



PARENT HANDBOOK

Infants (6 weeks) to entry into 1st Grade

Our Philosophy and Mission

At Tiny Thinkers Preschool, we believe that children learn through an engaging and diverse classroom environment. Our goal is to provide a variety of creative learning experiences in a safe, stimulating and nurturing environment. Our developmentally appropriate classrooms will encourage each child to reach their full potential mentally, emotionally, physically and socially. Each child will have the opportunity to explore areas of education appropriate for their age/ stage utilizing their five senses, therefore enabling the child to develop a feeling of accomplishment and self-confidence. Our Mission is to develop a teacher-guided, child-centered curriculum that will bring out the creativity, special talents and strengths of the students, individually and collectively, in a developmentally structured environment.

Nondiscriminatory Policy

We operate as an equal opportunity employer.

Tiny Thinkers Preschool welcomes families, regardless of race, color religion and ethnic origin. Our school offers a warm safe haven for a child to develop and discover his or her own attitudes.

Staff Qualifications

All teachers meet or exceed the California State Department of Education licensing requirements. All of the lead teachers are highly qualified and have completed required basic coursework in early childhood education. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. We take confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. We recommend that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Tiny Thinkers Preschool community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the director via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program.

We communicates with parents in a number of ways:

- Email - tinythinkerspreschool@gmail.com
- Telephone – (818) 892-2655
- Tiny Thinkers Preschool website – Tinythinkerspreschool.com
- Parent orientation – Schedule time with teacher or director
- Back-to-School Night
- Notices sent home in children's backpacks
- Facebook message

Admissions

If parents have any major educational, social, or developmental concerns about their child entering Tiny Thinkers Preschool, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, we reserves the right to place children in classes by age, gender, and developmental level. We do not discriminate in administration of its educational and admission policies.

Age of children Accepted:

Tiny Thinkers Preschool offers Infant Age 6 Weeks to 24 Months Full day programs 5 and 4 days and for Preschool 2 years to entry into 1st Grade full time programs 5 and 4 days.

Transportation

Transportation is not provided to and from our facility.

Field Trips

On occasion walking field trips are taken to the local park or nearby commercial establishments (i.e. New Horizon). Parents are notified two weeks in advance and written permission is required for each child. Teacher/student ratio of 1-6 is required. Children without written permission will stay at school with appropriate teacher supervision and activities. Teachers on the trip will take the permission slips with them as well as emergency medical information and consent to medical treatment for each child. Field trips are educational experiences related to material the child is learning at school. Trips vary in time and frequency during the school year.

Tuition

- Tuition payments for each month are due on the 1st of the preceding month, as noted in the Enrollment Agreement, whether or not your child is in attendance or school is in session.
- A late fee of \$35.00 will be charged if payment is received after the 7th of the month.
- There will be a \$35.00 fee for any returned check.
- Tuition payments may be mailed or submitted to the office.
- Sibling Discount: Each older sibling receives a 10% tuition discount.
- We reserves the right to terminate enrollment should an account become overdue.
- Two weeks of last month's tuition is due at the time of enrollment. Last two weeks tuition is refundable if all the payments are current.

Payment Options

Tuition payments can be made with a Check, Cash, Credit card or Money Order

Registration Fee

- Two weeks of last month's tuition is due at the time of enrollment. Last two weeks tuition is refundable if all the payments are current.
- A registration fee is required at the time of enrollment of \$100
- An annual material fee of \$75.00 will be charged upon enrollment on every January
- A late pick-up fee will be charged after 6:00 PM. Charges are \$1.00 for each minute. This charge is to be paid immediately.

Tax Identification: Tiny Thinkers Preschool's federal tax ID number is 82-1165794.

CCRC, DCFS or other Government Programs

All parents participating in the CCRC (Child Care Resource Center) or DCFS (Department of Children and Family Services) or other Government programs must complete their timesheet in a daily basis and sign the time sheet at the end of the month. CCRC and DCFS families must not exceed the days or hours assign by CCRC or DCFS. If a family exceed the hours or days, it will be the parents' responsibility to pay for the childcare services and if the timesheet is submitted late and/or if there is a lapse in payment from the agency. A copayment may be included if the hours your child attends exceeds the time approved by CCRC or DCFS.

Changing or Adding Days

If your child is on 4-day schedule and has assigned days they come to school, it is not permitted to change or swap days. Make up days are also not permitted. If you would like to add, an extra day Preschool child will be charge \$75 and Infant child will be charge \$100 per day, which will be added to the tuition payment.

Required Forms for Enrollment

These forms must be on file before a child attends class.

1. Health Form
2. Emergency Form

3. Emergency Preparedness Form
4. Tiny Thinkers Preschool Parent Signature Page
5. Enrollment Agreement
6. Child Questionnaire
7. Medication Authorization Form (if applicable)
8. Parent Rights/Personal Rights Form
9. Director will have an orientation upon enrolling

Below is a brief description for each form:

1. **Health Form:** (includes immunizations) Please be sure to refer to instructions accompanying these forms.

2. **Emergency Form:**

- Document allergies and medical problems on the back. In the event of an emergency, this information is critical.
- When you list persons to contact in case of an emergency, please list persons who live within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that, if your child is ill and if we cannot reach you, we may call those persons listed on your card. This list can be updated at any time during the year with written authorization to the office.
- Unless we have a note or an email from a parent, a child will only be released to, person(s) listed on the Emergency Form. Please advise your child's teacher and the director, in a signed note or email, each time your child is to be picked up by someone not previously authorized. We will not release your child without this prior written notice.
- It is the responsibility of the parent to keep the emergency information up to date.

3. **Emergency Preparedness Form:**

We have formulated emergency procedures to notify parents of any unexpected events, such as our school closing or an evacuation. In the event of an emergency, staff member will contact you by text message and/or phone call. Please keep your information up to date throughout the school year.

- Please make sure to let the office know if your emergency contact number does not receive text messages so that we can make other arrangements for reaching you in case of a school-wide emergency. A school-wide text message will be our preferred way of reaching out to parents during an emergency. If a school-wide text message is not possible, you will receive a phone call from a staff member.

4. **Tiny Thinkers Preschool Parent Signature Page:**

This form is needed in the event that emergency treatment is required, as well as for neighborhood walks and photo or publicity purposes.

5. **Enrollment Agreement:**

The Enrollment Agreement outlines the details of the relationship between your family and us.

6. **Child Questionnaire:**

This form provides valuable information to your child's teacher about your child's temperament and interests.

7. **Medication Authorization Form:**

There are circumstances that make it necessary for a child to receive medication while attending school. Trained teachers and director can give prescription and nonprescription medication under certain circumstances with prior written permission from the child's parent/guardian and doctor. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen®, or over-the-counter medicine for allergies and pain. This form must be filled out correctly, signed by both the parent and the child's doctor, and returned to the office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Nonprescription medications must be in the original container labeled with directions for dosage.

- A parent must provide a medicine spoon or cup for administering medicine.

8. **Parent Rights/Personal Rights Form:**

Department of Social Services forms: "Notification of Parent's Rights - and "Personal Rights"- must be given to each parent enrolling a child. Parents have the right to enter and observe the facility at any time the school is in operation. All services are provided on a non-discriminatory basis.

9. Director will have an orientation upon enrolling

The director will meet with parents for determining each child's readiness for the school's programs and to place the child in the class in which he/she is best served.

Medication & Allergy Policy

We know that children may need to continue medication even after they are well enough to return to school. However, in order for us to give children medication at school, the following guidelines must be followed:

1. Prescribed medication must be in the original container labeled by a pharmacist with the child's name, name of medication, expiration date, dosage, time of administration and Doctor's information.
2. Non-prescription medication (over the counter drugs such as Tylenol or cough medicine) will be administered if accompanied by a note from the physician indicating that the medicine may be taken, or with the approval of the director. Medications, for example homeopathic medicines or vitamins are not allowed to be brought with your child to the School.
3. Parents must complete and sign a medical form and leave the medication with the director or lead teacher.
4. All unclaimed medication will be disposed of after 5 consecutive days of non-use.
5. All medication must be placed in a zip lock bag labeled 'Medications' with your child's name and given to your Child's teacher or the Director.
6. Epi-Pens for allergies must be on file and not be expired!

If your child has any type of allergy please notify the Director of the specific allergy and any medication or special directions that pertain to that allergy. If your child has a prescription for an Epi-pen a medical form, (LIC 9221) will need to be signed.

- All students who require any medical services to be given on school campus require the following:
- Physician' Report (LIC 701) stating the child's medical condition and requirements
- Child's Preadmission Health History (LIC 702) stating the child's medical condition and requirements.
- Authorization for the Administration of Medication completed for each administered medication
- Stating child's information, medication name, how and when to administer
- This form also serves as a record of when and who administered this medication to the child
- Administration start and stop date
- Prescriber information
- Parent/Guardian must provide the medication in ORIGINAL PACKAGING, with child's prescription attached. School will not be able to accept medication without these exact parameters, as inspected by California Child Care Licensing
- Child will be added to school's Plan of Operations – Incidental Medical Services list which is provided to Child Care Licensing
- School and Parent are required to ensure that medication on campus is always up to date. All expired medication will be returned to the parent (required to fill out Medication Return Form)
- All paperwork will be kept in the child's folder, and a copy kept with the child's medication on school campus.
- In the case of emergency evacuation, director will take all children's medication with her.
- Child's medical condition, allergies etc. will be documented for the child's teacher. Each teacher is CPR trained and will receive training on how to administer the medication.
- Once the child leaves the facility permanently, the school will return the child's medication to the parent or guardian. A Medication Return Form will be required to be signed by both the school and parent in acknowledgement that the medication was returned.

PLEASE DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S CUBBY OR BACK PACK

Sunscreen Policy

Sunscreen is considered a medication by the Department of Social Services and will require a one-time parent authorization form (no prescription required). Each family will provide their choice of sunscreen for their child. Please label the sunscreen with child's full name.

Positive Discipline Policy

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component and it helps children grow as successful, lifelong learners. Tiny Thinkers Preschool ensures that activities are child centered and promote positive social interactions. Teachers carefully create the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in excluding a child from attending Tiny Thinkers Preschool.

Behavior Policy Specific to Biting

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with Tiny Thinkers Preschool's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control.

What to Bring

Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).

Dress

- Your child should be dressed for active and participatory play. We do not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.
- Your child should wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately and layer the clothes.

Extra Clothing

Every child in Infant and Preschool should have a complete change of clothes, we are a fully hands on program, this means that getting messy will be part of the curriculum. We ask parents to keep one set of seasonal clothes such as pants, shirt, underwear, and socks in school at all times. **No open toes shoes or belts permitted.**

Naps and Quiet Time

There is a daily nap or rest period, usually between 12:30 PM and 2:30 PM for children ages 6 weeks to 6 years old. Each family will provide a crib sized blanket and fitted crib sheet for naptime. These items are to be taken home for washing each Friday. Please clearly label your child's belongings with their full name. In order minimize the risk of

Sudden Infant Death Syndrome, children under 30 months of age shall be placed on their backs when put down to sleep.

Food at Tiny Thinkers Preschool

No Nut Policy

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. Tiny Thinkers Preschool has adopted a “No Peanuts or Tree Nuts at School” policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected. Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts,” “May contain traces of almond,” “Manufactured in a plant that processes peanuts,” and so forth. Rule of thumb: if in doubt, make another choice.

Food Services

- Tiny Thinkers Preschool Participates in the CACFP (Child and Adult Care Food Program)
- Tiny Thinkers Preschool will provide your child with breakfast 8:30am, lunch 11:30, and snack at 2:30pm.
- No outside food permitted unless parent sign “Declining Participating in the Child and Adult Care Food Program” form.
- If parent request a meal modification that does not meet the meal pattern requirements, parent must have a sign medical statement by my child’s primary physician or the CACFP Operator may ask me to decline participation in the CACFP.
- If my child stays after 4:30pm, parents must bring a snack in a lunch box with ice pack.
- Avoid packing snacks with a lot of sugars.
- Parent should bring a flip-top straw sippy cup for water only.
- Families of infants must have all bottles pre-made with tops. All bottles need label with the child’s name, the content in the bottle and if formula the brand of formula.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Birthdays and Class Parties

Birthday snacks may be provided by parents to recognize children’s birthdays. Please set a date with the teacher one week in advance. Be prepared to tell the teacher the snack that you would like to serve.

Snacks provided by families must be store bought and should be small portions (one cookie, mini-muffin, doughnut hole, etc.). Store-bought foods provided for birthdays must be preceded by a complete list of ingredients, submitted to the teacher at least two class days before the food is served. Parents are responsible for cleaning after a birthday party celebration.

Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

Signing in/Out, Arrival, and Dismissal

Signing in/Out:

State law requires all parents and/or authorized individuals sign their children in and out with the date and time of arrival/departure with a full legible signature. All persons authorized to pick up a child must be at least eighteen years of age and must have a valid I.D. School will request identification from any person who arrives to pick up a child. Please use black or blue ink to sign in/out, no pencils. Please do not let your child mark our timesheets, as they are legal documents. All Sign in/out timesheets are with the appropriate classroom. CCRC and DCFS families must sign In and Out their child in the facility roster as well as in the CCRC and DCFS Time Sheet in a daily basis.

Arrival:

- Attendance sign-in: Upon arrival, please record time and signature on your classroom attendance sheet.
- Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.
- You must escort your child into the classroom and make sure that the teacher knows that your child has arrived.

Dismissal & Pick-Up

- Attendance sign-out: Upon arrival, please record time and signature on your classroom attendance sheet.
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please keep Tiny Thinkers Preschool's phone number, (818) 892-2655, programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way. If you are late picking up your child, you will be charged a dollar a minute. Payment will be due upon arrival to office.

Parking Lot:

- Please make sure to park the car on mark parking spots at TINY THINKERS PRESCHOOL's entrance
- Drive slowly through the parking lot. There are children and parents who may be walking
- Drivers of large SUVs should be especially careful, since small children can be very hard to see and they can dart around quickly in a parking lot.
- It is against the law to leave unsupervised children in your car in the parking lot at any time.

Absences

- Any time a child will be absent from school for any reason, please give us a courtesy call or email. No tuition refund will be given for days missed including those missed for medical reasons. In addition, the days missed cannot be made up on an alternate day. If a child has been out sick for more than 2 days with an illness that is contagious, when they return to school they must bring a doctor's note however; we DO NOT prorate tuition for Vacation, Sick, Holidays or School Closures.

Late Drop off

- Please make every effort to drop-off and pick up your child on time. When a child arrives late to school, it creates a disruption to learning and can make it difficult for a smooth transition.
- If you plan to drop off your child after 10:00am due to doctor's appointment please make sure to call the office.

Late Pickup:

- It is essential that your child arrive on time and be picked up on time. The following policy will be implemented whenever a child is picked up late. If you pick up your child after 6:00 there will be a \$1.00 per minute charge. Every time a child is picked up late, parents must sign and date the late pick-up form and pay the necessary fees to the teacher.
- CCRC/DCFS families need to pick their child on the time assigned by CCRC/DCFS.

Illness Policy

If your child is ill, please do not bring him or her to school. Not only is it unfair to expect a child who doesn't feel well to cope with the demands of participating in a group, it also poses the risk of infecting the other children and teachers.

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
 - temperature higher than 100°F
 - loss of appetite
 - nausea or vomiting

- red, pink, or crusted eyes
- stomach ache o earache
- diarrhea
- rash/infection of skin
- pale or flushed face
- headache
- thick or greenish mucus from nose
- cough
- loss of energy/decrease in activity/falling asleep
- sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school
- We strictly observe this health department regulation for children (and staff) to protect the health of everyone at Tiny Thinkers Preschool.
- Parent must notify the office immediately if a child:
 - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that Tiny Thinkers Preschool can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that Tiny Thinkers Preschool will not release the name of the child or family involved. We simply post “There has been a case of _____ reported”
 - Has any allergies or if you have any concerns about any aspect of your child's health.
 - Is taking medication, as medicine may affect your child's behavior.
- If a child is, absent for three days or more days due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor’s note requesting a child to stay indoors, we expect every child to participate in outdoor play.

Head lice sometimes occurs in school because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice look like in order to check your child’s head correctly (www.cdc.gov/lice/head/treatment).

- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Potty Training Policy

Potty training is an exciting time for you and your child. We have found throughout our experience, that if your child is ready to master potty training, it will only take a few weeks. If it takes longer, they may not be ready and we may want to try it again a little later. We want this to be a successful time in your child’s life, not a frustrating one for all. We know that in order for this to be successful we need to partner together for your child’s best interest.

Withdrawal of Our Program

Families may withdraw their child for any reason after giving 2-week written notice to the Administration stating the child’s last day and signed by the parent or guardian. Any outstanding balances must be paid in full prior to the child’s last day. If a child is withdrawn without a 2 week written, notice the parent is still responsible for paying the 2 weeks tuition.

It is never our intention to remove a child from our program, but if a child is consistently hurting others, the administration of Tiny Thinkers Preschool has the right to serve a parent with a 2 weeks' notice of withdrawal from our program. As a preschool, we will work continuously with families to help children who are having a difficult time. If after exploring all options including giving referrals to outside services, if the child is still a threat to others and not following our school rules we will withdraw the child from our program. If behavior persists and increases during the 2 weeks, we will remove the child immediately. Tiny Thinkers Preschool administration also has the right to withdraw any family that is causing severe conflict in our school that promotes hate and endangers our staff and students. This policy is in line with licensing regulations.

Department of Social Services

As our licensing agency, Social Services has the right, by law, to interview children or staff as they may deem necessary; and to inspect and audit child or facility records without prior permission. The Department also has the right to observe the physical condition of the children and to have a licensed medical professional physically examine the children. Any proposed changes in the plan of operation shall be reported to the Department of Social Services for approval prior to implementation as specified in Section 101212.

Refund Policy

The school is unable to allow make up or substitute days for times that a child is absent. There will be no refund given for days not attended. In the case of withdrawing a child, if parents have paid for the month, a refund of tuition will be made after meeting the required two weeks written notice of intent to withdraw. We DO NOT prorate tuition for Vacation, Sick, Holidays or School Closures.

Smoking Policy

In keeping with the school's intent to provide a safe and healthful environment, smoking is prohibited throughout the school. The policy applies equally to all employees, parents and visitors.

Hours of Operations:

The school hours are from 6:30 a.m. to 6:00 p.m. 7:00-8:00 - Before school care
8:30-9:00 - Breakfast
11:30-12:00 - Lunch
2:30-3:00 – Snack

If your child plans to stay past, 5:00pm please don't forget to pack a snack for the child

Academic Year and School Holiday Closures

The school is open all year round (12 MONTHS) from August to June. Summer Camp Program runs from June to August. Tiny Thinkers Preschool is closed on major holidays (see calendar for dates).

There will be NO REFUND or PRORATION for vacation, illnesses, holidays and school closures.

School is closed on the following holidays:

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Staff Development Day

Labor Day

Veterans Day

Thanksgiving Break (Thu & Fri)

Christmas Eve school close at 2:00pm

Christmas Day

New Year Eve school close at 2:00pm

New Year's Day

These holidays will be billed as though care were provided. Please see the current School Calendar for exact dates. Staff Development days are also part of school closures

Social Media/ Websites

Tiny Thinkers Preschool uses different social media accounts in order to promote the school and to keep parents informed.

- Tiny Thinkers Preschool has a website where our students appear in small clips. We will also soon include playground picture with our students for the websites homepage.
- Tiny Thinkers Preschool is on Instagram to share pictures of fun things happening in our school.
- Tiny Thinkers Preschool is on Facebook to promote our school to the local communities.

ALL STUDENTS MUST HAVE SOCIAL MEDIAL RELEASE FORMS ON FILE IN ORDER THE BE PHOTOGRAPHED FOR THESE DIFFERENT MEDIA OUTLETS. PLEASE SPECIFY ON THE MEDIA RELEASE FORM YOUR CONSENT FOR YOUR CHILD'S PICTURES/VIDEOS TO BE USED.

Disaster Plan/Emergency

All children have an emergency kit on site in case of a disaster. We also hand out or disaster plan in our enrollment packets. If you need a copy of the disaster plan, please ask the office. There will not be a refund on tuition in case of the school closing during an emergency (ie) fire, earthquake, or flood.

Procedure for Suspected Child Abuse

Each staff member is required by law to report evidence or suspicion of child abuse or neglect to Child Protective Services or law enforcement officials. Person found guilty of failure to report abuse are subject to a fine, jail term or both.

Terms

This Agreement shall be in effect until the child is withdrawn from our program, unless terminated sooner in accordance with the provision of this agreement.

Governing Law

This Agreement shall be governed by an interpreted in accordance with the laws of the State of California.

Our goal at Tiny Thinkers Preschool is to work together with you to provide the best educational program possible for your children. Show your children you are interested and concerned about their school life. Take the time each day to talk to them about their experiences in school. Your consistent interest in their progress and personal development in school will motivate them to want to learn. Get involved at school by maintaining contact with your children's teachers/director. Feel free to ask questions. Attend parent conferences. Be supportive of the exciting school-wide activities held each year. Let your child know you are working together with the teacher/director and the school to help make your child's education beneficial in every way. Home and school working together as a team can make the school year a very successful one for your child!

Parent Handbook Agreement

I have read the Tiny Thinkers Preschool Parent Handbook and agree to be bound by the terms, conditions and policies. I further understand and agree that failure to comply with the policies set forth in this Parent Handbook shall constitute a breach of contract between the School and the Parent/Guardian, and shall constitute grounds for dismissal or expulsion of the student, or other remedial action as outlined in the Parent Handbook.

I acknowledge I have read the Tiny Thinkers Preschool Parent Handbook and agree to support the school rules as stated therein.

I have read the Parent Handbook in its entirety and agree with Tiny Thinkers Preschool, policies and Procedures:

Student Name: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Date: _____

*These will be filed in the office to verify that the school rules have been read and understood by all parents.