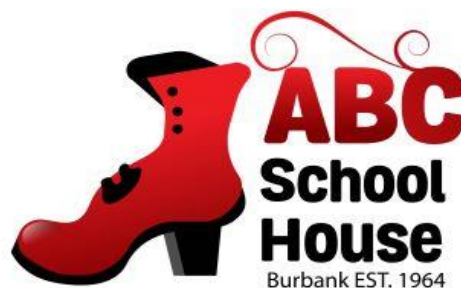


ABC PRESCHOOL HOUSE

Parent Handbook

Revised 04/22/2022



Please completely read this parent handbook and initial each page. Sign and date the final signature page, and return it with the other required documents enclosed in this registration packet to the office **before** your child's first date of enrollment.

Table of Contents

- Introduction.....3
 - Mission Statement
 - Philosophy
 - Staff
 - Child Abuse Reporting
- Registration and Enrollment Process.....4
 - Tours and Registration
 - Enrollment Packet
 - Probationary Period
- Attendance and Tuition Policies.....4
 - Tuition and Fees
 - Attendance and Withdrawal
 - Holidays/Hours of Operation
 - Drop Off/Pick Up Policy
- Medical Policies.....7
 - Illness
 - First Aid
 - Medication
 - Individual Medical Service
 - Head Lice
 - Disaster Plan
- Discipline Policies.....8
 - Appropriate Discipline
 - Inappropriate Discipline
- Daily Routines.....9
 - Meals and Snacks
 - Naptime
 - Daily Schedule
- Personal Items.....11
 - Clothing/Shoes
 - Toys from Home
- Communication.....12
 - Open Communication
 - Methods of Communication
 - Parent Concerns
 - Data Privacy and Confidentiality
- Summary of Parental Responsibilities.....13
- SIGNATURE PAGE.....14

MISSION STATEMENT

ABC Pre School House is a child care Center that is open to all children, regardless of race, religion, ethnicity or gender. Our goal is to partner with parents to prepare each child for future learning opportunities when they enter elementary school. In order to accomplish this goal, we provide each child with an enriching, nurturing and safe environment to develop their individual strengths. We use developmentally appropriate teaching materials and instruction, with a focus on building social, emotional, academic and behavioral skills that will lead each child on the path to future success.

PHILOSOPHY

Children learn from what they experience. Therefore, we believe that children learn through imaginative play, personal experiences and interactions with their environment and others around them. By the use of individual, small and whole group activities, supplemented by a variety of developmentally enriching materials, we encourage the children to develop to their full potential. ABC PRE SCHOOL HOUSE has been providing child care services to the Burbank community since 1964. We are privileged to have many second-generation students attending the Center.

STAFF

The Center's staff is a diverse group of nurturing adults, who are committed to provide a safe and educational environment for your child. Their qualifications for employment may include college degrees or certificate programs, current college student status and previous work experience in the early childhood field along with a true desire to work with young children. No matter what their previous qualifications are, we provide our staff with additional training. All staff members are also required to become certified in CPR and pediatric First Aid. They each have clearance with the FBI, DOJ and CAI. Our staff is up to date on TB testing and vaccinations. All staff has taken the required online Mandated Child Abuse Training. We are proud of the high degree of professionalism of our staff.

CHILD ABUSE REPORTING

California State Law MANDATES that all teachers and daycare providers report suspected child abuse. If a staff member has reasonable suspicion that your child may have been abused, we are mandated and trained to make a report to the Child Protective Services and Community Care Licensing. Depending on the circumstances, parents may or may not be notify about the report.

REGISTRATION AND ENROLLMENT PROCESS

TOURS AND REGISTRATION

1. Tour the center with your child to determine if it is a good fit.
2. Pay the registration fee and receive the enrollment packet.
3. Complete and return all of the forms listed below.
4. Bring your child to the Center for admission and pay tuition for the first week.

Prior To Enrollment

Read and sign the parent handbook, initial each page and return the signature page.
Complete the medical form with physician's signature.
Provide a copy of your child's immunization record.

NO CHILD WILL BE ADMITTED WITHOUT VERIFICATION OF IMMUNIZATIONS

ENROLLMENT PACKET

Parents should complete an enrollment packet that includes the following:

- Enrollment Agreement
- Tuition and fee schedule/contract
- Medical History Completed by Parent or Guardian
- Health history and immunization record
- Medical Evaluation Forms Completed by Physician & state immunization card
- Identification and Emergency Information Form
- Medication plan, special medical & consent for emergency medical treatment
- Parent's Rights
- Personal Rights
- Incidental Medical Services (IMS), if applicable

PROBATIONARY PERIOD

Please note that our Center has a 30-day probationary period for all children that are enrolled. If we feel that the Center is unable to meet the needs of your child/children, we reserve the right to terminate the agreement between the parent and the Center, with written notice.

ATTENDANCE/TUITION POLICIES

TUITION AND FEES

Weekly Tuition Fees

Your weekly tuition fees are computed by ProCare, our web-based accounting/administration system. You will receive a weekly invoice. To ensure that your charges are accurate and attendance is recorded, you must check in and out on the ProCare kiosk each day your child attends the Center. Although it may seem intimidating at first, the prompts are very user-friendly. A teacher or the director can assist you, if needed. In case of emergencies (fire, earthquake etc.) it is **VERY IMPORTANT** to have an accurate listing of each child in the Center at all times.

Payment Of Tuition Fees

Tuition fees **MUST** be paid on a weekly basis. Weekly fees are due each Monday for the upcoming week. If tuition fees are not paid by Wednesday at closing time, there will be a late charge of \$5. This late charge will increase to \$10 if not paid by Friday at closing time. If tuition is not paid for two weeks, then your child cannot attend the Center until all late tuition is paid in full.

Payments can be made by cash, check or online through the ProCare system. Checks should be made payable to **ABC PRE SCHOOL HOUSE**. Children enrolled in our program will be charged their full fee each week, **whether the child attends or not**, including for reasons of illness and holidays. A **\$35** Service Charge will be added to your account for checks returned by the bank for insufficient funds. We highly encourage all parents to register in the ProCare system. You will be invoiced weekly and an ACH will be drafted from your bank account.

If your child does not attend the Center due to a vacation, the full tuition fee will be charged, because that spot in the class is being reserved for your child. The Center is open and the teachers are being paid. If they are gone for a two-week vacation with prior notification, then the tuition fee will be reduced by 50% for the second week. However, if they are absent for three or more weeks, we cannot guarantee their spot at the Center when they return.

Late Pickup Fees

The Center closes at 6 pm each day. A charge will be assessed to parents who do not pick up their children before the Center closes. The late pick up fee is \$15 for the first 15 minutes, or any increment thereof, that the parent is late after the Center closes, and \$5 for every 5 minutes thereafter (e.g., 5 minutes late is a \$15 late fee and 20 minutes late is a \$20 late fee). This late fee is **per child** and payable **in cash immediately** to the teachers who have had to stay after hours. It is not paid to the Center. Please give our staff your cooperation, and give your child your consideration. In the event your child has not been picked up by 12:00 pm, for Half Day or 6:00 pm, for Full-Day, and we have not been able to contact a parent, other authorized persons will be called to pick the child from the Center.

Summer Camp Fees

The Center provides a summer camp program that runs from mid-June until mid-August. There is an additional camp fee that ranges between \$100-\$150. This fee covers special guests and activities (e.g., Bounce House, Bubble mania) that are not offered during the regular school year, as well as a camp T-shirt. The camp fee can be paid as a one-time payment or weekly for the 9-10 weeks of camp.

ATTENDANCE AND WITHDRAWAL POLICIES

Change Of Schedule Policy

When you initially enroll your child at the Center you decide on the schedule; Full-Time/Part-Time and how many days a week you child will attend. If you choose to **PERMANENTLY** change your child's schedule, we require a 2-week written notice prior to the date of this change of schedule. If you would like to decrease the days/hours and do not notify the Center about a change in schedule, you will continue to be charged the full tuition fees. If you would like to add days or hours you must do so in writing with the date change. Please contact the Director or your child's teacher first to make sure there is space in their classroom for increased time at the Center.

Withdrawal From Center

Initials: _____

If you plan to withdraw your child from the program, please give the Center two weeks' notice prior to their last day of attendance. If you do not give two weeks' notice, you will be billed up to two weeks after your child leaves the Center. All outstanding tuition fees must be paid in full prior to their last day of attendance.

Holidays/Hours of Operation

The Center is open year-round Monday through Friday from 7:30 am to 6:00 pm. We will be closed on New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, the Thursday and Friday of Thanksgiving, and Christmas Day. You will receive a school calendar that states all holidays and special events that are scheduled throughout the year. In addition, there will be a Teacher In Service day in August to prepare for the new school year, as well as 3-4 Staff Training days throughout the year in which the Center will be closed half or full day. These training days are required by Community Care Licensing, and parents will be given written notice at least two weeks before the date.

Maximum Hours In A Day

To provide the best care and meet all of their developmental needs, children can be at the Center **a maximum of 10 hours a day**. If a child/children are in the Center for more than 10 hours, the parent will be charged a \$15.00 late pick up fee for that day.

Drop Off And Pick Up Policy

Your child's safety is our primary concern, and our drop-off and pick up procedures are designed with this in mind. An adult who is on the authorized signature list must sign your child in and out every day on the ProCare kiosk using your personal pin code.

Also, your child **MUST** be dropped off at the Center by **10 am**. This rule is very important, in order to make sure that all of the children benefit from the daily classroom routine/activities, the classrooms are properly staffed and we prepare enough lunches each day. At the time of drop-off, take time to help your child put his or her belongings away and get into the classroom. This is an important transition time for the child and helps develop a routine and trust. Please don't start your child's day off by rushing out of the Center without saying goodbye to avoid tears. If your child needs help separating from you, the staff is willing to assist. For safety reasons, please inform the teacher and/or the director that someone else will be picking up your child. You can also write a note in the notebook by the ProCare kiosk. Please advise the person picking up your child that they will need to show picture identification if they have not previously picked up your child from the Center. Please give that person your ProCare pin code to sign your child out.

A CHILD SHOULD NEVER BE DROPPED OFF IN THE OFFICE TO FIND HIS OR HER OWN WAY INTO THE CLASSROOM. IN ADDITION, A CHILD MUST NEVER BE LEFT IN AN UNATTENDED ROOM IN THE CENTER. MAKE SURE THAT THE TEACHER OR TEACHER'S ASSISTANT IS AWARE OF YOUR CHILD'S PRESENCE.

Release Of A Child To An Impaired Person

If a staff member suspects that an adult picking up a child is impaired or intoxicated, that adult will not be allowed to leave the Center with the child. Another adult on the approved pick up list will be contacted immediately to pick up the child.

Initials: _____

SMOKING IS PROHIBITED

ABC PRE SCHOOL HOUSE is a smoke-free environment. There is absolutely **no smoking allowed** on the property. If someone is smoking on our property, they will be asked to leave immediately.

MEDICAL POLICIES

Illness

If your child has a fever of 100.4 degrees or more, is vomiting, has diarrhea, or shows signs of any other suspected or confirmed communicable illness, you will be contacted to pick up your child. Attendance may be resumed 24 hours after the temperature has returned to normal and the child is free from symptoms of vomiting/diarrhea or other communicable symptoms without the use of medicine. There may be times when a physician's release will be required to return to the Center. If your child returns and then experiences any of the above symptoms after drop off, you will be notified immediately.

If your child is too sick to participate in all daily routines of the Center, he or she is too ill to attend. We do not have additional staff that can stay inside to supervise one child while the others are playing outside.

FOR THE WELFARE OF ALL THE CHILDREN AND STAFF, PLEASE DO NOT BRING YOUR CHILD TO THE CENTER IF HE OR SHE IS ILL.

First Aid

Our Center is equipped with simple first aid supplies. All staff members have received basic training in first aid and all are CPR certified. When injuries occur, we will make two copies of a written report to inform you of the incident. One copy is to be taken home with you and the other is to be signed and left at the Center in your child's file. If a more serious accident should occur, parents are contacted immediately. This is the primary reason why the information sheet should be kept up to date, including two phone numbers of persons to contact. Serious injuries require us to fill out a report to be sent to the state licensing agency. If emergency medical attention is needed, we will contact 911 and then call the parent immediately. Should the school call Emergency Services, all fees incurred will be the responsibility of the parent. Until the parent, physician, or ambulance arrives, we will make all necessary decisions about the care of the child. The school will maintain a parent's signed consent agreeing to this provision.

Medication

Prescribed medications need to be in the original prescription bottle, which includes the name of the child, medicine, dosage, time and date to be given, and name of prescribing physician. Over the counter medications need an initial order from the physician, then we can administer at the parent's request for up to a year. Initial orders must match the type of medicine (e.g., Tylenol for Tylenol). If you plan to use a generic brand then the generic name should be listed. Medication samples also need a written order from the physician.

A fully completed Medication Release Form must accompany each doctor's prescribed medication before any medication can be administered. This form can be obtained from the Center Director.

Individual Medical Service Form (IMS)

If your child has an illness/allergy that may require inhalers, nebulizers, or EPI pens, an Individual Medical Service plan is required by Community Care Licensing. This form can be obtained from the Center Director and must be completed by your child's doctor.

Head Lice

Head lice is highly contagious. When nits (eggs) or head lice are present on examination from the teacher, the parent will be contacted and the child must be picked up from the Center. ABC PRE SCHOOL HOUSE has a no-nit/head lice policy. This means no student will be allowed to attend the Center with nits (eggs) or live lice. A parent must accompany the student when they return to the Center, and be present when the teacher re-checks for nits and/or live lice. If there is any evidence of the presence of nits or head lice the parent will be asked to take the child home.

Disaster Plan

The staff has been trained to evacuate the students from the buildings in the event of a major disaster such as an earthquake or fire. Staff members are certified in pediatric first aid and CPR. Each staff member has been designated with a specific responsibility during a major disaster. If necessary, children and staff will walk and relocate to the Little White Chapel social hall (1711 N. Avon St. Burbank). A strict system will be implemented for the release of children. Only persons listed on the emergency forms will be allowed to take children from the relocation site. It is imperative that you keep contact phone numbers and names up to date with the office.

DISCIPLINE POLICIES

Appropriate Techniques for Discipline

The developmental needs and abilities of children will be the basis of our efforts to define what is included in our goals for the use of discipline. The specific practices which compromise our approach to discipline are focused to some extent on prevention (i.e., preventing misbehavior before it happens or helping the child to develop problem-solving strategies). Given the nature of young children, conflicts and difficulties will arise in the classroom, in spite of any prevention measures that have been taken. If conflicts or difficulties occur, an adult must intervene.

Appropriate adult intervention techniques in conflict or difficult situations include:

Redirection of the child to another activity. The use of natural and/or logical consequences. Explanation of the inappropriate nature of the child's behavior, the classroom rules, and appropriate behavioral alternates. Provide appropriate choices for children. Discuss feelings with children: allow children to have both positive and negative feelings. Allow children to solve problems before intervening, but intervene in situations where there could be a physical injury. Give children the freedom to leave group situations. Remove the child from the group for difficulties with self-regulation. The adult will find a place within sight of the group, but away from distraction, where the child can calm down and regain control. The child can return to the group when she/he feels ready. The adult should explain before and after the child's removal why this action is being taken.

Inappropriate Techniques for Discipline

There are a number of strategies which are considered inappropriate for our classrooms. Punishment techniques are viewed as less than desirable, in that they fail to help children learn problem solving skills.

Inappropriate adult intervention techniques in conflict or difficult situations include: Corporal punishment (even with parent permission). "Talking down" to a child (e.g., You are not acting very grown-up today). Making comments that show racial and/or sexist biases. Using empty threats with children (If you don't stop crying, you won't be able to come to school tomorrow). Using any statements that degrade, judge, tease, bribe, criticize, order, scold, or belittle a child. Making the child stand in the corner or up against the wall or outside of the classroom alone.

DAILY ROUTINES

Meals and Snacks

Schedule of meals/snacks

The daily meal schedule is as follows:

Morning snack - served between 8:45-9:00am

Lunch - served between 11:15am and 12:00pm (**Parents could provide or sign up for lunch program**)

Afternoon Snack - served between 2:30-3:00pm

Late afternoon Snack- served at 4:30pm (**provided by parents**)

Breakfast from home

Please be advised that if a child brings breakfast from home, it can only be served from **7:30-8:00AM**. We start serving snacks at 8:45AM and those who eat their breakfast later than 8:00 AM do not want to eat the morning snack. Moreover, the teachers have activities scheduled, so children who come in later with breakfast are not able to participate with their classmates.

All children are required to come to the table for snacks and lunch. Such routines are an important social time for children. While eating, children are taught to use good table manners and appropriate behavior. While we encourage children to try and taste food offered to them, we cannot require that a specific amount be eaten.

Lunch

Nutritious, well-balanced meals and snacks are served to the children each day at the Center. Food is cooked daily on site in the Center kitchen. This gives the children an opportunity to try a variety of new foods, including fruits and vegetables that they may otherwise be unwilling to eat at home. When their friends are trying a new food, young children often will try it too. If you would like to know what is being served for lunch each day, please check the menu on our website or ask the Director at drop-off. If you do not opt to sign up for the school lunch program you could send in lunch which will be warmed up and served to your child.

Food For Birthday Parties

Special arrangements can be made for birthday celebrations. If you wish to bring food for these events, please check with your child's teacher or the Director. All food brought into the Center for the children for a party, must be prepackaged from a store or bakery. Please avoid sending food with nuts, as we are a NUT FREE Facility. **NO homemade items can be served to the children.**

Naptime

After lunch each day the children take a nap (or rest) for approximately two and a half hours. Naptime typically runs from 12:00 to 2:30 pm. The children are not required to sleep, but to lie quietly on their mats. ABC PRE SCHOOL HOUSE provides nap mats and sheets that are laundered regularly. If a child has a favorite blanket, they can bring that to use during naptime. Some preschoolers have outgrown their naps. These children are given a quiet activity (e.g., book) during this rest time.

Daily Schedules

Educational and Creative Activities

Quality daycare centers provide a daily schedule arranged to meet the varying needs of the children who are enrolled. Our program offers appropriate schedules that vary according to age level. Our Center separates children into four main groups: 2-year-olds, 3-year-olds, 4-year-olds, young 5-year-olds (Transitional Kindergarten) and 5-6-year-olds (kindergarteners). Older children are in separate buildings with age appropriate toys and materials. In addition, the children are provided with enrichment activities including weekly music and dance classes, in order to introduce them to the performing arts.

Two-year-old group- To meet the increasing curiosity of the 2-year-olds, our schedule is less structured, but still includes blocks, fine motor activities, art and music opportunities, a reading area, and a group learning area. They also have outdoor play and circle time activities. The primary focus of this curriculum is to develop the communication and socialization skills of the 2-year-olds (please see website for detailed daily schedule).

Three-year-old group – To meet the increasing learning ability of the 3-year-olds, our schedule becomes more defined. The classroom is set up in learning centers which include a block center, science/math center, art center, reading center, fine motor activities, and a group learning area. The 3-year-old schedule includes time for free play where the children have a chance to rotate among the different activities. They also have outdoor play and circle time activities. The primary focus of this curriculum is to develop cooperative interactions with adults and peers, improve communication and motor skills, and introduce pre-academic skills (please see website for detailed daily schedule).

Preschool (Four-year-old group)- 4-year-olds are developing more independence in self-care and growing in their social and emotional skills. This class has a daily schedule that include centers or activities for small group use including dramatic play, book center, block area, manipulative, free art activities, writing, math and science activities. The interest areas are structured to complement our theme for the week. There is also a time for outdoor play and circle time activities. The primary focus of this curriculum is to further develop pre-academic skills in a more structured classroom environment. (please see website for detailed daily schedule).

Transitional Kindergarten (Five-year olds) – We provide a transitional kindergarten environment for our young 5-year-olds. This class has a daily schedule that includes centers or activities for small group use including dramatic play, book center, block area, manipulative, free art activities, writing, math and science activities. The interest areas are structured to complement our theme for the week. There is also a time for outdoor play and circle time activities. The primary focus of this curriculum is to develop foundational academic skills for reading, math and writing, as well as to further develop cooperative interactions with adults and peers. This age group is being prepared to learn the skills to be successful in kindergarten (please see website for detailed daily schedule).

Kindergarten (Five to Six-year olds)

We offer a full day kindergarten program for children ages 5-6 years, following the California State educational standards. (A child must turn 5 before September 1st to enter this class). The curriculum includes Language Arts (Reading and Writing), Math, Science and Social Studies to prepare students to enter first grade in public or private school. Children also participate in enrichment activities including dance and music classes. They are introduced to organic gardening as well. The class size is limited to nine children, so the students receive more personal instruction (please see website for detailed daily schedule). Before and after school care are included in the tuition.

PERSONAL ITEMS

Toys

What personal items to bring to the Center

Our classrooms are equipped with toys, games and materials appropriate for young children. We ask that you do not bring toys from home. There may be times that your child's teacher will ask for items to be brought from home for a specific activity. You will be notified about this in advance. **Personal toys, games, jewelry, trinkets, etc. will remain in the child's backpack/cubby or the in office if they find their way to the Center.**

Clothing/Shoes

What your child should wear to the Center

Your child should be dressed in play clothes that are appropriate for play and the outside weather. A wide variety of activities take place at our Center, so we recommend clothes that allow for freedom of movement and can get dirty. We ask that you bring to the Center an extra set of clothing (including underwear and socks) in a bag labeled with your child's name to use in case of an accident. To avoid confusion and lost items, label each article of clothing. Please check the clothing for size and weather appropriateness on a regular basis. Children outgrow clothing quickly. Shoes should be comfortable and have rubber soles to prevent slipping. Closed-toed sneakers are recommended.

If your child in the process of potty-training, please make sure they have at least two full sets of clothes, as well as diapers or pull-ups at the Center each day.

COMMUNICATION

Open Communication

At ABC PRE SCHOOL HOUSE we welcome regular communication between the staff and parents. Our focus is to partner with parents to give them information about their child and address any concerns they may have. Communication may occur with teachers, the director or the owner.

Methods of Communication

Communication can occur through the ProCare messaging system, by phone (818-842-8466) or by email to the Director (admin@abcschoolhouseburbank.com). Notifications about events will be sent through ProCare, posted in the office and you will receive flyers in your child's folder. You are welcome to call or email the office if you have any questions.

Parent Concerns

There may be times when a parent wishes to register a concern or complaint about a particular topic or situation. It is important to us that your concern is heard. A parent that has a concern with a teacher or classroom situation is asked to speak to the teacher first. If you are not satisfied with the outcome of that meeting, you are encouraged to speak to the Director by phone or email, and/or contact the Owner, Dr. Shiro Torquato (abcschoolhouseburbank@gmail.com)

Data Privacy and Confidentiality

Confidentiality of information about your child and family will be carefully maintained. Enrollment forms and all other information concerning your child and family will be accessible to the parent/guardian, Center director, Center staff and Licensing representative. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent/guardian or a court order. It is the policy of this Center not to disclose the names of the children who may have caused injury to another child or children while attending the Center. This policy is intended to safeguard the privacy of all children and families.

Summary of Parent Responsibilities

1. Completing all forms for enrollment.
2. Keeping emergency telephone numbers and other information current.
3. Informing Center staff of late arrival or pick-up, vacation and illness.
4. Keeping your child home if he/she is ill.
5. Informing the Center by 9:30 am if your child will not be present for the day, if scheduled to attend.
6. Dropping your child off before 10 am each day that they are scheduled to attend.
7. Checking for notices in your child's file in the office each day.
8. Correctly signing your child in and out each day at the ProCare kiosk.
9. Paying your child's tuition fee weekly and making sure your account is current.
10. Providing the Center with a complete change of clothing for your child, or two changes of clothing for potty-training children.

SIGNATURE PAGE

I acknowledge that I have received a Parent Handbook. I have read the Parent Handbook and understand all of the information included within. I agree to follow all procedures and policies of ABC PRE SCHOOL HOUSE as specified in the Parent Handbook.

Printed Name: _____

Signature: _____

Relationship to Child: _____

Date: _____

Initials: _____