

Nora's Play School Parent Handbook



**NORA'S PLAY SCHOOL
PARENT HANDBOOK
November 1, 2009**

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1 PHILOSOPHY

It's our belief that each child is unique and that there is no, one, set way to teach. At our Early Learning Center children are encouraged to learn, grow, and develop, at their own, individual pace, with the goal, to move children up to the next level in the program, and at a particular age. (See rates.) In the event that a child is experiencing developmental delays it will be at the directors' discretion to move a child from one program to the next.

2 ADMISSIONS

We accept children ages 2—6 years old. It is a parent/legal guardians responsibility to check white boards at the center for up-coming events and to read all newsletters. While we welcome all, a child experiencing prolonged difficulty adjusting to the center may not be emotionally ready and alternatives will be suggested.

3 HOURS OF OPERATION

Nora's Play School is open Monday through Friday between 7:30 AM & 5:30 PM The center will be closed all major holidays, with notice and if we need to be closed for any reason, you will be given ample notification unless it's an emergency closure due to illness, disaster, inclement weather, etc. All fees will remain in effect during this time to secure a child's place at the center.

4 MEAL AND SNACKS

Two nutritious snacks will be served, one in the AM and one in the PM, using the 4 basic food groups, standard portion size, along with milk, juice, and water. Nutritious lunches shall be provided from home. It is VERY important that you notify us of any food allergies. We do serve occasional treats.

5 NAP TIME

A pillow if needed and a blanket is required to be furnished from home. The children have a two hour rest/quiet time and if you do not wish for your child/children to participate during this time they must be picked up no later than 1:00 PM. We encourage the children to sleep however it is not mandatory. Soft music will be played at nap time and occasionally an age appropriate video. Books, puzzles, and quiet activities are offered to those children who choose not to sleep.

6 PERSONAL ITEMS

One focus of the center encourages a child's independence. Confidence and self-esteem grows as they gain self-help skills. Since children love, "I can do it by myself", their clothing should not hinder this process. Please consider clothing that is easy to put on and take off.

Children beginning to put on and take off their own shoes will benefit by having Velcro or slip-on shoes at the center. Unless your child can tie his/her own shoes, no laces will be

permitted, due to safety issues.

A child in diapers **MUST** have enough diapers and wipes supplied for the entire day. A child just beginning the potty training process must be dressed appropriately. We will provide potty seats and child safe and size toilet inserts and we'll encourage the use of them however, we will not force. We will **NOT** participate in the potty training process if children are sent in jeans or overalls. It's been the staffs experience clothing that is easy to slip in and out of make for a smoother transition from diapers to underpants.

Curriculum includes fun and sometimes messy art projects. I suggest you send your child in play clothes. Our activities include paints, dyes, felt pens, ink, glue, a whole lot of dirt, and some mud too~ etc. Your child will need a complete change of clothes, to be kept in their cubby for accidents. These need to be updated at the end of your child's scheduled week and for the change of seasons. No back-packs and/or diaper-bags are permitted at the center. **PLEASE MARK ALL ITEMS CLEARLY.**

Your child may bring a share item; however, it's their responsibility and we discourage bringing toys.

7 SCHEDULES

7.1 PRE—K schedule

Monday--- Music and Science

T-W-TH --- 7:30-8:00 AM greetings and stations

8:00-11:00 AM Kindergarten readiness curriculum

11:00 AM – 3:00 PM potty, wash, lunch, recess, and rest/quiet time

3:00-5:30 PM Afternoon snack, activities, recess, and say good-bye

Thursday --- long-term projects

Friday --- free day and more arts&crafts

(This schedule is in conjunction with our preschool schedule)

We must be given a schedule as to when your child will be attending along with hours they will be with us during their scheduled day. We must be given notice of your child missing a scheduled day and you forfeit your child's scheduled day when we have not been notified no later than 9:00 AM on a scheduled day so as we may allow drop-ins as needed.

7.2 Preschool schedule

Time	Preschoolers
7:30AM – 7:45AM	greetings and stations
7:45AM - 8:00AM	clean-up, potty, and wash
8:00AM- 9:30AM	Circle, lessons, group activity
9:30AM – 10:00AM	Clean-up, potty, and wash, and snack
10:00AM- 12:00PM	Class, arts and crafts, outside recess
12:00PM - 3:00PM	lunch, story telling, and rest/quiet-time
3:00PM - 3:15PM	clean-up and potty and wash
3:15PM - 5:30PM	snack, recess, song and dance, potty and wash, clean-up and say good-bye!

8 SUPPLEMENTARY SERVICES

Nora's Play School may hire consultants to come in and work with small groups in such extra curricular activities as: Sign-language, foreign-language, movement with music etc. Fees for a child's participation are not included in the normal rates and will be discussed separately and as needed or requested.

9 FIELD TRIPS and PARENT VOLUNTEERS

These are fun and educational but do require a six to one, (child to parent/teacher), ratio on all outings. Field trips are a privilege and require that signed permission slips are in place. These slips will be available, with notice, one week prior to any scheduled event. Any available parent is encouraged to volunteer for field trips.

Nora's Play School does not provide transportation for Field trips. It is the responsibility of a parent/legal guardian to provide transportation for Field trips.

10 TRANSPORTATION

Nora's Play School does not provide transportation to or from the school. It is the responsibility of a parent/legal guardian to provide transportation.

11 PRE-ADMISSION APPRAISAL

Nora's Play School reserves the rights to require prior to enrollment, ask a parent/legal

guardian to go through a screening process. This process includes but is not limited to, you and your child visiting the program, and carefully and fully reading our parent handbook and admissions agreement before you decide that the center and your child are a good match. Once the enrollment process is complete and your child/children are in attendance there will be a 30 day observation period. During the observation period together we'll decide whether or not a child is compatible to the center. At the end of the first two weeks we will re-evaluate the compatibility between child and center, if the determination is made that the two are not compatible a 2 week notice at that time will be given either by parent/legal guardian or director/owner of the center. In extreme situations, termination would be immediate, and by either parties.

12 CHILDREN AND PARENTS RIGHTS

Nora's Play School adheres to California State License requirements for children and parents rights. Separate forms are provided that covers these rights in details. These forms must be signed by the child's authorized representative and remain in the child's file.

13 CONFERENCES

Parent conferences are held once a year in the spring, and are an opportunity for staff and parents to discuss the child's progress and interaction in the center. Any issues or concerns, developmental delays that are detected, or situations needing immediate attention may prompt that a conference be held sooner. You are encouraged to make an appointment at any time you feel you need to.

14 IMMUNIZATION REQUIRMENTS

Prior to admissions to Nora's Play School children shall be immunized against diseases as required by the California Code of Regulations, Title 17.

A child maybe exempt from this requirement if either a physician provides a written statement that an immunization should not be given to the child or the child's authorized representative provides a written statement that immunization are contrary to his/her personal or religious beliefs.

15 MEDICAL ASSESSMENT AND TB REQUIREMENTS

Prior to, or within 30 calendar days following enrollment into Nora's Play School a physician's report must be completed by a licensed physician. The report must be less than one year old and is kept in the child's file.

16 IDENTIFICATION AND EMERGENCY INFORMATION

Nora's Play School must have an Identification and Emergency Information form prior to enrollment. If any information changes a new form must be submitted. This form is kept in the child's file.

17 MEDICATION POLICY

If a child must be given medication during their scheduled hours it **MUST** be provided in its original container, with the pharmacy label and dosage instructions firmly and legibly attached. It is advisable to have the pharmacist provide two separate containers, one for home and one for the center. A dosage slip will be kept by the centers staff and made available to the parent with the medication, the amount given, and by whom in all instances.

18 SERVICES PROVIDED DURING A MEDICAL AND DENTAL EMERGENCY

Other arrangements for care **MUST** be made if a child is ill. This is in consideration of the ill child as well as other children in the center. Should a child become ill or injured while attending the center, notification will be made immediately. Parents are required to make arrangements in a timely manner, to have their child picked up within 30 minutes in all but life threatening situations at which time 911 would be contacted. All fees remain the same at this time. Children should be kept home if they exhibit one or more of the following signs of a communicable disease.

1. Oral temperature at or above 100°F.
2. Abdominal symptoms of vomiting, diarrhea, or pain.
3. Upper respiratory symptoms of sore throat, excessive coughing, difficulty breathing, excessive nasal discharge, or ear involvement.
4. Symptoms of conjunctivitis or (pinkeye) any discharge from an eye.
5. Head-Lice

A child will not be excluded with signs of common cold. Unless accompanied by one of the signs indicated above including unusual fussiness or persistent crying. You will not be credited for sick days. Make up days have to be within two weeks of a missed day and when space allows.

19 REDIRECT

An important function at Nora's Play School is the redirecting of inappropriate to appropriate behavior. Rules are established for both inside and outside. Redirecting encourages appropriate behavior. There are age appropriate consequences in the event that a child refuses to cooperate, however, those may be followed with a phone call that would require a child to be picked up early if there is too much disruption. Staff will always encourage appropriate behavior by using the 3/ R's to the children: Respect ~ for self, Respect ~ for others; Responsibility ~ for all your actions. Our combined success depends on parent involvement and being positive role models for all children.

20 DISCIPLINE

Discipline is defined as training to ensure proper behavior:

Nora's Play School staff work hard to create a safe, healthy, and happy environment that provides every child with constructive ways to learn while solving problems. Children's behavior is routinely observed so that every effort will be made in finding what works best for each individual child. The staff encourages and teaches children to communicate appropriately as a means for problem solving. "It has been my experience, spanking a child teaches them that hitting is accepted as long as you do it when you're frustrated with the person that you are hitting". We do NOT allow any type of corporal punishment; this includes spanking a child while at the center. Any type of humiliation, intimidation, ridicule, shame, threat or other actions of a punitive nature will not be tolerated by staff. Our discipline and guidance techniques are based on age appropriate means of diversion, reason, natural, and logical consequences. Our rules are based on the safety of self, others, and property. Should a child exhibit any behavior problems we will work with you and your child to resolve them. In the event of serious behavior problems a parent or guardian will be called and asked to pick the child up. All fees will remain in place at this time, in order to save a space for your child. A child exhibiting, prolonged disruptive behavior may be terminated from the center, and, in extreme situations, termination would be immediate.

21 SIGN IN/SIGN OUT PROCEDURE

Your child must be signed in as well as out of the center, each and every day that they attend. A FULL SIGNATURE is required, per licensing. You are welcome to stay with your child and to participate as necessary. However, prolonged departures are difficult so once you know you will depart, let your child know, and then follow through.

22 SIGNATURE

Welcome, and thank you for choosing ~Nora's Play School~ "Where learning is FUN!!"
Please re-write the following statement and sign below after carefully reading all the above

I: _____

The parent'(s)/or legal guardian of

Child: _____

"I have read and agree to all the above"

RE-WRITE- _____

SIGNATURE OF PARENT/ ('S) or /LEGAL GUARDIAN

_____ Date: _____

SIGNATURE OF DIRECTOR/OWNER Nora
Bradford _____

Date: _____