



REDWOOD CHURCH

PRESCHOOL

A Ministry of Redwood Church
License # 414004160
Family Handbook
2017-2018

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Redwood Church Preschool

WELCOME

Dear Preschool Family,

Welcome to Redwood Church Preschool. Our program exists for you and your child. We strive to provide the loving care and guidance that your child needs as they grow and develop.

Cooperation between parents, staff and children will contribute to a successful experience for your child. Redwood Church Preschool is a ministry of Redwood Church.

Redwood Church values families and supports the preschool in order to provide a learning environment that will help preschoolers grow as Jesus grew. We encourage you to ask questions, look around and enjoy our loving environment.

Jesus grew in wisdom and in stature and in favor with God and all the people. Luke 2:52

Thank you for choosing Redwood Church Preschool. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Jennifer Corrales
Program Director
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Redwood Church Preschool
(650) 562-7611

ABOUT US

WE ARE A PRIVATE, NON-PROFIT ORGANIZATION SERVING CHILDREN AND THEIR FAMILIES' AGES 2 TO 5 YEARS OF AGE. REDWOOD CHURCH PRESCHOOL IS OPEN TO ALL. BUILDING PARTNERSHIPS WITH THE FAMILIES IS ESPECIALLY IMPORTANT TO US AT REDWOOD CHURCH PRESCHOOL.

History

The Redwood Church Preschool program was established in 1970 by Virda Stevens, a Redwood Church member who was determined to find a way to send her youngest daughter to preschool despite her family's financial limitations. The elders of Redwood Church partnered with Virda, providing her with a classroom and granting her permission to open her own preschool that provided the community with an opportunity to send their young children into a safe, loving atmosphere where they could learn socialize and, most importantly, get to know Jesus.

More than forty years later, our program continues to bless children in our community. Our space has been expanded, hours of operation have been extended, the walls have been repainted, and our curriculum revamped, yet Virda's vision remains the same! We still offer a safe, loving place for children to learn, socialize and, most importantly, get to know Jesus.

Mission

The mission of Redwood Church Preschool is to prepare children for successful lives as children of God. We work side by side with the children and their families to achieve excellence in social skills, academics, and understanding of Biblical practices while focusing on a personal relationship with Jesus Christ. *Our goal is that each child learns to love Christ, to love others, and to teach others to love Christ.*

Hours of Operation

Child care services are provided, Monday through Friday from 7:30 AM to 5:30 PM.

Holidays

Please see the Preschool Calendar for dates of holidays and breaks.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and application fee, material fee and 1st months tuition must be paid prior to your child's first day of attendance.

There is an material fee of \$100.00 per year and an application fee of \$25. These fees are non-refundable however materials fee will be returned if space is not available.

Based on the availability and openings, our facility admits children from 2 to 5 years of age. Siblings/alumni families have priority.

Our process for introducing parents and children to our program is:

1. Parents gather information via website, e-mail, phone conversation or in person.
2. Make an appointment to visit the school for a tour, we recommend your child attends.
3. If the decision is made to enroll the child:
 - Complete and sign all registration forms
 - Pay fees
4. Make appointment with Director for orientation, during this orientation you will complete paperwork and set your schedule.

If your child develops any special needs (medical issues or food allergies) that would prohibit them from participating in activities please contact the Director immediately to fill out an updated Medical Form. We must have a health statement from your child's physician stating the child's special needs. We will make every effort to make accommodations to ensure your child's special needs are met.

Inclusion

Redwood Church Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Redwood Church Preschool equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Back to School Night
- Open House
- Family Nights
- Holiday Gatherings
- Book Swap
- End of Summer Carnival
- Labor Day Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom or nap room
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Family Teacher conferences

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff is composed of experienced and dedicated teachers that believe in encouraging the children daily and helping them to see their potential. The Director, Assistant Director and Teachers have Early Childhood Education college credits, along with TB, health, and criminal clearances. All teachers on staff have current pediatric first aid and CPR certification

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Redwood Church Preschool.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
2 year olds	8 to 1	15
3 year olds	12 to 1	20
4-5 year olds	12 to 1	20

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby or on their sign out sheet at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night. Family nights are scheduled throughout the school year. These nights include Back to School night, Open House and more fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Communication. This is very important when it comes to getting to know someone. It is also a key part to our preschool. The staff offers lots of praise and encouragement to the children daily. We understand that there are often circumstances at home that do affect the behaviors of a child. Please contact your child's teacher and/or the Director to inform them of any issues that arise at home that may cause your child to behave out of character. (Example: Moving, household upset, recent illness, change in routine, parental visits, etc)

Parents are responsible for keeping the school informed of the following:

- ✓ Change of Address
- ✓ Change of Telephone numbers (home and work)
- ✓ Identification and emergency information
- ✓ Any other pertinent information pertaining to the care of your child.

You may contact the school office to report any of these changes.

Parents are informed of the activities of the preschool through weekly newsletters and online.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment

Media Consent

A Media Consent Form must be filled out at the time of enrollment giving us permission to share your child's photos throughout the year at Preschool Events. Individual school pictures are taken during the fall and spring. Please see calendar/newsletters for scheduled dates. We use pictures throughout our program as well as our Facebook site - don't forget to like us! That is why it is important to have the media consent form filled out.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-

making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

ACTIVITY SCHEDULE

Classes will include the following:

Bible Time: Prayer and Bible are infused throughout our daily activities. Christian values are modeled and taught through Bible stories, songs and finger plays.

Dramatic Play: A time in which the child can “make believe”, a time to model adult behavior while helping to develop interpersonal social skills.

Fine Motor Skills: (small muscle development) Coloring, writing with different material, painting, and the use of playdoh.

Large Motor Skills: (large muscle development) Outside activities, climbing, bikes, balls and age appropriate games.

Literacy: Listening to stories, acting them out with Readers Theaters, puzzles and exposure to printed words.

Music and Movement: Singing and dance movement with songs, videos and instruments.

Arts and Crafts: Theme related creative arts to discover and express personal natural abilities.

Science/Social Studies: Learning about God’s creation, our world and the community around us.

Quiet/Rest Time: This allows our bodies to grow and is important for healthy bodies.

Redwood Church Preschool staff plan monthly themes and weekly lesson plans to ensure a curriculum that is geared towards the specific needs of the individual children. Our classrooms are set up to encourage exploration, encourage curiosity and enjoy interactions with others. We believe that the teacher is the biggest part of the curriculum and listen to the interests of the children to help guide us in finding activities that they are engaged in.

Curricula & Assessment

As part of this curriculum, we gather information about each child’s developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Children that are moving on to Kindergarten will be assessed for readiness skills in the early spring and written reports are sent home at that time. You are welcome to schedule a conference to discuss the report with the Director and teachers.

For information about your child’s day, please see copies of daily schedules and lessons plans posted in each classroom.

Outings & Field Trips

Redwood Church Preschool is not responsible for transportation to and from school.

If a field trip is planned within our community parents will be informed of these trips in advance through newsletters and a permission slip being sent home for each trip. Parents are needed to drive for field trips to make them possible. The requirement for drivers is that they carry only the number of children they can buckle into car seats and insurance coverage must be current. California law as of January 1, 2012 states that all children must ride in a car seat or booster seat until they are at least 8 years old or at least 4 feet 9 inches tall. In addition, all kids younger than 8 years must be secured in the back seat.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Television Time

Our normal daily routine does not include television watching, but we use Worship DVD's for Music and Movement as well as supplemental Bible Stories to reinforce a lesson we have already introduced. Television consumption will not be longer than 30 minutes and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We are a Christian school and observe those religious holidays.

Please refer to School Calendar for Observed Holidays and Parties

Rest Time

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. The school provides a mat/cot for each child. Parents are asked to provide a crib sheet and a small blanket for naptime. Blankets are to go home on Friday to be washed and returned on Monday.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities.

Please see our Toilet Training policy for signs or readiness, what to wear to school while potty training and what potty trained means at school. This is an important milestone in your child's life and we are here to help your child master that skill.

GUIDANCE

General Procedure

Redwood Church Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at [school] has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain zero tolerance for bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families/Termination of Service

Redwood Church Preschool will work with families to avoid suspending and/or terminating services due to challenging behavior. If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program in these ways.

1. Document behavior in writing and verbal discussions
2. Family/Staff meeting to discuss options other than suspension/termination
3. Offer referrals for evaluations, assessments, diagnostic and therapeutic services.
4. Developing a plan for behavior intervention at home and program.

On rare occasions, a child's behavior or change of needs may warrant the need to find a more suitable setting for care other than Redwood Church Preschool

Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

A child may be asked to leave Redwood Church Preschool for behavior code violations that are mentioned above.

As a center we reserve the right to terminate services for behavior as well as non-compliance to this handbook.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Tuition Agreement*.

Late Pick-up Fees

All children should be signed out of the center by 5:30 p.m. There is a late fee of \$10.00 per 15 minutes after 5:30 p.m. and rises to \$20 per 15 minutes after 6:00 p.m. The late fees are cumulative and will be enforced! Payment is due within 10 days of the late pickup. If tardiness persists, your child could risk dismissal from school or a late fee increase

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received within 10 days of the day that it is due, a late fee of 10% of the monthly tuition rate will be applied to your account. If your account has not been paid in full within 30 days, your child may be discharged from the program.

If payment is more than 60 business days past due, we may attempt to recover payment using a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks will be charged a fee of \$25 or up to the maximum amount allowed by law. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Absences of more than 14 days- To retain your child's spot during an absence of more than 14 days, 50% of your regular tuition is due. Written notice must be given 2 weeks advance for the days the child will not be in attendance. Tuition must be paid prior to absence. These fees are non-refundable.

- Credit will be given for Excused Absences of more than 3 program days. If your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9 AM, please call us at 650-562-7611 and leave a message. We will be concerned about your child if we do not hear from you.

Withdrawals

Withdrawals – 30 day written notice is required for withdraw from the program. If a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Safety is our first concern and is very important to us. Teachers are on duty both inside and outside whenever the children are present. Children are never left unsupervised.

Please drop your children off at the Madison parking lot and walk your child into the building. Make sure the teacher on duty is aware of your child's presence, as well as making sure we know they have been picked up.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- Older Toddlers: at least two changes of clothes, socks and shoes. (more if your child is potty training.)
- Preschoolers: at least one change of clothes, socks and shoes.
- Fitted Crib Sheet
- Small Blanket & pillow for rest time
- Lunch box labeled with name with nutritious lunch.(please see Nutrition section below)
- Afternoon snack

Please label all items brought from home with your child's name (i.e., clothes, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Each child is assigned their own cubby and coat hook in which to store personal belongings (clothing, lunch, bedding, etc.) Remember that all items must be labeled with your child's name for easy identification.

Art work File

Please check your child's art folder daily for artwork.

Daily Communication

Such reports, Accident reports, Oops, you forgot, behavior reports etc... will be placed on your child's sign in sheet when situations arise for them.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the Preschool Office. Please note that we are not responsible for lost personal property. All items in the Lost & Found box at the end of the school year will be donated to charity.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

The preschool furnishes snacks for the children each morning. Snacks are used as a part of the curriculum often related to the unit topic and as an experience in tasting. Children with food allergies please refer to *Special Needs section.

Children may eat breakfast from home in the first hour of opening. This food should be finger foods or easily eaten by the child. (Cereal with milk, and pancakes with syrup, are not the best options)

Lunch and after-noon snack is provided by parents/guardians. Everything must be brought ready to eat. We cannot heat or refrigerate food brought from home. Please limit the amount of sweets in your child's lunch. Do not pack candy, carbonated beverages, or chewing gum in your child's lunch.

Teachers will sit with and supervise the lunch area and will help open containers and packages; however they will not feed the children. Please send food that you know your child enjoys eating.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Peanut butter on graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

Food Allergies

If your child has a food allergy, you must fill out the “Food Allergy Action Plan” so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Parties

Every day is a party at preschool, but there are some special occasions that we will observe with parties, such as birthdays and holidays. Parents may provide treats for the class for a birthday party - please make sure the teacher or Director knows in advance. There will be sign-up sheets posted to bring in other treats for other celebrations. Most parties will take place in the afternoons after Rest/Quiet Time.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. All children entering preschool need to have received all the required vaccinations before entering school based on California State law. Personal belief exemptions are no longer permitted.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child’s physical should be received before, but must be received no later than 6 weeks after your child begins the program. Families

are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

Record of Food Allergy & Anaphylaxis Care Plan

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classrooms and kitchen area. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own.

Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- Non-prescription medications require a note signed by the parent or guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., diaper cream) require a note signed by the parent or guardian, specifying frequency and dosage to be administered.

Never place medications in a child's lunch box, back pack or cubby. All medication is to be kept in the classroom first aid backpack or inside the refrigerator at all times. **Chap stick, cough drops, diaper rash cream, insect repellent and sunscreen are all considered medication and should not be kept in your child's pockets or cubby.** These items must be signed in as if they were medication.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Incidental Medical Services- Please see attached addendum.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as

an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 37°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Activities vary from "water days" which include, water sprinklers and plastic wading pools. Please be sure your child has extra clothing in the event a change is needed. Sunscreen must be administered by parents (see Medication section). Teachers are prohibited from applying sun screen due to possible allergies.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an ouch report outlining the injury and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately to talk about the best next step. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we try to contact you or an emergency contact. Should a child be involved in an unusual incident parents will receive an "Unusual Incident Report" (LIC 624) describing the the situation and how staff responded to it. It will also be reported to CCLD within 24 hours of the incident. The Report will be sent to the CCLD regional office within 7 days and a copy will be kept in the child's file at the center.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants' and young children's developing bodies. Therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

CHILD PROTECTIVE SERVICES (650) 595-7922

If you have questions or concerns please ask us, we want to help. If we cannot answer your question, we will put you in contact with someone who can! Children are our future generation, together we can do more!

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire sprinklers, extinguishers, smoke alarms and carbon monoxide detectors in each room.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

BOMB THREAT: We will evacuate the center immediately and call the police. After the police have inspected and cleared the building we will return to the center. Parents will be notified and if needed asked to pick up their child.

CHEMICAL SPILL: We will remain inside the center. The AC/Heater will be turned off and blankets will be put at the bottom of the doors and close windows to prevent vapors from seeping in. Doors will be locked, no one will be allowed in or out until the proper authorities have cleared the area.

EARTHQUAKE: We will follow our monthly earthquake drill procedure; we will “duck and cover and hold” using sturdy tables or desks for protection. In a room with no sturdy tables or desks, we will crouch down and cover our heads with our arms, ensuring the backs or our heads are covered and protected. If we are outdoors, we will duck cover and hold in an open area away from power lines and other hazards.

FIRE: The school will follow our monthly fire drill procedure by exiting the building when the alarm sounds. All children and teachers will meet at their assigned places outside away from the building. We will call roll from the attendance sheet (check-in/out sheet). This is another important reason to sign your child in EVERY DAY! If we cannot return to the building we will follow the Disaster Plan to the Red Morton Community Building. After arriving we will call parents.

THREATENING SITUATION: Should we have a threatening situation, we will have a “lock down”. All doors will be locked and no one will be permitted in or out. This includes parents/guardians bringing children to the center or picking them up. The doors will not be unlocked until the authorities have cleared the area. Parents will be notified by phone.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Disaster Plan

We will remain at the center unless we have been instructed by the Redwood City Police Dept. and/or Redwood City Fire Dept. to evacuate or if we feel it is unsafe to remain at the preschool. Should that happen, we will take attendance sheets and emergency contacts, and make every attempt to reach families. Upon enrollment each family is required to create a Comfort Kit (see form to know what to put inside) in case of emergency or disaster.

Our evacuation plan will be to walk to the nearby Community Center located at

Red Morton Community Center
1120 Roosevelt Ave, Redwood City, CA 94061
(650) 780-7311

Our planned route will be to leave the property on the Vera Ave. side, and walk about 2 blocks to the Community Center.

CENTER POLICIES

Our center policies not included in this handbook are reviewed quarterly and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Redwood Church Preschool Family Handbook, and I have reviewed the family handbook with a member of the Redwood Church Preschool staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Redwood Church Preschool Family Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date