

THE LEARNING TREE CHILDREN'S CENTER

WELCOME

Welcome to the Learning Tree. Pre-school can be a very exciting and worthwhile experience for your child. This process will be much more rewarding for your child if you, the parents, make an effort to be supportive of your child and follow school policies and procedures.

This handbook has been prepared to help you become familiar with these policies and procedures.

MISSION STATEMENT and PHILOSOPHY

Our main concern is the whole child. We are interested in helping each child reach his potential in all areas of growth, including: cognitive, emotional, physical and social.

Our program will provide opportunities for your child to fulfill his potential through:

- Firsthand experience in social relationships
- Physical development of large and small muscles
- Finding acceptable outlets for emotions
- Stimulating experiences which encourage the child to think, analyze problems, and develop basic skills necessary for future educational experiences.

It is essential for the young child to acquire a desire for knowledge. At the same time the child should develop a strong self-image and independence which are necessary to function in today's society. In addition, we feel that it is important for every child to practice consideration for those around him.

We have made a commitment to offer a happy and loving environment in which a child may thrive and be challenged yet still feel a strong sense of security and unconditional support.

OUR POLICIES

Children must be at least two and one-half years of age and toilet trained. (If enrollment allows, we will accept two year olds if they are developmentally mature.)

Operating hours are from 6:30 a.m. to 6:00 p.m. Monday thru Friday. A late fee of \$5.00 per five minutes will be charged beginning at 6:01 p.m.

The school is open year round, with the exception of legal holidays and certain other designated days.

We offer three different sessions:

A morning session beginning at 8:30 a.m. and ending at 11:30 a.m. with pick up time no later than 11:45 (The child must arrive at school by 8:30 a.m. to receive the full benefits of our program.) This is considered a half-day session and does not include lunch.

A morning session with lunch. This begins the same time as the above sessions but ends at 12:30 p.m. with pick up time no later than 12:45.

A full-day session is offered for parents who work or desire a longer period of pre-school exposure for their child.

Please be prompt picking up your child as a fee will be charged for late pick up after the two half day sessions as well as the full day session. The same late fee rate will apply as stated above.

A child must be enrolled a minimum of two half-day sessions per week. This is necessary for the child to establish a routine of attending school.

TENATIVE SCHEDULE OF DAILY ACTIVITIES

- 6:30- Open. Breakfast may be brought in until 7:45. Children's choice: Table activities, blocks, drawing, playhouse; preparation for morning session.
- 7:45- Clean up time. Children are responsible for putting away their own toys, etc.
- 7:50- Early Circle Time: Singing, dancing, rhythm activities, sight words, Spanish words, etc.
- 8:20- Outdoor Play
- 8:50- Opening activities: Discuss calendar, weather, and day's special activities.
- 9:15- Morning projects including perceptual motor activities, art, cooking, creative play, role playing, and puppetry.
- 10:00- Morning snack time.
- 10:15- Learning activities, including reading and math skills readiness, science projects, simple Spanish words, special units of study, and self-sufficiency.
- 11:00- Outdoor Play: Free choice and/or planned physical activities.
- 11:45- Music and movement. Morning session ends and lunch preparation begins.
- 12:00- Lunch- after lunch, children go outside if weather permits. Free play.

- 12:40- Story time.
- 1:00- Quiet rest or nap.
- 3:15- Afternoon snack.
- 3:30- Outdoor play or vigorous indoor games
- 4:15- Afternoon projects: Learning activities, stories, music, art, and/or circle games.
- 5:15- Free choice: Calming down time. Table activities or floor games, a small snack and clean up.
- 6:00- Close. All children must be called for by 6:00 p.m.

FINANCIAL POLICY

An initial registration fee of \$ is payable prior to enrollment. This fee is non refundable. Each April, a re-registration fee will be charged to students continuing or returning for the next school year.

When tuition is paid by the month, it is due the first of each month. Tuition which is not in the tuition box by the 6th of the month will be assessed a \$25.00 late charge. The fee will then be posted to your account.

When paid weekly or bi-weekly, tuition is due the first day of your child's weekly attendance. If tuition is not paid by the third day of that week, a fee of \$15.00 will added to your account.

Tuition is due in advance in all cases. However, if your pay days conflict with the above stated policy, please speak to Val or Nancy.

Late payment charges will apply to all payment plans.

As stated previously, The Learning Tree is closed on legal holidays and other designated days. Tuition is expected to be paid as usual for the legal holidays but not for the other days we are closed.

We understand that financial struggles arise from time to time. If this becomes the case, please communicate this to us before any payment becomes delinquent.

Tuition is based on a full year operating budget. It is anticipated that there will be periodic holidays, vacations, and illnesses. We are unable to issue refunds. We have limited enrollment with a constant waiting list. Our expenses are constant from month to month. We cannot reserve space for regular students who do not attend school for long periods of time without tuition being paid. The vacant space could be filled by a new enrollee. The tuition payment

reserves your child's place in school. If your child does not attend during the summer session but will return for the fall session, a hold fee may be charged.

ILLNESS POLICY

In case of illness, tuition is charged as usual. In case of a prolonged illness (i.e. a serious illness which requires hospitalization, or as specified by a physician) tuition may or may not be charged. Each case will be taken into consideration separately. In this instance, please speak to the directors.

Exposing the children to illness is a risk we will not take. State regulations prohibit children from attending school when ill. Please help us keep communicable diseases under control by keeping your child at home if:

- 1) He has a heavy or constant nasal discharge.
- 2) He has diarrhea.
- 3) He has a fever or has had one during the previous 24 hour period.
- 4) He has a constant cough.
- 5) He has had a cold for less than three days, in which case it may be contagious.
- 6) He is cranky or you feel he is "coming down with something".
- 7) He has any illness or disease which is communicable, including skin and eye problems and head lice.

If the child has a communicable illness, the parent should call the pre-school to inform us of the illness so that we can notify other parents of symptoms. We need to be notified if your child has been given **any** type of medication, including "over the counter", before coming to school.

The child may attend school if:

- 1) His cold is over, but he is left with a **minor** nasal drip or cough.
- 2) His cold or illness is past the communicable stage.
- 3) He is well but still on medication prescribed by the doctor. For strep throat and pink eye, the child may return to school 72 hours after beginning the doctor prescribed medication. A note from the physician may be required.

We reserve the right to send a child home if he is ill or not feeling up to par. Parents must make arrangements to pick up a sick child as soon as possible. Also, arrangements must be made as to who will be responsible for the child in case the parent cannot be reached.

Please note: It is very important for parents to communicate to us any special circumstances that may affect their child. This includes physical, emotional, developmental, and behavioral situations.

VACATION POLICY

A two week vacation, paying no tuition, is allowed after your child has been attending The Learning Tree for one full year. If your child does not attend during the summer vacation period, the vacation policy does not apply. For those children not attending during the summer months, there may be a holding fee charged to reserve the child's space.

If you sign up your child for summer, then change the schedule or your child does not attend the summer session, your account will be charged for the reserved time until the slot is filled.

ENROLLMENT REQUIREMENTS

Prior to enrollment, you must complete several forms designated by The State of California. These forms must be returned to us before the child may begin attending. This includes a Physician's Report that must be completed and signed by the physician.

- IDENTIFICATION AND EMERGENCY INFORMATION
- CHILD'S PREADMISSION HEALTH HISTORY—PARENTS REPORT
- PHYSICIAN'S REPORT
- PARENT'S RIGHTS
- PERSONAL RIGHTS
- CONSENT FOR EMERGENCY MEDICAL TREATMENT
- IMMUNIZATION CARD (COPY)
- TOP PORTION OF CALIFORNIA SCHOOL IMMUNIZATION RECORD
- LEARNING TREE ADMISSION AGREEMENT
- TUITION AGREEMENT

FOOD AND NUTRITION

Except for breakfast, please do not allow your child to bring **any** food, candy, or gum to school. This includes milk and juice. "Sippy" cups are not allowed.

Care is taken to plan and serve a nutritious, well balanced lunch and snack menu. You will find menus posted on the Parent's Bulletin Board. The children are **not** allowed to bring their own lunches to school. The only exception to this rule would be for a child on a specific diet due to health reasons, in which case the parent is responsible for providing lunch for the child.

As a convenience for parents who must leave for work early, we will allow breakfast to be brought to and served at school. This will only be allowed from 6:30 to 7:45 a.m.

Anyone arriving at school after 7:45 must have already eaten breakfast.

Containers in which breakfast food is brought must be labeled. Donuts, cookies, pastries, chocolate milk, sugared cereals, etc. will not be served to your child for breakfast at school. Acceptable foods are: eggs, toast, fruit, oatmeal, etc.

Good nutrition plays a vital part of any child's growth and may influence behavior patterns. We do not serve sugary treats or snacks to the children with the occasional exception of birthdays and special days.

Birthdays are very special days for children. Please remind us of your child's birthday a week prior to the big day. Many of our parents choose to bring a special treat for snack on their child's birthday. Please check with a staff member regarding appropriate birthday snacks.

On special occasions such as Halloween, Christmas, and Valentine's Day, parental help with snacks would be greatly appreciated. If you would like to help, please check for parent sign-ups or speak to your child's teacher.

HOLIDAYS

Once again, we are open year around with the exception of legal holidays and certain other designated days. If you have not received a schedule of days The Learning Tree is closed, please ask a staff member for one.

LEAVING A CHILD AT SCHOOL

After you decide to enroll your child in school, two or three half hour visits to acquaint him with the school can be a helpful step. Usually, if a child knows what to expect, separation from a parent or guardian will not be such a stressful experience.

Upon arriving at school each day a teacher will greet your child and visually check to ensure that he appears healthy and able to function at school as usual. Please inform a staff member of any bruise, scratch, or other injury so we are aware of its origin.

The following procedures should be followed when leaving your child:

- 1) Tell the child it is now time for you to leave.
- 2) Explain to the child what time he will be picked up and who will be picking him up.
- 3) Give the child a brief hug and kiss.

- 4) Then leave the child with one of the staff members. If the child begins to cry or cling, do not try to stay until he has calmed. In most cases, the child will cease to cry within minutes after the parent leaves.
- 5) Never sneak out without saying good-bye to your child.
- 6) We realize it is very difficult to leave your child when he is crying, but it is necessary for him to become involved with friends and activities as soon as possible.

PICKING UP YOUR CHILD

Always be prompt when picking up your child so he does not become worried or frightened. Please call the school if you can foresee that you will be late.

No child will be released to a person not authorized to pick him up from school. In the event that someone will be picking up your child who does not usually pick him up, please inform us ahead of time. This includes anyone listed on the Identification and Emergency Form. Anyone unfamiliar with any members of our staff **must** be prepared to show their identification.

WHAT TO WEAR

We prefer that children wear casual clothes to school. When choosing appropriate school attire, remember that your child will be participating in messy art projects. Also, consider that your child will be physically active (i.e. climbing, jumping, running, etc.)

Jewelry and hats (except stocking hats in cold weather) are discouraged, as the children take such items off and lose them.

Please label **all** items which your child brings to school.

PLEASE MAKE SURE YOUR CHILD HAS A CHANGE OF CLOTHES IN HIS CUBBY AT ALL TIMES.

Your child should have extra underwear, a shirt, pants and socks which are labeled and placed in a gallon size zip lock bag. The clothing needs to be checked periodically as your child grows. Also, as the weather changes, please change the clothing appropriately.

TOYS AND BOOKS FROM HOME

Sharing day takes place one day per month per child. The date will be announced by a note sent home that month. You may allow your child to bring something to share on this day only. Other than this day, we ask that your child's toys stay at home or in your car. Sharing items can be no smaller than your child's fist and no larger than will fit into the "sharing box". An item may be shared **one** time. Although we will do our best to keep sharing items safe and sound, we do not guarantee the items safe return. Once again, please make sure **everything** is labeled!

No make-up is to be brought to school.

Guns of any kind are **not** permitted at school.

REST TIME (FULL-DAY STUDENTS ONLY)

The children must have an afternoon rest period. Your child will need a nap mat which can be purchased at The Learning Tree. For nap time, each child may bring one small **stuffed animal** and one small, light weight blanket. Please remember, cubby space is limited.

If your child attends five full days, please take home your child's nap mat each Friday to be cleaned. Children attending two or three days per week may take home their mats every two weeks. Make sure to bring it back for the following week.

CHILDREN'S PROGRESS

We try to keep our parents informed of their children's progress on a continual basis; however, due to busy schedules this is sometimes not possible. Twice yearly we will be sending home a brief "skill survey." If you have questions concerning your child's progress, please speak to one of the directors. We are happy to answer any questions you may have.

PARENTAL HELP

During the day, the children will be learning about many things, including the following which can also be worked on at home.

Addresses

Putting on/taking off Jackets

Colors

Writing Names

Shapes

Cutting with Scissors

Birthdays

Putting on/Tying Shoes

Alphabet

Telephone Numbers

Numbers and Counting

It is necessary for young children to develop their large and small muscle control. We strive to give our students many opportunities to increase their motor skills. Please take the time to help your child run, skip, jump, swing, and catch, kick, and toss balls.

If there are any questions you may have after reading this handbook, please do not hesitate to ask. We may be reached at The Learning Tree, 838 3955.

My signature below indicates that I have read, understand, and agree to follow the policies and procedures as outlines in the handbook.

Parent or Guardian's signature

Date