

Policy And Information Handbook



**Building strong foundations
for a bright future.**

Est 1980

5560 Entrada Cedros

San Jose Ca 95123

408-363-1366

Director@KinderwoodPreschool.com

Billing Email : KinderwoodPreschool@gmail.com

www.KinderwoodPreschool.com

We're pioneering the practice of developing the whole child — of giving each child the skills he or she needs to excel socially, emotionally, physically, and most important, intellectually.

At Kinderwood, your child will find a rich, nurturing environment where learning is fun.

Welcome! Kinderwood is proud to offer one of the best early educational programs — from infants to Pre K.

The curriculum grows as skills increase, and passionate teachers turn every learning moment into a positive experience. In short, it's a place where you can be confident your child will thrive.

We're happy to meet with you any time to talk about your child's progress and growth, and we invite you to share your suggestions or concerns with us. After all, you know your child better than anyone else; we value your insights.

When you're starting a new program, it's natural to have questions. Many of the answers are right here, and we encourage you to store this handbook for easy reference.

Please take a few minutes to become familiar with this information, along with the Enrollment Agreement available at discoverKinderwood.com. Before your child's first day, we ask you to complete the Acknowledgment of Receipt of Parent Handbook form (page 26), then return it to the Director. We're looking forward to getting to know you and your child. And again, if there's anything we can do to improve ourselves, don't hesitate to speak up.

These guidelines are designed to make sure your child — along with all the children in our care — receives the best education and experience possible.

We're honored you've chosen us for your child's education .

Table of Contents

About Us 4

- Our Teachers
- Professional Development
- Caring and Dedicated Staff
- Our Educational Philosophy
- State Licensing
- Inclusion Philosophy
- Admission Policy
- Policy and Rate changes
- Required Admission document

Basic Services 6

- Educational Programs
- Infants
- Toddler
- Preschool
- Prekindergarten
- Optional Services
- Assessments
- Parent-Teacher Conferences
- Transitioning to a New Classroom

Childcare and Health 8

- Health and Nutrition
- Celebrations and Birthdays
- Clothing
- Personal Belongings
- Field-Trip Provision
- Transportation Arrangement

Discipline.....9

- Positive Behavior Support
- Positive Progressive Guidance
- Biting
- Dis enrollment Policy
- Rest Time
- Allergies
- Hand Washing
- Immunization Requirement

Illnesses	
Administering Medicine	
Safety and Security	13
Security	
Confidentiality and Children’s Records	
Mandated Reporting Requirements	
Sign-in and Sign-out	
Custody and Visitation	
Late Pick-Up	
General Medical and Dental Emergency Procedures	
Child Accidents	
Operational Procedures	16
Registration and Enrollment	
Payment	
Days and Hours of Operation	
Holidays and School Closures	
Natural Disasters and Emergency Closures	
Absences, Sick Days, and Vacations	
Dis-enrolling Your Child	
Family Communication and Involvement	18
Family Involvement	
Communication	
Satisfaction and Resolution	
Refer a Friend	
Safe Sleep in Childcare	23
Monthly Tuition Rates.....	26
Additional Information and Notes	26
Acknowledgment of Receipt of Parent Handbook ...	27

About Us And Plan Of Operation

Our teachers passionately embrace a balanced approach to learning — which gives parents confidence that their child will have fun as she or he develops socially, emotionally, physically, and intellectually.

Our teachers – Every one of our teachers goes through the same rigorous hiring process to ensure their dedication and passion — and their ability to meet the developmental and emotional needs of your child. We confirm all professional references and conduct national criminal background screenings. Each member of our staff meets or exceeds the qualification requirements set by state law. Staff also complete a full orientation and attend a comprehensive training program.

Professional Development – Every year, we set aside time for developing and elevating our employees' professional skills. We strongly believe training allows our teachers to better assist you and your child. This continued commitment to our own education lets us provide outstanding quality care in all of our programs. Additionally, the time we spend on our professional development lets us meet many states' childcare licensing regulations for ongoing training.

Caring and Dedicated Staff – When it comes to keeping you up to date with your child's engaging learning experiences, we strive to make our service and communication exceptional. We base our updates on notes from and conversations with your child's teacher, and include information on activities, developmental changes, and of course, milestones. We're always happy to meet and talk about your child's progress by scheduling time based on availability. We also have processes — formal and informal — to make sure we thoroughly communicate your child's progress to you. Our teachers are eager to understand your needs and to serve your child as a unique member of our Kinderwood family.

We believe each child has unique talents and interests.

The underlying principles of our program are:

1. Children learn through active exploration
2. Children initiate their own learning
3. Learning takes place through open-ended experiences
4. Adults are facilitators of children's learning

Our Educational Philosophy – Learning is meant to be a natural, joyful experience. Our goal is to help your child develop socially, emotionally, physically, and intellectually. Children thrive when the process of discovery is lovingly encouraged and gently reinforced. This is the philosophy behind our research-based curriculum that fosters individual growth by providing plenty of opportunities for exploration and child-initiated choice. All children need opportunities to be responsible, to make choices, and to be treated with respect. Our programs encourage your child's growth and development with early learning

experiences that build a strong foundation for his or her social, emotional, physical, and intellectual skills.

We believe each child has unique talents and interests. Our teachers honor these differences by providing your child with customized attention and activities that enable your child to learn and grow at his or her own pace or own way. This hands-on approach, combined with our balanced curriculum, is designed to encourage children to become confident, happy, and self-aware.

State Licensing – Kinderwood program is licensed by the state. Our preschool is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. Licensing can talk to your child as per the California law. Licensing staff can come for unannounced inspection of the facility. They can communicate with the staff and may talk to your child.

Inclusion Philosophy – Kinderwood Preschool welcomes children of all diversities, with the commitment to provide quality care and education to each child. We believe every child is a unique individual with varying needs, and we welcome them to our center. All children and families deserve to be full members of their communities, to have the opportunity for development and learning and to experience a sense of belonging.

Admission Policy –

1. All children age infants – 6 years are eligible to attend.
2. School is open in eligible age group regardless of age, national origin, ethnicity or religion.
3. All parents and children interview or do orientation meeting which will determine placement of child. During the meeting, Director will walk through the program and facility to determine if parents are looking for program what we offer.
4. Current physical examination including immunization record and physical must be submitted at the time of enrollment along with other forms provided in admission packet.
5. Siblings of currently enrolled students have a main priority for admission.
6. Parents agree to follow the traffic management policy required by city traffic ordinances and cooperate with school to make our school site a safe and pleasant environment for all.
7. Administration reserves the right at any time to terminate the admission agreement if
 - a. The program does not meet the need of the child.
 - b. Lack of parents' co-operation with school policies.
 - c. Lack of payment in timely manner.
 - d. Kinderwood reserves the right to refuse services to anyone
8. **30 Day written notice given on the 1st of the month is required if your child is to be withdrawn from school** and tuition will continue during that 30 day period. Failure to provide such notice and/or pay tuition will result in application of your deposit to any sums due under this policy. All request for changes must be submitted to school administration in writing.

9. All parents will be informed of personnel rights and these rights will not be violated.

Policy and rate changes – The school will provide parents a **minimum of 30 days written notice before any policy or rate changes takes effect.**

Required admission document –

- Personal rights (LIC613)
- Consent for medical treatment (LIC627)
- Identification and emergency information (LIC 700)
- Child Physician’s Report (LIC701)
- Child Pre-admission Health History (LIC 702)
- Parents rights (LIC 995)
- Admission Agreement
- Application Form
- Immunization Records
- Permission and Release
- Developmental History
- Health Management Agreement
- Photo/Video Authorization /waiver
- Parent Handbook Receipt

Basic Services

Educational Programs –

Studies show early childhood is often the most important time in your child’s education. That’s why our program helps your child become a lifelong learner — someone who will never stop wanting to know why, how, where, and what/curiosity.

We offer –

Infant Room (6 weeks to 1 year)

Caregivers focus on four main areas of your child's development:

Physical development. Babies love to move, and all actions are learning activities for them. As your baby tries new skills and masters them—standing, walking, climbing—his caregiver responds to his growing independence by giving him more complicated toys and materials to explore safely.

Social and emotional development. From the moment infants are born, they're ready to learn through meaningful interactions with people who care for them. As your baby grows, his caregiver will be there helping him learn how to share, take turns, treat others gently, and make friends. She'll encourage and guide him when necessary.

Thinking (cognitive) skills. Your child is curious about the world around her. Your child's caregiver provides experiences that help her learn about cause and effect, imitate adults in her play, and use her problem-solving skills.

Language development. Your child's caregiver helps him learn new words—and how conversation works—when she talks to him, waits for his response, and then responds to his sounds.

INFANT CARE & PRESCHOOL

Overview

We see what you see in your child. At Kinderwood Preschool we tailor our age-appropriate, semi-structured curriculum from birth through 5 years to enhance unique learning styles. We also balance education with plenty of time for play and self-discovery to put your child on a proven path to a happy and enriching school experience.

Infant Curriculum

Our infant programs are very special because we provide your child with a consistent Primary Caregiver who is responsible for his or her care each day. The Primary Caregiver carries out the daily schedule in a consistent, gentle, and timely way so that your child and caregiver have maximum interaction and build a close relationship. Each classroom provides developmentally appropriate materials and equipment for each age group to help encourage their small and large motor development, as well as their social and emotional development. Daily activities are planned around a weekly theme.

Preschool Curriculum

We maintain a philosophy that encourages what we call “semi-structured program” to allow for specific growth and individual freedom. The teachers set out specific goals for each day and the children are “led to” not “made to” take part in these activities. Our Preschool program includes a separate curriculum for children as they move through the preschool years in the following areas:

Developing Social Awareness and a Positive Self-Concept

Teachers encourage children to participate as part of a group, learn to accept consequences for his or her behavior, develop increasing self-control and positive self-image. Children learn to enjoy being at school.

Language Development and Reading Readiness

Children experience the job of listening to stories and then acting out simple dramas. Young children learn to express themselves orally and expand the vocabulary they use on a daily basis. By the time children complete Preschool, most will recognize the verbal spelling of their own name, upper- and lower-case letters, sounds associating with letters, and have the ability to write their own name.

Math Readiness and Science

Teachers introduce math concepts through simple geometric shapes and counting. At the end of the preschool period, children count in sequence to 30, sort by size, shape, and color, and show interest in the clock and the time. Children begin to think of uses for numbers.

Physical Development

At the beginning of the preschool year the child is learning to walk with coordination, and kick objects, perform simple finger-plays and communicate pottying needs. As the child ends his or her preschool years he or she will learn how to lace their shoes, skip, and swing by themselves.

Fine Motor Skill Development

Teachers present the children with opportunities to work with scissors, pencils, crayons, small pegs and beads for stringing. Children explore a wide variety of manipulative and art materials. These prewriting experiences in the preschool prepare the children for later success.

Room 3-(2-year-old) - Our Toddler program emphasizes developing the whole child by focusing on both educational fundamentals and social skills. Potty training is offered only in this class.

Two-year-olds are curious about the world around them. They're busy exploring their environment and learning to communicate their thoughts. While they're beginning to exert their independence, they're also gaining a better understanding of group play.

Our passionate teachers keep small hands busy and young minds engaged through activities designed specifically for this age group. Our experienced teachers provide many outlets for creative expression — including games, songs, movement, and art — that let your child build skills and confidence. By encouraging child-directed play, we ensure your child develops at his or her own pace. Sharing, cooperating, and taking turns all teach your child the importance of being part of a group. Your child will grow or develop, and ready to tackle the next challenge: Preschool!

Our Program Features Include:

- Balanced attention to nurturing, learning, and playtime
- Environment focused on the development of the whole child
- Variety of cognitive, physical, social, and emotional development activities
- Regular communication between teachers and families to keep you informed about your child's day

Preschool Program (3-year-old) – This program provides a rich classroom environment where children are encouraged to explore and challenged to learn, all while making friends and developing self-confidence. A preschooler's world opens up in new ways as he or she improves coordination, learns complex skills, and begins to interact more with peers. Preschool program introduces language, math, science, and social skills in a logical, appropriate sequence that encourages learning one step at a time. And we provide plenty of individual attention to support your child's unique needs.

Children strengthen their cognitive skills through fun memory games and are provided opportunities for hands on experiences — such as creating collages — that combine creative expression and tactile experiences.

Our Program Features Include:

- Thematic units that encourage curiosity, self-direction, and confidence
- Hands-on experiences to develop problem-solving skills
- Regular communication between teachers and families to keep you informed about your child's day.

Pre-Kindergarten Program (4-year-old) – Our Prekindergarten program promotes independence while preparing your child for the next exciting level: Kindergarten! With formal schooling on the horizon, prekindergarten is a critical time for children.

We make the transition smoother by helping children become familiar with a more structured learning environment. Our teachers have a passion for what they do and consider it a privilege to partner with you during this special time in your child's life.

Our Pre – Kindergarten Program Features Includes:

- Learning experiences that follow a developmentally appropriate sequence
- Whole-group activities to develop social skills
- Hands-on experiences to further independent and creative learning
- Regular communication between teachers and families to keep you informed about your child's day
- We make sure to pay special attention to developing your child's communication, relationship-building, and higher-level thinking skills.

Positive Progressive Guidance (5 years) – Kinderwood believes that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to help children learn human values and problem-solving skills and take responsibility for their choices.

Kinderwood uses the following positive guidance techniques:

1. Ignoring: Some negative behavior is produced by a child to get attention. The behavior can be stopped when it does not get the attention desired. We will use this technique unless safety is involved.
2. Redirection/Distraction: We offer alternatives to children engaged in undesirable behavior by suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
3. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation with words.
4. Logical Consequences: The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.
5. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not be influenced by peers. The child will have access to activities and will be supervised while in Take a Break. The child may return to the group when the negative behavior stops or is significantly reduced. If Take a Break occurs two or more times in one day, families will be notified.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, Kinderwood will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
2. If the inappropriate behavior continues, families may be asked to keep the child home for a day or two.
3. If the behavior continues throughout the course of the plan, depending on severity, we may revise the current plan, start a progressive guidance action plan, or move to dis enrollment.

By the end of Pre - Kindergarten, your child will have worked on developing the language skills needed for further schooling, learned to reason and analyze situations, practiced age-appropriate social and emotional skills, improved physical abilities, and expanded his or her creativity!

Optional Services – No optional services are currently being offered. We may offer many enrichment programs in the future and the parents will be notified in advance.

Assessments – We use a variety of methods and tools, including observations and developmental checklists, to continuously monitor and support your child's development. Constant interaction with the children allows teachers to appropriately assess their skills and developmental levels.

Developmental checklists help teachers observe, record, and evaluate each child's skills, knowledge, behaviors, and accomplishments. They reflect common objectives and expectations in classrooms like ours that are structured around developmentally appropriate activities. The behaviors and skills described in the checklists are those considered to be important and developmentally appropriate for children within each age group.

Constant monitoring is the key. You always know how your child is — socially, emotionally, physically, and intellectually.

Parent-Teacher Conferences –The purpose of these conferences is to help parents and teachers to:

- Better understand the progress and needs of child
- Get to know each other
- Review your child work and any other pertinent details relating to your child in the classroom.

Additional conference time can be arranged through the administration during school year. If parents and guardians have any questions or concerns. We value and respect your opinions. Our goal is to achieve mutual trust, respect and effective communication between families and staff members.

Transitioning to a New Classroom – When we consider a transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in

other classrooms. We've designed our process to get your entire family involved during a transition. This improves your child's adjustment to the new space, teachers, and peers. Constant monitoring is the key. You always know how your child is — socially, emotionally, physically, and intellectually.

Childcare and Health

Health and Nutrition – Our program is very active, and children need the necessary nutrition to maintain a high level of interest and energy throughout the day.

FOOD SERVICE PROVISION

1. Breakfast is served between 7:30 am and 8 am. Your child must be in school before 7:50 am to have breakfast. We serve hot, nutritionally balanced lunches for all children with a snack mid-afternoon. If your child has any food allergies, please bring it to the attention of office and teachers immediately.
2. **A** healthy lunch for your child is provided on a daily basis, please refer to the lunch menu for each classroom.
3. Glass containers are not permitted. Water bottles may be brought into care with NAME on it. Parents are responsible for taking home and washing it daily.
4. Healthy snacks will be offered twice a day (morning and evening), as a group activity. Please refer to snack schedule.

Celebrations and Birthdays / Nut restriction Policy – Seasonal and cultural celebrations and birthdays are special days for children, and we understand you may want to celebrate these occasions at the preschool. If you'd like to provide food for the celebration, we ask that all food items be commercially packaged with ingredient statements in order to properly account for child food allergies. We encourage healthy snack options such as whole-grain items, vegetables with dip, or fresh fruit platters. We do allow families to bring in a special lunch for the classroom. Please be sure to provide enough food for every child in your child's classroom. And please, due to allergies and necessary scheduling needs, make arrangements with the Director prior to the special day.

No food items containing any nuts/peanuts/ nut traces or any nut products.

TOYS: At times, we may ask the children to bring in specific items for study, such as rocks, pets, insects etc. Kinderwood always accept donations of gently used books and / or toys. Please see the office if you are interested in donating something to your child's classroom.

Clothing – We recommend easy-fitting, comfortable, washable clothes which are weather appropriate. Be sure shoes are rubber-soled and closed-toe with a closed heel or heel strap.

Flip-flops, sandals, and shoes with wheels are **not** allowed in our facility. Shoes are required for all children.

- Please provide two complete sets of extra clothes, including socks, for your child. Clothing should be labeled with your child's first and last name and reviewed periodically to make sure it fits.

- In hot weather, apply sunscreen to your child before arriving at the preschool and dress your son or daughter with hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. **Please note: Kinderwood does not apply sunscreen . We require a written authorization from you or doctor before we can apply sunscreen/sunblock to your child.**

- In cold weather, provide appropriately layered clothing to create insulation, including mittens or gloves; caps, hoods, or hats; sweaters or sweatshirts; socks; and warm waterproof outerwear and footwear.

- For their safety, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles of clothing that tie around their necks or waists. Please remove all drawstrings if possible.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing (e.g. jackets, sweaters, and hats) with your child's first and last name. Everything brought into care must have your child's name on it. Items rarely get

Personal Belongings – Your child will be provided with stimulating, educational toys every day. Because children often find comfort in special objects, your child may bring a blanket, a special soft toy, or a stuffed animal for rest time. Please do not let your child bring other toys or belongings from home, as bringing a treasured object to the class can create tension between children and each child's personal storage space is limited. It's also distressing for children and staff members when things are lost or misplaced. Toy guns and water pistols are not permitted. Cell phones and other electronics (iPods, MP3 players, etc.) should be left at home at all times. Use of electronics is not permitted in the classroom and preschool due to the distracting nature of these devices. We cannot assume responsibility for loss of, or damage to, personal belongings.

Outdoor Activities – You're welcome to provide a personal helmet for your child to use when playing on outdoor riding toys. Outdoor play occurs daily, weather permitting. In the event weather conditions prevent outdoor activities, alternate indoor gross-motor activities will be substituted.

Field-Trip– Kinderwood Preschool is offering field trips.

Transportation Arrangement – FIELD TRIP AUTHORIZATION: I hereby consent to have my child participate in all field trips away from Kinderwood Preschool premises. I understand my child will never be taken anywhere in a motor vehicle without my express prior knowledge and consent. In the event a field trip is planned in a motor vehicle, I understand that all proper safety precautions will be taken. I agree that Kinderwood Preschool Inc, its principals, directors, and staff will not be liable in case of an accident.

ARRIVAL TIMES: Children may arrive at Kinderwood between the hours of 6:00 am - 9 am. No children will be allowed after 9 am. Please see office for special circumstances.

SUBSIDIZED CARE: All subsidized attendance forms must be kept current with full signatures and times on a daily basis. The word "sick" is not allowed. you must state actual illness. If the forms are not turned in on time \$25 late fees will be charged to parents.

Discipline

Positive Behavior Support – We welcome families as partners in teaching children about socially appropriate behaviors. As your child’s most influential teacher, we may occasionally ask you to work with us to help extinguish an inappropriate behavior. Part of what children are learning in their early years is how to get along with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, we foster positive guidance approach. Our teachers are trained to use various techniques including redirection, praise, and distraction. However, in extreme situations and as a last resort, a child may be guided to an alternate activity away from the group for the benefit of the child and the rest of the children.

In this positive guidance atmosphere, most inappropriate behaviors are avoided. Teachers use this strategy not as a punishment, but to help redirect the child when he or she returns to group activities. The child is allowed to return to the group activity when he or she feels ready to do so. This strategy is not used with toddlers.

In accordance with our policy and state childcare licensing regulations, our staff never uses corporal punishment.

We understand these issues are sensitive and many different parenting styles are reflected among our families.

We also ask that, while on our grounds, you refrain from using any form of guidance that is not consistent with our program’s positive guidance approach or individual state childcare licensing regulations.

Each child’s behavior plan will remain confidential.

NO CORPORAL PUNISHMENT OR ANY VIOLATION OF PERSONAL RIGHTS

Biting – Biting is common among young children. During early childhood, children are sensory learners and often explore orally. In addition, children at a young age do not have fully developed language skills. Impulse control can lead children to bite as a way of making their needs known. We realize that biting can be a big concern, and we strive to minimize the behavior whenever possible. Our teachers and staff are trained to recognize triggers and how

to prevent and decrease incidents. If your child bites or is bitten, you and the parent(s) of the other child involved receive an Incident/Accident Report that keeps the identity of both children confidential. We do have biting plan for each child that had 1 or more bites in care. If you have any concerns regarding a biting incident involving your child, please talk to your child's teacher or the Director.

Dis enrollment Policy –

Dis-enrolling Students: Our programs are focused on the children enrolled at Kinderwood. We appreciate the characteristics and behaviors that are being brought to us from the students. As there is a wide range of individual differences between students at Kinderwood, it is only rare occasions that a child's behavior may warrant the need to find a more suitable setting for them.

1. A child appears to be a danger to him/herself, other children at school, staff or anyone else at the center.
2. Medical, psychological, or social service personnel working with the school determines that continued care of the child could be harmful to, or not in the best interest of the child
3. Any other situation in which the accommodations required for the child's success or participation places an undue burden on the school's resources and finances; and removal is in the best interest of the child.

If a concern begins to surface, the Director will contact the child's parents/guardians. They will be kept informed and involved in helping work through the child's issues by regular meetings, phone calls, and special meetings.

Dis-enrolling Families: The relationship between the family and Kinderwood, is based on communication and a flow of ideas between staff, administration, and parents. We work hard every day to be open and flexible to each family's needs. Since our programs are based on developing a cooperative relationship with parents, on a rare occasion will a parent's actions/requests may warrant the need to find a more suitable setting. Some examples of these such instances include:

1. The parent/guardian fails to follow Kinderwood policies or requirements
2. A parent/guardian requests special services which are not provided to other students or cannot be reasonably delivered.
3. A parent/guardian is physically abusive, verbally abusive, or threatening to staff and/or other students at Kinderwood.

If a concern begins to surface, the Director will contact the family to discuss the concerns, taking every reasonable effort to resolve the issue.

Rest Time – For healthy growth and development, it's essential for children of all ages to have time to rest or enjoy quiet activities during the day. In our program, your child will rest in the afternoons for one to two hours or longer, depending on his or her needs and individual state childcare licensing regulations. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities. Most school-age children have typically outgrown the need to nap and are encouraged to participate in quiet activities midday to recharge and rejuvenate. Student must remain on rest mat with activity to maintain napping

ratio. School-age children are not required to nap. We provide nap mats to all children. The Director will let you know about the required rest-time items and any bedding your child may need. Please label all personal rest items with your child's first and last name.

Allergies – If your child has allergies, please inform the Director and list the allergen information on your Enrollment Agreement so we can take the right precautions to protect your son's or daughter's health. The Director will gladly work with you and your pediatrician to accommodate your child's dietary needs. Due to severe peanut allergies, we have adopted a **"no-nut" policy**. If your child has severe allergies that may require a medical response (such as the use of an EpiPen), additional forms may be required prior to your child's first day.

Hand Washing – Teaching your child the importance of hand washing at an early age helps maintain his or her health; it also assists your child's ability to take an active role in staying healthy. With that in mind, your child will be required to wash his or her hands before eating, after bathroom visits, when returning from outside, and at any other appropriate time. We encourage you to reinforce hand washing at home. To make the task fun, you may want to use special liquid soap (there are many child-friendly brands and scents available) or soap in your child's favorite color. If your child sees hand washing as a fun activity, he or she is more inclined to make it a habit.

Immunization Requirement – Up to date immunization records must be presented at the time of enrollment.

Illnesses – Children may become sick during the day or show signs or symptoms of illness prior to arrival. In order to meet licensing regulation and for the protection of all children and staff, the illness policy is extremely important and must be followed. A child must be kept home:

- A fever of 99.0 F is present or diarrhea or vomiting, **they must be kept home until a fund temperature, diarrhea or no vomiting has been maintained for at least 24 hours.**
- Any type of rash that has not been checked and stated by a doctor as not contagious. (We must have verification of doctor's visit.)
- Any contagious virus such as measles, chicken pox, mumps, roseola, scabies, strep throat, pink eye, pertussis, hepatitis, hands-foot and mouth, impetigo, shingles etc.
- any eye infection with discharge. After child has been seen by doctor and placed on medication they may return once they are not contagious.
- Any ear or throat infection. Once a child has been examined and placed on medication, he or she may return to school when they are comfortable and no longer contagious.
- A cold that presents coughing, sneezing, watery eye, and thick mucus secretions. Once the symptoms are gone, child may return to school.
- a child who has been complaining of headache or stomachache needs to stay home until they are free of illness.
- hacking cough with or without phlegm.
- Difficulty breathing
- Some illness whether major or minor will require a doctor's note although not listed. It will be up to the Director's discretion to ensure safety of all children in care.

- Covid – if positive child must remain home for 5 days and negative test will be needed or doctor clearance to return to care .

**Administering Medicine –
Prescription Medications:**

- In order for a staff member to administer prescription medications to your child in accordance with the prescription label, you must complete a Medication Authorization Form.
- A prescription in your child’s name demonstrates physician authorization.

Nonprescription Medications:

- In order for a staff member to administer nonprescription medications to your child in accordance with the manufacturer’s directions on the label, you must complete a Medication Authorization form.
- We require written instructions from a physician any time the manufacturer’s instructions require physician-directed dosage — or whenever your instructions differ from the age and weight information on the label.
- In order for a staff member to administer topical nonprescription medications to your child in accordance with the manufacturer’s directions on the label, you must complete a Topical Ointment Authorization Form.

Safety and Security

Security – Keeping your child safe and secure is our utmost priority. We strictly follow established procedures for your child’s arrival and departure. All children must be signed (Full signature) in and out on our paper-based roster, and other attendance procedures must be followed **in accordance with state childcare licensing regulations**. When you first enroll, you’ll complete an Enrollment Agreement that includes Primary and Emergency Contact and Release sections. These sections authorize specific individuals to pick up your child. You are responsible for maintaining accurate, complete, and current information. Written authorization must be on file, prior to your child’s release to anyone. For the safety and security of your child, telephone requests are not encouraged. If a telephone authorization must be utilized, you’ll be asked the security questions outlined on the Contact Emergency Information form (LIC 700). Please inform anyone listed on Contact Emergency Information form (LIC 700) that they’ll be asked to verify their identity. Staff members will ask for government-issued photo ID for anyone who is not positively known to them. We know you’ll feel more secure and confident when we’re aware of who may and may not pick up your child. We will not release a child to any Emergency Contact younger than 18 years of age unless the individual is the legal parent/guardian. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

Keeping your child safe and secure is our main priority.

Confidentiality and Children’s Records – All information contained in your child’s records, including your personal information, is confidential. Anyone who is not directly involved in the

care of your child or affiliated with childcare licensing, protective services, or other government agencies will not have access to the records without your written authorization or court order. As a parent or guardian, you can request access to your child's records. We are happy to provide access at reasonable times to records kept on file, including the Enrollment Agreement, Incident/Accident Reports, Family Communication sheets, or progress notes. For information about the process needed to access other documents that may be included in your child's records, please contact the Director. As a primary parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records. Upon enrollment director will put legal name on all sign ins and licensing documents. If student and parents prefer different first name and or last name , we will use new name for classroom usage . If you withdraw your child from the program, we will maintain your child's records for the minimum period of time referenced in the state childcare licensing regulations. If you want a copy of your child's records there on, an administrative fee may be charged to offset copying and delivery charges.

Mandated Reporting Requirements – It's our mission to ensure all children in our programs are safe and well cared for, not only while they are at our program, but at all times. The law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to individual state childcare licensing agencies or law enforcement agencies. Those who fail to report according to individual state childcare licensing regulations can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. If you're interested in the mandatory reporting requirements of the state, please ask the Director for more information.

Sign-in and Sign-out – Signing a child in and out of the center, in order to protect the children is required by agency in State of California that Licenses Childcare facility. Every morning and afternoon, we require you to sign in and out with your full legal name/signature using our paper-based roster. If a child is not sign-in or sign-out completely, parent will be contacted and must return to sign within one hour. If sign in and outs are not filled out daily, a fee of \$5 per signature will be added for every missing signature.

Custody and Visitation – Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child. If custody orders relating to your child exist, a copy must be provided to Management for inclusion in your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update Management when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted while a child is at Kinderwood. If an individual has court-ordered legal custody, employees must release the child to that legal custodian regardless of visitation schedules. Please discuss questions about custody arrangements with the Director.

Late Pick-Up – Your child looks forward to your arrival at the end of the day. Please make every effort to pick your child up on time. If you know you can't arrive on schedule, please arrange to have your child picked up by another adult who has been authorized to do so on your

Enrollment Agreement. If a late pick-up is unavoidable and you're unable to reach your designated emergency contact, please notify us immediately.

If your child is not picked up after the normal closing time and you have not contacted the school:

- We will attempt to contact you or the person(s) authorized to pick up your child.

If we can't reach you or another authorized person within 30 minutes after closing, the Director or teacher in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted based on individual state childcare licensing regulations.

- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the door with specific information regarding your child's whereabouts, including the name and phone number of the agency or person to contact.

Late Pick up fee -(after 6pm) \$25 per child per 15 minutes or fraction thereof. The week between Christmas and New year's we are closed with 1/2 tuition charged to all.

In the event of a late pick-up, please note that the Director or person in charge can never transport your child from the program under any circumstances. Also, an additional fee for late pick-up will apply to children picked up after closing time. For more information on this topic, you may consult your Enrollment Agreement. Emergency Situations and Evacuation Plans To maintain a safe environment, we make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by individual state childcare licensing regulations. In addition, an emergency plan and list of procedures are posted in each classroom. Please be aware of the procedures and evacuation location in the event of an emergency evacuation. If an actual emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

General Medical and Dental Emergency Procedures –

- Identification and Emergency Information Form: Parent or guardian must provide emergency telephone numbers and identification information for all persons authorized to pick up the child. All student emergency information will be updated annually. It is very important that parents update the school, as soon as possible for any changes in their phone/email/address/authorized pick-up changes.
- The Consent for Medical Treatment form: this form authorizes staff at the school to obtain any necessary emergency medical treatment for the child. It must be completed by the parents or guardian before the child's first day at school (updated annually).
- If a child is injured at the center, the first steps for a trained and certified staff member to administer any necessary First Aid and CPR. Paramedics will be called if necessary, depending on the severity of the injury.
- Precautions will be used by the staff when dealing with any injury involved blood. Disposable gloves will be put on by the staff before they come into contact with the blood, blood-containing body fluids, or any tissue discharge.
- Any blood that has gotten to floors, counters, etc. will be thoroughly washed off of the surface and the surface will be sanitized with a bleach solution and/or germicide.

- Any major injuries which the staff feels may require a doctor visit; parents will be notified immediately at the number written on the Emergency form.
- If the medical or dental injury cannot wait and is life-threatening, we will use our cell phone or landline to call 911 and get proper help.
- In case of any minor injuries, like a bump on the head or a scrape, which do not require a doctor's care, the staff will administer First Aid and the parent will be informed immediately after a staff member tends to the injured child.
- If the Preschool is unable to reach the parent/guardian, the staff will make sure that the child receives necessary treatment by arranging transportation to the nearest hospital emergency room. If necessary, a transport ambulance will be called and a staff member will go with the child, if no parent/guardian is present.
- It is the parent/guardian's responsibility to ensure that all emergency costs are covered by themselves. The Preschool does not cover any emergency treatment charges. Anytime an injury occurs to a child, an accident report or Ouch Report will be completed and signed by a parent and a staff member.

Child Accidents – We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. This includes a comprehensive safety-awareness program.

Despite our best efforts, accidents may happen. If your child is injured in preschool, you'll receive an Incident/Accident Report at pick-up time. If your child needs treatment by a health care professional, we'll make every effort to contact you and/or the health care professional you have identified on your Enrollment Agreement. If we can't reach you, we'll contact one of the individuals you've listed on the Enrollment Agreement. In the event of an emergency, we'll make sure your child receives any necessary emergency treatment until we can reach you.

Emergency medical and Dental Procedures

Operational Procedures

Registration and Enrollment – We create and operate our programs with quality and long-term stability in mind. And we welcome the chance to give your child the same high-quality care—while offering you exceptional value. That's why we have a lot of procedures in place to help make your registration and continued enrollment with us as smooth as possible.

To enroll and annually re-enroll your child, you must complete the Enrollment Agreement and other local and state-specific forms provided by the Director. You must complete and sign all forms and have the Director's signature on your Enrollment Agreement before your child may attend.

Throughout your child's enrollment, please be sure to update all emergency information as needed, including your address, home and work telephone numbers, cell phone numbers, email address, any changes in your child's medical information, and changes of individuals authorized to pick your child. Upon enrollment director will put legal name on all sign ins and licensing documents. If student and parents prefer different first name and or last name , we will use new name for classroom usage .

A nonrefundable registration fee of **\$150** is due at the time of enrollment and is charged every fall to cover administrative costs. If a child is withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.

Payments:

- All tuition fees are payable before Tuesday AM.
- Parent(s) agree to pay the weekly tuition regardless of the child's attendance. There will be no vacation credit or credit for vacation time off. Kinderwood highly encourage biweekly or monthly.
- Make note of your tuition due date. A late payment fee will be added to all accounts not paid accordingly. Accounts falling two weeks past due will result in automatic dis enrollment.
- More than one household may be paying on some tuition accounts. For billing purposes, we must designate a primary sponsor responsible for payment. The primary sponsor has the ability to designate or grant access to additional sponsors who can make payments on the account. In the event that an account is in arrears or shared payment of an account is in dispute, the primary sponsor will be responsible for full payment of the account, including late fees.
- Parent(s) agree and promise to follow all the registration and tuition policies, terms, and conditions of Kinderwood Preschool.
- Modification Conditions Kinderwood reserves the right to change tuition at any time. A written notice of any rate change will be available 30 (thirty) calendar days prior to the effective date of change. There is no makeup or proration for any missed days due illness, absences or observed holidays or any other reason.

Late Pick up fee -(after 6pm) \$25 per child per 15 minutes or fraction thereof. The week between Christmas and New year's we are closed with 1/2 tuition charged to all.

Days and Hours of Operation – Kinderwood Preschool will be open from 6am to 6pm, Monday through Friday. For national holidays, please refer to the holiday list below. In the case of any Staff Development Days or School Closures, the staff will inform parents 10 days in advance.

Holidays and School Closures – Kinderwood will be closed on the following days:

New Years Eve	Friday before Labor Day - Teacher in service day
New Year's Day	Labor Day
Martin Luther King's Day	Thanksgiving Day
President's Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July Independence Day	Christmas Day
Juneteenth	

Please check with the Director for information regarding additional preschool closure days.

Natural Disasters and Emergency – Closures In the event of a natural disaster, our staff will follow the natural disaster plan developed by the school. **Twice a year, we schedule and carry out emergency drills** to prepare the children to react properly to any given situation. The Director will have additional information on the emergency closure procedures. This will include the location where the children will be taken in the unlikely event the school must be evacuated.

Absences, Sick Days, and Vacations – If your child will be absent on a particular day, please notify the preschool by 9 a.m. Management should also be notified in advance if your child will be out for multiple days due to illness, vacation, or other family activities. No tuition refunds or any missed days.

Dis-enrolling Your Child –

- You may dis-enroll your child at any time however, a one-month notice is required. Please include the reason for dis-enrolling. Families who withdraw and later re-enroll will be charged a re-enrollment fee in accordance with the current tuition and fee schedule.
- Kinderwood reserves the right to dis-enroll any child who; presents a risk to the health or safety of themselves, other children, staff members, or any child whose specific needs cannot be met by our program.
- Occasionally dis-enrollment occurs when a family's or child's needs cannot be met.
- Refusal or inability to follow Kinderwood policies on the part of the family or child may also result in dis-enrollment.
- We strive to foster and maintain a safe, nurturing environment for all children and a professional environment for staff and families alike.
- Loud or abusive language or inappropriate conduct on the part of a parent, custodian, or visitor will not be tolerated and may be grounds for dis-enrollment.
- We encourage families to resolve issues with us amicably, professionally, and privately. Kinderwood Reserves the right to refuse service to anyone .

It's important every child thrives here — socially, emotionally, physically, and intellectually. Together, we can do amazing things to prepare your child for what lies ahead!

REFUND POLICY: A 30-day written notice is required if your child is to be withdrawn from school and tuition will continue during that 30-day period. Failure to provide such notice and pay the tuition will result in adjusting your deposit to any dollar amount due under this policy.

- Tuition fees exceeding the deposit amount may apply.
- All requests for change or modification must be submitted to the school administrator in writing.
- There will be NO REFUND of tuition for illness, holidays, vacations, scheduled closures, or any emergency school shut down.
- Refund will be prorated till child's last day in school.
- We will refund the remaining balance. The check will be mailed to you at the address given in the child's Enrollment Form within 2 weeks.

- The \$150 registration fee is Non-Refundable.

Family Communication and Involvement

Family Involvement – Parents and guardians are always welcome at the Preschool. We encourage you to visit and join in our activities. Your participation and involvement are important to us as we work as partners to provide the best care and education possible for your child. Anyone authorized to pick up your child will be let in and escorted by staff following ID confirmation.

Communication – As your child’s most important influence, you are a full partner in our program. Open and frequent communication between you, your child’s teacher, and the Director will strengthen this partnership and help your child have a positive early-learning experience.

We promote close communication through:

- Parents will be sent email for communication, please update if there is any change in email.
- Newsletters published by the preschool about news and events
- Posted program plans describing the planned activities for the classroom

We hope you have time to talk with us when you drop off or pick up your child. **We also invite you to schedule an individual conference whenever necessary. Please schedule longer discussions with teachers in advance so another staff member can be available for classroom supervision.**

Our program encourages communication between you and our staff on all issues related to your child and his or her classroom activities. Please remember, however, that staff members are expected to keep information about all other children and their families confidential.

Satisfaction and Resolution – We at Kinderwood Preschool are fully committed to your child’s well-being and your satisfaction with our programs. Experience has taught us that open communication is the key to maintaining a positive relationship. We continually look to your input on how we can improve our programs. We want to be sure we are meeting the needs of your child — and that you are confident in the care and education we give your child.

- Please share your ideas, suggestions, or concerns with a director. Staff members will make every effort to be available to discuss topics regarding your child or classroom schedules and activities.
- If you have concerns, please speak with the Director, our doors are always open.

Your participation and involvement are important to us as we work as partners to provide the best care and education possible for your child.

Refer a Friend – We appreciate it when you tell family and friends about Kinderwood and invite them to visit. When family and friends enroll, it’s even more fun for your child; it also helps

strengthen the sense of community in our programs. Ask the Director about the benefits of our Refer-A-Friend program.

Safe Sleep in Childcare

As per the Licensing Requirements, we follow Infant Safe Sleep guidelines:

(a) There shall be one crib or play yard for each infant who is unable to climb out of the crib or play yard.

(1) All cribs or play yards shall meet the United States Consumer Product Safety Commission safety standards.

(2) Placement of cribs or play yards shall not hinder entrance or exit to and from the space where infants are sleeping.

(3) Mattresses shall be firm and covered with a fitted sheet that is appropriate to the mattress size, fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged.

(4) Mattresses shall be made specifically for the size crib or play yard in which they are placed.

(5) Fitted sheets shall be replaced when wet or soiled.

(6) Each infant's bedding shall be used for him/her only. Bedding that touches the infant's skin shall be cleaned at least weekly or before use by another infant.

(7) Soiled bedding shall be placed in a closed container and made inaccessible to infants until washed.

(b) Cribs or play yards shall be free from all loose articles and objects.

(1) Pacifiers shall be allowed in the crib or play yard if the following provisions are in place:

(A) There shall not be anything attached to the pacifier.

(B) The pacifier shall be specific to the infant it is being given to.

(2) Bumper pads shall not be used.

(3) There shall be no objects hanging above or attached to the side of the crib.

(c) An Individual Infant Sleeping Plan [LIC 9227 (3/20)] shall be completed for each infant up to 12 month of age the provider has in care and maintained at the facility in the infant's file.

(1) This plan shall be signed and dated by the infant's authorized representative.

(2) The Individual Infant Sleeping Plan [LIC 9227 (3/20)] shall be maintained in the infant's file and shall be available to the Department for review.

(d) The provider shall place infants up to 12 month of age on their backs for sleeping.

(1) This requirement shall not apply if the infant has a medical exemption from a licensed physician that allows for an alternative sleep position. The medical exemption shall be attached to the Individual Infant Sleeping Plan [LIC 9227 (3/20)] and contain the following criteria:

(A) Instructions on how the infant shall be placed to sleep, including sleep position.

(B) Duration the exemption is to be in place.

1. Upon expiration of the medical exemption, the provider shall follow all requirements set forth in subsection (d).

(C) The licensed physician's contact information.

(D) Signature of the licensed physician and date of signature.

(2) The medical exemption shall be included in the infant's file and be maintained as specified in Section 102421.

(3) An infant with an Individual Infant Sleeping Plan [LIC 9227 (3/20)] that has Section C of the form completed and signed by an authorized representative shall be placed on their back when first laid down to sleep. In the event the infant changes position, the infant may remain in the alternative position.

A. Upon the provider's observation that the infant can roll from their back to their stomach and stomach to their back, the provider shall fill out Section D of the Individual Infant Sleeping Plan [LIC 9227 (3/20)], notify the authorized representative, and obtain the authorized representative's signature on the Individual Infant Sleeping Plan no later than the next business day following observation.

(e) No infant shall be forced to sleep, to stay awake, or to stay in the designated sleeping area.

(1) The provider is not prohibited from scheduling sleep times for infants over 12 months old.

(f) An infant shall not be swaddled while in care.

(g) An infant's head shall not be covered while sleeping.

(h) Car seats shall only be used for transportation purposes and shall not be used for sleeping.

(i) If an infant falls asleep before being placed in a crib or play yard, the provider shall move the infant to a crib or play yard as soon as possible.

(j) The provider shall supervise infants while they are sleeping and adhere to the following requirements:

(1) The provider shall physically check on the infant every 15 minutes.

(2) The provider shall check and document the following:

(A) Labored breathing.

(B) Signs of distress which includes but is not limited to flushed skin color, increase in body temperature and restlessness.

(C) Infants up to 12 month of age who are sleeping in a position other than on their back.

1. If the infant's Individual Infant Sleeping Plan [LIC 9227 (3/20)] does not have Section C completed, the provider shall return the infant to their back for sleeping.

(D) Documentation shall be maintained in the infant's file and be available to the Department for review. Documentation shall include the following:

a. Date.

b. Infant's name.

c. Time of each 15-minute check.

(3) If the provider observes any of the indicators referenced in Subsection i(2)(A) or (B) above, the provider shall do the following:

(A) Immediately notify the infant's authorized representative.

(B) Obtain specific instruction from the infant's authorized representative regarding action to be taken and make prompt arrangements to obtain medical treatment if necessary.

Acknowledgment of Receipt of Parent Handbook

(This Document must be returned to office)

Please read this Parent handbook carefully and refer any questions you may have to the Director. After you have read this handbook, please complete this acknowledgment and return it to your Director on or before your child's first day. I have read and fully understand the guidelines and procedures set forth in the Parent Handbook. I have a copy of this handbook for my personal reference.

Primary Parent or Guardian Full Names (Please Print)

Child Name(s)_____

Primary Parent/Guardian Signature_____

Date_____