

GROWING TREE PRESCHOOL

Parent Handbook & Calendar

Growing Tree Preschool
1850 W Valley Blvd
Alhambra, CA 91803
626-284-8889

State License Number: 198017329

Mrs. Fang
Center Director

Tax I.D. Number: 45-5097683



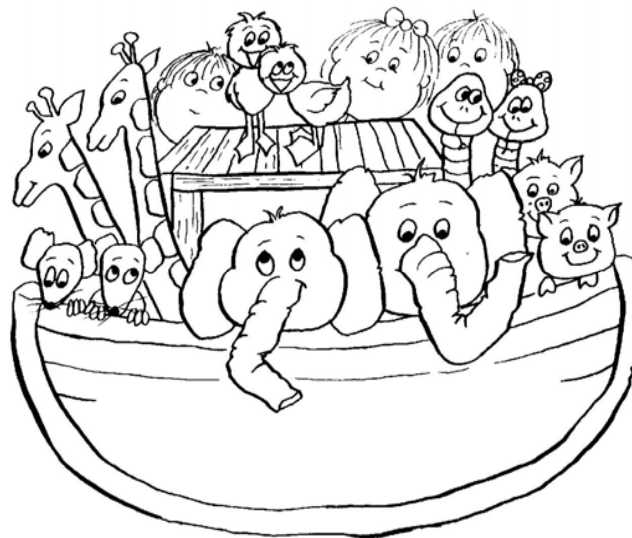
Parent Handbook & Calendar

STATEMENT OF PURPOSE OF GROWING TREE PRESCHOOL

Our Mission is to provide safe, affordable, high quality child care for the community. We support our students in reaching their highest developmental, social and academic potential. Our professionally trained and qualified staff guides students in their learning. We create and maintain a developmentally appropriate environment for learning while empowering families to participate in and enhance their children's education. By monitoring their progress, we will make data driven decisions that aid in each student's achievements and provide comprehensive supports.

Growing Tree Preschool will offer both full day and half day programs consisting of a wide range of learning experiences with an excellent curriculum. The full day programs will also provide a "home away from home" environment for preschoolers of working parents.

Recognizing the importance of early childhood education, the programs at Growing Tree Preschool will offer a stimulating and loving environment that will assist preschoolers in developing their potential as children promoting a positive self-image under the guidance of a trained and competent staff.



Growing Tree Preschool

PLEASE NOTE: PARENTS ARE RESPONSIBLE FOR THOROUGHLY READING ALL INFORMATION PROVIDED IN THE PARENT HANDBOOK/ CALENDAR. PLEASE DO NOT WAIT UNTIL YOUR CALENDAR PAGE GETS TO A GIVEN MONTH TO READ THE INFORMATION ABOVE THAT PARTICULAR MONTH.

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Welcome To Growing Tree Preschool!
We take loving ministry to children.

We continue to offer a stimulating and loving environment for your children. Our teachers assist preschoolers in developing their potential as children. We look forward to the many special activities that we will be sharing with your children as well as the entire family.

Our program is based on a developmental philosophy that focuses on fundamental principles of the growth of children. The emotional, spiritual, physical and intellectual stages of children occur in a predictable, orderly pattern. However, the time sequence of these stages is unique to each child. In addition, each child has his/her own individual style of learning.

Our curriculum provides “hands-on” developmentally appropriate academics that include early learning skills in math, language, science, art, music and Chinese language. Invaluable learning takes place through social experiences and dramatic play that encourages problem solving, creative thinking, cooperation and character development.

Our activities and educators make Growing Tree Preschool an inviting place for children to form a strong foundation for school readiness and character. Upon leaving our school, children will be better able to make appropriate choices and sound decisions and will have developed emotional security and independence.

Love,

Hai Yin Fang

Director

*We support our student in reaching
Their highest developmental, Social
& academic potential.*

--- The GTP vision statement

PHILOSOPHY AND GOALS

Growing Tree Preschool is the child care profession, designing innovative and flexible opportunities that achieve superior outcomes for children and families. We are committed to creating a culture that continually improves services, sustains a high quality, team-oriented work environment and provides quality child care.

Each session of children is divided into classes with each teacher having her own small group in order to provide a low teacher/student ratio. These small groups are divided according to the child's age and individual development. Curriculum is then planned by the teachers to meet the developmental needs of each small group. Our goal is for every child to experience success.

The Center's staff is committed to promoting the well being of both children and their families. We provide a secure and happy atmosphere for children during these most important years of growth, development and learning. Children at the preschool are offered an opportunity to participate the staff is composed of professional teachers trained in Early Childhood Education. Each teacher receives training, paid planning time, attends frequent workshops, is CPR/First Aid certified, and maintains memberships in professional organizations.

HOURS OF OPERATION AND ENROLLMENT

OFFICE HOURS: Our Preschool office is open the same days and times as the Full Day program (Monday – Friday, 7:00 a.m. – 6:30 p.m.). We are here to answer questions, receive payments, and help with any problems that arise. Tours are an integral part of the wait list and registration procedures. Tours are given daily, Monday through Friday, at 10:00 a.m.

Age Range: 2 Years Old — 6 Years Old

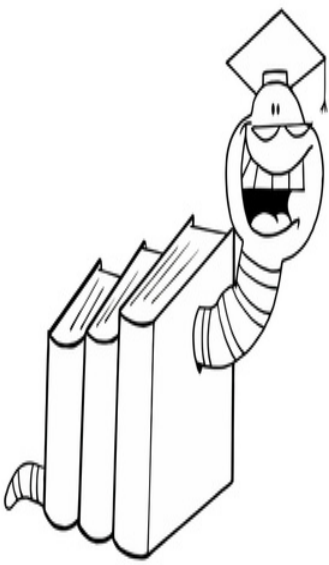
ENROLLMENT: Growing Tree Preschool is open to children who are age-eligible for each specific program.

ADMISSION PROCEDURES: Admission Procedures include a tour of the school; completion of registration card & enrollment packet; payment of registration fee, advance tuition deposit & first month's tuition; transition day.

PROGRAM DESCRIPTIONS

We provide a variety of programs in order to meet the need for quality, affordable child care for the community.

Non-refundable Annual Registration Fee \$ 50.00/per child
(This Fee is renewed each September)



Full Day Program – Our Full Day program (7:00 a.m. to 6:30 p.m.) is open to children 2 years to 6 years old. The day includes a rest/nap period. The annual registration and monthly tuition fees are as follows:

Non-refundable Annual Registration Fee \$ 50.00/per child

Preschool Tuition:

Tuition (Not Potty Trained).....\$650(M-F).....\$450(MWF).....\$340 (TTh)

Tuition (Potty Trained).....\$690 (M-F).....\$480(MWF).....\$360(TTh)

Full Day tuition is calculated as an annual tuition divided into 12 equal monthly payments.

Half Day Program – 2 or 3 half days per week are available for either the morning (7:00 a.m. - 12:00 a.m.) or the afternoon (1:00 p.m. - 6:30 p.m.). The annual registration and monthly tuition fees are as follows:

Non-refundable Annual Registration Fee \$ 50.00/per family

2 half days/week \$280.00/month

3 half days/week \$380.00/month

5 half days/week \$480.00/month

TUITION AND FEES

TUITION: Tuition is due on or before the 1st of the prior month. All payments can be mailed to or paid in the preschool office. Checks are made payable to Growing Tree Preschool.

CASH AND CREDIT CARDS ARE NOT ACCEPTED.

LATE FEES: Payments **RECEIVED** after the **Fifth(5th) business day of each month** are assessed a \$1.00 late charge. After the **TENTH (10TH)**, the fee is \$10.00 plus 10% of the tuition due.

RECEIPTS: Please save your monthly tuition receipts for tax purposes. Otherwise, Annual Statements of Accounts, (upon written request) will be available at the end of February.

PAYMENTS DURING ABSENCES AND VACATION: The Preschool runs on an annual budget based on an annual tuition rate that is broken into monthly payments. We try to provide the highest quality program on a budget figured at the lowest possible monthly rate. In order to do this, NO CREDIT CAN BE GIVEN FOR ABSENCES OR VACATIONS.

RETURNED CHECKS: There is a \$25.00 fee when checks are returned from the bank without payment. If checks are returned on a second payment, personal checks will no longer be accepted. Money orders will be required for any further payments.

LATE PICK-UP POLICY: Late charges can be avoided by planning ahead. If you are running late, call an authorized person to pick up your child. Also, please call the Preschool Office to let us know of your plan.

Calling the Preschool Office does not, in any way, negate the late charge. When you are fined, you will be given a late slip and will be asked to sign the notice. Payment may be added to the next tuition payment or you may pay at the time that the fine is issued. A fine schedule is valid for **all programs**. **Fines are issued per child. Repeated late pick-ups may affect your child's enrollment status.**



NOTICE OF WITHDRAWAL: Two weeks written notice is required. The notice date for reimbursement is from the time the written notice is received in the office. The advance tuition deposit paid at registration will be reimbursed by mail after the child's final day of attendance.

For Half Day sessions, March 31 is the last day for parents to sign a "Notice to Withdraw" without being obligated for all tuition payments through June.

Signing the “Policy Agreement” is required before your child begins school. This agreement is to be signed by both parents(s) and / or guardian(s).

GROWING TREE PRESCHOOL POLICY AGREEMENT (COPY)

I have enrolled my child, _____ at Growing Tree Preschool for the school year.

- ❖ I understand that I am obligated for the following payments:
 1. Non-refundable annual Registration Fee, payable when I accept a position for my child.
 2. Two week advance tuition deposit.
 - *This payment covers the last two weeks of attendance **OR** the June tuition for Half Day preschoolers.
 3. Monthly tuition payments due and payable on the 1st of the prior month.
 - *A billing statement will not be issued.
 - *A late fee is charged for late payment after the first business day of each month.
- ❖ Tuitions are calculated as annual tuitions and then divided into monthly payments. Tuition payments are due regardless of illness or vacation.
- ❖ The **Half Day** school year runs from mid-September through mid-June and follows the Alhambra School District vacation schedule.
- ❖ **Half Day** session parents are obligated for all tuition payments through June unless a “Notice To Withdraw” is received in the office by March 31.
- ❖ The **Full Day** program is a year round program. Enrollment is continuous, running from July to June. Summer enrollment is necessary to ensure child’s class assignment.
- ❖ I understand that two weeks written notice is required to withdraw my child, or I forfeit my Ad advance Tuition Deposit.
- ❖ **I have received, read, understand and agree to adhere to the school policies, including the School Health Policies and the Late Pick-up Policies.**
- ❖ **I understand that Growing Tree Preschool reserves the right to dismiss any child or family for inability of the child or the family to: adjust to the school’s schedule/policies procedures, to cooperate with the staff/administration, or for behavior endangering, intimidating, humiliating or threatening the children, families or staff/administration.**

(Parent Signature)

(Parent Signature)

Date: _____

Date: _____

SCHOOL HEALTH POLICIES

I. **HEALTH:** Upon enrollment, state licensing requires the submission of a health form signed by the child's physician. Additional regulations state that the child is to have standard immunizations.

Your child's health is of major importance to us. A daily health check is given upon each child's arrival. The person bringing the child must wait until the child is greeted by his/her teacher before leaving. Your child will not be admitted to the center if any of the following symptoms of illness are present:

1. **The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children: requires one-on-one care.**
2. The illness/recovery prevents the child from participating in routine activities.
3. Temperature – 100 degrees or greater accompanied by behavior changes or other symptoms of illness.
4. Runny nose (thick or runny secretions), coughing, difficulty breathing, lethargy, persistent crying and/or irritability.
5. Diarrhea – 1 – 2 incidents, increases in stool water, and/or form that cannot be contained in the diaper/pants.
6. Vomiting – one incident.
7. Mouth sores with drooling or other draining sores.
8. Rash with fever or behavior changes. Child with an unexplained rash may return with a Dr's written diagnosis of a non-contagious rash.
9. Conjunctivitis (pink eye) – Bacterial or viral conjunctivitis, remains contagious as long as tearing & mattering of the eye continue. Child may return after 24 hours of antibiotic drops and/or tearing & mattering of the eye has ceased. If child does NOT have contagious conjunctivitis, child may return with Dr.'s note stating such diagnosis.
10. Scabies or other infestations.
11. Head lice – exclude from school until 'nit free'.
12. Impetigo
13. Strep throat
14. Chicken pox – exclude from school for six days after onset of rash or until all sores have dried and crusted.
15. Mumps – exclude until nine days after onset of gland swelling.
16. Measles – exclude for six days after onset of rash.
17. Rubella – exclude for six days after onset.
18. Shingles
19. Respiratory illnesses
20. Hand, Foot, Mouth – excluded until all blisters are absent.

If a child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies will be required.

If a child is fussy, cranky, and generally not himself/herself, it is recommended that the child stay home. Rest at these times may prevent the development of serious illnesses.

Notify the office immediately if your child has a communicable disease.



II. ILLNESSES AT SCHOOL:

If a child becomes sick while at school, he/she is brought to the teacher's room to wait for the parent in the "sick bed area". Office personnel will comfort sick children, provide a resting video, and take care of any special needs. Being sensitive to separation anxiety in very young children, if a child becomes ill, the child is often isolated in the room. **Parents are called and expected to pick up the sick child within 30 minutes.**

III. RECOVERY

When a child is sent home ill, he/she may not attend school the following day.

Children may not return to school until they are symptom free for 24 hours.

Anytime your physician has prescribed an antibiotic for your child, he/she must remain at home until the first 24 hours of the prescription has been completed.

When it is necessary to send a child home, it is imperative that parents pick up their child immediately.

Please keep a current list of friends and/or relatives on file in the office who have authorization to pick up your child in the event that you cannot come to the school immediately and/or cannot be reached.

If a child has been absent due to surgery, broken bones or other atypical medical conditions or symptoms, a physician's release will be required for the child's re-admittance to school. However, if the child is unable to walk due to an injury, the child must stay home.

When a child is hurt off-site, Growing Tree Preschool requests an "Off-site Injury Report."

IV. MEDICATIONS:

If a child requires medication, the proper "Medication Request Form" must be completed by a parent each week.

Our office staff may dispense ONLY MEDICATION PRESCRIBED BY A PHYSICIAN.

A physician must also prescribe over-the-counter medications. The doctor's instructions must be in writing (can be faxed). ***The preschool office will not call the Physician regarding the medications.***

All medication must be in the original container with full instructions on the label and bear the child's name.

Inhaled Medications: Parent and physician authorization is required for Growing Tree Preschool staff to administer inhaled medication to children.

The following conditions must be met:

- a) written parental permission
- b) written instructions from physician
- c) teacher training provided by parents

On-going treatments requiring prescription or over-the-counter medication (*skin conditions, for example*) also require the weekly "Medication Request Form."

If your child has severe allergic reactions and requires an Epi-Pen, two (2) up-to-date Pens are required to be kept at preschool. One will be kept in the office and one in the classroom emergency pack. All instances of Epi-Pen use will be followed by a call to 911, as well as the parents.

V. SUNSCREEN:

Half Day – Please apply sunscreen to your child before coming to school.

Full Day - Parent authorization is required for Growing Tree Preschool staff to apply sunscreen to children. Teachers will reapply sunscreen to your child after naptime with sunscreen you have provided from home.

VI. IMMUNIZATIONS:

Growing Tree Preschool requires the following immunizations for school entry:

POLIO 3 separate doses

DTP 4 separate doses

MMR 1 dose, (it must be on or after 1st birthday)

Hepatitis B 3 separate doses

Hib 1 dose, (it must be on or after 1st birthday)

Varicella 1 dose

VII. EMERGENCY:

If a child becomes ill while in attendance. In the case of illness where the child needs medical care but it is not life threatening, attempts will be made to reach the parents and the emergency contact person. If contacts cannot be reached and more advanced care is needed, the Physician or Dentist will be called from the child's emergency form. In the case of a life threatening emergency, 911 will be called and, if they deem it necessary, they will transport the child to the nearest hospital. All fees incurred will be responsible by the parents.

DISCIPLINE

It is important to remember that aggressive feelings in preschoolers are a normal part of growing up. Each teacher has a goal for each child to develop self-control over those aggressive feelings while still fostering a positive self-esteem. Most children's aggressive tendencies at preschool can be controlled by various techniques. Teachers are trained to be alert to potential areas of frustration both in the room and outside. When possible, they redirect or intervene before a physical disruption takes place. The staff also provides a diversified curriculum so that each child can find an area in which to participate successfully.

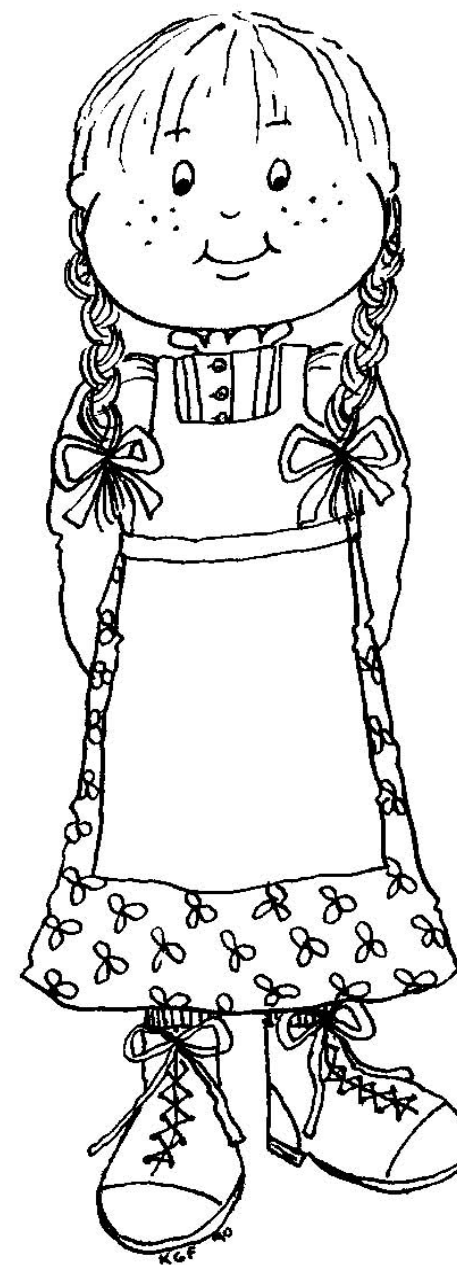
However, excessive biting, scratching, kicking and hitting behaviors can jeopardize the safety of other children. California State licensing requirement 101223 states: "Each child shall have personal rights which include, but are not limited to, the following: ...to be accorded safe, healthful and comfortable accommodations..."

Therefore, if aggressive behavior becomes excessive, Growing Tree Preschool will implement its "Progressive Guidance Plan." **Step One** is a discussion with the parents regarding the inappropriate behavior, discipline that has been effective at home and agreed upon procedures for school. If these procedures do not change the aggressive behavior, Step Two will be implemented. The guidelines under **Step Two** require: parents pick up the child from the center following the next incidence of aggression, and the child is to remain home the following day. If an additional incident occurs, the child will be kept from the center for one week in an attempt to break the pattern. After the child returns to school, if an additional incident occurs, the school will require the child's withdrawal. If, however, at some point during Step Two, a child completes sixty days of no attempts or incidents of inappropriate behavior, the child would be placed back at Step One.

Children will be suspended from care if we are unable to control their behavior. Failure to obey rules, severe misbehavior, swearing, disrespectful or abusive behavior towards children or adults will result in the Childs suspension from the center. 5 days of notice will be given for termination.

Due to the relationship between "out-of-bound" behavior at school and action figures, **PLEASE DO NOT ALLOW CHILDREN TO BRING WAR TOYS, GUNS, TOYS OF DESTRUCTION OR SUPER-HERO ACTION FIGURES TO SCHOOL.**

We have discovered that parents and teachers working together eliminate most of the undesired behavior at school. Good communication, consistency at home and at school, and active participation in conferences will greatly reduce most aggressive tendencies. Growing Tree Preschool will not use physical punishment or any child abused method to handle dieseline of a child.



AUTHORIZATION FOR ARRIVALS AND DEPARTURES

The State of California **requires** that all children be signed in and signed out with a **FULL LEGAL SIGNATURE** at the time of each arrival and departure at preschool. **The child will not be released to anyone younger than eighteen (18) years of age.** No child will be released without authorization by the parent or guardian. Any changes in authorization must also be in writing. Persons will be asked for the proper identification.

Parents are required to make contact with the teacher when arriving or leaving with their child. Parents are also required to fill in the class sign-in sheet with arrival and departure times and their signature.

For the safety of the children of the Preschool, parents are requested to leave the campus promptly after picking up their children. In addition, the concrete area of the campus is not suitable as a children's play area. Both of these sections of the property are adjacent to the parking lot and can present a danger to children. Please keep your child (ren) near you as you make your way through the parking lot.

PARENT COMMUNICATION WITH PRESCHOOL

It is beneficial to children for parents to explain to staff about events occurring at home that may influence changes in a child's behavior at school. It is, however, very important that we communicate these events when children are not listening. Please feel free to call the school or to fill out the F.Y.I. message form available in your child's classroom.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled each year.

If concerns arise before or after the scheduled conferences, teachers are available for phone calls, special conferences or individual meetings.

The Executive Director is also available for concerns, questions or comments.

PRESCHOOL COMMUNICATION WITH PARENTS

Please check the white boards, bulletin boards, and children's files daily for important information: flyers about upcoming events, classroom newsletters, tuition receipts, registration information, etc.

NOTIFICATION OF CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Please inform the office immediately, in writing, of changes in address, phone numbers, and authorization for picking up your child. This information is vital for contacting parents when children become sick at school and in keeping our emergency information up-to-date.



PET POLICY

For the health and safety of the children and your pets, Growing Tree Preschool requests that family pets do not come into the classrooms. If your child is excited about a new pet, please send a picture or video of your child with their pet.

ATTENDANCE

Absentee Line: (626) 284-8889

Please notify the school if your child is unable to attend that day. We appreciate knowing whether your child is ill or absent for another reason. NOTIFY US IMMEDIATELY if your child has a contagious disease. We need to let other parents and teachers know that they or their child may have been exposed. Please call the main line (626) 284-8889, to report that your child will be late for class.

REST PERIOD – FULL DAY ONLY

Nap/rest times are provided every day in the Full Day Program ONLY. Children are encouraged to rest quietly with music or stories in the background. For children who cannot sleep, individual activities are provided.

Each child will need a sheet, blanket and small pillow which are transported to and from home in the school basket. Napping items are to be taken home at the end of each week, laundered and returned at the beginning of each week.

NAPPING ACTIVITY BAG (FULL DAY ONLY)

Please pack a gallon size zip-lock bag with activities your child can do on those occasions he/she cannot sleep or awakens early. Suggestions are small books, coloring books and crayons, small legos, hand held electronic game, etc. Please label each item and the bag. Rotating activities helps to keep your child's interest.

EMERGENCY PREPAREDNESS

Each month the entire school participates in an earthquake drill and a fire drill. "Lockdown" drills are also conducted several times throughout the year.

A one time Emergency Kit Fee of \$10 will be required from parents. These kits & supplies will be stored on the preschool campus.

SCHOOL BASKETS

We serve a large number of children. In order to keep everything organized, we sell a school basket for children to use in their assigned classroom cubby. The basket stores anything the child might need throughout the day; extra clothing, share toys and lunches.

SCHOOL DRESS

Children should attend school in clothes that are appropriate for the many "messy" art and sensory activities. We want children to feel free to participate without the concern of ruining "good" clothes.

For safety reasons, we ask that children not wear "cros", cowboy boots, thongs, "jellies", slick soled shoes, or "open-toe" sandals. TENNIS SHOES ALLOW CHILDREN COMPLETE FREEDOM TO ENJOY ALL ASPECTS OF OUR PROGRAM.

EXTRA CLOTHING

Each child coming to school needs to bring an extra set of clothing for potty accidents, messy activities, and mishaps; juice spills for example. The extra set should include: a complete change of pants, shirt, underwear, socks and shoes. All items should be clearly labeled with the child's name. Please send the clothing in a well marked zip-lock bag so that soiled clothing can be sent home. All clothing items are to be carried in the school basket.

SNACKS

Nutritious, low sugar snacks are provided by the Preschool in accordance with the nutritional requirements set by the State of California. These snacks are served mid-morning and mid-afternoon and at 5:00 p.m. for children still at school. Snack calendars are posted on parent boards in each classroom.

BIRTHDAYS

If parents would like to celebrate their child's birthday with a special snack, arrangements can be coordinated with the classroom teacher.

All food brought into the preschool to share MUST be commercially made & MUST BE NUT FREE.

Example: Grocery store fruit/vegetable platters; food purchased from restaurants; pizza; store bought cookies, cakes, muffins, etc.

Birthdays are also celebrated with birthday crowns and songs. **PLEASE DO NOT SEND GIFTS OR PARTY FAVORS.**

INVITATIONS/PLAYDATES

Unless every child in the classroom is invited to a party/playdate, invitations should be mailed to the home or put into the children's files at school.

LUNCHES

Nutritious lunches are provided by the center or parents. Lunch Menu is available at the counter. If you like you bring your own lunch to your child, Foods can be heated by the teachers in the microwaves equipped in each classroom. Include fruit juice or milk only with the lunches.

NO SODA OR CANDY PLEASE.

CAUTION: Carrots, grapes, and peanuts are dangerous for children under the age of three.

LUNCH IDEAS

A nutritious, well-balanced lunch is very important not only to a child's physical growth but to a child's social adjustment as well.

Here are a few lunch box suggestions:

Sandwiches (One-half will usually do)

Cheese Egg salad
Tuna Cold cuts
Ham spread

Or, For a Change:

Yogurt

Cottage cheese
Cheese crackers
Ham & cheese chunks
Boneless cold chicken chunks
Tortilla with melted cheese

Fruit & Vegetables

Apples (sliced) Oranges (sliced)
Bananas Pears
Melon Celery sticks
Mixed Fruit Green Beans
Broccoli Pickles

Drinks

Milk Water
Natural fruit juice (i.e., apple and orange)

Miscellaneous Goodies Kids Love

Raisins Pretzels
Granola bars Crackers
Graham Crackers

*Lunch box will be drop off to the front desk after drop off your child, staff will label the lunch box and place in the Refrigerator.

DAILY ACTIVITIES

Each day the curriculum is presented so each child can experience a wide variety of age-appropriate activities. The activities include the following:

Curriculum Centers: Children participate in art, dramatic play, sensory stimulation, science, math, letter exposure, phonics, reading, problem solving, block building, and large motor activities.

Small Group: Children divide into small groups for more individualized time with their teachers. Fine motor development, visual discrimination (color, shape, number and letter recognition), phonemic awareness, attending abilities, and verbal skills are all areas of concentration.

Music Time: Our Music Teacher goes to each classroom and introduces new songs and creative movement as well as activities with instruments.

Art/Craft: Discover the pleasures of Art. Teach important skills such as handling scissors, holding a pencil properly, and coloring between lines.

Motor Development: Planned activities are set up on the playgrounds to stimulate large muscle development.

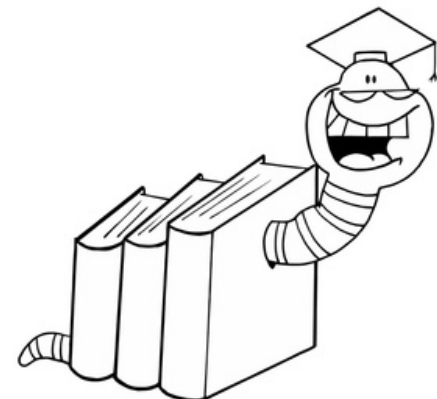
Creative Movement: Large motor activities, often accompanied by music and/or dramatic play, are offered throughout the day.

Share Time: Children are asked to bring special toys or books to school to show to their friends during their scheduled Share Time.

Outdoor Play: Free play on playgrounds is a favorite time for many children. (Children age 2-3 and age 4-5 share a playground in a different time.)

Snack: Children learn self-help skills and manners while eating a nutritious snack in a group setting.

Nap Time: Full Day children are provided daily nap/rest time.



REPORTING SUSPECTED CHILD ABUSE

The Department of Social Services, Community Care Licensing, mandates that “an employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”



PARENTS' RIGHTS

As a Parent/Domestic Partner/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, 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, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/ DOMESTIC PARTNER/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/ DOMESTIC PARTNER/AURHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

PERSONAL RIGHTS

Child Care Centers

PERSONAL RIGHTS: See 101223 for waiver conditions applicable to Child Care Centers. (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationship with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), domestic partner(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

COMMUNITY CARE LICENSING
1000 Corporate Center Dr. #200B
Monterey Park, CA 91754
(323) 981-3350

Preschool Daily Schedule

Session	Time	Class
Morning Session	9:00 - 9:30	Hands-on learning
	9:30 - 9:45	Music Time
	9:45 - 10:15	Phonics & Worksheets
	10:15 - 10:45	Snacks
	10:45 - 11:15	Outdoors Play (Group 1)
9:00 a.m. - 11:45 a.m.	10:45 - 11:15	Art/craft projects (Group 2)
	11:15 - 11:45	Outdoors Play (Group 2)
	11:15 - 11:45	Art/craft projects (Group 1)
	11:45 - 12:30	Lunch Time
	12:30 - 12:45	Group Activities
	12:45 - 1:15	Audio-visual learning
	1:15 - 1:45	Napping Time
	1:45 - 2:15	Music Time
	2:15 - 2:45	Snacks
	2:45 - 3:15	Outdoors Play (Group 1)
Afternoon Session	2:45 - 3:15	Art/craft projects (Group 2)
	3:15 - 3:45	Outdoors Play (Group 2)
12:30 p.m. - 5:15 p.m.	3:15 - 3:45	Art/craft projects (Group 1)
	3:45 - 4:15	Phonics & Worksheets
	4:15 - 4:45	Hands-on learning job
	4:45 - 5:00	Group Activities
	5:00 - 5:15	Audio-visual learning
	5:15 - 5:45	Pick up Time & School Close

Preschool Curriculum

We have three sessions of 3 hours each with equally balanced curriculum as outlined below.

Duration	Class	Topics
30 min	Phonics & Worksheets	Grammar, Language use and conventions for listening & speaking, Reading, Age appropriate text comprehension and analysis, Alphabet and word recognition, print writing concepts
15 min	Audio Visual Education	Audio visual learning of entertaining educational theories
30 Min	Hands-on Learning	Practical life, Sensorial, Language, Grace & Courtesy, Math, Culture, Geography, History, Botany, Zoology, Science, Geology, universe, solar system, Literacy interest
30 Min	Snacks	Table manners, Nutrition lesson, Meals, Clean-up lesson after meals, Etiquettes, Self-help, home help activities, Co-operation and responsibilities, Group interaction and participation
30 Min	Art/Craft Projects	Season & day specific projects, Art & Craft jobs, sculpting, Events prep
30 Min	Music Time	Hearing music, Singing songs and moving to the beat are enjoying a rich sensory environment
30 Min	Outdoor Play	Gymnastics, Structured play, Motor skills development, Social-emotional skills development, cardiovascular exercise, Lego, free play, gardening, hot wheels race, face-painting, Relationship development