

# ***SJCCEC Parent Handbook***

## ***Our Philosophy***

*We are a private infant/toddler and preschool program. We are committed to providing a nurturing, success-oriented environment for children where all learning is a joyful experience. Our teachers provide a stimulating and creative environment where children “love to learn”. We view each child as an individual with their own unique developmental needs. Our decisions are based first and foremost on what is best for the child. By making children our focus, positive self concepts are nurtured and this lays a strong foundation upon which development and learning become a positive experience.*

*Our teachers and staff are chosen not only for their education and prior successful experiences but also, most importantly, for their love of children. We know that the quality of an infant/toddler preschool experience is to a large degree dictated by the relationship between teacher and child. Our school knows that the time from 1 week to entry into kindergarten is the most critical development period in a child’s life and will help set the stage for how the child will view life as an adult..*

*We are open weekdays Monday through Friday from 7:00a.m to 6:00p.m.*

*We offer equal care with no discrimination to all children.*

*In order to enroll your child in the program, the parent and the child must meet with the director and the teacher to determine if the program meets the child’s needs.*

## ***The Infant Toddler Program (1 week – 2 years)***

*The infant/toddler program is designed for infants as young as 1 week and as old as 2 years. Our infant/toddler environment have been carefully planned to ensure that safety is our first priority. Our infant/toddler facility is bright, cheery and sanitary.*

*Your baby is one of a kind. We don't expect your child to fit into a rigid schedule. Instead, we'll follow your baby's individual rhythms for feeding, sleeping and playful interaction, to maintain consistency between school and home. A personal schedule, help us meet your infant's unique needs.*

*Our infants/toddlers are provided with a warm, loving and enriching environment. The play area in our infant/toddler room consists of soft materials allowing a safe environment for exercise and stimulation. Our toddlers are engaged in a variety of activities throughout the day including music, story time and sensory activities. This developmental approach leads to self discovery and greater confidence.*

*Our teachers work closely with the parents so that every parent is kept informed of the daily feeding, sleeping and diapering times for their baby.*

*Teachers are given continuous training on infant care and development. Teachers are carefully selected based on experience with infants/toddlers education and background.*

## ***THE PRESCHOOL PROGRAM*** ***(2 years – Entry into Kindergarten)***

*Early learners are at a unique stage in their lives. They have conquered the tasks of babyhood and are beginning to struggle towards independence and social skills that will characterize them as preschoolers. Our preschool program grows along with your child needs according to their growth and ability – socially, emotionally, physically and cognitively.*

*Our curriculum includes: phonics, blending, essential reading and writing, math, science and social skills in a logical, natural sequence that encourages children to learn, step by step.*

*Throughout the day, your child will experience activities that promote positive social development and responsible behavior. Our monthly themes, weekly topics and daily activities are incorporated into our phonics and math. A story, song or rhyme is introduced, enjoyed and experienced with feelings of success and competence. Spanish, music, motor movement and computer usage are daily activities where thinking, reasoning, problem-solving and decision-making skills are developed. The active learning environment is within the confines of a safe, loving and carefully planned facility. Educational field trips/in house presentations are planned to familiarize children with the community and their role as community members.*

*The preschool program is intended to promote a positive self concept, nurture creative thoughts and allow the children to make decisions.*

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## ***HEALTH POLICY***

*The goal of the sickness policy is to prevent the spread of communicable illnesses among children and staff. While it is impossible to prevent illnesses, their incidence and severity can be reduced. Certain State health forms are required for enrollment in any child care setting in California. If your child shows any signs of illness (rash, irritability, listlessness, vomiting, temperature, first sign of a cold) he/she must be kept at home. This precaution not only protects other children, but keeps your child healthier.*

*Should your child show symptoms of an infectious illness or fever during the school day, **you will be contacted to pick up your child** so that immediate medical attention can be given.*

*When a child has been absent because of a communicable disease such as pink eye, chicken pox, or strep throat, a notice will be posted in the classroom. Before the child is allowed to return to school, he/she **MUST** have a medical release.*

*Parents must complete an “Emergency Transportation” form giving the school permission to transport the child to the doctor’s office or hospital in case of an emergency if the school is unable to get hold of one of the parents.*

## ***MEDICATION***

*Medication can be administered at the school when presented in its original container. The parent is required to fill out medication forms completely and correctly before medication is given. Parents must provide specific instructions which do not contradict medication label, including dosage and times medications needs to be administered. All medications must be labeled with the child's first and last name, along with any special instructions for over-the-counter medications, i.e., cold medications, Tylenol, sunscreens, etc., as well. Children under the age of 2 need a physician's signature on all medications administered. In the event of a medical or dental emergency the authorized representatives(s) will be contacted immediately. These names will be taken from the emergency card and should be kept up-to-date with current phone numbers.*

*The staff will administer medication according to parents specific instructions.*

*Children must not bring medication in their lunch boxes.*

# ***DISCIPLINE POLICY***

*Conflict with other children and testing the rules are natural parts of growing up. So, rather than trying to eliminate the mistakes that all children make, we encourage the children to learn from their mistakes.*

*Your child will be made aware of the logical consequences of his/her behavior and will be given choices for more positive alternate behavior. This technique, when combined with praise for correct choices, has been extremely successful. The behavior, not the child, is what is to be modified. Your child will be allowed to make up his/her own mind and will emerge from the experience with a deepened sense of inner discipline and self control that will serve him/her well in the future.*

*Our teachers are trained in a positive discipline approach. They are also taught to respect children and required to respect's the children personal rights at all times. There will be no use of corporal punishment or violation of a child's personal rights.*

*For a student who seems to be developing a negative pattern on behavior, the following procedures will be followed:*

- 1. A behavior checklist will be sent home to the parents advising them of the situation.*
- 2. It is expected that parents will cooperate with the school in working toward improving the child's behavior.*
- 3. If the behavior does not improve, the parents will be called in for a conference.*
- 4. Future incidences of negative behavior will necessitate the child going home **THAT DAY** and **REMAINING HOME THE FOLLOWING DAY**.*
- 5. If the pattern of behavior is not corrected, the child will not be allowed to continue in the school.*

*For a child who **SERIOUSLY MISBEHAVES**, interferes with the learning process, or is an unsafe companion for his/her classmates, the following procedure will be followed:*

- 1. The parent will be called to take the child home **IMMEDIATELY**.*
- 2. A conference will be held that day with the director at which time it will be decided when and if the child will be allowed to return to school.*

## ***Clothing***

*Children should be sent to school dressed for physical activity as well as painting and other crafts. Clothing should be simple and comfortable. Self-help apparel is a boost to a child's independence.*

*Please be sure that all of your child's belongings are plainly labeled with the child's name.*

*Please make sure that a complete change of clothing is kept at school at all times for those unexpected incidences.*

*For the infants/toddlers a diaper bag with your child's needs (diapers, wet ones, ointments, etc.) and a full set of extra clothing.*

## ***FIELD TRIP PROVISIONS***

*We encourage exploration and learning through field trips and in-house presentations. Parents are welcome and encouraged to participate in all events. All laws regarding the safety of children are strictly adhered to when leaving the facility.*

*Transportation is provided by teachers and parents. All drivers must have a copy on their driver's license and current insurance information on file before being allowed to transport the children. Parents must complete a field trip permission form giving the school permission to transport the child on a field trip.*

*Children must have their own car seats to be able to attend the field trip.*

## ***FOOD SERVICES PROVISIONS***

*Our school does not offer any hot lunches or snacks, for the safety of any food allergies. The children will bring their own nutritious lunches and 2 snacks one for the morning time and one for the afternoon time in lunch boxes. This arrangement allows these families the opportunity to provide for their child's individual tastes and family traditions.*

*We discourage candy, donuts, gum etc., from our student's daily diet. We appreciate your support in this endeavor.*

*For the infants, parents are responsible to provide morning snack/breakfast, lunch, milk, milk bottles, sip cup, afternoon snack and baby food jar. There will be an individual feeding plan (Needs and Service) for each infant. The plan should be completed by the parent and the teacher and be available for use prior to the infant's first day at the center. Bottle-fed infants shall be fed at least once every four hours. Introduction to solid foods shall be in accordance with the individual plan.*

*All breast milk must be dated. Milk formulas should be prepared and bottled at home with the date clearly listed on them. Bottles must be labeled with the infant first name and last name initial. The staff of St. James childcare educational center will warm up the formulas (under hot running water) to room temperature prior to feeding the infant. Bottles and dishes will be rinsed and returned to the parent for sanitizing at the end of each day. Any left over milk formula or uneaten food shall be discarded at the end of the meal.*

## ***Emergency services provided***

*In case of a medical and dental emergency the school has the right to call 911 if the school is unable to get hold of the parents or any person on the child's emergency file. The parents are the ones liable to pay for the coverage in case 911 were called.*

## ***SIGN-IN/SIGN-OUT PROCEDURES***

*Community Care Licensing requires that all children be signed-in each day and that a staff member checks each child for illness when he/she is brought to school. After the child has been determined to be without obvious signs of illness (fever, vomiting, lingering symptoms of previous illness), the person brining the child shall sign in the child.*

*Contact must be made between a staff person and the person brining the child to school. The person brining the child must stay until the child has been checked for illness.*

*The person taking the child from the school shall sign the child out, thereby transferring responsibility for the child to the person taking him/her from the school.*

*Children can be signed out in their own classrooms or whenever children are on the playground, they can be signed out on the playground, if the sign out sheets are outside too.*

***A complete signature is required when signing-in and signing-out your child, initials will not be acceptable according to licensing requirements.***

*The school will use the sing in/out times to determine the actual hours and days the school has provided services. If the child is not signed out at departure, the parties agree that for accounting and billing purposes, the sign-out time will be deemed to be the time at close of that business day.*

## ***DISMISSAL***

*The school reserves the right to suspend or dismiss children for unsatisfactory conduct or for educational or medical concerns, which are beyond the expertise of the school. The school reserves the right to make a determination as to whether or not our environment is a successful environment for each individual child and their needs.*

## ***ADMISSION POLICIES***

*Director will describe the school's philosophy, policies, infant and preschool curriculum, and daily schedule to the parent and present him/her with a Parent Handbook, enrollment form, all necessary forms, and a checklist of all such forms to be completed before enrollment. Parent and child will be introduced to the child's teacher and a tour of the facility will be given. The director will verbally reiterate important policies listed on the back of the enrollment form and the parent will initial each policy indicating his/her understanding and agreement.*

*Please see enclosed Enrollment Form and Checklist of Necessary Forms to be completed before enrollment.*

*We do not offer any supplementary/optional services.*

*We do not offer any community resources or consultations.*