicable disease that has affected someone attending or employed by the school, a health alert will be posted. We will make every attempt to avoid additional exposures.

## **IMMUNIZATIONS**

Children are required to have their immunizations updated. We are required to have a copy of all immunization records on file, all parents should make certain that their child is immunized according to the schedule recommended by the American Academy of Pediatrics to protect against.

\*POLIO

\*DTP

\*MMR

\*HIB

\*HEPATITIS B

\*VARICELLA (CHICKENPOX)

## **OUTDOOR PLAY**

We feel that outdoor play is very important. It gives the children a chance to interact with each other. They learn new games and get a chance to use their imagination. They are developing and strengthening their muscles while at play. Weather permitting; the children will play outside every day.

## **NAP TIME**

Children involved in the Little Friends Preschool need a portion of the day to rest and relax. The children rest in their room on an assigned mat, each day after lunch. **ONE blanket** is to be furnished in his/her backpack and are to be taken home each **FRIDAY** to be laundered and returned the following **Monday**. If the state licensing sites the school for your child not having a blanket, we will be fined and the fine will be passed on to you.

## **TOYS OR ITEMS FROM HOME**

Parents need to check their child's pockets every day. Make sure your child does not bring any of the following items to school.

- **POCKET KNIVES OR ANY OTHER SHARP OBJECTS**
- **NAIL CLIPPERS OR NAIL FILES**
- **MEDICATIONS (COUGH DROPS, ASPIRIN, ETC)**
- **GUNS OR ANY OTHER SHOOTING OBJECTS**
- **TOYS THAT MAY CAUSE AGGRESSION** (toy guns, war toys, and action figures)

**\*Note to parents, Little Friends Preschool is not responsible for any items that may get lost or broken.**

## **NUTRITION**

We provide a nutritious breakfast at 8:30 am and a nutrition snack at 3:30 pm. Parents are provide a cold lunch. In an emergency If you forget to send your child's lunch we will provide your child with lunch for a \$5.00 fee. **We cannot heat your child's lunch.**

## **BIRTHDAYS**

You are welcome to bring a morning snack or an afternoon snack to celebrate your child's birthday. We suggest bagels, muffins and/or fruit for mornings or cupcakes, cookies or cake for afternoons. Be sure to notify the teacher if you plan to bring snacks so we can adjust our menu. If you would like to bring a birthday lunch you must bring

enough for all the children. No red drinks of any kind will be allowed. It stains the carpet and will not come out.

## **CONFIDENTIALITY**

Little Friends Preschool respects the rights of each family to privacy and confidentiality regarding all health, behavioral, and developmental records and information concerning their child. We will not release any information to anyone without your written consent.

## **WEEKLY ACTIVITY PLANS**

Each room posts weekly activity plans. Each plan outlines daily activities and the related development skills for that age group. Activities are designed to provide children with opportunities to acquire specific skills within each area of development.

## **CONFERENCES**

Parent teacher conferences will be held after the child has attended school for thirty (30) days. After that a conference is scheduled every 6 months. You are welcome and encouraged to speak with your child's teacher at any time.

## **SPECIAL EVENTS**

The school schedules several events during the year that are designed to provide parents, guardians, children and family members with an opportunity to get acquainted with staff and the other parents. Most important of all it gives your child a chance to share with you a part of their day. These events include the following; Open house, Thanksgiving luncheon, a Christmas program, Mother's Day breakfast, Father's Day breakfast. We will be sending a note home with the dates and times of these events.

## **CLOTHING**

Your child should be dressed comfortably, so they can take advantage of all learning opportunities, indoors and outdoors. Your child should wear clothing that is washable. Provide clothing for seasonal changes (hats, coat, jacket, mittens, etc.) Since children play on climbing equipment, we request no open shoes, or dress shoes. **SNEAKERS** are best. Little Friends Preschool will not allow any other clothing with derogatory language or designs with aggressive, scary looking creatures, or any other action figure designs.

## **WHAT TO BRING**

- One backpack
- One small blankets
- One jacket or sweater. An extra set of clothes (please bring everything needed for a full change of clothes accidents happen)

## **HOLIDAY'S**

**New Years Eve, New Years Day, and the day after may be taken depending on the day the holiday falls on.**

**Martin Luther King Day**

**Cesar Chavez Day**

**Lincoln's Birthday**

**Presidents Day**

**Good Friday**

**Two days for Teachers Conference**

**Memorial Day**

**Independence Day**

**Two Teacher Work Day**

**Labor Day**

**Veteran's Day**

**One half day Thursday before Thanksgiving, Thanksgiving Day and the day after.**

**Christmas Eve, Christmas Day, and the day after may be taken depending on the day the holiday falls on.**

If we have missed any holiday, please forgive us. The general rule is if the banks and public schools are closed we will be closed.

Little Friends staff does attend a ACSI conference every year. We will be closed the Friday of the conference.

## **FIELD TRIP**

Teachers and staff are required to go on all fieldtrips. If your child is not allowed to participate in a fieldtrip then you will be required to make arrangements for your child's care for that day.

## **AFTER SCHOOL PROGRAM**

We have a wonderful teacher who has committed to teaching a new, exciting and much needed program. From 12:30 pm to 6:00 pm Echoes from Calvary Church/ Little Friends Preschool will offer an After School Program. The program is offered to Kindergarten students. It will be a place for your child to do his/her homework. The program will also teach Bible stories, crafts, music, exercise, and there will be outside play time. If your child needs to eat a lunch you are to provide a cold lunch.