



# The **FUN**damentals *Preschool Academy*

## Parent Handbook

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### **Mission Statement**

Our mission at the FUNdamentals Preschool Academy is the following:

- To provide young children with high quality education and care that promote the FUNdamentals of social, emotional, cognitive, academic, physical, mental growth and development.
- To demonstrate developmentally appropriate practices in early childhood education
- To encourage collaboration with families to maximize a child's healthy growth and love for learning.
- To create a safe and inclusive community where all children feel welcomed and valued.

### **Philosophy**

We believe that the foundation for a child to become a life- long learner comes from a combination of family and school support, particularly in their early years. We understand that every child has individual strengths and weaknesses, and that they will change and grow with each new day. Children primarily learn through play, but we cannot ignore the importance of academic development. It is through practice, experimentation and exploration that children develop academically, intellectually, physically, emotionally, and socially. In order to encourage and enhance this development of the whole child, the FUNdamentals preschool academy provides a variety of child-centered, age-appropriate play and academic experiences, which include group and individual activities in a safe and nurturing environment. In addition to the developmentally appropriate curriculum, the Center strives to create a positive social environment tailored to create stable, responsive, and respectful relationships with children and their families.

## **Our Goals & Objectives**

Our goal is to give children a good foundation for future learning, social development and to get them ready for kindergarten. Primarily, we plan to foster a love for learning, feelings of competence and self-worth in children. By introducing academic concepts and encouraging exploration, experimentation and allowing children to grow and develop at their own pace, we feel we can fulfill this goal. Children are presented with developmentally appropriate academic curriculum which they work on and master at their own pace building in them a sense of accomplishment and confidence in their ability to learn. Children are given opportunities for group and individual play and are encouraged to make their own choices and to participate in problem solving. Finally, we encourage understanding and respect for the diversity of the children and families in our Center.

## **The FUNdamentals Preschool Academy's Staff**

The director and classroom teachers at the FUNdamentals Preschool Academy are all early childhood education professionals with many combined years of experience in the child development field. Teachers are responsible for educating children, planning, and implementing the appropriate academic curriculum and supporting their social emotional growth. All of our teachers, administrators and support staff have passed an FBI background check and received a fingerprint clearance. Our staff is trained in first aid and adult/pediatric CPR certified.

## **Requirements for Enrollment**

When you enroll your child there will be some necessary paperwork to be filled out. Examples of these are: medical forms, child information forms, food program forms, etc. We will make all this paperwork available to you and help you with any questions. All paperwork should be completed promptly and returned to us. We will also hand out a copy of this handbook upon enrollment. After you have had a chance to read through these materials we will meet with you to discuss any questions or concerns you may have. We will then ask both parents to sign a written agreement as to fees, the child's hours, etc.

Before you leave your child the first day, it is wise to make a visit with the child during the regular daycare hours. Mornings are best, since the children sleep in the afternoons. This way your child gets to see what happens in daycare and gives him/her a chance to meet us and the other children. Even if your child is a toddler, it is a good idea to visit because you get to see how we interact with the children. This visit is a good time to bring any items you wish to leave here (e.g., diapers, extra clothing, etc.). **We are required to have a complete change of clothes for each child.** If you or your children are uneasy about day care, at least two visits are recommended. The first visit should take place during our off hours, when your child will not be overwhelmed by the other children and the noise, and will have all the toys available to him/her. During this time we will be able to give your child undivided attention. The second visit could be during regular daycare hours. We can also give you some ideas on what you can do to make the transition as easy as possible for you and for your child.

No child will be denied enrollment on the basis of his/her race or religion. We do retain the right to deny enrollment if all our spots for a particular child's age group are filled. We will not deny a child with special needs of enrollment at our Preschool, unless we find that our staff is not appropriately trained and/or facility is not equipped. This is in the best interest of the child, since our goal is to meet the needs of each child. If we are not sure whether or not we could meet a special needs child, we are willing to try. The parents and The FUNdamentals would have to evaluate whether or not the arrangement is functioning in a manner that is suitable for all parties involved.

### **Termination of Day Care**

If for some reason you decide to stop bringing your child to our daycare, we require a **two-week** written notice. This will give us time to find a child to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on our part. If we can no longer care for your child for one reason or another, we will give you at least a two-week notice.

Examples of why we would terminate your child's care include (*but may not be limited to*):

- Failure to complete required forms.
- Failure of parent to pay tuition.
- Lack of parental cooperation.
- Failure of child to adjust to the center after a reasonable amount of time.
- Our inability to meet the child's needs.

### **Payment Procedure**

You may pay tuition via Zelle to 626-222-2627. You may also set up a recurring withdrawal from your bank account. If these are not an option you may pay cash but must notify admin of your need to do so.

Tuition payments are due in advance. Weekly payments are due the Friday **BEFORE** services are rendered, and are considered late if not paid Tuesday **MORNING**. A penalty of \$10 per week shall be added to weekly tuition if not paid by Tuesday morning.

Parents on subsidized care from city, county or state- your sign in forms must be completely filled out with all required signatures by the last day in the month of service. If forms are not signed and we are unable to submit them for payment to the corresponding agency you will be charge a \$10.00 late fee per week until forms are completed. Your co-payments are due weekly unless previous arrangements have been made with the director.

An early payment (at least 2 weeks paid in advance) must be made by the Friday before services are rendered, to receive the early payment discount of \$10.00 off per week paid.

At the end of each calendar year, we will give you an receipt, showing total payment amount made throughout the year. You should check our figures against your records.

Fees and policies in this handbook are subject to change. We will give you a one month, notice of any changes in our fees or policies whenever possible.

## **Illness**

We ask that you have a back-up person you can call if we have an emergency or if your child is sick. If we have an emergency, we will let you know as quickly as possible so that you can make other arrangements for your child. We will not care for a child who is feverish. If your child has thrown up or had diarrhea within the last 24 hours please keep him/her home. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give him/her Tylenol to mask his/her symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely still contagious to others. You must wait 24 hours. All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Illnesses are defined as:

- Fever ( temp over 100.4 degrees)
- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Contagious illness
- **Illness of any sort which results in child being too ill to participate in daily activities.**

We will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify the parent or authorized adult to pick up the child. Parents have one hour from time of notification to pick up the child. The child may return 24 hours after a temperature has returned to normal; 24 hours after the child is no longer vomiting; or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection that child may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours. The child is welcome when he/she has only a mild cold, and is able to participate in the day's activities. A doctor's note may be needed for the child to return to the facility.

## **Medication**

If your child is on medication and it needs to be administered while he/she is at daycare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. We will also have a form for you to sign giving us permission to give the medication to your child. Medication will be administered at the time or with the meal you specify and a written record kept. Parents may not write "dosage as directed by label" or "as needed" on our medication administration forms. As stated by Social Services in Title 22, parents must write specific and exact dosages to be administered to their child. We are not allowed to make decisions concerning how or when to medicate your child.

### **Injuries and Other Emergencies**

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first by calling EMS 911. If a parent is unable to be reached, we try all other emergency contacts until someone is reached. In the event of a fire, we would evacuate the building immediately and gather at the park across the street from us or wherever the fire department tells us to go to. In the event of an earthquake we will evacuate to the back field. This will be practiced monthly so the children are familiar with what to do.

### **Sign In / Out**

Each day upon arriving, the parent is required to sign the child in, noting the time arrived. A sign-in/out pad, pens, and a clock are all located in each class. This is to be followed by signing the child out when they leave. Please sign in and out as legibly as possible. This gives us a written record of the child's attendance, hours, and who brought/picked up the child.

### **Releasing Your Child**

Our normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the emergency contact list. If the person is **not on that list**, we will not release your child.

The emergency contact list you are required to complete designates who may pick the child up if there is an emergency and you cannot contact us. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at our door and said, "I need to take Johnny with me." Those on the list should also be people we could call in the event something happened and you did not show up to pick up your child.

Please inform your emergency contacts that we will ask for identification. This is a safety measure taken for the child's protection.

## **Hours**

We are licensed to be in operation from 7:00 a.m. to 6:00 p.m. All children must be picked up by 6:00 p.m. If children are not picked up by 6:00 p.m., we will have to charge a late fee of \$1.00 per minute for each child. Payment should be made out to the Fundamentals Preschool Academy the next business day. You will also be asked to sign a form stating the pick- up time was after hours. After three late pick- ups, your child could be terminated from the facility.

## **Drop Off and Pick Up**

To get the most out of our program, we ask that you please have your child here by 9:00 a.m. Curriculum starts at 9:00 and it is a disruption to the other children when a child is dropped off during circle time. We also ask that children are not picked up between 2:45 and 3:15. At this time the children are getting up from nap, using the restroom and washing up to eat snack.

## **Days Off**

You are required to pay the weekly tuition even if there is a day the school is closed. Please refer to the annual schedule of holidays for the current year.

## **Curriculum**

We believe children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. How then do we encourage a child's love of learning? By making learning fun! Each month a theme is presented. These themes are all based on things which interest children. During the month, many activities take place which help promote basic skills (letter and number recognition, color and shape recognition, large motor skills, small motor skills, etc.) and as many of these activities as possible center around the month's theme. Many of the curriculum materials we have seem more like toys to the children, yet while the children are playing with them, they are learning important concepts. Also, field trips play an important part in our preschool curriculum, as they allow children to experience the world first-hand.

A daily schedule will be posted on the classroom clip board or bulletin board. The 2 and 3 year-old classes will be using "The Letter People" for their language arts curriculum. Our 3-4 year olds will be using the "Alpha tales" and Pre-K will be using "Alpha friends," which coincides with what they will be using in Kindergarten for the San Bernardino City Unified School District.

## **Toilet Teaching**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in our care. Please keep in mind

that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups (Velcro only) until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

During toilet learning parents will need to supply:

- Three complete changes of clothing (socks included).
- training underwear, multi-layer (6 pair per day).
- Plastic training underwear covers
- Diapers or pull-ups for naptime.

When accidents are only happening once every other week, 5-ply training pants will be used with out the plastic cover.

Do not bring your child in panties or regular underwear until he/she has naptime and bedtime control established. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

We are unable to do potty training in our three or four year old class. A child will not be moved to three or four year old class until potty training is a success.

## **Parental Involvement**

There will be times and ways you can get involved in your child's preschool education. You are welcomed and encouraged to participate in any or all of these.

Some examples of ways to be involved include:

- Reinforcing social and emotional learning at home.
- Read our classroom rules and expectations, use them at home, continuity is key.
- Asking your child questions about preschool activities and lessons.
- Reading communication slips from teacher.
- Take a few minutes during pick up to check in with your child's teacher.
- Chaperoning on field trips.
- Volunteer on picture day.
- Lending objects for units of study.
- Coming and talking about your job or hobbies when asked.
- Helping your child at home with the academic concepts we are studying here.
- Helping your child prepare for "Share day"
- Helping to provide treats or other items for our parties.
- Participating in school fundraisers and events.

Naturally, you are welcome to drop in and visit or observe any time the center is in operation.

## **Religious Practices**

We feel that religious teachings should be left up to the parents. We do not discriminate against any family or child based on their religious belief.

We usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let us know.

## **Discipline**

We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result we don't allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (ours or theirs) with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, a "time out/thinking" chair is used. The amount of time a child sits in "time out/thinking chair" varies according to his age. Most experts agree that one minute per year of age is the most effective length of time, but this amount will never exceed five minutes, even if the child is more than five years old. When his "time out" is up, we talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. We might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, someone might get hit by the toy. If a child still has not calmed down or is really belligerent at this point we try to separate that child from the other children with a quiet activity (book, puzzle, etc.). We skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from that child for a period of several minutes up to the rest of the day. If the whole group of children is engaged in this, the toy will be considered "closed" for a while.

If a child continues to behave inappropriately, we will talk to you about it. Hopefully these two types of behaviors are ones you want your child to adopt too, so they will be reinforced at home. If that is the case, we shouldn't have any major problems!



Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, we will have the child help us clean up, if possible, not for punishment, but to help teach responsibility.

### **Discipline and Behavior Management Policy**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

#### **WE DO:**

1. Praise, and encourage children's social and emotional growth.
2. Reason with and set limits for children.
3. Model appropriate behavior for children.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen to children's verbal and nonverbal cues to meet their needs.
6. Provide alternatives for inappropriate behavior to children.
7. Provide children with natural and logical consequences of their behaviors.
8. Treat children as people and respect their needs, desires, and feelings.
9. Ignore minor misbehaviors but seek to understand the root causes.
10. Explain things to children on their levels.
11. Use short supervised periods of time-out (described below).
12. Stay consistent in our behavior management program.

#### **WE DO NOT:**

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
3. Shame or punish children when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave children alone, unattended, or without supervision.
7. Place children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

### **Time-Out**

Time-Out is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other redirection techniques. The Time-Out space, usually a chair, is located away from classroom activity, but within the teacher's sight. During Time-Out, the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

### **Meals and Snacks**

We serve breakfast, lunch, and an afternoon snack each day as part of our program. As required by the Department of Social Services, the breakfast we provide consists of milk, either -juice fruit or vegetable- and a meat or bread product. The lunch we provide consist of a meat, bread product, vegetable, fruit, and milk. Each snack includes food or drink from two of the above mentioned groups. Sweets may be included occasionally.

Please do not send snacks or candy with your child to daycare unless prior approval has been given.

If your child has an allergy to a specific food, please let us know and we will try to make an appropriate substitution. If a child has so many allergies that he cannot eat from the menu, we may require the parents to provide his/her snacks too.

We will post a monthly menu in each classroom and outside the kitchen door.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

If you wish to provide snacks at your child's birthday or another time, that's great! Please let us know at least day ahead of time, it helps us to plan accordingly. If you ever need some ideas of nutritional snacks (to bring here or to have at home), let us know.

### **Outdoor Play**

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). NO FLIP-FLOPS! When the weather cooperates, we will spend time outdoors, ranging from a walk when it is fairly cool to more time spent outside as the weather warms up. According to state law, children are supposed to go out a little each day except for really inclement weather.

### **Indoor Play**

Indoor play constitutes the majority of our play time (when the entire year is averaged). We provide a variety of age-appropriate toys for your child to play with. Please keep personal electronic devices and toys at home. We will not be responsible for toys from home that get broken or lost at preschool. The responsibility remains with the child and the parents.

The toys we keep indoors are rotated from time to time to prevent boredom, to supplement a unit of study, etc.

### **Naps**

All children under the age of five are required by state law to have a rest time. We will provide a safe, quiet place for your child to rest. Children will sleep either on a mat or on a cot with a blanket and sheet. We will provide each child with clean bedding on Monday and make sure it gets laundered once a week. Children do not have to sleep but do have to remain quietly on their mat or cot so the other children are given the opportunity to rest without any disruptions. Because of sanitary and safety guidelines we do not allow; blankets from home, pillows, pacifiers, bottles or zippy Cups.

### **Communication**

Our teachers will post notes for events and special days to remember. Please look for them on the parent board in each classroom. If you need to leave your child's teacher or the director a message you may drop a note off in the office or call during their regular scheduled hours to speak with them directly.

### **Price List**

Toddler 18 months to 2-year-olds -Full time Monday - Friday \$340.00 /week

Part time – 25 set hours or less per week \$235.00/week

Preschool 2- to 5-year-olds -Full time Monday - Friday \$285.00 /week

Part time – 25 set hours or less per week \$135.00/week

School Age 6- to 12-year-olds-Full time Monday - Friday \$215.00 /week

Part time - 25 set hours or less per week \$140.00/week

\$100.00 Annual Registration Fee

Part time and full-time services are provided from 7:00 AM to 6:00 PM Monday- Friday.

### **Check off list**

- Completed Enrollment packet
- Shot Records
- Physical
- TB Test
- Extra Clothing

Thank you for entrusting us with your child's care and education.

Evelyn Chinchilla  
Director