



# *Fair Oaks Preschool Parent Handbook*

*Fair Oaks Preschool  
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## Welcome to Fair Oaks Preschool

We hope you find the time spent at Fair Oaks Preschool an enriching experience for all of your family as well as your child. This *Parent Handbook* contains information about the Center and its policies. We welcome and encourage parent involvement, as it greatly enhances the program and fosters continuity between home and the Center. If you have any questions, please feel free to discuss them with your child's Teacher or the Director at any time.

Fair Oaks Preschool operates year-round and is open from 7:00 am to 6:30 pm, Monday through Friday. Children from six weeks to five years are accepted in either the full-time or part-time program. They are grouped by the following ages:

|              |              |                        |
|--------------|--------------|------------------------|
| *Cuddle Bugs | Infants      | 6 months to 17 months  |
| *Busy Bees   | Toddlers     | 18 months to 30 months |
| *Teddy Bears | Preschoolers | 2 ½ to 3½ year olds    |
| *Dandelions  | Pre-K        | 3 ½ to 5 years old     |

### *Philosophy*

The philosophy of the Fair Oaks Preschool is based on the view that the child is an independent and individual learner. The aim of the program is to respond to the needs of every child as s/he develops awareness of the world and readiness for learning. Each group provides developmentally appropriate materials and activities for every child in the areas of social/emotional, intellectual and aesthetic growth and psychomotor development, while fostering a positive self-concept.

Through planned activities, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. Teachers nurture a sense of competence and self-worth in every child. The emphasis is on active, hands-on learning that addresses the needs of the whole child in the areas of social, emotional, cognitive, creative and physical growth.

Following long-term and current research on how children learn, Fair Oaks Preschool offers both planned and spontaneous activities, encouraging independence while presenting limits that arise from being part of a group. Teachers provide a variety of choices for play designed to encourage physical skills, cognitive learning, problem solving and independent thought. Resources and encouragement are available for those children who are ready for more directed, academic learning. Our approach is consistent with research based on long term observation of young children, which indicates that they learn best through their senses, needing many opportunities to initiate learning on their own, and needing periods of choice that alternate with periods of guidance. By means of these age-appropriate activities, a strong foundation is built for the kindergarten experience

### *Mission*

Fair Oaks Preschool Center was established in 2002 as a non-profit Children's Center. The Center's mission is to provide affordable, high quality and developmentally appropriate programs for all children. At Fair Oaks Preschool we value diversity and welcome all families without regard to race, religion, ethnic origin, gender, or sexual orientation

## **Curriculum**

The Centers curriculum follows developmentally appropriate practices and is carefully planned by the Teaching Staff at Fair Oaks Preschool. Classrooms are set up in Learning Centers. These Centers are designed to encourage physical skills, cognitive learning, problem solving and independence. The daily schedules include physical play, conceptual learning, art, music, science, math concepts, literature and dramatic play. *For more specific information on Curriculum, please refer to the Fair Oaks Preschool Curriculum Guide.*

### ***Goals for Toddlers***

Our goal in the Toddler program is to provide opportunities for the children to become secure, confident and competent. We provide an environment that is emotionally warm, nurturing, and physically safe and cognitively challenging. Their day is filled with time for uninterrupted play, as well as freedom to explore and interact with other Toddlers. We believe in respecting the toddler, listening to their lead when meeting their individual needs. It is our desire to create a partnership with parents in order to provide the best for their toddler.

### ***Goals for Two to Five Year Olds***

*These are general goals and objectives for children between the ages of two and five years of age.*

#### ***Communication Development***

- \*To recognize and follow 2-4 step instructions.
- \*To respond to questions.
- \*To engage in conversation by sharing ideas and participation in-group discussions.
- \*To use oral language in a variety of situations.
- \*To recall words in songs, chants, or fingerplays.
- \*To focus on a speaker without interruption.

#### ***Cognitive Development***

- \*To show curiosity and a desire to learn.
- \*To show awareness of basic colors and shapes.
- \*To form groups by sorting and matching objects according to their attributes.
- \*To understand one-to-one correspondences.
- \*To recognize their name
- \*To show awareness of letters and their concepts.
- \*To present interesting and creative ideas and questions.

#### ***Motor Development***

- \*To show awareness of their body in space.
- \*To demonstrate coordination.
- \*To demonstrate fine motor skills, through working with puzzles, manipulative, writing, and cutting.

#### ***Emotional Development***

- \*To persevere with self-chosen tasks.
- \*To be able to separate from parents.
- \*To demonstrate an ability to think and make decisions.
- \*To demonstrate an increased ability to problem solve.
- \*To show concern and empathy to other children

## The Value of Play

As Child Development professionals, we make the statement that play is children's work. This statement is a response to the common adult perception of play as an activity with less value than that of work. We believe such an assertion is patently false, because play is the activity by which children learn and develop. The Teaching Staff at Fair Oaks Preschool have a comprehensive understanding of play and its relationship to learning, one of the primary goals of our program is to sustain and enhance the play activity of our children.

### Dress

Children at Fair Oaks Preschool play actively and *frequently get dirty*. They should come to school dressed in comfortable, washable, and appropriate play *clothes*. A child's active play should not be reduced by concerns about messing up their clothes.

Clothing should be selected to enhance the child's independence. For example, elastic waistbands are often easier for children to handle than zippers and buttons. Overalls and tops with shoulder ties often prevent independence in the bathroom. Layered clothing is often appropriate, since the weather may be chilly in the morning hours and hot later in the day.

Children must have at least one clean change of clothing and three clean changes of underwear and socks at school at all times. *All clothing must be clearly marked with the child's name*. Parents are responsible for maintaining extra clothing that fits the child and is appropriate to the seasons.

The staff will handle preschoolers who wet or soil their underwear calmly. Children will clean up and change into dry clothing as independently as possible. They will be encouraged to place soiled underwear in a plastic bag to take home. This approach fosters self-help and diminishes feelings of embarrassment.

Children's shoes must be safe and comfortable for active play both indoors and outdoors. Children take their shoes on and off several times daily. Rubber-soled shoes are most appropriate. Shoes with velcro closing are better than tie-ups, especially for children under five. High top shoes are difficult to put on and take off. *Flip-flops, and other types of backless shoes are PROHIBITED for safety reasons.*

*For safety reasons we are a Croc's free zone. Croc's are not allowed at any age.*

## **Staff**

Fair Oaks Preschool staff includes the Executive Director, Lead Teachers, Associate Teachers and Assistant Teachers.

The staff at Fair Oaks Preschool understands the importance of developing positive relationships with each child. They have all completed early childhood education courses and are experienced in facilitating the growth and development of children from birth to age five. The Director has a B.A. in ECE; some other staff have AA degrees in ECE; others are continuing their education at the junior college and university levels; and all full time staff members hold CPR/First Aid certification.

## **Board of Directors**

The Board of Directors, consisting of parents and community members. The Fair Oaks Preschool Director and Board determine Center policies, along with ensuring the financial stability, legal operation procedure and overall direction of Fair Oaks Preschool.

## **Volunteers**

Fair Oaks Preschool encourages and supports the participation of volunteer aids in the classroom. The purpose of a volunteer is to enrich the program by supporting the paid staff through performing whatever duties may be appropriate for that volunteer to do. An underlying guideline to the use of volunteers is that they *always contribute positively to the program and do not detract from it*. All volunteers must have Department of Justice clearance before volunteering in a classroom.

## **Visiting**

The Center encourages parents to visit during the day. This makes the child feel very special and facilitates communication between the classroom and home. Parents are also warmly invited to join schedule field trips and other outside activities. Although notification of a visit is helpful, parents are free to come and go from the Center exclusively at their own discretion. When spending time in your child's classroom, or on the play yard, please remember to keep conversations with Teachers or other parents or guardians to a minimum; do not talk about any child or group of children. If you have any questions about your child or a Teacher's approach, wait for a private time to talk with the Teacher.



## **Application for Admission**

Parents who wish to apply for admission to Fair Oaks Preschool are encouraged to contact the Children's Center for the time and date of the Open House Tour. Applications for Admission are available in the Children's Center office and will be given to families at the end of the Open House Tour. They are also available online at [fairoakspreschool.com](http://fairoakspreschool.com).

*Priority is given to siblings of children already attending Fair Oaks Preschool, along with children whose families are members of the Neighborhood Church. As opening occurs, age appropriate children are selected from the Applications for Admission.*

*Infant Applications for Admission are held for 1 year.*

*Toddler Applications for Admission are held for 1 year.*

*Preschool Applications for Admission are held for 8 months.*

Fair Oaks Preschool values diversity. We welcome all families without regard to race, religion, national or ethnic origin, or sexual orientation.

Fair Oaks Preschool supports the value of inclusion-the right of all children, regardless of their diverse abilities, to participate actively in natural settings with their peers. At Fair Oaks Preschool, this means that we will, on a provisional basis, accept children with special needs. Continued enrollment will depend on frequent and on-going staff-parent communication, and on careful and continuous assessment of the viability of the arrangement for all concerned.

Registration is arranged with the Director. A **Nonrefundable Registration Fee:** A non-refundable registration fee equal to a child's first month's tuition, according to the number of days your child will attend is required upon acceptances into Fair Oaks Preschool. All but \$200 of the non-refundable registration fee will be applied to the first months tuition when a child starts on the agreed upon date of enrollment. If for any reason a child doesn't start on the agreed upon enrollment date the non-refundable registration fee is forfeit. The non-refundable registration fee for families of children currently in Fair Oaks Preschool is \$200.

Prior to admission, you will be asked to review the policies in the Parent Handbook, and complete the following:

- Identification and Emergency Information (LIC 700)*
- Consent for Medical Treatment (LIC 627)*
- Child's Pre-admission Health History (LIC 702)*
- Physician's Report (LIC 701)*
- A copy of your child's Immunization Record*
- Parent Handbook Acknowledgment*
- Personal Rights (LIC 612A)*
- Acknowledgment of Parent Rights Notification (LIC 995)*
- Tuition Payment Agreement*
- Authorization and Consent to Photograph & Publication Form*
- Directory Publication Restrictions*

## Tuition, Payment Policies & Other Fees

### Tuition

Fair Oaks Preschool operating budget is based on fees spread out over a 52-week year. Our costs do not change monthly; we have the same staff salaries and overhead costs to meet. Therefore, ***there is no tuition credit for sick days or vacation.*** Additionally, if at any time a child temporarily drops from full-time to part time enrollment, we will not be able to guarantee return to full time enrollment. All tuition is non-refundable.

Children may be enrolled for 2, 3, 4 or 5 days a week, though preference is given for full week placement. Basic Tuition includes care from 7am to 6 pm, as well as drinks and snacks for Toddlers through Pre-K. Fee for optional programs and additional hours are provided below.

***Extend Care 6:00 pm-6:30 pm: \$10.00 per day, per child***

***Late Charge after 6:30 pm: an additional \$50.00 per day, per child***

***Late Charge after 6:45 pm: an additional \$50.00 per day, per child***

***Late Charge after 7:00 pm: an additional \$50.00 per day, per child***

***Waiting List Fee: \$25.00***

***Sibling Discount: All but the youngest sibling will be given a 10% discount***

***Nonrefundable Registration Fee:*** A non-refundable registration fee equal to a child's first month's tuition, according to the number of days your child will attend is required upon acceptances into Fair Oaks Preschool. Half of the non-refundable registration fee will be applied to the first months tuition when a child starts on the agreed upon date of enrollment. If for any reason a child doesn't start on the agreed upon enrollment date the non-refundable registration fee is forfeited. The non-refundable registration fee for families of children currently in Fair Oaks Preschool is \$200.

### Tuition Payment

Tuition is due on the **1st** of each month, or you may pay in two installments on the **1st** and **15th**. Tuition is nonrefundable for any reason. Tuition may be paid with cash or check, and receipts will be issued on request. Families will not receive a bill unless their payment is late, a balance due or credit to their account. Tuition payments can be put in the locked black mailbox located in the Toddler classroom. ***The Board of Directors will notify you of any change to the fee schedule at least 60 days in advance.***

### Tuition Late Fee

If a payment is more than five days late, a fee of \$25.00 will be charged to your account. Enrollment may be terminated if tuition payments are more than one-month delinquent. You are encouraged to discuss anticipated financial problems with the Director **before** the payment due date.

***Flex Plans: Parents are responsible for timely payment, regardless of any "Flex Plan" payment cycle. Participation in such a plan is an individual family's choice for which the Center cannot be expected to bear the financial burden.***

## **Returned Check Policy**

Should a check be returned for insufficient funds, an additional charge of \$15.00 shall be due upon presentation of payment. Payment of all returned checks and insufficient funds charges must be in cash or by a cashier's check or money order. Upon receiving notice of a second returned check within 12 months, tuition must be paid in cash or by cashier's check or money order for the succeeding six months.

## **Tuition Assistance**

At this time, Fair Oaks Preschool is not able to offer financial aid, although we welcome children subsidized through CCIS & OPTIONS.

## **Health & Safety Fee**

Upon enrollment, we require a health & safety fee of \$50.00 to help defray the cost of accident insurance, CPR training for our staff and emergency supplies. Thereafter, the \$50 health and safety fee will be assessed annually, in September.

## **Extend Care & Late Fee**

Fair Oaks Preschool offers care from 6:00 pm to 6:30 pm Monday through Friday. The extra cost is \$10.00 per child, per day. The Children's Center closes at 6:30. After 6:30 pm the late charge is \$50.00 per child, per day & after 6:50 pm the late charge is \$50.00 per child, per day. If we have been unable to contact a parent by 7:00 pm we will contact the Pasadena Police Department to pick up the child.

When arriving to pick up your child(ren) they are your responsibility (not the staff's) while you are here. This will allow the staff to concentrate on the remaining children and preparing the Center for closing promptly at 6:30 pm.

## **Hours of Operation**

Fair Oaks Preschool is open Monday through Friday from 7:00 am to 6:00 pm, with an extend care from 6:00 pm to 6:30 pm for an additional charge. Pick-ups after 6:30 pm will result in a Late Fee. If we have been unable to contact a parent by 7:00 pm we will contact the Pasadena Police Department to pick up the child.

## **Holidays**

Fair Oaks Preschool observes the following holidays:

- \* Labor Day
- \* Christmas Eve
- \* New Years Eve
- \* MLK Day
- \* Memorial day
- \* Independence Day
- \* Thanksgiving Day and the Friday after
- \* The week between Christmas Day & New Years Day
- \* New Years Day
- \* President's Day
- \* Veterans Day
- \* Two staff development end of August

## **Arrival**

Each child must be accompanied by an adult upon arrival. The adult must enter the Center and sign their child in, on the sign in/ out sheets, and then accompany the child into the classroom or playground where the Teachers are located. The parent must remain with the child until he or she has been acknowledged and accepted by the Teacher. ***Children may not be left on the playground to enter the classroom on their own.***

Although it is our aim to provide service when parents most need it, we believe it is crucial for children to be on time for the morning program, especially for the Preschool and Pre-K program, which begins at 9:30 am. Children who come in late miss a valuable part of the educational experience. Additionally late arrivals often disturb other children and staff who are busy carrying out the plans they have made for the day. Routine lateness, when it is detrimental to the child or the other children, will be discussed with the parents. Please do not bring children into the Center after 11:00 am, unless arrangements have been made with your child's Lead teacher in advance.

Arrival time is also an important time for parents to relate important information about their child to the Lead Teacher. The Lead Teacher should be made aware of changes within the family or home environment, any medications the child is taking, and planned trips or visits from relatives that might excite the child or interrupt the home routine. *It is best to communicate privately with the Teacher or to give staff a brief note rather than to talk in front of the child.*

As required by state law, a staff member will do a quick visual check of the child for signs of illness or communicable disease before accepting the child for the day. If a child's good health is in question, the Teacher will not accept the child for the day. *(For more information see the section on Medical policies)*

## **Sign In, Sign Out Sheets**

Signing your child in and out each day is a **State Law**. Full signature is required. Parents or guardians must assume the responsibility for signing their child in and out of the Center each day. If someone other than the parent will be signing in and/or out a child, that person must be on the Identification and Emergency Form or yellow Emergency card. The individual signing the child in and/or must be 18 years of age. If we have not met the individual picking up your child, we will ask the individual for identification before they picks up the child.

## **Parent Pockets**

Each child has a parent pocket located in its classroom. Please check your pocket on a regular basis for school information, accident reports, notes from your child's Teacher, etc. The parent pockets are the primary communication relay from Fair Oaks Preschool to a child's parent or guardian.

## **Transition**

Starting a new school can be a difficult experience for a parent and a young child. We encourage parents along with their child to visit the Center prior to actual enrollment. Two to four visits to the classroom during activity time, lunch and naptime, provide an opportunity for you and your child to become comfortable with the new environment before setting on their own. The Lead Teacher in your child's new class will contact you to arrange the transition visits.

In the beginning of a child's enrollment, it is helpful for the child & parent to establish a goodbye ritual. It can be one hug; a kiss and a comment such as "*I will be back for you at (state time).* Ms. \_\_\_\_ *will take good care of you until I come back. Have a good time. Goodbye,*" and then leave quickly. Prolonged leaving and displays of emotion by the parent can be confusing for the child and can result in a more difficult adjustment.

After the parent has left, the Teacher will help the child cope with any sadness and/or anger the child may be feeling. At the beginning of the child's enrollment, Teachers usually comfort crying children with loving attention, verbalization of feeling, and reassuring that their parents will return at a specified time. A Teacher may use pictures of the child's family to help the child remember that family members continue to exist even when they are not physically present. Once the initial adjustment period has passed, the Teachers use different strategies for helping children who are distressed when parents leave. These strategies will be discussed with parents individually, because they differ from child to child, depending on the assessment of the situation. Of course, parents may also call the Center to inquire about their child. Remember parents are always welcome at the Center.

**Office Number: 626. 229.9957**

**Fax Number: 626.229.9958**

## **Picking Up**

Children will be dismissed only to adults listed on the Identification and Emergency Information Form and the Emergency cards completed at the time of enrollment. The staff will request identification from any person who picks up your child. The staff will refuse to release the child if the person is not named on the Identification and Emergency Information Form, the Emergency cards and/or doesn't have the proper identification. ***This policy is established for the protection of your child.*** To avoid possible embarrassment and delays, please explain the policy in advance to any person who may pick your child up from the Center.

## **Withdrawal**

It is important for your child to given an opportunity to say goodbye and have a sense of closure when he/she leaves the program. Please let your child and the Lead Teacher know in advance of your child's last day, so that the transition can be a positive experience for your child, their friend and the Teachers. ***The Director must be given a 30 days' notice in writing before withdrawing from Fair Oaks Preschool to avoid paying for unattended days.***

## **Parent Grievance Procedures**

It is the responsibility of the staff at Fair Oaks Preschool to be sensitive and responsive to the needs and concerns of all the children and their families. Parents or guardians should feel free to openly and freely discuss any concerns relating to the classroom with the child's Lead Teacher. To minimize stress and distraction, conversation expressing parents' or guardians' concerns should be held in private, away from the children and other parents.

If for any reasons the parent or guardian feels he/she is unable to reach an understanding with the Lead Teacher, then they may request the assistance of the Director. Concerns (grievances) need to be stated in writing and given to the Director, who then has three working days to meet with the parent or guardian (and Lead Teacher, if necessary) to resolve the grievance.

If the Director is unable to satisfactorily resolve the problem, then the parent may present the grievance in writing to the President of the Board of Directors, who will act upon the grievance within five working days. The decision and supporting reason shall be reported in writing to the parent, the Director, and Lead Teacher.

All parties to the process must hold all grievance proceedings confidential.

## **Dismissal from the Program**

- ★ Delinquency in the fee payment exceeding 30 days
- ★ Continued injurious or disruptive behavior by the Child
- ★ Parents or Guardians are non-supportive of, or non-adherence to Center Policies
- ★ Disruptive or inappropriate behavior by Parent or Guardian
- ★ Continued tardiness
- ★ Non-disclosure of pertinent facts at the time of enrollment

## **Parents' Rights**

Parents have the right to enter and inspect the child care center without advance notice whenever children are in care. File a complaint against the child care center with the licensing office and review the child care's public file kept by the licensing office. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order. Receive from the child care center the name, address, and telephone number of the local licensing office.

*Community Care Licensing: 1000 Corporate Center Drive Suite 200B, MS:29-15 Monterey Park, California 323.981.3350*

Be informed by the child care center, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office. Receive from the child care center, the Caregiver Background Check Process form.

*Note: California State law provides that the child care center may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.*

## **Toys from Home**

Napping children may bring pacifier or a special sleeping toy that will be kept in their cubby. State licensing regulations require each child to have a pillow and small blanket for rest time. It is permissible to bring a toy to play with here during the first month of a child's enrollment to facilitate transition. Children may also bring a toy on prearranged share days. On share day a child may bring books, toys, family photos, and other special items to school. Please understand, however, that these toys are subject to being damaged or lost. Occasionally a toy will generate excessive conflict among the children and the staff will place it in the child's cubby.

*No guns or weapons (real or pretend) of any kind are permitted at the Center*

## **Snack**

We provide a morning, afternoon, and a late afternoon snack. Menus of the daily snack are posted in each individual classroom.

## **Peanut Free Facility Policy and Procedure**

Fair Oaks Preschool is a "Peanut" free facility. This means that the following items, and/or foods containing the following items are *not permitted anywhere on the Children's Center premises*:

- \*Peanuts
- \*Peanut butter (For example, sandwiches, candy containing peanut butter, peanut butter crackers, peanut butter granola bars and peanut butter cereal etc.)
- \*Baked goods containing peanuts and any form of peanuts - please be aware that peanuts also come in the form of a paste, oil/extract or flour.

## **Lunches**

Children need to bring their lunches. We will supply either milk or juice. Please do not send perishable items, as our refrigerator space is limited. Cold blocks may be used in your child's lunch to keep food cold. Here are a few suggested items for your child's lunch:

- \*Protein sources: Cottage cheese, yogurt, cheese cubs, sliced meat in sandwiches, beans, hard-boiled egg.
- \*Carbohydrates: Whole wheat bread, whole wheat tortillas, pita, rice, corn, potato pancakes, fruit- sweetened cookies.
- \*Vegetables & Fruits: Cooked carrot, green pepper strips, broccoli trees, cole slaw, snipped in half cherry tomatoes or grapes, cooked vegetables of all kinds, washed apples, peaches.

## **Holiday & Birthday Celebrations**

Holiday's & Birthday's are recognized and celebrated as a class party. On a child's birthday parents may bring a treat for a short celebration. Family members are welcome to visit. Parents are requested to only bring nutritious snacks, such as: fruit, yogurt, muffins, Jell-O, unfrosted cookies or cupcakes, vegetables with dressing, cheese and crackers.

*Piñatas, goody bags, balloons and party favors are not to be brought to school*

A simple nutritious snack and party napkin are suitable. Please consult your child's Lead Teacher to arrange the best time for your child's birthday celebration. Parent Partners will work with the Lead Teacher to plan holiday celebrations. Costumes should reflect the positive, non-aggressive beliefs and values that we teach young children. *Please no monster, devils, masks or weapons.*

## Party Invitations

Birthdays are a special time of heightened feeling in the lives of children. Please do not pass out party invitations at the Center unless there is *one for every child*. A class list will be available from the Lead Teacher, upon request.

## Field Trips

All class at Fair Oaks Preschool participates in walking field trips.

## Health Regulation

Please remember that if you bring your child to the Center ill, other children as well as Teachers may catch the illness. So, when in doubt about your child's health, keep him/her home.

### Symptoms that require exclusion of a child from a Child Care Facility:

- \*Fever: fever is defined as having a temperature of 99.5° or higher taken under the arm; or oral temperature of a 100.5° or greater; or a rectal temperature of 101.5° or greater.
- \*Vomiting: two or more times, or with signs of dehydration
- \*Diarrhea: four or more stools in a six-hour period, or with sign of dehydration
- \*Unexplained Rash, unless a Doctor determines it to be non-contagious
- \*Impetigo, strep or staph infections
- \*Eye discharge: thick mucus or pus draining from the eye, pink eye (conjunctivitis)
- \*Head lice or nits (eggs)
- \*Severe coughing
- \*Yellow skin or eyes
- \*Child is irritable, continuously crying, or requires more attention than we can provide without compromising the health and safety of the other children in our care

Please *notify* your child's Lead Teacher if your child has not been feeling well lately, or has been exposed to head lice, chicken pox, measles, meningitis or any other contagious disease. If your child contracts a contagious illness, please *notify* the Director, so we can immediately pass the necessary information to parents and staff.

If above symptoms manifest while your child is at the Center or if he/she has a significant accident, we will contact you immediately. Children are isolated in the office and parents are requested to pick them up. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) on your child's emergency contact list. In a real emergency we will call 911 for treatment and simultaneously call you.

Children may return to the Center:

- \*24 hours after the fever is gone
- \*When they have two consecutive firm stools
- \*When they are nit free
- \*Following certain illness, a Doctor's note may be required before a child may return to the Center
- \*If your Doctor diagnoses an ear infection, throat infection or sinus infection and places your child on antibiotics, the child should not return to school for at least 12 hours after starting the antibiotics.

## Allergies

Please make sure the Lead Teacher is your child's class is notified of any type of allergies that your child is susceptible to, *especially any type of food allergy*. We do our best to monitor food allergies and make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction. **Remember we are a peanut free school, please do not send your child to school with any peanut products in their lunch, it will not be served to them.**

## Medication

The Center staff can only administer prescription and non-prescription medicine with written authorization from the physicians and from the parent or guardian. The forms for written consent are available in the classrooms. Medication shall be administered only according to the instruction found on the label. **Prescription medication must be correctly labeled from the pharmacy**, with the child's name, amount to be given, time it is to be given, the Doctor's name, date of expiration and the name of the medication being taken. If the instructions are altered or labels are missing, the medication cannot be administered. All medication will be placed in the locked box located in each classroom. **No medication is to be put in the child's cubby or backpack.**

## Emergency Procedures

Fair Oaks CDC is well prepared for both individual and disaster emergencies. Several procedures have been established in order to provide for protection and care in the event of an emergency.

## Individual Emergencies

All staff members are trained in Infant/Child/Adult CPR and First Aid annually. All staff receives ongoing reviews of the procedures in the event of an individual emergency.

In the event of an injury or other emergency, the staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reach the emergency release form signed at the time of enrollment authorizes the staff to have the child treated by a paramedic, who responds to the 911 call.

Whenever a child is injured, the Teacher will complete an Incident/Accident report, one of the copies will be given to the parent/guardian and the other will be kept in the office files. The report includes the date, name of child, and nature of injury. Cause of injury, action taken, and a signature of the reporting Teacher, Director, and Parent/Guardian. If there is any doubt about the seriousness of the injury, the parent will be called to take the child to the Doctor.

The Director conducts monthly safety meeting and facility walk through to assess the safety need of the program, consulting appropriate professional in various fields as necessary for decisions.

## Inspection Authority of Community Care Licensing

Health and Safety Code Section 1596.852 provides: Any duly authorized officer, employee, or agent of the department of Community Care Licensing may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

## **Earthquake and Disaster Preparedness**

Fair Oaks Preschool conducts monthly fire drills, in which children and staff practice evacuation to a predetermined area. Critiques occur following each drill.

Fair Oaks Preschool has plans in place for a major earthquake, including conducting monthly drills, in which children learn to “drop and cover.” When it is determined safe, their respective Teachers will lead them outside to the playyard. Each child is asked to provide an earthquake survival bag with a change of clothes, bottles, diapers, and formula, jacket, shoes, and a picture of their family. Each staff member is on a special team with specific duties they will follow after the evacuation of children to the playyard. Procedures are reviewed and updated frequently.

Fair Oaks Preschool has a policy of delaying the acceptance of any child for care following a moderate to large earthquake for at least one hour following the initial quake. During this time, the Director will gather information to assess when and if to receive children for the day.

## **Child Abuse**

Fair Oaks Preschool staff has a legal responsibility to report any known or suspected cases of abuse. The proper authorities must be notified if there is any evidence of: physical, psychological, sexual abuse or child neglect.

## **Babysitting Policy**

It is the policy of Fair Oaks Preschool to discourage families from asking Fair Oaks Preschool staff members to baby-sit for their children. It is also our policy to discourage Fair Oaks Preschool employees from accepting employment as a baby-sitter for families of Fair Oaks Preschool.

Parents/Legal Guardians who choose to bypass this policy and hire a Fair Oaks Preschool staff member to baby-sit need to know that Fair Oaks Preschool accepts no responsibility for the actions of the person performing this work or for the care of the children during these times. This work falls outside the realm of the employee’s work for Fair Oaks Preschool. If a Parent/Legal Guardian chooses to bypass this policy they will need to sign and have on file a, “*Consent to Hold Fair Oaks Preschool Harmless*” Form.



## **Toddler Discipline Policy**

The goal of discipline in our toddler program is to teach the children appropriate and acceptable behavior in a safe, nurturing and positive environment. We provide a variety of age appropriate activities with a 1:4 teacher /child ratio to ensure that the children are well supervised. Our primary form of discipline involves positive redirection and teaching children to use words to express their needs and feelings. Respect is shown to the infant along with sensitive observation in order to understand her/his individual needs. It is our desire to work as a team with parents to provide the best for their child.

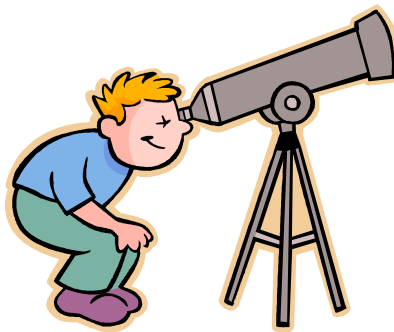
The goal of positive guidance or discipline is to help children learn to consider and respect others and the environment around them, as well as to feel secure and in control of himself or herself. Self-discipline is the ultimate goal we set for the children. We strive to make each child intrinsically motivated to value accepted behaviors. Toddlers and two-year-old children are given many, many messages and reminders, both verbally and physically, from teachers regarding what is appropriate and safe. When a Toddler bites or hits the following actions are taken; a parent conference will be scheduled to discuss the behavior(s) needing to be addressed, and to develop a plan to correct them. An outside assessment may be appropriate to help evaluate the problem and assist in developing a plan to correct it. This may result in additional cost to the parent.

A Staff member in the classroom will shadow the child who has bitten. This means sticking close by the child who is biting as much as possible, and for as long as necessary. Staying in arms reach, allows Staff to be on-the-spot as things happen, to help the child learn, as well as prevent the behavior. Also, it is a way, to recognize the behaviors that might lead to biting and intervene before it occurs. And just staying nearby helps children to feel safer and can reduce the possibility of a biting incident. If a child continues to bite, "shadowing" a child protects the other children until the biting stops.

Next, a reasonable amount of time will be given for improvement in the child's behavior. Another parent conference will be scheduled to evaluate the child's progress. Finally, if the behavior persists, and cannot be resolved to the Center's and the parents' satisfaction, it may be determined by the Director and Staff that the program does not meet the child's needs. At that time it may be necessary to withdraw the child from the program.

**AT NO TIME WILL CORPORAL PUNISHMENT BE USED AS A FORM OF DISCIPLINE.**

\*See Toddler Parent Packet for an outline of the step by step process of working with biting and hitting in the classroom and along with NAEYC why children bit article.



## **Preschool Discipline Policy**

We believe discipline at the Center should complement the goals of discipline found at home. We are interested in nurturing thoughtful and considerate children who are concerned with their fellows and surrounding environment--children who feel secure and in control within themselves. Our strategy in attaining this is to use positive, rather than punitive, methods.

Foremost in our discipline policy is the maintenance of a constant, yet flexible structure. Children do best when they know what is expected of them. Our staff promotes good behavior through age-appropriate strategies, including positive reinforcement and "setting a good example." This facilitates the child's identification with parental figures, and is the key factor in shaping good behavior in your children. The liberal use of phrases such as, "Thank you for helping us pick up the blocks," and, "It's nice to see you share your toy," as well as the staff's demonstrating appropriate nonverbal behavior, are effective means of implementing this strategy.

Some biting and aggression among young children can be expected. The staff is trained and experienced in handling this and in turning it around; but it can sometimes take several months to accomplish this. If we observe a child with a distinct biting or aggression pattern, a parent conference will be scheduled to discuss the behavior(s) needing to be addressed, and to develop a plan to correct them. An outside assessment may be appropriate to help evaluate the problem and assist in developing a plan to correct it. This may result in additional cost to the parent.

A Staff member in the classroom will shadow the child who has bitten or shown aggressive behavior. This means sticking close by the child as much possible, and for as long as necessary. Staying in arms reach, allows Staff to be on-the-spot as things happen, to help the child learn, as well as prevent the behavior. Also, it is a way, to recognize the behaviors that might lead to that particular behavior and intervene before it occurs. And just staying nearby helps children to feel safer and can reduce the possibility of the behavior.

Next, a reasonable amount of time will be given for improvement in the child's behavior. Another parent conference will be scheduled to evaluate the child's progress. Finally, if the behavior persists, and cannot be resolved to the Center's and the parents' satisfaction, it may be determined by the Director and Staff that the program does not meet the child's needs. At that time it may be necessary to withdraw the child from the program

*Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:*

- 1-To be accorded dignity in his/her personal relationships with staff and other persons.
- 2-To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- 3-To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- 4-To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- 5-To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- 6-Not to be locked in any room, building, or facility premises by day or night.
- 7-Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

**At no time will a child be spanked, roughly handled, or demeaned as a disciplinary measure.**

When unacceptable behavior occurs a child is first given positive redirection. If this is not sufficient, the child is removed or redirected to another activity with the assurance that he/she may return when they are able to use the proper behavior. This type of interchange allows the child to see the actual consequences of their actions, and reinforces the norms of acceptable behavior. If the problem continues, the child is removed to an adjacent area and given a “thinking time” of one minute per age of child. This allows the child to regain some inner control. At the end of “thinking time” the Teacher and child will discuss the problem and the child’s feelings.

Episodes of unacceptable behavior are considered a normal part of children’s development, and parents are encouraged to discuss a child’s behavior with the Lead Teacher in a classroom. It is important for parents to keep staff informed of changes or disruptions in the life of their child that might affect behavior at the Center. This will help us to understand and work together in a supportive way.

If a child repeatedly disrupts the flow of the class routine, or consistently seems overly angry or hostile, a conference with the family may be scheduled. This allows both the parents and the teachers to search the underlying causes of her/his behavior. When continued disturbances make it difficult for the child and the staff to work together positively, the family may be advised to have a Child Development Specialist observe the child for further recommendations. In extreme cases, a family may be asked to withdraw from the Center.

## **Fair Oaks Preschool - Toilet Learning Procedures**

1. When you and the staff feel your child is ready to start the toilet learning process, we ask that you begin at home during a weekend or vacation. *PLEASE NOTE: We will only assist your child with toilet learning if you have successfully begun the process at home for one week prior.*
2. Your child may begin wearing either pulls-ups or CLOTH training pants with rubber pants to cover them. In order to prevent the spread of germs, children will not be allowed to potty-train in regular underwear, because regular underwear does not contain urine & feces.
3. Upon arrival, the parent will need to take their child to the bathroom to “try” to go potty. Remember it is important for your child to receive verbal praise whether or not he/she goes potty.
4. Your child will be taken to “try” to use the bathroom every 2 hours, or when the child requests to go. Each time the child will receive verbal praise from the Teacher no matter what the result.
5. The Teacher will gradually phase into longer intervals between bathroom visits.
6. The teacher will begin waiting for the child to initiate going to the bathroom. However, if he/she has not done so within 2 hours, the teacher will take the child to the bathroom.

*Steps 5 and 6 will vary depending on the child’s progress*

7. When an accident occurs, the teacher will assist the child in changing his/her clothing. The child will be encouraged to help as much as is developmentally appropriate. The teacher will nonchalantly remind the child that pee-pee and poo-poo go in the potty.
8. Any suggestions made by the parents to help facilitate their child’s toilet learning are welcome by the Teachers. We are working together as a team in this process.

## Toilet Learning Clothes

During the toilet learning process your child will need to be dressed in “user friendly” clothing. The best choices are shorts or pants with elastic waists. Tight fitting clothing, shirts that snap at the crotch, overall, belts, one piece outfits, or pants with zippers or buttons can make it difficult for your child to reach the potty in time. They may also hinder your child’s ability to be able to pull their pants up and down.

## Reminders

- A. Please provide enough clothes, socks, underwear in your child’s cubby during this process. Replenish soiled clothes daily. (*please label clothing*)
- B. We **do not** clean/rinse out children soiled underwear or clothing. Health Department regulations require us to bag the soiled underwear.

## Toilet Learning Signs of Readiness

At Fair Oaks Preschool we believe that there are some necessary physical and cognitive skills that need to develop before a child is ready for toilet learning, which can happen anytime between 18 months of age to 2½ years old.

Just a reminder starting your child before they are ready can lead to a power struggle in this area and will more than likely prolong the toilet learning process.

*Below is a suggested checklist to measure if your toddler's is ready to start the toilet learning process. Not every items needs to be checked off to start this process. Just look for a general trend toward independence and an understanding of what it means to go to the bathroom.*

### Physical signs

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movement at relatively predictable times.
- Has a “dry” period of at least three or four hours, which shows that his bladder muscles are developed enough to hold urine.

### Behavioral signs

- Can sit down quietly in one position for two to five minutes.
- Can pull his/her pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (watch others go to the bathroom or wants to wear underwear).
- Gives a physical or verbal sign when having a bowel movement such as grunting, squatting, or telling you.
- Wants to learning to use the toilet.

### Cognitive signs

- Can follow simple instructions, such as "go get the toy."
- Understands the value of putting things where they belong.
- Have words for urine and stool.
- Understands the physical signals that mean they need to go.
- Can tell you before it happens or even hold it until they have time to get to the potty.

***Children are required to be toilet learned before entering the Preschool Classroom.***

Recommended Books: Toilet Learning-Alison Mack, Going To The Potty-Fred Rogers, Once Upon A Potty-Alona Frenkel, I Have To Go-Robert Munsch, Everyone Poops-Taro Gomi