



Parent Handbook

10 Goodyear

PHILOSOPHY AND PURPOSE

At the Shining Stars Christian Child Care Center we believe that children are meant to “shine like stars in the universe”. We are united in our commitment to helping every child shine brightly in all areas of child development - physical, intellectual, social and emotional – as a result of their participation in our programs. We will care for and educate your child in an atmosphere of Christian love that builds a strong core of school-readiness knowledge and self-confidence. Your child will be well prepared to succeed as he/she enters formal schooling and beyond.

This center is a place that is child-oriented and carefully planned so that children can develop to their highest potential. Our curriculum utilizes a “developmental readiness” approach that is designed to offer a wide variety of developmental and instructional learning experiences, both social and academic, that foster each child’s educational growth at each age and stage of development.

We provide a happy environment with established routines that children can cope with and understand. If a child is having difficulty in a particular area, staff will make every effort to address the needs of the child. We develop each child’s self-concept through a positive environment designed to foster a sense of competence and accomplishment. Your child will be excited to share what he/she has learned with you each day.

We believe that parents are the most important adults in a child’s life, and we work to strengthen those relationships. We work together with parents to provide positive experiences for young children. We encourage parents and family members to visit, observe and share their talents at any time.

We will care for and teach your child in accordance with the Christian principals of unconditional love and support for every child and family in our program. Your child will have opportunities to participate in worship services and special events at the church throughout the year.

Our staff is the heart and soul of our program. We strive to employ and retain the best in the field. Our well-trained staff is prepared to provide a daily schedule of learning activities designed to stimulate each child’s growth at each age and stage of development. We support our teachers with all necessary training and encourage them to continue to grow professionally on a continual basis – benefiting themselves and the center.

This center was founded to serve the needs of the children of the church and full or part-time working parents in the area of the church and surrounding communities. It is the intention of this manual to serve as guide for parents and to help you become comfortable with our procedures, but it is not a substitute for communication between parents, staff and the director. Please feel free to talk with us at any time about any questions or concerns that you may have.

We hope you will read this manual carefully and keep it as reference for future use.

GENERAL POLICIES

Hours of Operation

The Shining Stars Christian Preschool is open Monday through Friday from 6:30 a.m. to 6:00 p.m. on a year around basis. Work-related, flexible child care schedules may be arranged. Drop-in care is also available by arrangement.

Admission

The Shining Stars Christian Preschool accepts all children ages eighteen months through six years regardless of race, color, sex, religion, national or ethnic origins, or disabilities provided the established program meets the needs of the individual child with reasonable accommodations. Children are placed according to age and stage of development. The grouping and schedule of children may change throughout the year to better accommodate the number of children enrolled and to meet the individual needs of the children. A parent interview and assessment of the child will determine placement. If the needs of the child cannot be met, the Director will notify the parent within thirty days of application, stating the specific reasons why the Center could not serve the child.

Enrollment

You must pre-enroll your child before the first day of attendance. To pre-enroll:

- ❖ Schedule an appointment with the Director
- ❖ Complete the enrollment forms
- ❖ Bring your child's yellow State of California immunization record
- ❖ Bring a copy of your child's birth certificate
- ❖ Bring one current photo of your child
- ❖ Provide a health report signed by a physician, including TB results
- ❖ Pay a non-refundable annual registration fee
- ❖ Visit the classroom with your child before the first day of attendance

Child Care Fees/Schedules

A list of current fees will be provided to you at the time of enrollment. Attendance is either on a full or part-time basis. You are charged whether your child attends or not, including absences for illness and vacation. There is a non-refundable registration fee of \$100 per child or \$150 per family. Additionally the Preschool collects one week's tuition as a deposit. This deposit will be applied to the final week of enrollment. There is also a one-time \$15 Earthquake Kit fee and a \$15 Tote bag fee for all children.

- ❖ Drop-in care is available by arrangement, on a space available basis. Drop-in care is to be paid in full at the time of usage.
- ❖ Parents are responsible for contracted fees.
- ❖ It is necessary to provide 30 days written notice when making any changes in your child's schedule
- ❖ The Child Care Center does not bill prior to the tuition due date.

Tuition Payments

Monthly tuition is due on or before the 1st day of each month. If your child does not attend on a scheduled day, full tuition is charged. A \$25 late fee on the balance due will be charged to all accounts not paid by the 5th of the month. Your child will be dropped if tuition is not received by the 5th of the month. Any collection charges or legal fees that are required to collect a delinquent account will be added to the balance due to the Center. Payment of additional registration fees will be required to reinstate your child.

Multiple Child Discounts

When multiple children from the same immediate family attend the center, a 10% discount from the usual tuition fee is granted for each additional child. To take advantage of the discount, full tuition must be paid for the child with the highest tuition base. The discount is then applied to all other children enrolled from the same family. In most cases, the discount will apply to the tuition for the oldest child and cannot be combined with any other discounts offered by the center. See the Director for details.

Late Pick Up Fees

If you pick your child up after the 6:00 p.m. closing time, a late fee of \$15.00 is assessed for any tardiness of 15 minutes, or fraction thereof, plus \$1.00 for each minute after. This fee is charged in order to compensate the staff who must stay with your child until you arrive. Any child not picked up within a reasonable time after closing (not to exceed 1 hour) and without contact from the parent the child will be placed in the care of the Irvine Police Department and additional charges may be incurred. After the third occurrence of excessive lateness, the child will be dismissed from the program, at the discretion of the Director.

Returned Checks

A \$35.00 fee will be charged for a returned check. After the second returned check only credit cards will be accepted as payment.

Vacation/Sick Policy

There is no vacation or sick day credits given if children are not in attendance. Full tuition is expected for days or weeks when your child does not attend.

Holidays

The Center will be closed on the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Day after Independence Day, Teacher Prep Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day. We will be closed on the Friday preceding or the Monday following a holiday that falls on a Saturday or a Sunday. We are also closed at the end of December and beginning of January for winter break as well as the last Friday of August for teacher prep day. Full tuition is expected for all school closure days.

Withdrawing Your Child

When withdrawing your child, a 30 day written notice is required. The Center incurs ongoing costs for staff, facilities and supplies. Therefore the contract is binding.

The Shining Stars Christian Preschool reserves the right to immediately dismiss any child. Dismissal may occur when a child becomes a threat to him/herself or others or for refusal to follow Center policies.

Sign-In / Sign-Out Procedure

You are required to physically sign your child in and out of the Preschool each day. Your signature must be your legal signature that matches your driver's license. This record is proof that your child is on site

and is used in emergency situations. If a child is to be picked up by someone other than a legal guardian, prior written notification is required.

Authorized pick up

We require at least two names of persons authorized to pick-up your child in case of illness, emergency, or if you are not able to do so. A photo I.D. is required for anyone picking up a child.

Custody and Visitation

Please note any custody or visitation restrictions on your enrollment form. Additionally, please provide to the Center Director any documents supporting those restrictions. Please provide updated documents as necessary. We will strictly adhere to the instructions provided in such documents.

Safety and Security

Wherever possible, we have installed security entry systems to protect the children in our care. Also, there is a buzzer system that is required for entry into the Preschool. We are concerned first and foremost with your child's safety.

Arrival at the Center

You are required to accompany your child into the classroom. This provides a smooth transition and allows you a brief exchange with the teacher to convey information about your child and to learn of the day's plans. Our responsibility begins when you place your child in the care of a child care staff member.

When the center first opens for the day and attendance is low, children may be gathered in one room before they move on to their respective classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact. Likewise, at the end of the day as children are picked up, remaining children might be placed in one room. You will be advised of the room in which to place or pick-up your child.

Emergency Procedures

The Child Care Center has written policies and procedures for dealing with emergencies. In the event of an emergency, we will follow those procedures. To prepare the children and staff, we periodically schedule, carry out and document emergency drills. The Center has developed emergency evacuation plans designed to meet the needs of any emergency. Evacuation plans are posted in the classrooms. Please feel free to request a copy of our policies.

In the unlikely event that the Center is severely damaged or declared unsafe, all children will be evacuated to an emergency shelter where they will await your arrival. Should such an emergency occur, the Center Director will attempt to notify you as soon as possible. A notice will be posted at the center with information on the alternate site.

It is advised that you list all telephone numbers where you may be reached, including cell phone numbers, and that you also include the name and telephone number of a friend or relative who lives out of state and can be contacted if local lines are down.

Emergency Notification Card

Emergency cards are kept on file in the Center. In cases of illness or injury, the cards are to be used to notify and advise you or the person(s) designated by you of your child's status. It is extremely important that the information be kept current with correct telephone numbers.

If the following information should change at any time, please notify us so that we can better serve you and your child:

- ❖ Phone numbers where you can be reached during the day
- ❖ Addresses at home and work
- ❖ Names of authorized persons to contact in case of an illness, injury or emergency
- ❖ Names of all persons authorized to pick up your child

Student Accidents

If your child suffers a medical or dental emergency at the Center, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor/dentist you have chosen to treat your child. In the event of a serious injury or life-threatening emergency, we will call 911 and make sure that your child receives the necessary emergency treatment until help arrives. The Authorization for Emergency Treatment on the Enrollment Record must be signed when you enroll.

Accident Notification Policy

When a child is injured or becomes ill while at the center, a “Notice of Accident/Illness” form will be provided to the parent and a second copy will be filed in the office. All additional medical care will be provided as required.

- a. If a child’s injury is minor, such as a scraped knee, an “Ouch Report” may be completed and given to the parent.
- b. All reports will include the date, time, and location of the injury.

Biting Policy

Biting is much more common among infants and toddlers than preschool age children. Reasons for biting include: teething, sensory exploration, autonomy and control, frustration, imitation, anxiety and curiosity. It occurs most frequently when a child is tired, frustrated, or over-stimulated.

Preschool children usually do not bite. If they do, in most cases, it can be resolved quickly with the proper approach by the staff and the parents. If the behavior persists without significant improvement, further action may be necessary.

What we do when it happens:

- Attend to the victim first. Treat the bite with soap and water. Apply a cool cloth.
- Report broken skin to the Director and the child’s parents as quickly as possible.
- Re-direct the biting child to an appropriate activity. Parents of the children involved will be notified, however, neither the parents of the bitten child nor the parents of the biting child, will be given the name of the other child involved in the incident.
- When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher, Director and the child’s parents.

If a child continues to bite with little or no sign of improvement, the Center reserves the right to temporarily exclude that child from the Center if it is determined that the safety of other children is endangered or the child is unable to handle the stress of being in group care and needs a smaller environment.

Child Abuse Reporting

The State of California requires all child care providers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

Clothing

Children should wear washable play clothing at the Center. We require that you keep an extra set of clothing in your child's cubby at all times in case of spills or accidents (pants, shirt, underwear, socks and shoes). Please label all clothing with your child's name. Be sure to dress your child appropriately for the weather conditions. Shoes should be tennis shoes or other soft-soled shoes with straps or laces. Flip flop type shoes are not acceptable.

As mentioned above, at least one of change of clothes needs to be provided. A \$2 charge will be billed to your child's account if your child needs school clothes and does not have any on hand. This does not apply if available clothes have been supplied and additional clothing is needed. Please wash and return the borrowed clothes as soon as possible.

Sun Safety

We will make every effort to reduce exposure to sunlight from 10:00 a.m. – 4:00 p.m. (10 a.m.-3 p.m. during winter) by structuring play time so that children are not outdoors for long periods of time when the sunlight is most direct and by providing shaded play areas.

In order to better protect your child from sun damage, please provide sunscreen products (SPF 30 or greater) and/or protective clothing (long sleeved shirts, long pants and wide-brimmed hats) for your child to wear when they are outdoors for any extended period of time, i.e. recess or field trips.

Children will not be allowed to go outside if the air quality is not acceptable.

Lost and Found

If your child is missing anything, please inquire at the Center office as soon as possible. Remember to label everything. It is much easier to return a lost item if it is labeled with the owner's name. Unclaimed items are given to charity after a reasonable period of time.

Personal Belongings

The Center cannot assume responsibility for loss or damage to any personal belongings children bring to the center. Children are to be encouraged to leave toys and other special belongings at home, with the exception of a blanket, soft toy or stuffed animal for rest time. It is distressing to children to misplace or lose belongings and sometimes difficult for the teacher to identify the owner. Please help your child understand why it is not wise to bring personal belongings to the center.

It is acceptable for children to bring one toy or book on their designated "share day". When a child brings a toy or book to the center, make sure to label it and place it in the child's cubby or in a safe storage place. Discourage the child and other children from playing with the toy in the classroom or the playground during play periods.

Nap and Rest Time

All children between 18 months and five years of age will sleep or rest for two hours after lunch each day. Children will need to bring a small blanket and a standard fitted crib bed sheet both labeled with the child's name. Two pieces of linens are required by the state for each napping child. A \$1 fee per linen

per day will be charged for the use of school linen. The Center will provide sleeping cots. Every Friday sheets and blankets will be taken home for laundering and must be returned to the Center on Monday.

Nutrition

The Center provides a nutritious mid-morning and a mid-afternoon snack that adheres to all USDA guidelines to all enrolled children each day. 100% fruit juice and/or milk will be served with each snack. Children will bring their own lunches. The center encourages healthy, nutritious lunches. A parent may occasionally provide a lunch from a “fast food” establishment, but such a practice is to be limited. Teacher and/or aides will assist children with their lunches.

If your child is allergic to any kind of food, please notify the Director. Arrangements can be made for a special diet. Snack menus for the week are posted in the classrooms.

You are encouraged to join your child for lunch. Please inform the teacher if you plan to have lunch with your child. Lunch is scheduled between 11:30 a.m. – 12:30 p.m.

Toddler Diets

If your child is under the age of two years and unable to eat regular table foods, you will need to supply the Center with any formula, baby food, or other special foods that your child may need for snack times. Toddler will be fed on demand as much as possible.

Celebrating Birthdays

It is the philosophy of the center that all children are to be remembered on their birthdays. It is permissible for parents to bring birthday refreshments to the classroom. Healthy treats are encouraged. The child may also wear a birthday crown or badge for the day. Birthday celebrations should be celebrated as a simple recognition of the child and should not be allowed to disrupt regular classroom activities or schedules. We do not encourage parents to hold a birthday party in the classroom or to bring in visitors such as clowns. If you want to expand upon the birthday celebration, please see the Director.

Celebrating Holidays

Holidays will be celebrated at the center, but at a low key level. A brief discussion will be held as to why the holiday is remembered. Songs, stories, art work, and other activities will be used to enrich the knowledge of the children.

DISCIPLINE

DISCIPLINE POLICY

We view discipline in a very positive way. We provide a caring environment in which children are allowed to experience all feelings and at the same time learn to deal with these feelings in appropriate ways. Staff, therefore, will use positive guidance techniques that help children learn human values, problem-solving skills, and to take responsibility for their own actions. Staff will set clear, consistent and fair limits which are age appropriate and relate to safety, general welfare and the protection of the rights of others. All children have the right to learn and to be free of disturbance when carrying out an activity. Our staff are gentle yet firm and encourage children to “use their words” to express their feelings and needs.

The following progressive guidance techniques will be utilized:

1. Children will not be subjected to any form of corporal punishment including, but not limited to: hitting/spanking, slapping, grabbing, shaking, yelling, withholding food or drink, ridicule, embarrassment or humiliation.
2. Classroom settings will be provided that offer children opportunities to explore and learn with consistent, age-appropriate limits. No favoritism is to be shown to any child over another.

3. Staff will work with parents to address serious behavioral issues. The Director will be consulted as needed. If serious behavioral issues continue to occur, staff, parents and the Director will develop an intervention plan.

Classroom Management

Teachers will manage individual classrooms by:

1. Modeling and reinforcing appropriate behavior.
 - a. Using supportive language (be positive).
 - b. Telling the child what he can do, not what he cannot do.
 - c. Telling the child you know how he feels, but the rule is..... and the reason for the rule is.....
2. Redirecting the child to a new area or peers.
 - a. Offering a new toy, activity, or suggest independent play, such as puzzles, art or books for a period of time.
 - b. Using praise as appropriate to reinforce the behavior.
3. Setting reasonable expectations for children's behavior based on their developmental levels and individual differences.
 - a. Maintaining consistent supervision and follow through with expectations.
4. Using verbal interventions to explain to a child that the behavior is inappropriate and how he/she can better handle it.
 - a. For example, the teacher might say, "instead of hitting Sarah, say, I'm angry because you took my truck."
5. Ignoring some behaviors unless a safety issue is involved. Negative behavior is often produced because a child wants to get attention. It can be stopped when it does not get the attention desired.
6. Separating the child from the group to allow time for the child to calm down.
7. Becoming familiar with an individual child's special needs and addressing them promptly when necessary

HEALTH AND SAFETY

Health Requirements

All children are required by law to be current on the following immunizations:

Polio – 4 doses DPT – 4 doses Measles – 1 dose Mumps – 1 dose
Rubella – 1 dose TB – within 30 days of admission

The State of California has designated schools as the governing authority of immunization records. An immunization record signed/stamped by a physician or nurse, such as the yellow California Immunization Record "must be shown by the parent or legal guardian to the governing authority of the school at the time of the pupil's admission and at subsequent times when required to determine the pupil's immunization status". (California Code, Title 17)

For the safety of your child and other children, your child will not be permitted to attend the center without having met all Health Department requirements.

Illness

Children who are ill with a contagious disease, fever in the past 24 hours, diarrhea, vomiting or abdominal pain, persistent cough, cold (coughing, yellow, green or continuous running nose), flu, conjunctivitis, pin worms, or other conditions which may pose a health risk to able children may not attend the Center. If a child becomes ill at the while at the Center, he/she will be taken to our sick room and the parents will be called. Parents are expected to pick up the child as soon as possible. The Center is not licensed to care for sick children and therefore, can only provide short-term care.

Your child must be symptom-free for 24 hours before returning to the Center. Children who have been absent with a contagious disease or infectious condition must have a written health clearance signed by a physician stating the child has been examined and diagnosed as not contagious or a health risk to other children in the Center.

Please notify the Center if your child becomes infected with a contagious disease, such as chicken pox, to that the Director can notify the parents of other children who may have been exposed.

Medications

All medications (both prescription and over-the-counter) must be signed in daily on our medication form. All medications will be stored in the office for safe-keeping and will be refrigerated as required. Medications will be administered by the Director or a designated staff member in the Center. The administration of medications will be witnessed by another staff member and recorded on the medication form. Medications will only be administered according to instructions regarding the dosage. We cannot administer any medication that has expired. Medications, even aspirin or cough drops, will not be kept in the classroom.

We recommend that you ask your child's physician to prescribe a 12-hour dose of medications when appropriate. This allows you to control the administration of medications at all times.

Prescription Medication

We will administer prescription medication as directed by a licensed physician or dentist. Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused portion will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

Over the Counter Medication

We believe that over-the-counter medication should be administered with the same caution as prescription drugs. Oral over-the-counter medications, such as cough syrup, will be administered only by the recommended dosage on the label. Medication must be presented in the original container and have a label with the child's name and dosage instructions.

Topical applications, such as diaper rash ointment, suntan lotion, and insect repellent can be administered with the parent's written consent. We will follow directions provided by the manufacturer's label. All containers should be clearly labeled with the child's name.

Medication for Allergic or Chronic Illness

If your child requires medication for life-threatening conditions such as allergic reactions, bee stings, asthma, etc. the prescription can be kept at the Center and administered when necessary for as long as the child is enrolled. An authorization form must be signed by the child's parent and physician. Expired medication will be returned to the parent.

Medication for Emergency Situations

At least one member of the staff trained in Pediatric CPR and certified in First Aid is present at all times and will administer medication recommended by a physician or the poison control center in the event of an emergency until help arrives. We will follow all first aid procedures and instructions when administering emergency medication.

DAILY ACTIVITY SCHEDULES

The daily schedule provides carefully planned daily routines with a balance of activities.

- Indoor/Outdoor
- Quiet/Active
- Individual/Small Group/Large Group
- Large Muscle/Small Muscle
- Child-initiated/Teacher-initiated

We observe the following daily activity schedule:

<u>Time</u>	<u>Activities</u>
6:30 – 8:30 a.m.	Arrival; Health check; Free Play; Transition to assigned classroom; Greeted by Teacher
8:30 - 11:30 a.m.	Exploration of and use of interest centers, indoors and out in own classroom group; circle time; music and movement activities; presentation of academic subjects as appropriate
10:00 - 10:30 a.m.	Juice and snack, short rest period as appropriate
11:45 - 11:00 a.m.	Outside play time
11:30 a.m.-12:30 p.m.	Lunch period; outdoor recess; preparation for nap
12:30 – 2:30 p.m.	Nap period
2:30 – 5:30 p.m.	Exploration of and use of interest centers, indoors and out in own classroom group and others; special activities including science, art, physical education
3:00 – 3:30 p.m.	Juice and snack
4:00 - 5:00 p.m.	Outside play time
5:30 – 6:00 p.m.	Cleaning and straightening of classroom and playground areas; preparation for departure
6:00 p.m.	Departure

The schedule is planned to be consistent, yet flexible enough to take advantage of new opportunities to enhance the program and accommodate the needs of the children.

CURRICULUM

Our curriculum is designed to offer a wide variety of developmental and instructional learning experiences, both social and academic, that foster each child's educational growth at each age and stage of development. There is a logical progression of instruction from the 18 month age group with beginning learning activities to the 4 year old age group in which a full kindergarten readiness program is taught. Your child will have the opportunity to:

1. Learn in an environment that encourages curiosity and offers daily opportunities for choice, experimentation and problem-solving.
2. Develop language and literacy skills through activities that promote listening and speaking, vocabulary building, alphabet knowledge, reading and writing.
3. Develop a foundational understanding of numerical and science concepts.
4. Participate in socio-dramatic play activities that help him/her to become socially and emotionally competent.
5. Apply the use of creativity and imagination to the learning process.
6. Learn to appreciate diversity in ethnic, religious and cultural backgrounds.
7. Receive care and education in a Christian atmosphere that enables children to develop a solid foundation in our Lord Jesus Christ.

Learning experiences are both child-directed and teacher-directed. Children participate in a variety of activities in our well-equipped interest centers that offer art, math, music, science, dramatic play, language development, reading readiness and writing skills, and manipulative materials for exploration and problem-solving. Children receive individual instruction in addition to participating in small and large groups activities. In this environment, your child will be involved in meaningful activities throughout the day that promote optimal learning and development.

Outdoor Play

Our outdoor play environment has been specifically designed for the total development of the child. Your child will be able to spend delightful hours engaged in climbing, sliding, balancing, riding and playing with others. Safety surfaces that absorb falls cover the portion of the playground underneath equipment, while hard surfaced areas are provided for wheel toys, ball play, group games and art activities. We also offer a garden area where children may enjoy planting and scientific discovery. Under the watchful supervision of our skilled staff, your child will be safe, secure and happy with friends of the same age. Each classroom's daily schedule includes at least two outdoor periods. State law requires that we include outdoor time each day when weather permits.

It is our policy that children who are well enough to attend our center must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. Please notify the Director if there are any health conditions, such as asthma, that may restrict your child's ability to play outdoors.

FIELD TRIP POLICY

Occasional field trips may be taken by the preschoolers to enhance their learning. All field trips must be approved in advance by the Director and parents must sign permission slips prior to any child leaving the premises or participating in a field trip. When a field trip is offered, the following procedures will be observed:

1. The location will be fully investigated in advance to make sure it is safe and appropriate for young children.
2. The Director will be aware of the trip and must approve it, including approval of any transportation arrangements, before the trip is finalized.
3. Permission slips and information regarding the trip will be sent home to parents. (Top part of form is filled out by the teacher, the bottom half is filled out and signed by the parent.) The form must be signed and returned to the center at least twenty-four hours (24) prior to leaving for the field trip. No child may attend any trip without a permission slip signed by the parent or legal guardian. Children who do not have a permission slip will remain behind at the center.
4. In some cases, an admission fee will be required. It will be the responsibility of the family to pay such fees in advance if they wish their child to attend the trip. Such costs will not be included in the regular tuition payment.
5. Each child must wear a name tag or identifying clothing, such as a T-shirt. The Center will provide name tags.
6. If the trip will extend into the regular lunch time, each child must have a sack lunch labeled with the child's full name.
7. As appropriate, the Center will provide snacks and drinks for the children.
8. Each child will have a partner. Children will be required to remain with their partner at all times.
9. Children will stay together in assigned groups at all times on the trip. Teachers and volunteers will be provided with a list of the children in their group.
10. A head count will be taken regularly to make sure that all children are accounted for.
11. A staff-child ratio of one (1) teacher or volunteer per five (5) children is required for all field trips.
12. In most cases, parents are welcome to attend the field trip with their child. Depending on the nature of the trip, the location and transportation arrangements, younger siblings may not be able to attend a trip with the parent. Inquire in advance about the appropriateness of bringing younger children. Parents should be prepared to make other arrangements for other children in the family if they wish to attend a trip.

13. If parents wish to volunteer to accompany the field trip, they must contact the Director in advance. Special forms are required for parents. In cases where the parent is participating as a volunteer, younger children will not be allowed to attend.

PARENT INVOLVEMENT

Parents are always welcome to visit and observe their child at any time at Shining Stars Christian Preschool. We believe parents are the most significant adults in a child's life. Participation in the Center's activities is encouraged. It is our goal to partner with you in guiding the development of your child.

There are several areas in the Center for parents to find information about our programs and special events. Please be sure to check the Parent Information Board located outside the Director's office and in each classroom. A newsletter will also be provided to each family on a monthly basis.

Feel free to discuss any questions or problems you have concerning your child, whether at home or at school, with the teachers and Director at any time.

Your Child's First Weeks at the Center

The first few weeks in a new environment can produce anxiety for a child. Your Center Director and teachers are sensitive to these feelings and trained to be alert to your child's reaction to this new environment. We will make every effort to help your child adjust as easily as possible.

If you anticipate a problem in separation, please discuss this with the staff and decide on a procedure in advance. We suggest that after the necessary signing-in and exchange of greetings, you say to your child, **"Goodbye. I will pick you up later. I know you will have a good day,"** and then leave the building. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out" because your child is well informed and has the opportunity to say goodbye to you. We encourage you to call the Center during the day to find out how your child is doing. The Center Director and staff are eager to keep you informed. A readjustment may also occur after a long week-end or vacation. Your continuing positive attitude and patience will facilitate any such transitions.

Be a Part of the Learning Process

We seek your active involvement in the Center's programs. We encourage you to attend parents' nights, parent-teacher conferences, and Center open house events.

Your child is exposed to lots of new learning experiences every day. Take time to talk to your child about what fun things he/she did in the Center and find ways to extend the activities at home.

To help keep the Center financially viable and maintain quality care, parents and community members are encouraged to be involved in the following areas:

- ✓ Share special talents such as singing or story-telling
- ✓ Help with parties, special events and holidays
- ✓ Repair broken toys and equipment
- ✓ Donate toys, equipment or books
- ✓ Organize special functions for staff
- ✓ Organize special functions for families
- ✓ Participate in or help organize fundraising events

If you are interested in becoming involved, or know someone who would like to be, please contact the Director. Parents and/or community members who volunteer on a regular basis are required to be fingerprinted.

Conferences

Formal parent-teacher conferences will be held twice a year, in the fall and in the spring. Informal conferences to discuss a particular concern may be scheduled with the teacher or Director at any time. We encourage open communication between parents and staff. If you wish to schedule a conference, please contact the Director. We respectfully request that you do not discuss issues or concerns regarding your child when the child is present. Often children misinterpret what they hear. We would prefer to talk with you privately about any concerns you may have.

If Your Child is Upset....

If your child has an upsetting experience, such as a change in family structure, the death of a pet, a serious illness in the family, etc., please let us know. We want to help your child work out difficulties through play, art or a sympathetic conversation. Your child's total development is important to us all.

Parents' Rights

The rights of parents will be respected at all times. As a parent/authorized representative, you have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care
- File a complaint against the center with the licensing office and review the center's public file kept by the licensing office without discrimination or retaliation against you or your child
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years
- Request in writing that a parent not be allowed to visit your child or take your child from the center, provided you have shown a certified copy of a court order
- Be informed by the center, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption
- Receive from the center, the Caregiver Background Check Process form

California law provides that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the children in care.

**SHINING STARS CHRISTIAN
CHILD CARE CENTER**

ACKNOWLEDGEMENT OF PARENT'S HANDBOOK

I, _____ acknowledge that I have received and read the Shining Stars Christian Preschool Parent's Handbook, understand its terms and conditions, and agree to abide by the stated terms and conditions contained in the handbook.

Parent and/or Guardian Signature

Date