



# PARENT HANDBOOK

North Hills - Infant Care (6 weeks to 24 months) and Preschool (2 years to kindergarten)

Canoga Park - Toddler Care (18 months to 3 years) and Preschool (3 years to kindergarten)

## PROGRAM PHILOSOPHY AND MISSION

### 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.

### Program Goals and Objectives

- To provide a safe, high quality, nurturing, and stimulating environments for all children to learn and develop.
- To prepare children to enter kindergarten with all the skills necessary to be successful lifelong learners by providing a balance of educational, social, and physical opportunities.
- To establish partnerships with families, which include opportunities for parents to provide input and feedback, volunteer and actively participate in all aspects of the program.
- To identify and refer children and families to appropriate agencies in the community based on health or social service needs.
- To provide a developmentally, culturally, and linguistically appropriate educational program that is inclusive of all children, including those with special needs.
- To routinely assess and evaluate children to plan and conduct age and developmentally appropriate lesson plans and activities.
- To invest in staff by identifying and providing training and professional development opportunities.

## GENERAL INFORMATION

### 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 always kept confidential. 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.

### Admissions Policy & Ages Served

Tiny Thinkers Preschool is for-profit childcare center. We accept all children regardless of race, sex, creed, or color. Our program serves infants to entry into kindergarten at North Hills and at Canoga Park we serve children starting at 18 months to entry into kindergarten. Enrollment forms are accepted year-round. Children will be admitted into the center on first- come, first-served basis depending on the availability within your child's age group and program. We operate as an equal opportunity employer.

### Inclusion of All Children

Tiny Thinkers Preschool values diversity and welcomes all children without regard to race, color, national origin, creed, religion, gender, disability, or handicap. Children are accepted into Tiny Thinkers Preschool if we can provide a program and atmosphere that meet the needs of the child and the other children enrolled; the child must not be a danger to himself or other children or adults. Each child admitted must be determined to be ready for the group experience and able to benefit from the program offered. Tiny Thinkers Preschool will make reasonable accommodations for children with disabilities and special needs as described by the Americans with Disabilities Act.

### Child/Teacher Ratios

Tiny Thinkers Preschool Program has a maximum child/adult ratio of 3 to 1 for Infant program 6 to 1 in toddler program at Canoga Park and child/adult ratio of 10 to 1 for Preschool Program.

### Open Door Policy – Unlimited Access

Tiny Thinkers Preschool maintains an open-door policy. All parents who have a child enrolled in our preschool programs have unlimited access to their child(ren) and to all written records concerning their child(ren) during normal hours of operation and whenever the child(ren) is in the care of Tiny Thinkers Preschool. We welcome parents to visit and participate in daily activities at any time.

### Days and Hours of Operation

Our Infant, Toddler & Preschool program operates year-round. We are open Monday-Friday, 6:30 AM to 6:00 PM.

### School Holiday Closures

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

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.

If a holiday occurs during the weekend, it will be recognized either the Friday before or the Monday after the holiday.

### What to Bring on Your Child's First Day

- Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.)
- A fitted crib sheet labeled with your child's name. (Fitted crib sheet size 28 in x 52 in)
- Small blanket labeled with your child's name
- One full change of clothes labeled with your child's name.
- Required paperwork that has not yet been turned in.
- 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, toddler and preschool programs 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 always.

### Nap/ and Quiet Time

There is a daily nap or rest period, usually between 12:30 PM and 2:30 PM for all children. 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. To minimize the risk of Sudden Infants Death Syndrome, children under 30 months of age shall be placed on their backs when put down to sleep.

### Lost and Found Items.

Lost and Found items will be displayed every week. Anything left unclaimed for over 2 weeks will be donated to a local church or social services agency.

### Toys from Home

All educational materials and equipment are furnished by Tiny Thinkers Preschool and there is no need for your child to bring toys from home (other than transitional and nap items). Sometimes teachers do ask children to bring items in for sharing at circle time. Please no war toys or violence related materials, i.e., guns, knives, tanks, Ninja Turtles, transformers, etc. Tiny Thinkers Preschool cannot be responsible for lost or damaged items brought to the center, including books, games, or toys.

## Cell Phone Policy

Drop off and pick up time is all about communication with your child and the teaching staff and we want to give you our full attention at these times. We prefer you finish all cell phone conversations before you enter your child's classroom. Cell phone conversations inside the classroom detract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

## ENROLLMENT PROCEDURES AND REQUIREMENTS

The number of children who can be enrolled in Tiny Thinkers Preschool's Program is based upon the licensing capacity of each individual program.

## Tuition

Parents/Guardians who participate in our program could pay the full tuition. If there are no immediate openings interested families will be placed on our waiting list, which is on a first come first served basis. Admission will be granted based on availability. Parents/Guardians will be notified by phone/email when an opening becomes available.

## ENROLLEMENT PROCEDURES AND REQUIREMENTS

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

1. Personal Rights (LIC 613A)
2. Consent for Emergency Medical Treatment (LIC 627)
3. Identification and Emergency Information (LIC 700)
4. Physician's Report (LIC 701)
5. Copy of immunization record.
6. Child's Preadmission Health History-Parents (702)
7. Parents Rights (LIC 995)
8. Admission Agreement
9. Emergency Preparedness Form
10. Infant/Toddler Needs and Services Plan
11. Child Enrollment Form
12. Tiny Thinkers Preschool Parent Handbook Signature Page
13. Medication Authorization Form (if applicable)
14. Director will have an orientation upon enrolling.

### 1. Personal Rights (LIC 613A)

Each child receiving services from a Tiny Thinkers Preschool have rights.

### 2. Consent for Emergency Medical Treatment (LIC 627)

Parents' Consent for Emergency Medical Treatment Form

### 3. Identification and Emergency Information (LIC 700)

Physician or dentist to be called in an emergency.

### 4. Physician's Report (LIC 701)

Community Care Licensing requires all children have a Physician's Report, completed by a physician, on file within 30 days of enrollment. Children who do not have a completed Physician's Report on file after the first 30 days of enrollment will be denied admittance to the center until a completed Physician's Report is received.

### 5. Immunization Records

For each child enrolled, we are required by the State of California to maintain accurate, up to date, immunization records.

Immunization records are required prior to your child's first day of attendance and need to be updated whenever your child receives a new immunization. Children who require updated immunizations after initial enrollment will be denied admittance to the center if proof of the updates are not submitted by the required due dates. If your child has not been immunized due to health reasons and an outbreak occurs at the center, you will be notified, and you may be asked to keep your child home until the outbreak is over.

### 6. Child's Preadmission Health History-Parents (702)

- 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.

#### 7. Parent Rights Form (LIC 995)

Department of Social Services forms: "Notification of Parent's 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.

#### 8. Admission Agreement

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

#### 9. 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.

#### 10. Infant/Toddler Needs and Service Plan

This plan is completed at the time of enrollment and updated every 3 months until the child is two years of age. Parent/guardian and director/teacher initial and date every change and update to the original plan.

#### 11. Child Enrollment Form

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

#### 12. Tiny Thinkers Preschool Parent Handbook Signature Page

This form is needed to make sure you have received our Parent handbook.

#### 13. 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.

#### 14. Required Pre-Enrollment Orientation

A pre-enrollment orientation with the Center director is required prior to your child's first day of attendance for the purpose of exchanging information and arriving at a joint decision about your child's readiness and ability to benefit from our program. Your child will visit the classroom to meet his/her teacher and the other children.

During the orientation you will be given complete information about the children's program, the activities provided, and center policies and procedures. The goal will be to make your child's adjustment to the program and separation from you as smooth as possible.

The relationships established during the initial enrollment will continue, as parents are asked to share in later decisions affecting their child's progress and participation in the program. If your child is unable to visit during your Pre-Enrollment Conference, it is required that a classroom visit of at least 15 minutes be done before your child's first day of attendance.

During the first few weeks of enrollment, the Center director and teaching staff will observe each new child to assure they are becoming comfortable and interacting successfully with others in the program. If there are any concerns, the Center director and/or Lead Teacher will meet with the parent and, if needed, help arrange a consultation with appropriate community resources and specialists. Any suggestions and recommendations made for program modifications and strategies for inclusion will be implemented if feasible.

## CURRICULUM

The curriculum utilized by our centers increase program quality in early care and education programs and to ensure children enter the elementary school system ready to learn and be successful. Tiny Thinkers preschool program uses an integrated, emergent approach to curriculum that capitalizes on the strengths of the individual child as well as develops areas that need improvement, is developmentally, linguistically, and culturally appropriate, and acknowledges and embraces diversity. Emergent curriculum is an

approach that permits learning activities to arise out of each child's interests, actions, or unanticipated events.

Our curriculum is designed to be child-centered, reflect the philosophy and goals of Tiny Thinkers Preschool and to include the developmental domains that represent crucial areas of early learning and development that contribute to young children's readiness for school.

#### Enrichment Activities

We offer special enrichment activities throughout the year that enhance the learning and understanding of a theme or area of interest the children have. Our main emphasis is on bringing experiences to our center. We will offer a variety of special visitor talks, for example the fire department comes to talk about safety with the children. We will communicate these events through flyers and newsletters.

#### Parent-Teacher Conferences

Parent-Teacher conferences are an opportunity to discuss your child's strengths, likes and dislikes, styles of learning and developmental progress. Your child's teacher and you will work together to set goals for your child's continued growth and development. The conferences are especially important as they help ensure that we are working together to best meet the needs of your child. As a condition of enrollment in Tiny Thinkers Preschool Program, parents are required to attend an introductory parent/teacher conference within 60 days of enrollment and every 6 months thereafter. Please plan to arrange a time to schedule for these required conferences. The conferences are scheduled at a time that will be most convenient for you during the center's normal hours of operation.

Please feel free to discuss any concerns about your child with his/her teacher or the Center director on an on-going basis and to request additional parent/teacher conferences at any time.

#### OUR STAFF

##### Professional Qualified Teaching Staff

Tiny Thinkers Preschool hires qualified staff to be a part of our team. All staff members hold appropriate permits required by the state of California. All Tiny Thinkers Preschool Program teachers are required to possess a Child Development Teacher Permit issued by the California Commission on Teacher Credential our staff have been fingerprinted, have had a comprehensive background check conducted by the California Department of Justice (DOJ) and The Child Abuse Central Index (CACI), a Tuberculosis (TB) clearance, a preemployment physical examination and a thorough reference check. All Tiny Thinkers Preschool Lead teachers have either an associate degree, Bachelor's Degree or higher degree and a minimum of 24 units in Early Childhood Education. Tiny Thinkers Preschool staff is diverse in terms of age and personal background. Staff members are culturally diverse to reflect the rich background of the children in our programs.

##### Staff Development

Tiny Thinkers Preschool supports continuous growth by assessing the needs of staff members and providing professional development activities based on professional goals to enhance their growth. Staff attend workshops that help to raise the quality of their classroom environments and interactions with children and families. Staff also participate in community workshops that are offered to keep current in the field of early care and education. We have good internal communication mechanisms which include email, phone, and newsletter to provide staff with information necessary to carry out their respective duties.

#### ATTENDANCE INFORMATION

##### The Importance of Daily Attendance

The preschool years can be the most productive learning years in a child's life. It is a time of vast brain development. The brains of preschoolers are working to create organization through consistency. It is essential that routines and limits for preschool children be established and are adhered to. That is why the consistency of regular attendance is so important. Children are born ready to learn. They cultivate 85 percent of their intellect, personality, and skills by age 5. Research shows that the long-term effects of early education on a child's social and emotional development may be the most important outcome of a high-quality preschool education. Unless children attend preschool program on a regular basis, they are not likely to benefit fully from all the enriching experiences and learning opportunities. Make sure your child receives all the benefits that Tiny Thinkers Preschool's high-quality program has to offer, such as:

- Language and literacy skills
- Letter recognition and writing skills.
- Math and Science concepts
- Social Emotional skills
- Cognitive development

- Enthusiasm for lifelong learning
- Strong home to school connection

#### What can I do to ensure my child attends daily?

- Make a commitment to have your child attend preschool every day on time.
- If your child is reluctant to come to school, be sure to communicate this to the teacher. Together, you can make plans to address the concerns of your child.
- Make sure your child has a daily predictable routine, including a routine for bedtime and waking up in the morning.
- Be sure to allow enough time for the routines so you and your child do not feel rushed.
- Have your child get a good night's rest to make sure he/she has enough energy to participate in classroom activities.
- When talking with your child, be positive about school and the teaching staff. Cultivate your child's interest in discovering new things and his or her love of learning. Remember, by bringing your child to school every day, you are helping to ensure that he or she will live up to their full potential and become a successful lifelong learner.

#### Attendance Records (Sign in and Out Procedures)

Attendance records and daily attendance tracking is required by the California Department of Education and Community Care Licensing. The parent or an authorized representative must record the child's actual time of arrival and departure daily with a full, legal signature.

#### Arrival and Dismissal

##### 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 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 notify via telephone, 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 entrance
- Drive slowly through the parking lot. There are children and parents who may be walking & be considerate & use one parking space.
- 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.

#### Reporting and Documenting Absences

If your child is not going to attend the center on a day, he/she was scheduled to attend, you must contact the center by 8:30 AM to report your child's absence and the reason for the absence.

#### FAMILY FEES AND TUITION

##### Tuition

- Tuition payments for each month are due on the 1st of the preceding month, as noted in the admission Agreement, whether 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 5<sup>th</sup> and for the 2<sup>nd</sup> half of tuition for the 20<sup>th</sup> of each month.
- Tuition payments may be mailed or submitted to the office.
- Sibling Discount: Each older sibling receives a 10% tuition discount.
- We reserve 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.

### Insufficient Funds

If a tuition payment is made via a personal check and the check is returned by the bank due to insufficient funds, a \$35.00 return check fee will be assessed to your account. Personal checks will no longer be accepted for the duration of the fiscal year: payments must then be made in cash, by cashier's check or money order.

### Payment Options

Tuition payments can be made with a Check, Cash, Credit card, Money Order or you can pay online via MyProcure.com

### Registration Fee & Annual Material Fees

A registration fee of \$150 is required at the time of enrollment and non-refundable material fee of \$120.00 will be charge after the 1st year of enrollment and there after each year as long as child is enrolled at the center.

Please note that a registration fee is non-refundable.

### Late Pick Up Fees

Please arrive early enough to pick up your child and exit the center and surrounding grounds by 5:50 PM. If it is unavoidable to be late, please call the center to let us know when to expect you. The center closes at 6:00 PM and if you are late picking up your child you will be charged \$1.00 for each minute you are late. Payment of late pick up must be paid the day of or the following day. Repeated instances of late pickup may be the grounds for disenrollment.

### Extended Care Fees

#### Infant: Age 6 Weeks to 24 Months

- Before **AND** After Extended Care (before 7:30 am **AND** after 5:30 pm)
  - Full time- 5 Days Fee: \$150/month
  - Full time- 4 Days Fee: \$130/month
- Before **OR** After Extended Care (before 7:30 am **OR** after 5:30 pm)
  - Full time- 5 Days Fee: \$125/month
  - Full time- 4 Days Fee: \$110/month

#### Young Preschool & Preschool

- Before **AND** After Extended Care (before 7:30 am **AND** after 5:30 pm)
  - Full time- 5 Days Fee: \$120/month
  - Full time- 4 Days Fee: \$100/month
- Before **OR** After Extended Care (before 7:30 am **OR** after 5:30 pm)
  - Full time- 5 Days Fee: \$80/month
  - Full time- 4 Days Fee: \$70/month

### Tax Identification:

Tiny Thinkers Preschool North Hills's federal tax ID number is 82-1165794.

Tiny Thinkers Preschool Canoga Park's federal tax ID number is 85-1603698.

### CCRC or other Government Programs

All parents participating in the CCRC, or other Government programs must complete their timesheet in a daily basis and parent signature on the last day of the current month. It will be the parents' responsibility to pay for the childcare services 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 exceed the time approved by CCRC.

If time sheet is not sign at the end of the month there will be a \$35.00 fee.

### Changing or Adding Days

If your child 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 of care there is a rate for \$150 for Infant, \$125 for Toddler and \$100 for Preschool child per day, will be added to the tuition payment.

### MEALS, BIRTHDAYS and CELEBRATIONS

#### North Hills Location Only

Tiny Thinkers Preschool participates in the Child and Adult Food Program (CACFP) and provides breakfast, a hot lunch, and afternoon snacks daily. The nutritious meals and snacks served are culturally and developmentally appropriate for the children enrolled and



meet the nutritional requirements specified by the CACFP program. Menus are developed by Tiny Thinkers Preschool's Nutritionist, offering a variety of foods including seasonal fruits and vegetables. The weekly menu is posted on the classroom parent bulletin board or near the attendance sheets and rotates on a four-week cycle. Copies are available upon request from the Site director. Please be sure to advise the center staff of any food allergies your child has. Substitutions can be made to accommodate your child's special dietary needs. At mealtime children and teachers sit down together family style and children serve themselves with guidance. Breakfast is served at 8:30 AM. If you drop your child off before 8:00 AM the child needs to be fed a small snack at home, you may bring a small nutritious snack if you feel your child needs to eat something before breakfast is served. Lunch is at 11:30 AM and after noon snacked is served at 2:30 pm

Tiny Thinkers Preschool will be offering infant formula (Enfamil Neuro-Pro Formula) and infant cereal (Gerber Cereal for Baby Rice; Gerber Cereal for Baby Grain & Grow Oatmeal; and Peach-Nut Oatmeal Whole Grain Baby Cereal) since we are participating in the Child and Adult Care Food Program (CACFP) we are required to offer at least one infant formula which meets the definition of infant formula according to federal guidelines, unless breast milk is being provided by the infant's mother. The provider or center has selected a formula that complies with the federal guidelines. In addition, infants who are developmentally ready to consume solid foods must be offered according to the CACFP meal pattern. Written statement needed from a parent or guardian who chooses to provide an alternate infant formula, acknowledging that they are declining the CACFP Operator's infant formula.

### Canoga Park Location

At Canoga Park Location we will be serving Breakfast and an afternoon snack. Lunch could be purchase for a fee.

### 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.

### Birthdays

We enjoy celebrating children's birthdays and welcome you to come join the party! Please talk to your child's teacher at least a week in advance if you would like to provide a special healthy snack for your child's classroom. Because a child's body is still growing and developing, proper nutrition is of the utmost importance in all our celebrations we have at the center. We apply the same healthy food policies to all our events to promote a healthy lifestyle and role model for children and families.

### Celebrations

Tiny Thinkers Preschool celebrate holidays and special occasions, such as Thanksgiving, Mother's Day, Father's Day, Fall and Spring Festivals. We embrace diversity and believe it enriches our curriculum. If you have any family/cultural holidays or celebrations you would like us to include, please let us know. If you do not wish for your child to participate in any of these holidays or celebrations, please let us know that as well.

## HEALTH AND SAFETY

### Emergency Preparedness

We practice both fire and earthquake drills on a regular schedule, so children become accustomed to the sound of the alarm and the procedures for exiting the classroom to a safe location. All Tiny Thinkers Preschool centers have emergency food and water to last 72 hours for all children and staff. First Aid kits are in all classrooms, offices, and outdoor playgrounds. All staff is CPR and First Aid certified and every 2 years staff goes through training to remain current on all lifesaving procedures.

### Authorized Persons to Pick Up

The center maintains an Emergency Contact/Parental Consent form for every enrolled child. Persons (in addition to the parents) you authorize to pick up your child must be listed on this form. At the end of the day, a child will not be permitted to leave the center with anyone who has not been previously given authorization by the parent. If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact/Parental Consent form, then written advance authorization must be provided by the parent. In the event you are unable to provide written notification, the parent must call the center and speak directly with the Center director to advise us of your authorized pick-up plans. Anyone who is authorized to pick up your child must bring photo identification that lists his or her name and address (such as, a driver's license). We reserve the right to request a photo ID of anyone that is not recognized or known by staff.

### Current and Updated Emergency Contact Information

It is essential that each child's Emergency Contact/Parental Consent be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is a change in your contact information, please notify the center promptly.

### Custody Issues

Tiny Thinkers Preschool cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to the center, which will be placed into the child's confidential file.

### Safety and Security

Your child's safety is a top priority at Tiny Thinkers Preschool. Children must be signed in and out upon arrival and departure, with the exact time and a full signature as required by Community Care Licensing and the California Department of Education. Each classroom keeps a running count of the number of children in attendance as well as a list of each child by name. Teachers conduct a head count every 30 minutes and record and clearly post the number of children present on the wall. Children are counted before and after each transition within the classroom and the transitions from outside to inside. Visual observation of all children is always maintained by Tiny Thinkers Preschool staff members. At no time is a child ever left alone.

### Illness Policy

Each day, upon arrival, staff will complete a health check of each child and your child will be asked to wash their hands before joining the classroom activities. It is especially important to us that each child be healthy and happy at school. We cannot admit or retain in care, any child whom:

- A. Is diagnosed as having a contagious disease only upon written instructions of a licensed physician or certified health care provider and/or the health department.
- B. Has one of the following symptoms, or combination of symptoms of illness within the past 24 hours:
  - o Fever over 100.0 Fahrenheit
  - o Diarrhea (more than one abnormally loose stool per day)
  - o Vomiting in the past 24 hours
  - o Nausea or severe stomach cramps
  - o Severe cough
  - o Unusual yellow color to skin or eyes
  - o Draining eye (pinkeye or sinus infection)
  - o Skin or eye lesions or rashes that are severe, weeping or puss filled.
  - o Difficulty breathing or wheezing.
  - o Complaints of severe pain
  - o If a child is notably tired and / or irritable and needing one on one care

**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:
  - o 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 ...."
  - o Has any allergies or if you have any concerns about any aspect of your child's health.
  - o 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.

If your child has exhibited any of the symptoms above you must keep your child at home for a minimum of 24 hours, even if your pediatrician has given authorization for your child to return.

If your child exhibits these symptoms at the center, we will contact you immediately. You must pick your child up within 1 hour of notification. We regret any inconvenience these policies may cause but it helps us keep all the children and staff healthy.

### Head Lice

Tiny Thinkers Preschool follows recommendations from The American Academy of Pediatrics and The Center for Disease Control regarding head lice. We have a no-live lice policy. The essential components of a no-live lice policy are the following:

- Early detection of head lice infestations through routine screening by parents and/or caregivers
- Treatment of children found to have live lice.
- Distribution of educational materials to center staff and parents on head lice, nit combing and treatment.

If lice are found on a child at the center the child's parent will be called and asked to pick their child up. This policy allows the parent to treat overnight. The day following treatment the child will be re-examined and admitted if no-live lice are present.

### Injuries

Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his/her teachers including first aid if necessary. If an injury is significant, an accident report will be made and placed on the child's daily attendance sheet. In certain situations, Tiny Thinkers staff may contact parents and if necessary, emergency medical personnel.

If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital where emergency treatment is administered, if necessary. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

### Medication

Tiny Thinkers Preschool provides incidental medical services which includes administering prescription medications, inhaled medications, and Epi-pens. Should your child need medication administered at the center, Tiny Thinkers Preschool needs written authorization from you and the doctor on the required forms, which are available from the Site director. If you have not completed the required and necessary forms the staff will not be able to administer the medication. Medication must be brought in the original container. The doctor's and parent's authorization must be on the forms supplied by the center.

### Where to Report Health and Safety Issues

If you have questions or concerns about any health or safety issues, please report those directly to your child's teacher or the Center Director. We encourage your feedback and appreciate your interest and ideas on how to make our center a safe and healthy place for all children.

### Mandatory Child Abuse Reporting

All Tiny Thinkers preschool program staff are mandatory child abuse reporters. This means if we have reason to suspect abuse or mistreatment or are told by a child they have been abused in any way, we are required by law to call and report this to Child Protective Services (CPS). We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the Site Director.

### Allergy Policy

If your child has any type of allergy, please notify the Site 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### Toilet Training

We provide toilet training based on your child's individual needs we can assist in the toilet training process or make accommodations for your child's special needs. We require that you provide your child multiple changes of clothing or adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the center.

### Clothing

Dress your child comfortably for active messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, painting, working with clay, water, glue, and sliding, climbing and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitates the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible. Please send your child in appropriate closed toed play shoes. For the protection of your child, shoes must tie or have velcro. Sandals, flip flops, boots, or dress shoes limit your child's safety and should not be worn to the center.

Please bring a set of extra clothes to be left at school. Please mark all clothing with your child's name with permanent ink.

## PARENT INVOLVEMENT AND COMMUNICATION

### Communication

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

We communicate with parents in several ways:

- o Emails [tinythinkerspreschool@gmail.com](mailto:tinythinkerspreschool@gmail.com)
- o Telephone North Hills 818-892-2655 / Canoga Park 818-346-3035
- o Fax # 818-714-7177

- Tiny Thinkers Preschool website – tinythinkerspreschool.com
- Parent orientation – Schedule time with the center director
- Back-to-School Night
- Notices sent home in children’s backpacks.
- Facebook message
- Instagram
- Parent Bulletin boards

### Parent Involvement

Parents are encouraged to participate in activities and to volunteer in the classroom whenever possible. There will be many times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child at home with the concepts we are studying (see monthly newsletter)
- Reading to the children
- Volunteering to help with projects or events (Holiday celebrations, graduation, etc.)
- Special Talent – if you have a hobby (carpentry, sewing, artist, pottery, cook, music) or career (doctor, nurse, veterinarian, fire fighter, etc.)
- Family Traditions, Cultures or Customs – We welcome having parents share family traditions, cultures, or customs with classmates. Activities could include (but are not limited to) cooking, storytelling, music, celebrations, etc.

### BEHAVIOR MANAGEMENT AND DISENROLLMENT

#### Behavior Management and Discipline

All teachers at Tiny Thinkers Preschool manage behavior in their classrooms in a non-punitive, age-appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management. They are trained in the Teaching Pyramid process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example, "We walk inside the building" rather than "No running".

Children are encouraged to learn problem-solving skills and become self-correcting. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group.

Teachers assist in pointing out logical consequences to both positive and negative behavior. Staff uses positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the behavior management plan is crucial to the success of the plan. It is important that the messages the child is receiving at home and school are consistent.

#### Parent, Provider and Visitor Conduct Policy

Tiny Thinkers Preschool is committed to creating an environment where employees, volunteers, parents, children, providers, or any other person who comes to Tiny Thinkers Preschool’s offices, childcare centers, events or who has contact with Tiny Thinkers Preschool staff through any other means, is always treated with respect and professionalism.

#### Grievance Policy

It is the intent of Tiny Thinkers Preschool to resolve all grievances at the lowest possible level. If a parent is having a grievance regarding Tiny Thinkers Preschool operations the parent should first speak with the staff person whom the grievance relates to and try to resolve the issue. If the problem is not resolved at this level, please address the issue to the Site director. If a resolution still has not been reached, a written grievance may be made to the owners. A written response to the grievance will be issued from the owners within 14 days.

#### Disenrollment Policy

Tiny Thinkers Preschool reserves the right to dis-enroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program. Our priority is to provide quality care and early education for all children enrolled in our program but on

rare occasions there may be a need to dis-enroll a child. Some of the reasons for involuntary dismissal might include:

- Failure to Adapt - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into the program, the child may be dis-enrolled so his or her parents can find alternate care for their child.
- Aggressive/disruptive behavior - If a child is aggressive or hurtful to others or if a child's behavior is disruptive to the classroom Tiny Thinkers Preschool will make every attempt to guide the child in respecting others and to behave in a socially acceptable way. If these behaviors continue the child may be dis-enrolled in the best interest of the other children enrolled.
- Failure of the parent or guardian to cooperate with an individual behavior management plan and/or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.
- Failure to pay tuition or Family Fees– Tiny Thinkers Preschool reserves the right to immediately dis-enroll any child whose tuition or family fee is not paid per Tiny Thinkers Preschool's policies. Applicable notice periods will apply to subsidized children.
- Abusive/disruptive behavior by parents - Tiny Thinkers Preschool reserves the right to disenroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center as outlined in Tiny Thinkers Preschool's Conduct Policy.
- Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that Tiny Thinkers Preschool is unable to meet a parent's expectations Tiny Thinkers Preschool reserves the right to disenroll the child to allow the parents to find an environment that better meets their needs and expectations.

#### Withdrawal

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.

#### Transportation

Transportation is not provided to and from our facility.

#### 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.

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. At home and school working together as a team can make the school year a very successful one for your child!

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*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:

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Childs Name: \_\_\_\_\_

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