

ENCINO PRESBYTERIAN CHILDREN'S CENTER



PARENT HANDBOOK

TABLE OF CONTENTS

Immunization Requirements

Welcome
Philosophy

E.P.C.C. Covid-19 Travel Guidelines

Birthdays
Carpools
Cell Phone Use
Class Lists
Clothing/Supplies
Confidentiality

Crafts
Cubbies
Discipline

Drop Off
Emergency Closing/
Mass Disaster Plan
Enrollment Criteria

Fundraisers
Grievance Policy

Hours of Operation

Holidays
Illness Policy

Library
Licenses
Meals/Snacks

Open Door Policy
Parent Participation

Parent Volunteer Group/
Room Parents
Pick Up Time

Rest Time
Safety

Show & Tell
Toilet Training
Tuition
Withdrawal
Where To Call

IMMUNIZATIONS

Children will not be able to attend school unless immunizations are up-to-date and an immunization record with dates is presented before your child begins our school☺.

Immunization requirements for 2023

Under the law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade. For more information about SB 277, please see the Frequently Asked Questions available at:

<http://www.shotsforschool.org/laws/sb277faq/>.

For more information about school immunization requirements and resources, please visit the California Department of Public Health's website at www.shotsforschool.org, or contact your [local health department](#) or [county office of education](#).

Thank you for helping us to keep our children and community healthy.

WELCOME

Welcome to Encino Presbyterian Children's Center. We are a non-profit, church related center offering care for children ranging in age from 2 years through 11 years. Founded in 1961, EPCC began as a half-day nursery school program with just two classrooms. Through the decades the center has grown to serve approximately 200 families each year. Our dedicated staff of trained childcare professionals will work diligently to make your child's experience here a positive one. We look forward to working with your family to meet your childcare needs. Please take some time to become familiar with the policies of our Preschool Program as outlined in this handbook. After a brief introduction of our program philosophy, information is arranged in alphabetical order for easy reference. By signing your preschool contract, included in your registration packet, you agree to abide by the policies and procedures set forth in this handbook.

PHILOSOPHY

At Encino Presbyterian Children's Center, we believe each child is a unique individual. We strive to provide a loving, nurturing, and creative environment for all children. Our philosophy is based upon the principle that play is a significant mode of learning. In our curriculum planning we strive to provide developmentally appropriate experiences that encourage growth cognitively, emotionally, socially, creatively, physically and spiritually leading to a strong sense of self-esteem within each child.

We believe in providing a physical environment that is safe, clean, healthy and child friendly. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, to experience, and most importantly to succeed. Various centers include areas for creative expression through art, music and crafts; role playing, dramatic play and socialization; story telling; story writing; language development; and the development of pre-reading and pre-math skills.

We believe that outdoor experiences are vital to the growth and development of children as well. These experiences include sand and water play, arts and crafts, riding toys, climbing structures and a

variety of choices which foster large muscle skills. We also introduce teamwork experiences in the form small and large group activities.

The strength of our program is the experience, expertise and dedication of our staff. Throughout the U.S., the average annual turnover rate at childcare centers is 40%. At EPCC our turnover rate has been less than 15% over the last 15 years! We support the teachers with training, resources and the freedom to create a unique learning environment. We provide many opportunities for the teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere that fosters each child's creativity and positive self-image. Our remarkable staff is truly dedicated to your children and to this program.

We believe in positive methods of discipline. We discipline to correct, not to punish. We establish consistent and appropriate limits to help children function in their world. Rather than being punitive, the goal of discipline in our program is to develop the child's sense of independence and responsibility. We strive to strengthen each child's own cultural identity while instilling a respect for others.

Parents are the most significant adults in a child's life and parents at EPCC play an important role in their child's school experience. We strive to create mutual respect between parents and teachers - a partnership for the benefit of the child. We encourage regular communication between parents and staff. Our doors are open to parents at all times.

E.P.C.C. is fully committed to being a full educational partner with the parents of all children, including those with additional educational needs above and beyond those traditionally provided by our staff. Since good partnerships are founded on clear communication, and mutual understanding, we wish to make our expectations of some your obligations clear. Please initial below to communicate your understanding of, and agreement to, some essential elements of our partnership:

_____ I understand that Encino Presbyterian Children's Center is NOT a special education School.
Date & Initial

Our teachers/assistant teachers are not trained behavioral therapists and will not provide 1:1 care for any child. If after enrolling my child the teachers and/or directors have concerns about my child's behavior and/or development, I understand that it is my responsibility to have my child evaluated and if needed (as determined by E.P.C.C.) to provide a 1:1 professional Adult Assistant to help my child succeed, within 1 month from the initial request or to suspend enrollment until the evaluation is completed and any assistance needed is provided. I will be financially responsible for any evaluations/testing/assessments and/or assistance for my child.

Date & Initial

I understand that if E.P.C.C. cannot meet the needs of my child and I refuse to provide the help that E.P.C.C. is requesting to aid in my child's success that I forfeit my child's space at E.P.C.C. and his/her enrollment will be terminated immediately.

Date & Initial

If it is brought to our attention that your child has been assessed and you neglect to provide E.P.C.C. with copies of the assessments, we reserve the right to terminate enrollment immediately.

Date & Initial

Encino Presbyterian Children's Center reserves the right to terminate services of a family causing any case where staff/children/other families are at risk for health or safety. This includes any parent threatening or bullying E.P.C.C. staff, school or other families.

Date & Initial

There will be a 30-day trial period for children entering our school mid-year where we reserve the right to terminate services for the child after 30 days if we cannot meet their needs.

Date & Initial

This admission agreement will be terminated if the director feels the school is unable to meet the needs of your child or if tuition is in arrears. Your child may be excluded from the program until your tuition account is brought up to date.

Two copies of this agreement are enclosed in your enrollment package. Please sign and return one copy and keep the other for your records. The following signatures indicate that all parties have read this agreement and agree to adhere to the policies and procedures set forth by Encino Presbyterian Children's Center Preschool Program.

BIRTHDAYS

Your child's birthday is a special day. You are welcome to provide a special snack in honor of that big event. Cake or cupcakes, ice cream or frozen yogurt are always welcome snacks for birthdays as well as a variety of other goodies. Treat bags can be passed out as well, but please remember you are never required to provide these items. If you are planning a birthday party for your child outside of school and would like to send invitations to classmates, we ask that the invitations be sent through the mail to avoid hurt feelings for those children who are not invited.

CAR POOLS

If you are looking for someone to carpool with, please inform your child's teacher and they can post it on the class **DOJO app**.

CELL PHONE USE

Please turn off your cell phone when dropping off and picking up your child or while attending any school event. For the short time that you are here, we would like you to focus on your child and the activity at hand. Cell phones create an unnecessary and unwanted disruption.

CLASS LISTS

Each family will be provided with a class roster with addresses, phone numbers, emails and the parents' names of each child in their class. If you do not want this information to be included in the class list, please let the director know at the start of the school year. If you move or change your phone number during the course of the school year, please provide the director with the new information so class lists can be kept up to date.

CLOTHING/SUPPLIES

Please remember to provide an adequate change of clothes for your child. Include underwear, shoes and socks. Extra clothing can be kept in a bag or backpack on your child's hook or in a cubby in his/her classroom. Remember extra clothing must be appropriate for the weather and **clearly labeled**.

Be sure to dress children in play clothes suitable for the weather. Recognize that when children play, **they get dirty**. Please don't dress your child in an outfit that must remain clean throughout the day.

An important note on clothing safety:

Shoes must cover the toes and heels. Please no sandals or jellies. In warm weather, water shoes are an acceptable alternative to sneakers. In addition, cowboy boots or any type "party shoe" will not be allowed at school. They do not provide traction and pose a slipping hazard in the classrooms and on the playground. Shoes must be appropriate for climbing, running and general "kid's play."

Do not send your child to school in jackets, shirts or pants with "string-type" ties around the neck or waist. These ties pose a choking hazard and can get caught in the play equipment.

Remember, children love to run, jump and climb. If they are sent to school in clothing that is not appropriate for play, we will ask you to come back to school with items that are more suitable for the daily activities.

CONFIDENTIALITY

Information regarding your family and child is confidential and will not be released to anyone unless you provide written authorization to the center. As mandated reporters, an exception will be made in the event of suspected child abuse. Any such suspicion must be reported to the Director for immediate investigation and action with the appropriate authorities.

CRAFTS

Almost everything your child does during the day represents a learning experience. The act of making a craft or art project is such an experience. We enjoy providing your child with the opportunity to make various projects throughout the year. Sometimes he/she will bring home artwork or crafts. At other times, the "finished product" will be saved as part of a larger group project or posted on the classroom walls and windows.

Art projects and crafts encourage creativity and are used as learning tools as well. Various aspects of the curriculum including color and shape recognition, sequencing, spatial awareness, hand-eye coordination and socialization skills all come into play during arts and crafts time. We encourage you to engage your child in discussions about his/her crafts. It's a fun way to bond and a great way to learn a little about your preschooler's day.

CUBBIES

If your child stays for extended day care a cubby will be provided for nap items. He/she can keep a small pillow and blanket there as well as a small "nap friend." You must also provide 2 standard sized crib sheets for use on your child's cot. Items too large to fit into cubbies will be sent home. Remember to label all items that go into your child's cubby. Napping items will be sent home at the end of each week to be washed.

DISCIPLINE

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build individual esteem and avoid any shaming practices. To that end we try to achieve discipline through close supervision, gentle guidance, and redirection.

When encountering a situation that requires discipline, the teacher will first discuss the event with those involved, encouraging the children to "use their words." At this time an initial warning may be given in conjunction with re-direction. If the same event occurs again, the next step is to redirect the behavior and possibly separate the children if more than one child is involved. Another activity is chosen and a second verbal warning is given to remind the child of appropriate behavior.

Occasionally, we will utilize a brief timeout in which the child remains in the classroom but must regain control or gather his/her thoughts before he/she can return to the classroom activities. Time out is used when redirection does not seem to work. This action is not meant to shame the child, but rather as a means of self-discipline and self-control. If time outs and redirection do not work, a child may be brought to the director's office where he/she can take some time to regain control while waiting to return to the classroom. Occasionally, privileges may be taken away from a child for a recurring incident, i.e. if a child continually crashes a bike into others he/she will not be allowed to ride a bike that day.

We try to handle most situations at school and do not always report the incidents to parents if a discipline technique has been successful. If there is a consistent issue that needs to be discussed with parents we will certainly do so. We will make every effort to work with parents in an attempt to help your child overcome the issue at hand while gaining a sense of self-discipline.

BITING: We try to encourage children to use their words at all times, but especially when they are frustrated, however, occasionally a child will use their teeth and bite instead. When a child bites another child or a teacher, the biter is taken to the office for a talk with the director and the parents of both children (if they have bitten a child) are called to report the incident.

On any future occasion where the same child bites again, they will be immediately sent home. As the parent, you are expected to immediately pick up your child from E.P.C.C. or send someone from your pick-up list to do so. If biting becomes a consistent problem with your child, it will be necessary to terminate your child's enrollment in E.P.C.C.

DROP OFF

There will be a sign in/out sheet posed outside each classroom, please do **NOT** enter the classroom at drop off and pick up the teacher will meet you at the door to receive your child for the day. Please try to make your drop off and pick ups quick. At this time, you may **NOT** stay and let your child/children play on our yard at pick up time. You must sign in each day using your full name. Please do not sign as “mom” or “dad” as licensing requires your full signature. We are mandated by the State Department of Social Services to keep up to date sign in and out sheets.

Please remember that a legally responsible adult must drop off and/or pick up your child. If you do not bring your child to school, please designate an adult to do so and let us know whom that person is. Older siblings may not drop off or pick up your child unless they are over 18 years of age.

EMERGENCY CLOSING/MASS DISASTER PLAN

In the event of a natural disaster or other emergency, you should listen to local radio stations or television news if possible. Please note that we close for emergencies when Los Angeles Unified Schools close.

If an emergency or disaster should occur during school hours, the following will occur:
Staff will remain with the children until all children are called for.
First aid will be administered if necessary --- 911 will be called if necessary

In the event that the building is unsafe, the children will be moved to the Church Sanctuary or Fellowship Hall.

In the event of a power outage, our phones will go down. An outgoing emergency line is available in the church office. Staff members will use cell phones to make emergency calls.
Emergency supplies including food, water, blankets and necessities are kept in each classroom for each child.

In the event of an emergency, we will make every effort to contact you. Please do not call the school if possible; we must keep our phone lines clear. If you cannot get to the school, please arrange for someone on your emergency list to pick up your child. Be assured that a director will stay on campus until every child has been called for.

ENROLLMENT CRITERIA

Children who are 2 years old by the 1st day of school can enroll in our toddler classroom two, three or five days per week provided there is space. They must be fully toilet trained in order to keep their space.

Children 3.0 and older by the first day of school may register for either a three or five-day schedule provided they are toilet trained as well.

Priority registration for the upcoming Fall begins in February for returning students, their siblings and siblings of EPCC alumni. Summer registration for currently enrolled students also begins in February. Because we cut back to less classrooms for the summer, summer registration is held on a first-come, first-served basis. No one is ever guaranteed a space for any part of the summer session.

Registration for new families begins during the first week in March. Registration can be completed on a walk-in basis. Note that this date is subject to change and should be verified by the director.

The registration fee, the earthquake fee and the advance tuition payment is due and payable upon the return of the application. The advance tuition will be applied to August. **The registration fee, the earthquake fee and advanced tuition payment or your first month's tuition payment are ALL NON-REFUNDABLE AND NON-TRANSFERABLE.**

Two weeks before the school year begins, families will be emailed a registration packet to complete which includes the following forms:

Emergency Information and Identification	Notification of Personal Rights
Parent's Pre-Admission Report	Notification of Parent's Rights
Physician's Report	School Contract
California Immunization Report	Consent To Treatment
Consent To Photograph and Release of Liability	Covid waiver

These forms are required by the State of California Department of Social Services as well as by our program and must be completed and returned to the school **no later than your child's first day of school**. Children with incomplete files will be excluded from school until all necessary paperwork has been turned in.

Encino Presbyterian Children's Center does not discriminate on the basis of gender, race, religion, ethnicity, national origin, or special needs. If, however, the nature of a child's special needs requires therapy or additional staffing, the child will not be enrolled until specific arrangements can be made. Encino Presbyterian Children's Center reserves the right to determine if additional staffing is necessary for a child with special needs based upon the program's ability to meet that child's needs with the current staff. If it is determined that additional staffing is necessary, it is up to the family to provide and compensate the companion/therapist.

EPCC reserves the right to terminate the enrollment agreement if we feel we cannot meet the needs of your child or family and if we have used all available resources to do so.

Children are admitted on a space available basis. A waiting list is maintained by the Director and will be used when an opening presents itself.

If your child requires a 1:1 assistant or shadow teacher, a meeting with the directors prior to the 1st day of school is essential to discuss the guidelines, expectations and policies of the Children's Center.

FUNDRAISERS

Several times throughout the school year we host various fundraisers. We encourage your participation in at least one fundraiser each year. While we understand that you have other obligations, please remember that as a non-profit center, we rely solely on fundraisers to raise money to upgrade playground and classroom equipment as well as for much needed improvements throughout the center. Monies earned in fundraisers are never used for teacher salaries. All monies earned go into improving the program for the benefit of your children.

Several of the fundraisers hosted by EPCC include a Tupperware sale, See's candy sale, various restaurant nights, bake sales and our annual Blind Auction.

GRIEVANCE POLICY

As a child care center, we are committed to working closely with you and your family. We recognize that parenting is one of the most difficult and intense responsibilities that anyone can undertake. We want you to share your thoughts and hopes for your child with us. We understand that you want what is best for your child and we will do our best to provide the quality care you are looking for.

While it is our hope that all interactions you experience here are positive, helpful, kind and understanding, it is to be expected that from time-to-time people will experience some conflict, some concerns and some difficulties. In an effort to address any issues that may arise we need your input, suggestions and questions. In the event of a concern regarding your child's care while in our center, we ask you to address the issue in the following manner:

Talk to your child's teachers – the teachers in your child's classroom often know your child better than any other staff member at school. They are here to help you and your child experience a successful, happy year and want to help whenever possible. Teachers are always open to your ideas and are willing to discuss any concerns you may have. Please feel free to talk to your child's teachers informally or to arrange a conference for a time that is convenient for all involved.

Talk to the director or assistant director – as the program administrators, the directors are available to discuss any concerns you may have regarding the program, its policies and your child. You may approach the directors informally or if you wish, make an appointment in an effort to avoid interruptions during your conference. As with the teachers, the directors are committed to meeting the needs of all of our families as much as possible and will work with you to ensure a successful experience for you and your child.

If you cannot come into the center to discuss your concerns, written messages can always be relayed. Please do not hesitate to bring up any concerns you have. We will always consider your input seriously and respond in a timely manner. The Children's Center staff is here to help you and your child enjoy a special first-school experience. Please feel free to come to us at any time with your thoughts or concerns.

HOURS OF OPERATION

The preschool program is open from **7:30a.m – 6: 00p.m, Monday through Friday**. The school year begins in mid-August and continues through the end of May. The preschool program is not a year-round program. We follow a traditional school year schedule which includes the following closures:

- **3 days at Thanksgiving**
- **2-weeks at Christmas (Winter Break)**
- **1-week at Easter (Spring Break)**
- **1-week in June (Before the start of the Summer Session)**
- **1-week in August (Before the start of the school year).**

Our summer program begins in June and runs for approximately nine weeks, provided enrollment is sufficient. We do not guarantee that we will be open for care during Spring Break or during the summer.

The preschool program is closed one week in August, before our Fall semester begins as well as, for one week in June before the start of the summer session. Additionally, we close for one day in the Fall for staff in-service training and one day in the Spring for parent/teacher conferences. Those dates

will be noted on the holiday schedule at the beginning of the school year to enable you to make other child care arrangements.

We close for all national holidays that are noted on the holiday schedule as well. Every effort is made to post the dates we are closed well in advance to enable you to make other arrangements for your child.

HOLIDAYS

The Children's Center is closed on the following holidays:

The Friday before Labor Day
Labor Day
Veteran's Day
Thanksgiving
The day before and the day after Thanksgiving
Christmas Eve (if vacation care is offered)
Christmas Day
The day after Christmas
New Year's Eve (if vacation care is offered)
New Year's Day
Martin Luther King Jr. Birthday
President's Day
Good Friday
Cesar Chavez Day
Memorial Day
Juneteenth
July 4th

ILLNESS POLICY

In an effort to keep children and teachers healthy, you are asked to keep your child home when he/she is sick.

If the following symptoms occur your child may not attend school:

- A. A temperature of 99° or higher or any fever accompanied by:
 - 1. a deep cough or uncontrollable spasms of cough
 - 2. earache or draining ear
 - 3. a red, sore throat or swollen glands
- B. A rash of any kind until diagnosed, treated or declared harmless by physician
- C. Early colds (coughing and sneezing), very bad colds with purulent (green, thick) discharge
- D. Diarrhea or vomiting
- E. Red, runny or matting eyes - may be pink eye (conjunctivitis) - please call your doctor
- F. Bronchitis - if your child is coughing frequently
- G. Lethargy – if your child is lethargic or simply not him/herself

Children must remain home and be free of the above-mentioned symptoms for 48 hours before they can return to school. While we understand that a green, runny nose and cough are not necessarily indicators of infectious disease, we will require a doctor's note if there is any question

about your child's health. Many children suffer from allergies with cold-like symptoms. If this is the case for your child, a doctor's note will be required for re-admittance.

In the event that your child becomes sick while at school you will be promptly notified. We expect that you will pick your child up **immediately**, as we do not have the facilities to care for sick children. If you are unable to pick up your child, please send someone from your emergency list to do so.

Remember, when we send a child home, we are using our best judgment in determining whether or not that child should remain at school. Please respect this policy as well as the families and staff at EPCC by adhering to it.

We are a Center for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of our other children as well as our staff. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

The following chart lists time periods for which your child should be excluded from school for various illnesses.

ILLNESS CHART*

Illness:	May Return:
Chicken Pox	24 hours after all lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing has stopped)
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	48 hours after last loose stool and after 1 normal bowel movement
Rubella	At least 7 days after onset as well as 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever	48 hours after temperature is normal (during Covid Pandemic)
Influenza	48 hours after symptoms have subsided (during Covid Pandemic)
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun and child is free of nits and eggs
Whooping Cough	At least 7 days after therapy has started
Pin worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of treatment (during Covid Pandemic)
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept. gives OK
Mumps	14 days after onset of swelling
Covid 19-Positive	Must have a negative result before returning with a doctor's note.

*Source: US Dept. of Health & Human Services

MEDICATION POLICIES

Prescription medication may be given only upon written order of a physician stating that the Center may administer such medication and specifying the circumstances, if any, under which the medication must not be administered. A medication release form must be completed by the parent and kept on file for the duration of the time the child is in need of a specific medication.

Prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, expiration date and physician's name. All medications will be stored according to the instructions on the label, kept beyond the reach of children and returned to the parent when no longer needed.

Over-the-counter medication may be given on an infrequent, non-routine basis under written instructions from the parent in conjunction with a doctor's note. Instructions must be consistent with the directions on the manufacturer's label. Over-the-counter medication must be in the original container with the manufacturer's label. Again, such medication will be stored according to the instructions on the label, kept beyond the reach of children and returned to the parent when no longer needed.

For all medications that must be administered orally, a graduated medicine syringe or spoon must be provided.

Topical ointments may be applied as needed for protection against the sun or other skin irritations under written parental instructions and a doctor's note.

Never send medication in your child's lunch box or backpack. Any medication must be handed to a teacher with a completed medication release form. Medication forms can be obtained from the teachers in your child's classroom.

THE JEAN SCIARABBA LIBRARY

We have a small children's library in the office between rooms 103 & 104. We encourage you to check out books with your child. If your child checks out 10 books during the course of a month, he/she will get a special certificate at the end of that month. We believe using the library promotes a love of reading as well as fosters early responsibility skills. We also have a collection of books for parents on various topics relating to child rearing issues, as well as recreational reading for adults. Please feel free to look at our collection and borrow any of the books that you are interested in.

LICENSES

We are licensed by the California State Department of Social Services Community Care Licensing Division.

MEALS/SNACKS

NUT FREE SCHOOL . . . A nut is a fruit composed of a hard shell and a seed, which is generally edible. At E.P.C.C. this includes: peanuts, walnuts, pecans, almonds, cashews, hazelnuts, macadamia nuts, pistachios, brazil nuts, chestnuts, pine nuts, candlenuts, beechnuts, filberts. Our "nut free" policy is in place to ensure the health and safety of the children under our care. When you drop off your child each day, we want you to feel comfortable leaving, knowing that we are doing our best to keep all of the children under our care safe and healthy. Please note: Nutella is a cocoa and hazelnut spread, and therefore not allowed at school. Sunflower or cookie butter are acceptable alternatives and can be found at Target, Trader Joes and other markets.

Parents are required to provide a ready to serve lunch for their child each day as well as a water bottle and a morning and afternoon snack.

We do not serve breakfast at school. Children should eat breakfast before they arrive at school. Mid-morning snacks are served at approximately 10:15 and 10:40 depending on your child's classroom schedule. If your child stays for daycare, an afternoon snack time is approximately at 3:15. **Please notify us in writing if your child has any known food allergies.**

Remember to keep snacks and lunches healthy. **You must provide utensils in your child's lunch box if he/she needs them.** Please make note of the healthy snack ideas listed below:

Apples	Yogurt	Ranch Dressing
Oranges	Cheese Slices	Salsa
Grapes (cut in ½)	String Cheese	Hummus
Bananas	Cottage Cheese	Cream Cheese
Watermelon	Crackers	Jelly
Honeydew	Muffins	
Cantaloupe	Cookies	
Pineapple	Nachos	
Raisins	Pancakes	
Berries	Nutrigrain Bars	
Plums	Granola Bars (no nuts)	
Peaches	Cereal	
Pears	Bagels	
Broccoli	Quesadilla	
Cooked Carrots	Jell-O	Water
Celery	Pudding	Skim Milk
Cucumber	Waffles	
Cookie Butter		

Meat must be cut into pieces small enough to be swallowed whole.

PLEASE: NO NUTS OR PEANUT BUTTER, HOT DOGS, POPCORN, RAW PEAS OR PRETZELS

SPECIAL EVENTS . . .

Holiday Parties/Birthday

Brownies

Floats

Cupcakes

Ice Cream

Donuts

Popsicles

Please do not send candy or soda with your child. Cakes, donuts or sweet treats are great for birthdays but every day snacks must remain healthy choices for the children. The choices above are just to give you some ideas.

OPEN DOOR POLICY

Although, this is subject to change, at this time, there will be a sign in/out sheet posted outside each classroom, please do **NOT** enter the classroom at drop off and pick up the teacher will meet you at the door to take your child's temperature and receive your child for the day. Please try to make your drop off and pick-ups quick. At this time, you may NOT stay and let your child/children play on our yard at pick up time.

PARENT PARTICIPATION

Encino Presbyterian Children's Center is committed to working with families. We encourage all families to participate in every aspect of their child's program. Our main focus is your child. If you have any concerns or questions, please immediately contact the Director or your child's teachers at 818-788-9442.

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's teachers. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. The teachers will do the same for you.

Parent Conferences – Parents are asked to come in for a conference with their child's teachers. Information concerning conferences will go home well in advance of our conference time. Conferences will be held on the first Friday in February. Sign-up sheets will be posted outside the classroom door several weeks before the scheduled dates. Additional conference times can be scheduled with your child's teachers as needed.

Home/School - Parents need to communicate pertinent information with the school. This should include such things as illnesses, change in sleeping pattern, change in eating habits, or any other issue that may affect the behavior of your child. If you notice a change in your child's behavior at home, feel free to discuss this with your child's teachers to see if they have noticed similar behaviors at school as well. Only through clear communication can we ensure that each child is receiving the care he/she needs.

Donations - As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our school.

Parent Concerns - If you have any problem or concern about our operation or your child's progress, please contact the Director or your child's teachers immediately. Your concern is our concern.

In addition to participation in our school program through the various means listed above, we do ask that each family participate in one or more of the following fundraising activities:

Art Show/Blind Auction
Tupperware Sale

Restaurant Nights
See's Candies

Book Fair
Other Fundraisers

While we do not expect every family to financially donate to each of these events, **we do ask for everyone's help in organizing and running the various events.** It is only through fundraisers that we are able to make improvements in the classrooms and on the playground as well as continue to offer the high-quality care that your child receives at EPCC.

PARENT VOLUNTEER GROUP AND ROOM PARENTS

The Parent Volunteer Group is a committee of parents who donate their time and energy to help make our center's extracurricular activities a success. Members of the Parent Volunteer Group meet regularly to organize such events as the Open House; Holiday Shows; Fundraisers; Blind Auction, Children's Art Show and Family Fun Day.

Room parents volunteer time to their child's classroom as well as help with extracurricular events sponsored by the center. Room parents organize holiday parties and other special activities for their child's class. They post sign-up sheets for class parties and event schedules with shifts to be worked

as well as any other information in which teachers require parent participation. Room parents are responsible for contacting other parents in their child's classroom and encouraging those parents to help out at all school events.

The Parent Volunteer Group and room parents work closely together on all extracurricular activities. Without the dedicated assistance of these parent volunteers our center would not be able to sponsor the various events throughout the year.

PICK UP

No person other than those who appear on the emergency authorization form will be allowed to pick up your child. If you will not be picking up your child let teachers know. If you or those mentioned on your authorization form cannot pick up your child, a written note must be given to teachers in the morning when your child is dropped off or a phone call or an email to the directors allowing us to release your child into the custody of a different person. In the case of a separation/divorce, the parent maintaining custody will be asked to submit in writing when the visiting parent may pick up the child. Please note that we charge a fee for all late pick-ups, pick up times being 1:00, 3:00 and 6:00. There is no grace period at pick up time. A charge of \$1.00 per minute will be incurred if you are late picking up your child. This fee is to be paid directly to the teacher who stays with your child at the time you pick up. If you do not have the available funds at pick up time the late fee must be paid on your child's next day of school. Please remember that teachers have other obligations throughout the day. Your prompt pick up allows them to meet those obligations. Excessive late pick-ups or failure to pay late fees owing could result in your child's exclusion from school.

REST TIMES

Nap-time is important for a child's health and well-being. Such time allows a child to "re-energize" and develop self-control. The State of California Department of Social Services mandates that children who stay in daycare full-time must have a quiet resting period during the day. To that end, we employ the following schedule:

- Children who remain in daycare past 1:00 will nap/rest each day
- Naptime runs from 1:00-3:00 for those children who sleep
- For children who do not sleep, resting time runs from 1:00-1:45. At 1:45 those children who are not asleep can go into the "wake up" room to play until nap- time is over.

The Center supplies a cot for all daycare children. You must provide 2 standard size crib sheets for your child to use during naptime. Each child may keep his/her sheets, a small blanket, pillow and napping toy in his/her cubby. These items will be sent home each week to be washed.

SAFETY

Parking Lot Safety

Please enter through the Balboa entrance and exit onto Paso Robles. Our parking lot is a one-way lot. Our parking lot can be a busy place at certain times of the day. Please help keep it as safe as possible for your child. We offer the following tips and ask for your cooperation:

- Please hold your child's hand in the parking lot.
- Please make sure your child doesn't run ahead of or behind you upon arrival and pick up.
- Please drive slowly in the parking lot.

- Enter the parking through the Balboa entrance (closest to the church building).
- Exit under the apartment building onto Paso Robles.

If you park on the street, please note the following:

- Parking is limited on specific days – note the street signs for times and street cleaning.

Playground Safety

We make every effort to make our playground a safe environment for your children. The equipment is age and developmentally appropriate and is checked regularly for damage. Because supervision is our number one priority, teachers are posted in different areas throughout the playground in an effort to monitor the activities of all children. Children are never allowed to leave the playground or classrooms unaccompanied by an adult.

Please remember that even under the best of circumstances accidents do happen. In the event of an accident while your child is in our care you will be notified through the use of an “Ouch Report” and/or a telephone call. If an injury needing medical attention occurs, we will make every effort to contact you first. However, if you are unavailable a teacher and/or director will take your child to the nearest emergency room for immediate medical care.

SHOW & TELL

Each class offers the children time to share a special item from home. Talk to your child’s teachers to find out what day your child can share. Be sure to label any item that your child brings from home. Do not send items that are breakable or have sentimental value. Accidents do occasionally happen.

This is a great opportunity for your child to get up in front of a group and talk with confidence about something he/she is comfortable with. In keeping with the weekly theme, try have your child bring something to school that reflects the curriculum he/she is studying in class. Please note that toys resembling weapons will not be allowed at school.

TOILET TRAINING

All children entering the preschool program **must be toilet trained**. We have neither the additional staff nor the facilities to change diapers.

If we find that your child is not fully toilet trained, you will forfeit your space and be placed on the waiting list. Our staff can supervise and provide wipes for the children if needed for wiping.

TUITION

Upon acceptance into our program, the following **NON-REFUNDABLE** and **NON-TRANSFERABLE** fees are due: **\$200.00 registration fee and \$50.00 disaster fee and the advanced tuition (August or your first month’s tuition)** are required, and are **ALL NON-REFUNDABLE AND NON-TRANSFERABLE**. Please consult with the Director for tuition information. Tuition is due in full on the first of each month. Those families using our full-day program have the option of paying bi-monthly on the 1st and 15th.

If tuition is not received by the 7th (and 22nd for those paying bi-monthly) a \$25.00 late fee will be added to your account. Failure to keep your tuition account current will result in exclusion of your child from school. We do accept credit cards. Checks can be made payable to FPCE. There is a \$25.00

returned check fee. We reserve the right to require payment by money order or cash after one returned check.

Please deliver your **cash** tuition payment to the **Director's** office so that you can immediately be given a receipt. There is a **tuition box** on the wall near the door of the downstairs office if you are paying by **check**, or you may pay your invoice with a **credit card** on line. A \$25.00 sibling discount is offered for additional siblings enrolled in our program.

WITHDRAWAL

If you must withdraw from our program for any reason, a two-week written notice must be given to the director.

WHERE TO CALL

Please contact Children's Center Director Cathleen Trapani or Assistant Director, Anie Kederian at 818-788-9442 if you have any questions regarding our program. We look forward to working with you and seeing your child grow and develop within our program. We are committed to meeting the needs of your child and your family and anticipate a successful school year for all.