

Weekday Preschool Infant Hand In Hand Parent Handbook 2018 - 2019



**Northridge United Methodist Church
9650 Reseda Blvd Northridge, CA 91324
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Welcome Families,

We are pleased to count you and your child as part of our preschool family. Our primary goal is to offer your child a safe and healthy environment designed to promote development. We are here to support you in this joyous yet serious task of raising your child, and hope to be your partners in this effort.

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

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

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

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

Sincerely,

Debbie Goodman
Preschool Director

Program Mission & Philosophy

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

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

License Information

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

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

Enrollment Eligibility

Children 8 months old, up to the time of their preschool enrollment are eligible for the Infant Hand In Hand program. Individual consideration will be given to applications for enrollment of children with special needs who the Director and the Preschool Committee feel can be helped by the school program. The Preschool is not, however, obligated to undertake any undue burden of unusual expense or obligation to meet the requirements of children with special needs.

Completing Enrollment

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

1. Registration Form with Registration Fee and Deposit
2. Physician's Report which includes verification of immunization
3. California School Immunization Record
4. Child's Preadmission Health History - Parent Report (LIC 702)
5. Parents Rights (LIC 995)
6. Personal Rights (LIC 613A)

7. Acknowledgement of Receipt for Preschool Handbook
8. Weekday Preschool Child Information Page
9. Admission Agreement Office Copy

Updating/Certifying Child's Forms

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

Medical Assessment

Parent agrees to provide to the Director of the preschool, within thirty (30) calendar days of the Enrollment Date, a written medical assessment of Child in a form approved by the Preschool, performed or under the supervision of a licensed physician and dated a date within twelve (12) months of the date such written assessment is provided to the Director.

Release of Information – Confidentiality

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

Scheduled Hours

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

Session 1 starts at 9:15 A.M. You and your child will go directly to the Hand In Hand classroom.

Session 1 Ends at 10:00 A.M.

Session 2 Starts at 10:45 A.M. You and your child will go directly to the Hand In Hand classroom.

Session 2 Ends at 11:30 A.M.

Tuition and Fees Policy

The Preschool is a non-profit organization. Fees are payable in advance of actual school time. When a child is enrolled, we assume it is for the entire school year, or the balance thereof. If however, he/she must be taken out of school, a two week notice is required. When your child is absent from the school, you may keep his/her place only by continuing the fee payment. Because tuition is based on annual rates, there are no reductions for months in which there are fewer class days, such as December, June, etc. If there is a financial problem, speak to the Director prior to the due date. Tuition is paid monthly. Prior to the first of the month, a statement will be given to you as a reminder that tuition is due. Checks should be made payable to "Weekday Preschool". A Registration Fee, plus the 1st month's tuition is required when the Admissions Agreement is signed. This assures a place for your child in the program. The Registration Fee is non-refundable; however, the 1st month's tuition is refundable if the school receives notice of withdrawal by June 1st (prior to the new school year starting in September). After that time, and until September 1st, the first month's tuition is refunded if the space is filled. After the school year begins, and provided that a minimum of 2-week notice has been given, any portion of the quarterly payment not used is refundable once the space is filled. After April 1st, there are no refunds in tuition.

Tuition Schedule

\$95.00 per month payable by the first of the day of month of the day which your child is enrolled. (Example: Your child's class meets every Monday and for that month Monday is on the 6th, your tuition is due on the 6th)

Methods of Payment

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

Late Payment: Suspension and Termination

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

Absence Policy

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

Withdrawal by Parent

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

Termination Conditions

Immediate

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

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

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

Parents fail to pay monthly tuition and fees.

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

Two Week Notice

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

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

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

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

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

The Preschool terminates its Program.

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

Miscellaneous Charges Due at Termination

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

Emergency Procedures

Fire drills are practiced regularly. If a fire were to occur, the child and parent would proceed with the group and their teacher to a pre-designated safe zone in the parking lot. The preschool is equipped with emergency food, water, and first-aid supplies for each child. In the event of a catastrophe that requires the evacuation of the Preschool (such as a major fire or earthquake), the staff and the children will proceed to our designated evacuation center.

Emergency Information

For your child's safety, it is **critical** that you keep emergency names and numbers up-to-date with at least three different names and phone numbers.

Evacuation Center

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

Destruction of Preschool Facility

If at any time the Preschool facility is damaged or destroyed to such an extent that the Preschool Director determines it would threaten the health or well-being of the children, the Preschool may suspend its services until repairs are made or another facility is secured. The Preschool may also elect to suspend the parent's obligation for services until repairs are made

or another facility is secured. The Preschool is not under any obligation to refund tuition or extend the school year if a temporary closure does not exceed five school days.

Classroom Visitors

Unfortunately we have limited space in our Hand In Hand room. We realize children need as much space as possible for the best learning situation. One on one attention and participation is critical to the success of the Hand In Hand program. Please address any additional questions or concerns with the Hand In Hand teacher.

Additional adults: Check with the teacher in advance.

Older siblings: Check with the teacher in advance.

Preparing for School

Clothing

It is most important to consider what the child will be doing at school when dressing him/her. Remember the climbing, painting, lying on the rug, and the activities in the sandbox. We emphasize having good experiences with materials, rather than keeping clean. Because we work with “messy” materials, we *strongly suggest* you dress you child in clothing that you don’t mind getting permanent stains on. Since the adults will be working closely with the children and the activities, we *suggest that you dress similarly*. We also require **parents to wear socks to class**. Old clothes are the best to wear for our school program. Weekday t-shirts are a good solution for both children and adults. They are available for purchase in the school office.

We also ask that parents bring a blanket to use during class time.

Extra Clothes

Please bring extra clothes with you each day.

Jackets/Coats/Sweaters

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

Diapering

The Hand In Hand classroom is equipped with a changing table. Waxed paper is provided to create a barrier between the child and the changing area. All used diapers, wipes and paper must be placed in a zip-loc bag. A diaper-only can is located in the changing area. Both the adult and child must wash their hands thoroughly with warm soap and water. This will ensure proper health and sanitation practices for children and all who use the classroom and equipment.

Health Policy

The preschool is only prepared to care for children who are well. **ALL** children entering the preschool are required by law to have a pre-entrance physical examination.

For the protection of your child as well as other children, please keep your child home if he/she has any symptoms of illness. The Director will give a visual health check to each child before he/she is admitted to school each morning.

A child who does not feel well, has a “runny nose”, cough, etc., must be kept out of school until he/she is fully recovered. The child’s temperature should be normal for a minimum of 24 hours before returning to school. There should be no diarrhea for at least 24 hours before returning to school. When in doubt, keep your child home. The Preschool reserves the right to send any child home because of symptoms of illness. **ANY CONTAGIOUS DISEASE OR RASH MUST BE REPORTED IMMEDIATELY TO THE SCHOOL.**

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

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

Allergies

Allergies of any kind should be documented by a physician and brought to the attention of both the Director and the child’s teacher in addition to being noted in the child’s medical record. A copy of the child’s allergy record will be maintained in his/her classroom.

Child Becomes Sick While at Preschool

In the event your child becomes ill while in school, the parent will be expected to take the child home so that further exposure will be eliminated for the other class members.

Immunization Records

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

The following is a list of required immunizations:

Polio	3 doses
DTP/DT	4 doses
Measles	1 dose - on or after 1st birthday
Mumps	1 dose - on or after 1st birthday
Rubella	1 dose - on or after 1st birthday
Hib	1 dose
Hepatitis B	3 doses
Varicella	1 dose

Illnesses that Prohibit Return to School

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

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

AIDS and HIV Policy

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

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

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

The goals of the program include:

Gaining greater understanding of their child in relation to social, emotional, physical and intellectual development.

Enhancing the parent's relationship with their child through mutual play and appreciation.

Building community and establishing new relationships with other adults and children.

Exploring solutions and ideas to some of the problems and anxieties of parenting.

Having fun and feeling supported as a parent.

Indoor Play

The indoor and outdoor play times are a time for you and your child to explore activities together. This enables your child to foster trust in the physical environment while interacting with other children and adults. Indoor activities will include: open-ended art activities, various sensory experiences, dramatic play opportunities, age-appropriate manipulatives, group circle time, music, movement, and reading.

Group Circle Times

During group circle times, adults and children participate in singing songs, doing finger plays, dancing, etc. Many of the same songs will be sung each week so that the children will become familiar with them and will feel confident in the routine. New songs and stories are added periodically. Adults are urged to take part in the circle time following the lead of the teacher. Children will imitate their parents when they are comfortable and interested in doing so. Observing is an acceptable way for the child to participate in the circle time. If a toddler shows resistance to sitting in the circle, the teacher will work with the child and the parent to appropriately encourage participation.

Safety and Supervision

Toddlers must be supervised at all times. Don't leave your child alone inside or outside the classroom. If you must leave the class to use the restroom or go to the office, tell your child and the teacher.

Family Involvement

Family and school represent two of the main environments in which young children grow and develop. Because the family and the preschool program have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families.

Family Picnic/Open House

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

Cultural Celebrations

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

E-Mail

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

Parent-Teacher Conference

If you need to conference with the teacher during the school year, please contact the teacher to schedule a convenient time.

Program Evaluations

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

Donations

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

Fundraisers

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

Take Home Items

Take home items for you and your child will be located on the table just outside the classroom door. Each morning upon arrival, you should gather all materials located underneath your child's nametag. The teacher will place items such as newsletters, reminders, book orders, billing statements in this manner. Make sure you have all your child's belongings at the end of each day.

School Library

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

Additional Policies and Procedures

Photographs

Parents agrees that photographs and videos may be taken of Child during the course of the school day, both by the school and by parents at the school. A school photographer will also take an individual photo as well as a class group picture. These photos will be available for parents to purchase. Parents are welcome to copy the pictures of their child but agree not to repost pictures with other children. Weekday Preschool will take group pictures to post on our Facebook and social media. Parents are aware that their child's face may be posted.

Financial Responsibility for Extra Services

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

Employee Liability

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

Modification of Handbook

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

Weekday Preschool
Admissions Agreement 2018 - 2019 School Year (Parent Copy)

This Admissions Agreement is entered into this _____ day of _____, 2018 by and between Weekday Preschool of Northridge United Methodist Church and _____ the Parent(s)/Guardian(s) of _____ whose home address is _____.

The Parent shall pay to the Preschool \$_____ per year for the Basic Services based on the Preschool's rates for such service. The monthly tuition for Basic Services is \$_____. This amount shall be due and payable on the first day of each month, September 2018 through May 2019. The Tuition Deposit paid upon enrollment applies to the June 2019 tuition.

In addition, the parent shall pay \$_____ each month beginning October 2018 for the Optional Service of _____.

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

_____ Weekday Preschool Parent Handbook 2018-2019 (received electronically)

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

Signed _____ Date _____
Parent/Guardian

Signed _____ Date _____
Parent/Guardian

Signed _____ Date _____
Debbie Goodman, Weekday Preschool Director