

Parent Handbook

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

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Dear Parents,

We welcome you and your child to Little Friends Pre-School. 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.

For our kindergarten and preschool program, we follow a Christian based curriculum. Included in our curriculum are activities in bible, Language Arts, Pre-Reading, Math, Science, Music, Creative Art, and Motor Skills set at levels for each specific age group.

We do NOT at any time teach religion or doctrine. We do teach Bible stories, Bible verses, and Bible 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.

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

State law requires the following forms must be in a child's file. Make sure to sign all forms before they are returned. If these forms are not completed by the time line set by the state then your child will not be allowed to return to Little Friends Preschool until all forms are completed.,

- *REGISTRATION FORM
- *ENROLLMENT FORM*ADMISSIONS FORM
- *IDENTIFICATION AND EMERGENCY
- *PHYSICIAN REPORT
- *CHILD PRE-ADMISSION HEALTHY HISTORY
- *PERSONAL RIGHTS
- *PARENTS RIGHTS
- *CONSENT FOR EMERGENCY MEDICAL TREATMENT
- *TUITION FEES AND FINANCIAL POLICY
- *HEALTH POLICY
- *INFORMATION CARD
- *COPY AND FILL-IN IMMUNIZATION CARD

PARENTS VISITATION

Little Friends Preschool has an open door policy for parents. We welcome and encourage your visit at any time. You have 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. Please limit your visit to one hour. The teacher has a schedule to follow. We do ask that you not interfere with the class activities as the teacher has her/his lesson plan to follow each day.

STATE LICENSED

Little Friends Preschool is licensed by the State Department of Social Services. Our license number is 270702246.

ENROLLMENT

Little Friends Preschool is an equal opportunity provider of children services. Application for enrollment is accepted without regard to race, religion, sex 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 PICKUP POLICY

We ask that you make every possible effort to pick up your child 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 6:00pm. There is a **\$10.00** fee for every **five** minutes you are late picking up your child. That is \$2.00 a minute. A late fee will be charged starting after 12:30pm for part-time children and 6:00pm for full time children. You will be billed for the late charges. Our teachers are paid time and a half after 6:00 pm closing.

The school is closed at 6:00pm. We ask that you not stand around and talk to your child, the Director, or teachers as we have a janitor who needs to finish the cleaning. If leaving the school by 6:00 pm becomes a problem then we will charge you the same fee we charge for late pick up.

Financial Aid Programs

Little Friends welcomes financial aid programs. Parents are responsible for late fees. Also, if the financial aid program does not pay, the parents are responsible to pay the school bill.

RETURN CHECKS

Tuition checks returned by the bank are subject to a \$12.00 return check charge. Returned checks must be replaced with cash or money order for the amount of the check plus bank fees.

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 playground and notify the 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.

If the electricity or water goes out more than two hours, by state law we cannot accept your child, and also, by state law we are required to call all parents to pick up their child

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 have 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.

EMERGENCY EVACUTATION

Should an emergency occur which requires evacuation of the school; parents will be notified as soon as possible. You will only be asked to pick up your child if the emergency is expected to last a significant length of time. Parents that are in the school building during an emergency are required to follow our emergency procedures along with children. If we have to leave our building we will go to the Marriott at 17225 El Rancho Way. If that building is not okay, then we will take the children to Boronda Meadows School at 915 Larkin St.

IN CASE OF INJURY

In case of injuries (i.e. minor scrapes or bruises) first aid is applied, you will be notified when you pick up your child, we should be able to get a hold of the parents within 15 minutes. 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 that staff determines needs immediate attention 911 may be called and you will be notified immediately. If the child is transported to the hospital before you arrive your child's teacher will accompany him or her and stay until your arrival. 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 Cognitive 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.

DISCIPLINE:

Discipline is instrumental in helping a child gain self-control. There is no corporal or severe punishment allowed at any time. "Time out" or "sit and watch" are methods of correction. The situation is discussed with the child to make sure he/she knows why the behavior was unacceptable before he/she is allowed to return to the activity. If the problem continues, the parents will be contacted for a conference. If the behavior cannot be corrected, it may lead to the termination of services. Safety for all children is the highest priority for setting the discipline policy of the school.

EXPULSION POLICY

The school reserves the right to terminate an admissions agreement for several reasons:

1. Severe or repeated incidence of misbehavior.
2. Tuition in arrears of two weeks /nonpayment.
3. Parent violation of policy and procedures.
4. Excessive amount of late pick-ups.
5. Facility is unable to meet the needs of a child.

When expulsion is considered, the director will immediately inform the principal. After a decision, the director will issue both a verbal warning and a written warning to the parents. If there is no improvement, the director will recommend expulsion of the child to the principal, and upon receipt of the principal's decision, the director will inform the parents. All fees and tuition's are non-refundable if the expulsion becomes necessary.

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
- Any vomiting
- Any diarrhea
- Head lice *Child will not be admitted back to school until cleared from Head lice and dead/live nits.
- A repeating cough
- Major headache
- Major stomach pain
- Chicken pox
- Measles
- Abnormal fatigue
- Non-allergy related skin rashes or skin irritations
- Pink eye (tears, redness of eyelids, with discharge)
- 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

*The child will not be allowed to return to school for 24 hours after fever or diarrhea.

Please do not bring your child to the center if your child is too ill to participate in routine classroom activities. If your child becomes ill during the day you will be notified and asked to pick your child up. If we are unable to reach you we will call your emergency contacts. If it is determined that it is a life threatening illness, 911 will be called. The child's teacher will accompany your child and stay until you arrive. The parent will be responsible for any cost incurred.

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.

MEDICINE

If your child has an allergy or is recovering from an illness, and is no longer contagious, but still requires medication, it may be administered at school under these conditions:

1. Prescriptions must be in original container as prescribed by the physician.
NO EXCEPTION
2. Prescription must contain child's name, medication name, and instructions for administering medication.
3. First dose of medication must be given by parent.

Parents must complete a Medication Form (located in preschool office) and talk with the director or administrator prior to leaving medication. **No medication including "over the counter" medication (Tylenol, cough medicine, etc.) will be given without a physician's written instructions.**

IMMUNIZATIONS

Children are required to have their immunizations updated. By State Law 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, measles, mumps, rubella (German measles), whooping cough, diphtheria, tetanus, and (HIB) infection.

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 play outdoors for thirty (30) minutes in the morning and thirty (30) minutes to forty (45) minutes in the afternoon.

NAP TIME

Children involved in the Little Friends Preschool need some 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 required to be furnished in the backpack and 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.

Hand Sanitizer

- **POCKET KNIVES OR ANY OTHER SHARP OBJECTS**
- **NAIL CLIPPERS OR NAIL FILES**
- **DRUGS (COUGH DROPS, ASPRIN, 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 9:00am and a nutrition snack at 3:00pm. Parents are to provide a cold sack lunch. If you forget to send your child's lunch we will provide your child with lunch for a \$5.00 fee.

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 birthday lunch, you must bring enough for all children. Note-**NO RED JUICE** is allowed at any time! If spilled, it cannot be removed from the rugs.

CONFIDENTIALITY

Little Friends Preschool respects the right 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 skill 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 regarding class work or behavioral problems.

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, Easter program, a Christmas program, Mother's Day breakfast and a Father's Day activity. We will be sending out a note 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, 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, Girls are not allowed to wear spaghetti straps or short dresses.

WHAT TO BRING

- One backpack
- One small blanket
- One jacket or sweater
- One extra pair of clothes
- One extra underwear
- One pair of socks
- One sack lunch

HOLIDAY'S AND DAYS WE WILL BE CLOSED

New Year Eve, & New Year day, plus the day after New years

Veteran's Day

Thanksgiving Day and Friday after

Christmas Eve and Day and the day after

Good Friday

Memorial Day

July 4th

Presidents Day

Martin Luther King Jr. Day

Labor Day

ACSI Conference

Five days for cleaning for the new school year

*We will be closed any day that the Public Schools, Banks and City Offices are closed in addition to the Holidays above.

Little Friends does attend an ACSI conference every year. We will be closed the Friday of the conference. You will be notified.

Fieldtrips

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

Discount for A Child for the Year

If you pay one school year tuition fee in advance, the discount is 10%.

Discount for a second child is 10%.

Daily Schedule

6:45 AM	Open
6:45 AM- 9:00 AM	Free Play in Classroom
9:00 AM- 12:00 PM	Circle time Breakfast time Academic Activities Bible Time Art and recreation Music and Movement
12:00 Noon- 12:30 PM	Lunch
12:30 PM- 1:00 PM	Nap time transition
1:00 PM- 3:00 PM	Nap Time
3:00 PM- 3:30PM	Snack Time
3:30 PM- 4:00 PM	PM Circle
4:00 PM- 6:00PM	Free play/ Structure Activities

See Your Childs Teacher Lesson Plans for Monthly themes

I have read and received a Little Friends Preschool Parent Handbook.

Parent Signature _____ Date _____

Director/Staff Signature _____ Date _____