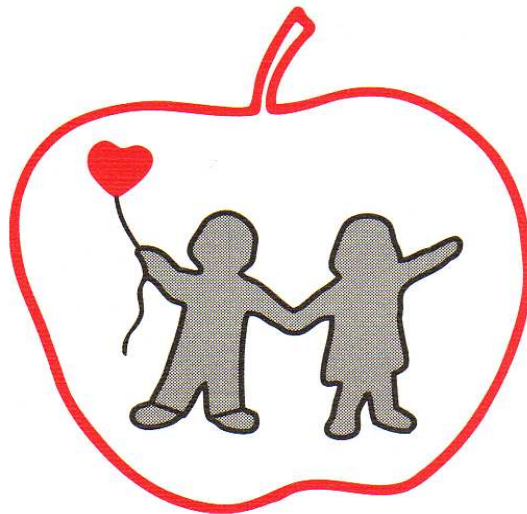


Weekday Preschool Parent Handbook 2016 - 2017



**Northridge United Methodist Church
9650 Reseda Blvd Northridge, CA 91324
(818) 886 - 4949
office@weekdaypreschoolnorthridge.com
www.weekdaypreschoolnorthridge.com**

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Welcome Families,

We are pleased to count you and your child as part of our preschool family. Our primary goal is to offer your child a safe and healthy environment designed to promote development. We are here to support you in this joyous yet serious task of raising your child, and hope to be your partners in this effort. Please feel free to ask us daily about your child's activities and moods. Sharing your child's home life will similarly better equip us to help him or her.

The *Parents' Handbook* is provided to families so that we each will know what to expect of the other. A review of the contents of the *Handbook* reveals that it contains useful information on center policy and procedures. It is our hope that you will take time to read the *Handbook* carefully, and will ask us and questions you may have regarding any unclear points.

Working together we can set your child on the road to a healthy and happy childhood full of wonder and the joy of learning.

Please contact the Preschool at 818-886-4949 at any time with your questions. Thank you for your cooperation and support of the Program.

On behalf of the entire staff, welcome to a very exciting time.

Sincerely,

Debbie Goodman
Preschool Director

Program Mission & Philosophy

Weekday Preschool is a non-profit center for children and their families devoted to a safe, healthy, inclusive and nurturing environment. There is an emphasis on social, emotional and spiritual growth through meaningful play-based learning opportunities. While we preserve the integrity of our own Christian identity, we respect the diverse religious, cultural and family structures of all people.

At Weekday Preschool, our concern is for the whole child. Our teachers facilitate learning through selected, child-centered activities that are appropriate for each child's age and developmental level. We foster a positive sense of each child's self-worth and a belief in their ability to be independent individuals.

Program Goals

Weekday Preschool will provide interactions and experiences to help children develop in all areas of development.

- **Social/Emotional:** to help children develop independence, self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to be a part of a group
- **Physical:** to increase children's large muscle skills – balancing, running, jumping, throwing and catching – and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- **Cognitive:** to acquire thinking skills such as the ability to solve problem, to ask questions, and to think logically – sorting, classifying, comparing, counting, and making patterns – and to use materials and their imagination to show what they have learned.
- **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Developmentally Appropriate Instruction

Play is the primary vehicle of learning for the young child. Play allows the child to experiment, explore and manipulate his/her environment, while developing imagination and creativity. Engaging in symbolic play allows a young child to express his or her thoughts and ideas, practice and rehearse new roles, and test out newly acquired knowledge and skill. Young children construct knowledge based on their real-life experiences; they learn by doing. Children increase their own knowledge of the world through repeated interactions with people and materials. Our classrooms are designed to encourage children's active exploration with adults, other children and materials.

A typical daily classroom routine includes a mix of direct instruction and opportunities for children to choose their own activities. Children will work individually, in small groups, and as part of a large group. The use of work sheets and drill instructional practices is avoided, with instruction being integrated across traditional subject areas in order to provide a meaningful framework for learning.

Open Door Policy

Our doors are always open and we encourage families to participate freely in the preschool program. We know that by working together we provide the best possible learning experience for your child. Families may visit any area of the facility at any time during the programs regular hours of operation.

Assessment – How We Know Children Are Learning

We want to be sure your child is making progress in our program. We don't leave anything to chance. That's why we keep track of what each child knows and can do. This information helps us to plan for further teaching and learning.

We can tell if your child is making progress because we know the steps preschool children typically go through in learning a new skill. Just as toddlers go through stages in learning to walk (they sit up, crawl, stand and the walk), preschoolers follow a typical path when they learn a new skill. We observe children's paths as they learn new skills and support them along the way.

By carefully observing each day, we find out what children know. By observing where children are at along their path of learning we can determine what experiences we can provide to build on what they know and help them move to the next step. Also, it is important that the school and family work together to best meet the needs of your child. The information, observations and classroom support that you provide gives the teachers a greater understanding of your child's development.

We don't need tests to find out what preschool children know. Tests are not reliable for this age group. Instead, we observe what children do and take notes and photographs, and collect work samples. Several times during the year we summarize this information and share it with you. We ask what you have seen your child do. Together we gain a more complete picture of your child's progress. Then we can plan together how to support your child's learning.

License Information

Weekday Preschool is licensed under the California Department of Social Services to provide daycare to 88 children per day. For this purpose "daycare" means non-medical care for children who are in need of personal services, supervision, (or assistance essential to sustain the activities of daily living, or for protection) on less than a 24-hour basis.

Licensing Agency – Weekday Facility #191202179
Community Care Licensing
6167 Bristol Parkway #400
Culver City, CA 90230
310-377-4333

Right of Licensing Officials to Interview Children

Parent understands and acknowledges that the Preschool is a licensed Child Care Center and that, under California law, **the California Department of Social Services has the right, at any time, without notice or prior consent**, to privately interview children or staff at any licensed Child Care Center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children. As Child Care Providers, the staff members are mandated Child Abuse Reporters and are required to file a report if there is knowledge or reasonable suspicion a Child has been abused or is being abused. (California Penal Code Section 11165-7 [A] and 11166-5)

Enrollment Eligibility

Children 2 1/2 years old, up to the time of their public school kindergarten acceptance are eligible for the Preschool program. Children enrolled in the preschool program should be able to use the bathroom with limited assistance from the teaching staff. We understand that children may have an occasional accident. If the child is not able to adequately clean themselves, the teacher or office staff will help the child clean up. This will always be done with another teacher present and a TLC notice will be sent home regarding the incident.

Individual consideration will be given to applications for enrollment of children with special needs who the Director and the Preschool Committee feel can be helped by the school program. The Preschool is not, however, obligated to undertake any undue burden of unusual expense or obligation to meet the requirements of children with special needs.

Completing Enrollment

The following forms are required to be completed before the start of school:

1. Registration Form and registration fee and one month's tuition deposit
2. Physician's Report which includes verification of immunization
3. Child's Preadmission Health History – Parent Report (LIC 702)
4. Identification & Emergency Information (LIC 700)
5. Parent Report (LIC 702)
6. Consent for Emergency Medical Treatment (LIC 627)
7. Acknowledgement of Receipt for Preschool Handbook
8. Weekday Preschool Information Page
9. Consent for Minor to Participate in School Activity
10. Disaster Pick-Up Authorization
11. Family History Questionnaire
12. California School Immunization Record

Release of Information - Confidentiality

All children's records and their family financial records are confidential. We will not release or discuss any information regarding a child or his/her family without prior written consent from the parent or legal guardian. All documentation is kept in a locked drawer in the office and is only available to people who are approved to have access to such information. If your child has an allergy or other medical concern that needs to be posted in the classroom, your signature on the registration materials has provided us with approval to post such information. All Weekday Preschool staff members have received a copy of and have been trained in the NAEYC Code of Ethics. Staff members follow the stated guidelines to assure confidentiality regarding your child. This applies while the staff member is at work as well as away from work.

Release of Child

Parent will provide a list of individuals who are authorized by the parent to pick-up their child from the Preschool. Parent agrees to notify the Preschool in advance, in writing, each day that anyone other than the parent or one of the Parent's Authorized Representatives will pick-up the child from Preschool. The parent understands that the child will not be released to any individual for whom the Preschool has not received prior written authorization from the parent. Authorized individuals must show picture identification prior to the release of the child.

Updating/Certifying Child's Forms

Parent certifies that she/he has accurately completed all enrollment forms and that she/he has read and agrees to abide by all provisions of the Preschool's Parent Handbook. Parent agrees to notify the Preschool immediately in writing of any changes in the information supplied on the enrollment forms.

Medical Assessment

Parent agrees to provide to the Director of the preschool, within thirty (30) calendar days of the Enrollment Date, a written medical assessment of Child in a form approved by the Preschool, performed or under the supervision of a licensed physician and dated a date within twelve (12) months of the date such written assessment is provided to the Director. If a child requires **emergency** medical treatment and has a known medical or developmental problem, the parent is required to provide Weekday Preschool with written documentation from a licensed physician stating the procedures for administering and storing of medication. Children's medical history forms will include information regarding the **emergency** treatment of conditions such as allergies, asthma, seizures, orthopedic, sensory problems, chronic conditions, and conditions that require regular medication or technology support. All medications are labeled with the child's first and last name, name of physician, expiration date, and manufacturer's instructions. All medication must have the original prescription label. Office staff is trained in the specific administration and storage of all medications.

Scheduled Hours

During the regular school year, the preschool office will be open M-F from 8:00am to 2:00pm. A yearly school calendar will be provided to all families indicating school closure dates and holidays.

School starts at 9:00 A.M. Bring your child to the office each day for a greeting and health check with the office staff. Then take your child to his/her classroom.

School Ends at 12:00 P.M. Please be prompt when picking up your child. Children will be picked up at their classrooms. Please wait outside the gates until the teachers have opened the room door. If for any reason you find that you will be late picking your child up from school, please contact the preschool office.

Early Morning Drop-Off is from 8:15 A.M. to 9:00 A.M. If you choose to use the program on a monthly basis, it is paid for at the same time as tuition. There is not a discounted price for the monthly early morning program.

Lunch Program (Commonly known as the “Lunch Bunch”) is available on a daily or monthly basis. Sign-ups are available when space permits. Your child brings his/her lunch and beverage and stays until 1:00 P.M. If you choose to use the program on a monthly basis, it is paid for at the same time as tuition. There is a discounted price for the monthly lunch program.

Extended Day Program Children stay from 12:00-2:00 P.M. Your child brings his/her lunch and beverage and stays until 2:00 P.M. If you choose to use the program on a monthly basis, it is paid for at the same time as tuition. There is a discounted price for the monthly extended day program.

Tuition and Fees Policy

The Preschool is a non-profit organization. Fees are payable in advance of actual school time. When a child is enrolled, we assume it is for the entire school year, or the balance thereof. If however, he/she must be taken out of school, a two week notice is required. When your child is absent from the school, you may keep his/her place only by continuing the fee payment. Because tuition is based on annual rates, there are no reductions for months in which there are fewer class days, such as December, June, etc. If there is a financial problem, speak to the Director prior to the due date. Tuition is paid in ten (10) equal payments, September through June, including month's with holidays. Tuition is due on the first day of each month. A monthly statement will be placed in your child's cubbies as a reminder that tuition is due. Checks should be made payable to “Weekday Preschool”. A Registration Fee, plus the last month's tuition is required when the Admissions Agreement is signed. This assures a place for your child in the program. The Registration Fee is non-refundable; however, the last month's

tuition is refundable if the school receives notice of withdrawal by June 1st (prior to the new school year starting in September). After that time, and until September 1st, the last month's tuition is refunded if the space is filled. After the school year begins, and provided that a minimum of 2-week notice has been given, the last month's tuition deposit is refundable once the space is filled. After April 1st, there are no refunds in tuition.

2016 – 2017 Tuition Schedules

Monthly Tuition Fees					
	Number of Days per Week				
	1 day	2 days	3 days	4 days	5 days
Preschool (9:00—12:00)	n/a	260.00	392.00	522.00	615.00
Early Morning (8:15-9:00)	15.00	30.00	45.00	60.00	75.00
Lunch Bunch(12:00-1:00)	20.00	40.00	60.00	80.00	100.00
Extended Day(1:00-2:00)	40.00	80.00	120.00	160.00	200.00

Holidays and Absences

There are no discounts, adjustments or refunds for absences, holidays, other school closures or shortened months. The monthly tuition is based on an annual enrollment in which holidays, school closures and shortened months are taken into consideration when determining tuition rates. Absences for illness or other reasons are to be expected. We cannot issue refunds or offer makeup days for absences.

School Holiday and Closure Schedule

- September - Start date after Labor Day
- October - Staff Development Day (1 day)
- November - Veteran's Day (1 day), Thanksgiving (3 Days)
- Dec/Jan - Winter Break (15 days)
- Jan - Martin Luther King Day (1 day)

Feb - President's Day (1 day)

Mar/Apr - Spring Break (5 days), Staff Development Day (1 day), Cesar Chavez (1 day)

May - Spring Fling (1 day), Memorial Day (1 day)

June - Close

Due Date

Except as otherwise expressly stated, payment in full of the tuition payment for each month, and any additional fees incurred in the previous month, is due on the first calendar day of the month in which the services are to be provided, beginning in September. If the parent enrolls the child in the Preschool program mid-month, the parent shall pay, on or before the first day the child attends the Preschool Program, a pro-rated daily basis for the remainder of such month, plus the Deposit for June.

Methods of Payment

The payment of tuition and fees may be made by cash, credit card, check or money order payable to the order of Weekday Preschool. However, if any Payment by check is returned unpaid, the parent will be billed a service charge of \$25.00 in addition to other amounts due. All Payments must be made or delivered to the Preschool Office at 9650 Reseda Blvd., Northridge, CA 91324.

Late Payment: Suspension and Termination

If the Preschool has not received Payment from Parent for the Monthly Fee on or before the 10th day after Payment of such fee is due, the Preschool may refuse to admit the child to the Preschool program each day until the parent makes such overdue Payment in full. However, if the Preschool's Director has not received any overdue Payment on or before the 15th day after such Payment is due, the Preschool Director may terminate Child's enrollment at the Preschool.

Late Pick-up Penalties

A penalty will be imposed for any late pick-up. The late pick-up fee is \$1.00 for each minute beginning five minutes after the dismissal time. Each day the child is picked up more than thirty (30) minutes later than the dismissal time, the child may not be admitted to preschool the following day. If the child is picked up late more than two (2) times in any thirty (30) day period, the Preschool's Director will notify the parent and may terminate the child's enrollment in the Preschool Program.

Absence Policy

Parent shall pay in full to the Preschool the Monthly Fee for each month child is enrolled in the Preschool regardless of whether the child is absent for any reason, including but not limited to, illness or vacation. Parent shall notify the Preschool before 9:30 A.M. if the child will be absent due to illness.

Withdrawal by Parent

Parent may withdraw the child from the preschool at any time. A refund of deposit is contingent upon an advance, written, two week notice of withdrawal. Failure to give two weeks prior written notice, shall result in a forfeiture of last month's tuition deposit. Provided a minimum of 2-weeks, written notice has been given, the last month's tuition deposit is refundable once the space is filled. After April 1st, there are no refunds in tuition.

Termination Conditions

Immediate

The Preschool Director may immediately terminate enrollment in the Preschool by notifying the parent with a written notice if any of the following conditions arise:

Child's behavior threatens the physical, mental well being of other children at the Preschool.

Parent's behavior is disruptive, destructive or detrimental to the integrity of the Preschool.

Parents fail to pay monthly tuition and fees.

Child is picked up late than 30 minutes later than the scheduled Pick-Up Time more than two (2) times in any 30 day period

On more than 3 occasions within any 30 day period: the child evidences obvious symptoms of illness, including, but not limited to, runny nose, fever, or vomiting, when brought to the Preschool, or Parent fails to pick-up Child from the Preschool promptly when notified by Preschool that the child is ill.

Two Week Notice

The Preschool may terminate Child's enrollment in the Preschool Program effective upon 2 weeks prior to written notice to Parent if any of the following conditions arise:

Any of the conditions previously listed above, provided that the Preschool has not exercised its right to terminate the child's enrollment immediately.

In the sole judgment of the Preschool's Director, the Preschool Program does not meet the developmental or special needs of the child.

Parent fails to provide items for Child that Parent is required to provide under the terms of the Preschool's Parent Handbook.

Parent fails to abide by any other terms of this Handbook.

The Preschool terminates its Program.

If the Preschool terminates the child's enrollment, the Preschool will refund a portion of the monthly tuition paid, pro-rated on a daily basis for the remainder of the month.

Miscellaneous Charges Due at Termination

If any payments due to the Preschool remain unpaid at the time of termination of Child's enrollment in the Preschool for any reason, including the termination upon withdrawal of Child from the Preschool by Parent or termination by the Preschool, the amount of such outstanding payments shall be withheld from other fees paid in advance and the amount of such overdue fees shall not be refunded to Parent.

Emergency Procedures

Fire drills are practiced regularly. If a fire were to occur, the children would proceed as a group with their teachers to a pre-designated safe zone in the parking lot. In the case of a severe earthquake, you would need to pick up your child as soon as conditions allowed. Telephones may be out of order or we may be attending to the needs of the children, so may not be available to answer the phone. The preschool is equipped with emergency food, water, and first-aid supplies for each child. All preschool staff members are trained in Pediatric and Adult First Aid and CPR, including attending to a blocked airway. In the event of a catastrophe that requires the evacuation of the Preschool (such as a major fire or earthquake), the staff and the children will proceed to our designated evacuation center.

Emergency Information

For your child's safety, it is **critical** that you keep emergency names and numbers up-to-date with at least three different names and phone numbers. If your child needs you, we want to be able to contact you or your designated emergency contact **as soon as possible**.

Primary Medical Facility and Medical Transport

In the event your child requires emergency medical treatment, the Preschool has designated Northridge Hospital Medical Center as its primary site for medical treatment and the Preschool has designated LAFD Station #70 as its primary source for medical emergency transportation.

Evacuation Center

The Preschool's designated evacuation center is Northridge Recreation Center, 18300 Lemarsh Street, Northridge, CA 91325.

Destruction of Preschool Facility

If at any time the Preschool facility is damaged or destroyed to such an extent that the Preschool Director determines it would threaten the health or well-being of the children, the Preschool may suspend its services until repairs are made or another facility is secured. The Preschool may also elect to suspend the parent's obligation for services until repairs are made or another facility is secured. The Preschool is not under any obligation to refund tuition or extend the school year if a temporary closure does not exceed five school days.

- A. The Director is in charge of accounting for all children present on the day of a disaster. Lost or Missing children will be searched for by the Director or her designee. Local authorities will be notified. Security threats are handled on a case by case basis. The Director will determine the length to which children and staff need to be isolated or removed from the premises. Each classroom is equipped with an emergency bag that contains flashlights in the event of a power failure.
- B. In the event that emergency transport needs to occur for a particular staff member or child, the Director will contact an ambulance for transport to the local hospital (Northridge Medical Center). A staff member will accompany the injured child or staff member to the hospital. Parents will also be notified.
- C. Monthly fire drills and yearly earthquake drills are conducted.

Preparing for School

Separation

Beginning school is a significant occasion and can be a source of positive growth for everyone involved - children, parents and teachers. Establishing trust with the teachers as a base enables children to become comfortable with the separation from their parents.

As children grow into preschoolers of three and four, separation reactions take a different form from those they had at age two. For one thing, most children have completed the phase of their "psychological" birth. They have emerged from infancy and toddlerhood with a clear sense of themselves as individuals, attached to, but distinctly separate, from their parents. Preschoolers are able to consistently mentally represent their absent parents. The ability to tolerate the stress of separation and the ability to adjust to strange new situations vary greatly from child to child.

Self-confidence arises from separations that are well achieved. Children who are supported by their teachers and parents as they separate from home have the opportunity to move into new realms of learning and growth. Coping with stress and gaining mastery over feelings are important requisites for maturing. In an environment of understanding and support, children become competent and self-confident. They learn not only how to leave, but how to venture out - how to try new things.

Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with. Parents should never sneak out. Just as it's important to let your child know that you are leaving, it is important to let them know that you'll be back.

Our belief is that separation reactions in children are valid and to be expected. The understanding of this and its inclusion as a significant element of our early childhood curriculum will help your child to develop a strong sense of themselves as individuals able to

feel sad, angry and grieving, and develop the ability to cope with these feelings without being overwhelmed. This will help them practice the skills they will use in many different separation experiences all through their lives.

Our separation policy is flexible and individualized. We know that each child will have a different time table of adjustment depending on their age, previous experience with separation and individual reaction change. Our separation policy will provide the opportunity for our children to become confident, competent and self-assured. Separation is a process, not a rigid step-by-step procedure. We regard entry and separation as an opportunity for your child's growth, rather than a problem.

Helping children achieve a successful separation (not just physical, but emotional) and adjustment to our preschool is our goal. When children are able to master their separation feelings at school entry, they have achieved a giant step in their growth.

Dressing for School

Clothes

It is most important to consider what the child will be doing at school when dressing him/her. Remember the climbing, painting, lying on the rug, and the activities in the sandbox. Special consideration should be given to encourage self-help when toileting. We emphasize having good experiences with materials, rather than keeping clean. Clothing that is easy to wash is most practical. We recommend play shorts for warm weather and long pants. Avoid clothing with excessive buttons, buckles, belts and straps. Old clothes are the best to wear for our school program. Weekday t-shirts are a good solution. They are available for purchase in the school office.

Shoes

We require your child to wear closed-toed, closed-heel, tennis-style shoes. Flip-flops, cowboy boots, patent leather, heels, dress-up shoes are not allowed for safety reasons. Shoes must be deemed safe by the Director for active play including running, climbing, biking, etc. Weather permitting; the children may remove their socks and shoes at anytime during the day, especially when playing in the water or mud.

Sunscreen

Children should wear sun protective clothing and/or sunscreen. When using sunscreen or sun block please be sure that it covers both UVB and UVA protection with the SPF 15 or higher. This should be applied to all exposure skin areas prior to coming to school.

Extra Clothes

On the first day of school please provide a change of clothing (pants/shorts, shirt, underwear and socks) in a gallon-size zip-loc bag. The bag and clothing should be labeled with your child's full name. The extra clothes are kept at school in the event your child becomes overly

soiled or wet, or if they have a potty accident. The soiled clothes will be placed in a sealed bag in your child's cubby. Please return clean clothes promptly so that we may have them ready for the next emergency. Please check the extra clothes periodically through the year to ensure that they still fit and are season-appropriate.

Jackets/Coats/Sweaters

All sweaters and jackets should have the child's name in them.

Morning Arrival Procedures

Upon arrival, children and their parents are required to pass through the preschool office for a morning greeting and a brief child's health check before going to the classrooms. Parents should enter through the office door facing the parking lot. The office door will be open at 8:50am. The gates to the preschool will be opened at 8:55am.

Parents should take their children to their classroom and sign the child in on the clipboard outside of the room. Upon arrival to the classroom, children should wash their hands. Please check your child's cubby upon entering the classroom. The cubby will often contain important notices, bulletins, newsletters, and other items requiring parental attention.

TLC Notes

A TLC note will be completed and sent home with your child in the event your child has received a minor injury at school has had a bathroom accident, has become ill, etc. The note includes a brief explanation of the incident, how the situation was handled, which staff member(s) assisted. A copy of the TLC note is also kept in the school office.

Bathroom Use

Children enrolled in the preschool program should be able to use the bathroom with limited assistance from the teaching staff. Children should be able to wipe their own bottom after using the bathroom. We understand that children may have an occasional accident. If the child is not able to adequately clean themselves, the teacher or office staff will help the child clean up. This will always be done with another teacher present and a TLC notice will be sent home regarding the incident.

Health Policy

The preschool is only prepared to care for children who are well. **ALL** children entering the preschool are required by law to have a pre-entrance physical examination. For the protection of your child as well as other children, please keep your child home if he/she has any symptoms of illness. The Director will give a visual health check to each child before he/she is admitted to school each morning. A child who does not feel well, has a "runny nose", cough, etc., must be kept out of school until he/she is fully recovered. The child's temperature should be normal for a minimum of 24 hours before returning to school. There should be no diarrhea for at least 24 hours before returning to school. When in doubt, keep your child home. The

Preschool reserves the right to send any child home because of symptoms of illness. ANY CONTAGIOUS DISEASE OR RASH MUST BE REPORTED IMMEDIATELY TO THE SCHOOL.

Your child should stay home if he/she has any of the following symptoms:

1. A cold that is less than 5 days old.
2. Red throat or earache.
3. Swollen neck glands.
4. "Runny nose" or fever.
5. Diarrhea
6. Unexplained rash or skin eruption.
7. Tonsillitis or any communicable disease.
8. If he/she acts listless, drowsy, headachy, has a flushed face, lack of appetite or shows any behavior that is noticeably out of the ordinary.

Allergies

Allergies of any kind should be documented by a physician and brought to the attention of both the Director and the child's teacher in addition to being noted in the child's medical record. A copy of the child's allergy record will be maintained in his/her classroom and your approval to post this information is included in the registration materials.

Child Becomes Sick While at Preschool

The preschool will provide Isolated Care for your child in the event your child becomes ill while in school. The parent will be notified by the Preschool by telephone. The parent must have the child removed from the Preschool within one (1) hour of such notice. "Isolated Care" means care in an area at the Preschool that affords easy supervision by the Preschool staff, which is equipped with a bed or couch which is not located in the kitchen area or in the general use toilet area.

Medications

Medications will be administered only in special cases, and only with the written permission of the parents and doctor. An authorization form is available in the office. A doctor's note must include the dosage and directions for the medication.

Minor Injuries While at School

Minor injuries sustained at school will be handled by the office staff or a teacher. Soap, water, ice and a band-aid will be the extent of the first aid treatment rendered. The parent will be notified in case of severe bumps, bites, cuts, etc. In case of illness or accident occurring while the child is at school, the following procedure will be observed:

1. Parent called immediately unless situation is so serious that paramedics need to be called first.

2. If parent cannot be reached, the Director will decide the next step according to the circumstances and seriousness of the situation. The Director may do any or all of the following:
 - a) Contact person listed by parent to call in case of emergency.
 - b) Call doctor listed by parent.
 - c) Take child to emergency hospital or call paramedics.

If a parent cannot be reached and the child must be transported to a hospital, the Director or an appointed assistant will remain with the child until parents can be reached and arrive at the hospital. Fees incurred for physicians, ambulance, hospital, x-ray, medication, etc. will be the sole responsibility of the child's parents.

Immunization Records

All children registered preschool program must be up to date on all immunizations and have a physical exam before starting preschool. The physical exam should take place no longer than 6 months prior to the beginning of school. Forms and information necessary for each child's file are required to be completed by the parents prior to the first day of school. All children must have current immunization records at the time of enrollment and these must be kept up-to-date.

The following is a list of required immunizations:

Polio	3 doses
DTP/DT	4 doses
Measles	1 dose - on or after 1st birthday
Mumps	1 dose - on or after 1st birthday

Rubella	1 dose - on or after 1st birthday
Hib	1 dose
Hepatitis B	3 doses
Varicella	1 dose

Illnesses that Prohibit Return to School

As stated by the Public Health Department, children must not return to school before the stated number of days have elapsed for the following illnesses:

- Impetigo & Ring Worm....Written statement from doctor that areas are being treated.
- Unidentified Rash.....Written statement from doctor that areas are being treated.
- Broken Bone.....Must have written permission from doctor before returning.
- Head Lice.....Must be nit (egg) free
- Stitches.....Written statement from doctor with instructions for care and activities.
- German Measles.....5 days
- Measles.....7 days
- Mumps.....Until all swelling has subsided - approximately 10 days
- Chicken Pox.....7 days and all crusts dried and symptom free

AIDS and HIV Policy

The Preschool will rely upon guidelines from the American Red Cross and U.S. Public Health Service, The American Academy of Pediatrics, The Surgeon General's report of AIDS and the Interfaith Ecumenical Guidelines for children with AIDS in preschool. School personnel will receive current information on AIDS; appropriate information regarding any precautions for cleanup of blood spills, or body fluid.

The school will deal with the children who are victims of AIDS on a case by case basis. Therefore it is possible that a child and/or personnel with AIDS or HIV virus may be included in the Preschool program.

Medical decisions related to attendance by students and/or staff will be based on the best medical evidence available. Each case will be evaluated on an individual basis.

Environmental Hazards Policy

The Preschool makes every attempt to protect children and adults from environmental hazards such as air pollution, lead and asbestos according to public health requirements. The AQMD website is checked regularly for air quality information. All current materials and maintenance items are free of lead and asbestos.

Discipline Policy

At Weekday Preschool we focus on maintaining a loving, caring, supportive atmosphere. Children are encouraged to be cooperative and to respect others. Teachers use positive approaches to help the children engage constructively, including:

- Being actively involved with the children
- Redirecting if a child is unsettled
- Planning ahead to prevent problems
- Encouraging appropriate behavior
- Consistent, clear rules
- Encouraging the children to identify and verbalize feelings
- Planning appropriate activities for the children

If a child loses self-control, we may remove the child from the area with the other children to help him/her regain control and composure. We keep in close touch with parents to work out effective methods to help improve a child's behavior. This may involve addressing any special needs that could be the cause of hurtful or disruptive behavior.

Interaction vs. Management

When adults interact with children, they play and converse with them as partners. When adults manage children, they retain the upper hand by passing out instructions and warnings. While prevention of a problem is an efficient short-term approach to discipline, encouraging children

to solve problems for themselves accomplishes more in the long run because of the opportunities it provides.

When dealing with conflict, we always try to keep the child's developmental characteristics in mind. Preschoolers are still quite self-centered. They are also struggling for independence and control. We acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits we set and expectations we have for our children respect the ages and abilities of the children.

However, there are occasions where our best efforts are not successful in resolving an issue. When this occurs, we will contact parents and ask for help. Usually, parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent-teacher conference will be necessary. Any discussions with staff will be strictly confidential. If it is determined that our program cannot accommodate the special needs of a child, he/she will be asked to withdraw from the school.

Curriculum

Weekday Preschool's curriculum framework is based on *The Creative Curriculum* and the California State Board of Education Early Learning Standards. The preschool also follows the curriculum goal from the National Association of the Education of Young Children (NAEYC), which encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue to their own interests in the context of life in the community and the world.

Language & Literacy Development

- recognize their names.
- demonstrate knowledge of the alphabet.
- communicate their needs and thoughts in words, to develop their spoken language, and to expand their vocabulary.
- develop letter-sound matches.
- listen with understanding and respond to directions and conversations.
- understand the purpose of print and become familiar with books.
- dictate stories and experiences.

Cognitive Development

Math Development:

- sort and classify.
- recognize patterns.
- identify and name shapes and colors.
- recognize numbers, count objects and understand one-to-one correspondence.
- incorporate estimating and measuring activities into play.
- represent data using concrete objects, pictures and graphs.

Science Development

- hands-on activities.
- make observations and draw conclusions.
- investigate living things in the environment.
- use scientific tools such as thermometers, balance scales, and magnifying glasses for investigation.

- use common weather related vocabulary.
- be aware of health & nutrition
- Observe objects and events with curiosity
- Explore cause and effect

Artistic Development:

- explore creativity and various art forms.
- use various tools and mediums including scissors, crayons, glue, paint, etc.
- develop an appreciation for art, music and literature.
- take on pretend roles in situations
- make and interpret representations

Physical Development

Large motor:

- demonstrate basic locomotor skills: running, jumping, hopping, and galloping
- show balance while moving
- climb up and down
- pedal and steers a tricycle
- demonstrate throwing, catching and kicking skills

Small motor:

- control small muscles in hands
- coordinate hand-eye movement
- use tools for writing and drawing

Social- Emotional Development

- develop self-control and comfort away from a parent.
- manage transitions and begin to adapt to changes in routine.
- engage in cooperative group play.
- share materials and experiences and take turns.
- develop relationships with other students and adults.
- show initiative and independence in actions.
- show eagerness and curiosity as learners.
- develop problem-solving skills.
- develop listening skills and learn to follow basic instructions.
- cooperate and work well with others.
- recognize similarities and differences in people.
- exposure to a variety of cultural practices and celebrations.
- approach problems flexibly
- show persistence in approaching tasks

Family Involvement

Family and school represent two of the main environments in which young children grow and develop. Because the family and the preschool program have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families. We encourage parents to get involved with the Preschool to the extent that they are able. There are many different levels of participation, and we appreciate any type of participation on behalf of our school

Parent Orientation

A parent orientation will be held at the beginning of each school year for parents who are new to Weekday Preschool. This will include families transitioning to the preschool from our Hand-in-Hand Program. This meeting will provide parents with important information regarding their child's preschool experience.

Teacher-Child Home Visit

You will be contacted by one of your child's teachers before the first day of school to arrange for a home visit with your child. This is an excellent ice-breaker for your child. It gives the teacher an opportunity to meet/play with the child on their territory with the parent there to support them. When you allow a teacher into your home, you are telling your child "this person is OK, they are safe". The home visit is brief (about 15-20 minutes). The teachers will spend this time playing and visiting with your child. The teacher may come with some items from the classroom that the child can look forward to using on his/her first day. The ultimate goal of the home visit is to help the child see school as an extension of the home. We believe this process will more readily help your child to accept being left in the care of their teachers.

Family Picnic/Open House

Join fellow classmates and their families for an evening of fun in early October. Families bring their own dinners and a blanket. We all eat together in the Pine Grove. After dinner, families are invited into the classrooms to see all of the exciting activities the children have been doing since the start of school.

Parent Volunteers

On occasion, parents are able to assist teachers with activities and gain an appreciation of their child's day. Volunteering in the class can be an enriching experience for you, your child, and the entire class. If your child has a difficult time with you in the classroom, we encourage you to volunteer your time and talents in other ways. Please check with your individual classroom teachers or the Director before volunteering in the rooms. A volunteer meeting will be held each October to explain the volunteer opportunities. The meeting will also include health, safety and emergency procedures, accepted guidance and classroom management techniques, child abuse and neglect reporting procedures and regulatory requirements.

Cultural Celebrations

Parents are encouraged to share their family's cultural celebrations and traditions in the classroom. There are many holidays celebrated within our school community. Our preschool classes celebrate those holidays that are represented within our school community such as Halloween, Thanksgiving, Christmas, Hanukah, Easter, Chinese New Year, Valentine's Day, etc. We invite families to share their traditions and celebrations with the class by reading a book, teaching us a song, cooking activities, or even doing a craft with the class.

Field Trips

Each class will occasionally attend a variety of special field trips to interesting places away from the school. Transportation and supervision of the children require parent participation. The transportation is by walking or private automobile, driven by licensed and insured parents. Only the 4-year-old classes will go on driving field trips. **Car seats are required for all children under 6 years of age.** All trips will be posted on the bulletin board. You may choose to keep your child home from school if you wish that he/she does not participate in school sponsored field trips. A permission slip to participate in field trips must be completed and signed by a parent upon enrollment. Some of the trips will cost an additional fee. The fees will be posted and will be billed to your monthly statement. While away on every field trip, teachers are required to bring along a cell phone, student emergency numbers, and a first aid kit.

Newsletters

Beginning with the 2015-2016 school -year, our monthly newsletter will be sent out to families via email. If you prefer a paper copy of the newsletter, please inform the office. Special projects, topics, activities, and trips are announced in our monthly preschool newsletter. The newsletter provides information on activities within each classroom, special days, items that should be brought to class, schedule changes, and child development topics.

E-Mail

In an attempt to better inform our families and to limit the amount of paper consumption, we will be sending out e-mails regarding pertinent information and reminders. Please make sure to provide your e-mail address on your registration materials. Our e-mail address is office@weekdaypreschoolnorthridge.com

Parent-Teacher Conferences

During the school year, your child's teacher will post a schedule for conferences. Conferences usually occur in the fall and again in early spring. This is a great opportunity to meet one-on-one with the teacher to discuss your child's activities and progress. At the spring parent – teacher conference you will receive a written report of your child's progress. This report is developed from ongoing documentation and observation by your child's classroom teachers. Your input and observations are helpful to us and help us to provide the best possible learning environment for your child. You will also receive a final copy at the end of the school year. All information regarding your child and any written records are confidential and kept in a locked drawer in the office. Written permission by the parent/legal guardian must be provided prior to releasing any information regarding your child. If you need to conference with the teacher at other times during the school year, please contact the teacher to schedule a convenient time.

Parent-Teacher Room Meetings

During the first few weeks of school, your child's teachers will schedule a Parent-Teacher room meeting. This meeting is held during the outside play time. This is a time for the teachers to report back to the parents on the progress of the group as a whole, to discuss their individual

classroom curriculum, to review snack guidelines and procedures, to discuss daily schedule and routines, and to help reassure parents about the children's transition into preschool. Topics discussed will pertain to the group of classroom children as a whole.

Program Evaluations

Evaluations of the preschool program will be distributed to parents towards the end of the school year. Evaluations can be dropped off in the marked box outside the preschool office. Responses will remain anonymous. Please take the opportunity to complete the evaluations as your input is very important in continuing to provide a successful preschool program for the community. You will receive a written notice of the evaluation findings.

Preschool Committee

The Preschool Committee is the governing board of the Preschool. It is a Committee of the Northridge United Methodist Church Board of Trustees. The Committee is made up of Church staff, preschool administrative staff, preschool teachers, preschool parents, and other church members. The Committee meets approximately every two months in the afternoon and is involved with strategic planning, policy matters, budget and conflicts not resolved by the teachers or the Director. If you would like more information about possibly serving on the Committee, please contact the preschool office.

Donations

The preschool is always looking for materials to enhance our learning environment. Children need representation for play – the possibilities are endless! If you would like to donate any materials that reflect items used in the “real world”, such as old cell phones, telescopes, telephones, rulers, calculators, and cereal boxes, please let your teacher or the Director know.

Fundraisers

Because the preschool is a non-profit organization, fundraising is an important part of our program. Throughout the year different fundraisers will be held. Information about the various fundraisers will be placed in your child's cubby. You are not obligated to participate in the fundraising activities.

Share Bags

Your child will have many opportunities to bring something from home to show classmates. It will be brought in the classroom's “Share Bag”. Instructions on how to use the Share Bag will be given at the beginning of the school year. Please do not send guns, war toys, play weapons, or fragile toys for sharing. Please tell the teacher if the share item is breakable or alive. Toys from home may only be brought to school when your child has the share bag. Special share items can be brought to school with advance notice and approval from the classroom teachers and Director.

Cubbies/Take Home Items

Each child is given a personal cubby to use during the year. They may use them to hold lunches, jackets, completed artwork, etc. The use of the cubbies encourages the children's

sense of responsibility and independence. Check your child's cubby each morning upon arrival and again at the end of the day. Teachers will place items such as newsletters, reminders, book orders, billing statements in the cubbies. Make sure you have all your child's belongings at the end of each day.

Bulletin Boards and Dry Erase Boards

Every day we strive to communicate with families. The office has a bulletin board that displays various community events for families and children as well as informational articles about issues that pertain to preschool age children and their families. Copies of these articles are available to you, so please check out the boxes on either side of the bulletin board for information that you will hopefully find helpful and informative. Also, as you come through the office each morning a dry erase board will be posted outside the entrance, letting you know about important school news.

The classrooms also have a parent bulletin board which posts the weekly calendar, snack sign-ups, and other classroom information. Make sure to check the classroom dry erase board on the classroom door for fun information about what your child did at school today.

School Library

The preschool has an extensive library of books for families to enjoy. All the books in our library are available to you on loan. Simply fill out a card with your last name, date and title of the books. Once completed, file the card by your last name in the file box. Upon returning the books, either cross off the titles you are returning and replace the card or you may dispose of the card if all items have been returned. The library is divided into different sections. The red, yellow and green areas are children's reading books. They are arranged by theme. The blue area is curriculum books, but parents have found them helpful for finding fun things to do at home. The purple area is the parent resource area. We have books on many different topics that parents will find helpful. There is also an area on tender topics, such as the death of a pet or loved one, divorce, new baby in the family, etc. If you do not find what you are looking for, please do not hesitate to ask someone in the office.

Snack, Birthday & Lunch Guidelines

Good nutrition is essential to develop strong bodies and minds. The eating habits of adults are formed in childhood. The Preschool will help teach your child to eat nutritious snacks through our snack program.

Snack Time: Families may bring the snack for your child's class beginning in October. A snack sign up calendar will be posted on each classroom's parent board. Snack parent should be at school at 10:10, and will be finished at 10:40. The 2 ½ - 3 year old class may not be following this schedule, please check with your child's teacher. It is important to be on time.

We require snacks with nutritional value, (fruit, cheese, vegetables, etc.) plus milk, water or **pasteurized 100%** juice. Snacks from two food groups including a protein is required by the State of California. You will receive additional information about snack specifics.

Please observe the following restrictions:

- No gum or candy **at any time.**
- No popcorn, nuts, trail mix with nuts.
- Grapes, hot dogs, and carrots must be cut lengthwise to prevent choking.
- Cookies, cakes or ice cream are limited to birthday celebrations. (see below)
- No soft drinks, punches or non-pasteurized juices.

Birthday Celebrations: If you choose to celebrate your child’s birthday in the classroom during snack time, please sign up on the classroom snack calendar and adhere to the following guidelines:

Bring a regular nutritious snack to serve first. **No candy or party favors.** You may bring in special plates, cups, napkins if you so choose. You may also serve a “party” food such as frozen yogurt, ice cream, small cupcakes or pieces of cake, cookies or muffins. **Keep the sugar, frosting and serving size to a minimum.**

Keep in mind that the excitement for children is in the recognition of their special day, not the food or the favors. Lighting of candles, getting a birthday crown, singing, being recognized at circle time, is what makes our children feel special. Please help us maintain reasonable standards for our preschoolers’ important events.

Lunch Bunch: If your child stays for lunch, it is also important that lunch also be nutritious. We often find that parent’s pack too much food in their child’s lunch. Consider cutting down and quantity, but increasing quality. Your child’s lunch should contain healthy choices such as: a protein, a carbohydrate, fruit or vegetable and a beverage. If you choose to send a small dessert item, please bear in mind that your child may eat this first and therefore not be able to eat the rest of his/her lunch.

Additional Policies and Procedures

Sign-In

Parent agrees that Parent shall not leave Child at the Preschool on any day, unless and until on such day Parent or Parent’s Authorized Representative has both (1) made personal contact with Preschool office personnel, and (2) as required by California law, signed Child into the Preschool Program for the day.

Sign-Out

Parent agrees that Parent shall not remove Child from the Preschool's premises on any day unless and until Parent or Parent's Authorized Representative has signed Child out from the Preschool's Program on such day. A Fee will be charged for missing signatures.

Photographs

Parent agrees that photographs and videos may be taken of Child during the course of the school day, both by the school and by parents at the school for non-commercial use only. A school photographer will also take an individual photo as well as a class group picture. These photos will be available for parents to purchase. Weekday preschool will post pictures on our website's pass-worded parent portal. Parents are welcome to copy the pictures of their child but agree not to repost pictures with other children. Weekday Preschool makes every effort to post non-facial pictures of our preschoolers on Facebook and social media. However, in some instances, faces may be recognizable in the background. Parents are aware that although every effort will be made, their child's face may be posted.

Financial Responsibility for Extra Services

If the parent seeks extra services such as conferences with teachers, paperwork, or professional consultation over and above customary and reasonable access, the parent will be advised that any additional demand on the resources of the Preschool will be billed to the parent at the then prevailing rates for such service.

Employee Liability

Weekday Preschool does not recommend, supervise or assume liability for the actions of our off-duty employees.

Modification of Handbook

Parent understands and acknowledges that, under California law, the Preschool may modify this agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and signed by the Preschool. The Preschool agrees to provide written notice to Parent thirty (30) days prior to implementing any modification in the rates or fees which are set forth in this Agreement.

**Weekday Preschool
Admissions Agreement 2016 - 2017 School Year (Parent Copy)**

This Admissions Agreement is entered into this _____ day of _____, 2016 by and between Weekday Preschool of Northridge United Methodist Church and _____ the Parent(s)/Guardian(s) of _____ whose home address is _____.

The Parent shall pay to the Preschool \$_____ per year for the Basic Services based on the Preschool's rates for such service. The monthly tuition for Basic Services is \$_____. This amount shall be due and payable on the first day of each month, September 2016 through May 2017. The Tuition Deposit paid upon enrollment applies to the June 2017 tuition.

In addition, the parent shall pay \$_____ each month beginning October 2016 for the Optional Service of _____.

I/WE HAVE RECEIVED Copies of the Following: (Please initial)

_____ Weekday Preschool Parent Handbook 2016-2017 (received electronically)

I/WE HAVE RECEIVED the above listed materials and agree to abide by the policies and procedures stated therein.

Signed _____ Date _____
Parent/Guardian

Signed _____ Date _____
Parent/Guardian

Signed _____ Date _____
Debbie Goodman, Weekday Preschool Director