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## **Parent Handbook**

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### **1. ORIENTATION and Program Description**

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#### **Our Mission**

We believe all children should realize their potential to transform the world, and in the “hundred-languages” of each child. We define our education as research and believe it is based on reciprocal relationships among children, teachers, and parents. We strive to create learning experiences that facilitate each child’s unique emergent interests.

We encourage students to deeply engage in learning, in a fun and challenging way which provide preschoolers various opportunities for growth in STEaM (Science, Technology, Engineering, Arts and Math).

#### **Our Vision**

We believe children are active learners, explores, experimenters and artist, our vision is to facilitate the learning of children through play and their natural curiosity.

#### **Days and Hours of Operation:**

Olive Children | Little STEaMers Preschool is open ALL YEAR AROUND, Monday-Friday from 8AM-6PM with optional extended care from 7:00-8:00AM and 6:00- 7:00PM at an additional cost, except on national holidays or otherwise non-school days listed on our annual school calendar.

#### **Students We Serve:**

Olive Children | Little STEaMers Preschool currently accepts children ages 18 months to 5 years old. Children begin their education in the Toddler environment at the age of 18 months and continue in the same environment until about 2 ½ or 3. When the child is ready, around this age, parents can give the permission for your child to participate in the **toddle-option** program, and you can remove your child from the **toddler-**

**option** program at 30 months old or extend the child's stay until 36 months. The Primary program is a 3- year-old program and includes Kindergarten. We offer a 5-day program for the toddler students, and you have the choice of a full or half day program.

### **Schedule of Activities:**

The daily schedule and list of activities, meals, and naps is found in our Daily Activities Schedule located in your welcome packets. Copies are posted in each classroom. Copies can also be obtained at the office.

### **Olive Children | Little STEaMers Preschool 5 ESSENTIAL PILLARS:**

<b>Attentive Listening</b>	We will listen with our eyes, ears, and heart.
<b>Mutual Respect</b>	We will treat people the way we want to be treated.
<b>Appreciation/No-Put Downs</b>	We will speak kindly to others and think of other people's feelings.
<b>Right to Pass/Participate</b>	We have the right to pass in certain activities, and to know that the more we participate the more we gain.
<b>Safety</b>	We will always think of safety first.

### **PRIOR TO Your Child's First Day:**

A meeting is recommended between you and your school administrator to set up a 30-minute home visit from your child's teacher to introduce themselves to your child and speak with you regarding your child prior to their first day. Please contact the office to schedule this meeting.

### **YOUR CHILD'S FIRST WEEK OF SCHOOL**

Our hope is that you will support your child during this critical transition time. What this support will mean will vary from child to child based on their personality and home environment.

Each child will have a unique experience in adjusting to school and the new environment. Below are some policies in place to help your child be as successful as possible.

1. You know your child the best, so you are welcome to spend whatever amount of time in your child's classroom you deem necessary to help your child adjust in the first week.
2. Our staff is trained, experienced, and qualified in dealing with the emotional development of your child's separation. Tears and hugs included. When your child sees your trust in our caregivers it helps ease the transition. They trust who you trust.
3. Please keep in mind that our goal is to support your child's healthy development of their independence to be able to stay in school without you.

### **Items to Bring the first day of school:**

1. Family picture and a comfort item such as special blanket or stuffed animal.

2. Full set of extra play clothing (these clothes will get dirty, if you pack designer shoes and clothes do so at your own risk! You've been warned!)
3. Lunch in a lunch box (put an ice pack if necessary). No sweets policy in effect. We recommend healthy "growing" foods such as a good balance of grains, proteins, fruits and vegetables and any foods with little or no trans fats and sugars.
4. Blanket for nap time, small pillow optional. (NO LARGE ADULT SIZED PILLOWS)
5. All required licensing forms must be completed 24hrs prior to your child's first day of attendance.

### **How to dress for the first day of school:**

Appropriate school clothes will mean two things:

1. The clothing must not hurt your child by the end of the day. Feet are a good place to pay attention too.
2. You are okay with the clothes getting stains from all things such as: paint, mud, crayon's, markers, clay, sand, grass stains, food stains, and can withstand the experience a child makes it go through when they play.

We will do our best to prevent your child's clothing from getting damaged or stained, but we cannot guarantee it. Please understand a child who plays will get messy, really messy. It is okay and a part of a child's healthy development. We always make sure if they get messy they get cleaned up after and are well taken care of. However, stains may result. Please be advised! Play can and most probably will cause stains on clothes!

### **Morning Arrival:**

A consistent drop off schedule is critical to your child's success. If your child can expect what will happen it relieves anxiety. It is recommended to have a predictable routine ready and in place to help your child's process to be at school go smoothly.

Please avoid chatting with other parents in the classroom. Please do this outside your child's classroom. Also, please avoid using your phone to talk rather than paying attention to your child during this time.

Telling your child, you will see them later or pick them up later is a good idea to let them know you are coming back.

### **Departure**

Our policy is that once you or arrive on school grounds and enter your child's classroom you are officially in charge of your child. You are welcome during departure time to stay in the classroom to help your child finish up their activity before transitioning home. However, this does not mean you can allow your child to roam around campus without adult supervision.

### **Late Pick-Up FEE and Policy**

Unforeseen emergencies are a reality; however, to accommodate the costs our policy for late pick up is necessary. No exceptions we need to be fair to everyone.

- Please expect a call or give a call if you are late for pick-up.
- \$15: 6:01-6:15 PM; \$30: 6:16-6:30PM; \$60: 6:31-7:00PM. No first-time warnings and No grace period. Olive Children | Little STEaMers Preschool will send the late fee invoice via email.
- Past 30 Minutes a meeting will be required between the parents and administrator to come up with a plan to avoid future re-occurrences.
- 3 Late Pick-Ups will result in grounds for removal from the program.

### **Extended Hours of Care**

Extended care from 7:00- 8:00 am and 6:00pm-7:00pm can be pre-arranged in advance with your administrator. Cost is \$10 is listed in the Registration Form. No refunds on time not used. Any care that has not been pre-arranged is considered a late pick up. Please contact the office for any schedule changes.

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## **2. ENROLLMENT & REGISTRATION**

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Olive Children | Little STEaMers Preschool is open enrollment **ALL YEARLY ROUND**, and you can enroll anytime when the space is available. Enrollment at Olive Children | Little STEaMers Preschool is open to children from 18 month-5 Years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Olive Children | Little STEaMers Preschool by completing the Registration form and paying a \$100.00 Registration Fee, a \$350 Materials Fee, and a first and last month security deposit. The Registration Fee and Materials Fee is non-refundable. Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed consent and release form and signed Parent Handbook receipt, and all registration fees. Immunization records and health assessment must be received within the first 30 days from the child's start date to continue care.

The Registration form is not meant to serve as contracts guaranteeing service for any duration. Olive Children | Little STEaMers Preschool reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Olive Children | Little STEaMers Preschool is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Olive Children | Little STEaMers Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Olive Children | Little STEaMers Preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

### **Enrollment and Admission Procedures:**

- 1) Call, email and arrange a tour of the facility
- 2) If there is room you can request to apply for your child to attend. If there is no space, you can request at this time to be placed on the wait list. A non-refundable \$50 fee is required to do so.
- 3) If spacing allows and your child is admitted, please complete all appropriate forms such as licensing and other forms. Licensing forms include, but are not limited to (parent's rights, personal rights, emergency information, health history, immunization and physical exams).
- 4) Appropriate Fees are submitted and cleared.
- 5) Parent Orientation Meeting Scheduled.

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### FOR ALL OUR PROGRAMS

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- Parent has option to pay weekly or monthly. Payments are due on the first school day of the month. Olive Children | Little STEaMers Preschool will provide a 5-day grace period. Overdue payments made after the 6<sup>th</sup> day result in a \$25 late fee.
- \$50 non-refundable new student registration fee.
- \$300 non-refundable new student materials fee.
- Security Deposit of first and last month will be required in advance to reserve a space for your child.
- Make all checks payable to Olive Children OR Little STEaMers
- We reserve the right to cancel your reservation if payment is not received in full by first day of session.

### REFUND POLICY

- A full refund of tuition fees will be given prior to the first day, less a \$100 cancellation fee.
- A pro-rated refund will be given past the first day, less a \$100 cancellation fee.
- 30-day notice is required to receive Security Deposit back on student last day.

## 3. DISCIPLINE & GUIDANCE

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Children who are having difficulty for any reason will be given appropriate discipline. Corporal punishment or discipline that frightens, threatens, or demeans a child is prohibited.

**Community Agreement:** Children will discuss and agree on a set of guidelines for the classroom. This includes guidelines for peer conflict, safety, and respect for each other.

**Positive Behavior Management:** We focus on positive behaviors that we want to be reinforced rather than negative behavior.

**Peer Conflict:** We encourage children to solve conflicts themselves.

**Renewal Time:** Occasionally, a student will be removed from the group for a time-out to reflect, have space, and decide on an alternate behavior.

### **Biting and Hitting Behavior**

Very young children are known to sometimes exhibit biting or hitting behavior as they learn how to handle emotionally upsetting experiences. Our goal is to teach pro-social skills and techniques to these children. Children who bite or hit others will go through our well-defined procedure.

1. All parties involved will be separated to encourage a cooling down period.
2. Any child hurt will be tended to first and given appropriate first aid and attention and comfort immediately.
3. The child who bit or hit will be told not to do that and told to ask the injured party how they might make them feel better, such as giving them an ice-pack, high-five or hug.
4. All appropriate parents or guardians of the children involved will be phoned and told what happened.
5. Repeat incidents will require a parent conference between the preschool director, teacher and parent.

### **Difficult Behavior**

Children who exhibit chronic disruptive behavior that threatens the emotional and physical well-being of themselves and/or their peers will be asked to have:

**Initial Consultation:** The director may request a parent conference to discuss an individual educational plan (IEP) for their child. This includes addressing specific issues as well as intervention strategies.

**Second Consultation:** A second IEP will be discussed with new intervention strategies. Another attempt will be made to identify and address issues.

**Disenrollment:** If no progress has been made, the child may be disenrolled at the discretion of the center director. The center director can disenroll any child for physically or emotionally harming himself or herself, another child, or teacher repeatedly without going through the consultation process.

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## **4. PARENTS**

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### **Parent Cooperative**

Olive Children | Little STEaMers value the participation of families in enriching children's experiences and forging connections between home and school stimulating educational program in following ways:

- **Classroom Supports**  
A variety of roles in school management and support.

- **Olive Events**  
Parental assistant, teaching in classrooms, preparing snack, sharing interest, about **once every month**.
- **Work Days**  
**Twice** a year parents come together for work days taking on school wide projects, support classroom readiness and staging.

## **DAILY SIGN-IN and SIGN-OUT**

Signing your child in and out of school is a licensing requirement mandated by child Care Center General licensing requirements. Please make this a habit for yourself to use a full legal signature.

Section 101229.1 states (1) The person who signs the child in/out shall use his/her full signature and shall record the time of the day. (b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.

## **BIRTHDAY CELEBRATIONS**

Our policy is that you must consult ahead of time with your child's teacher before bringing any food items. We have to accommodate food allergies and be aligned with our healthy food policies. Thank you for your understanding!

We also encourage when planning private parties to use private mail or email communications to avoid hurt feelings for children who are not invited. However, if you are inviting all your child's classmates feel free to distribute birthday invitations using the classroom cubbies or parent folders.

## **Communication Policies**

At Olive Children | Little STEaMers Preschool, we understand communication between teachers, parents, and administrators is at the heart of quality care. Daily communication is welcome and encouraged. Please check in with your child's teacher on when the best time to talk can be arranged. Meetings can also be arranged through the office.

Issues that can affect your child's mood or experience at school are a good thing to communicate with your child's teacher on a daily basis. Some possible topics include how your child ate at breakfast, if they had a chance to use the restroom or not before coming to school, if they are on new medication, or any change in their home environment that might cause stress or change in behavior.

## **Transportation & Fieldtrip**

Olive Children | Little STEaMers Preschool does not offer transportation for fieldtrips. By signing the contract and enrollment form you are acknowledging that you cannot request transportation from any Olive Children | Little STEaMers Preschool Staff.

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## 5. HEALTH AND SAFETY POLICIES

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### EMERGENCY MEDICAL AND DENTAL PROCEDURES

In the event of a major medical emergency or an accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian and family physician will be called immediately.

If in the case of a 911 emergency an attempt to contact a parent will always be made. If the parent cannot be reached directly a message will be left and continued efforts will be made to reach parents and emergency contacts. It is the parent's responsibility to have up-to-date emergency contact information made available to Olive Children | Little STEaMers Preschool.

In a medical or dental emergency transportation of a child in need of medical care will be by ambulance. Staff cannot transport children under any circumstances. All emergency transportation costs are solely the financial responsibility of the parent.

### MEDICATION

Olive Children | Little STEaMers Preschool will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions.

Olive Children | Little STEaMers Preschool will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given. Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

Olive Children | Little STEaMers Preschool will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.)

Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.



## NUTRITION

It is the parent's responsibility to provide a balanced breakfast and lunch for your child. We will serve AM snack between 9:00-9:45AM and a PM snack between 3:00-3:45PM. Snacks will be prepared on our facilities. Children are offered snacks, but not forced to eat it. Parents may also bring extra snacks for your child.

## MANDATED REPORTING OF SUSPECTED POLICY - CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Olive Children | Little STEaMers Preschool are considered mandated reporters, under this law. The employees of Olive Children | Little STEaMers Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Olive Children | Little STEaMers Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Olive Children | Little STEaMers Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

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- Unusual bruising, marks, or cuts on the child's body
  - Severe verbal reprimands
  - Improper clothing relating to size, cleanliness, season Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
  - Dropping off or picking up a child while under the influence of illegal drugs or alcohol
  - Not providing appropriate meals including a drink for your child.
  - Leaving a child unattended for any amount of time
  - Failure to attend to the special needs of a disabled child
  - Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
  - Children who exhibit behavior consistent with an abusive situation
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**Olive Children | Little STEaMEers Preschool**  
**Parent's Handbook Consent**

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

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

I have received, read, and understand the content of the Preschool Parent's Handbook (posted it on [www.olivechildren.com/preschool-registration](http://www.olivechildren.com/preschool-registration) and [www.littlesteamers.org](http://www.littlesteamers.org)).

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(parent's signature)

**\*\* Please print it out and return to the Olive Children | Little STEaMers office.**