

School Parent Relations

We believe that teachers should regularly share their insight and knowledge of the child with the parents, and parents have the right and responsibility to share in decisions about their children's education. We would like to extend an open invitation to all parents to drop in as often as you would like. Parent participation is welcomed and encouraged.

Staff

The teachers on staff are chosen for their commitment to quality Christian childcare. They are dedicated to provide a safe, positive, and valuable experience for each child. They also have a genuine interest in educating young children.

Admission and Enrollment

Helping Hands Preschool is a Christian center maintained to provide a program for children who would benefit from these services. The best interest of the child and parent will be considered when determining admission. In instances of incompatibility or unhappiness, Helping Hands Preschool reserves the right to release the child from the program.

For your child's safety and to comply with state regulations, all of the enrollment papers must be completed and on file in the preschool office before your child may attend. The necessary forms for enrollment are listed below:

1. Emergency Card
2. Identification and emergency information.
3. Child's pre-admission health history/Parent report
4. Consent for medical treatment
5. Permission form
6. parent's agreement form
7. Personal rights form
8. Parent's rights form
9. California school immunization record (Your child cannot attend preschool without up to date immunization records.)
10. Physician's report

Immunizations

An up-to-date immunization record is required before your child can be left at school. The following vaccinations are required before any child may attend preschool:

- Polio 3 doses
- DPT 4 doses
- MMR 1 doses

- Hep B 3 doses
 - HIB 1 dose
- Varicella (chicken pox)

Registration Fees

The annual registration fees we charge are to cover insurance and materials.

Drop-In

We give you a choice of set days at a specific amount; if you want to add an extra day(s) there will be a daily rate charge for the day(s). We do not exchange days. Your Drop-in day(s) will be added to your monthly tuition.

Check Policy

There will be \$20.00 charge on all returned checks.

Policies/ Program

Arrival/Dismissal

Our policy requires that a child cannot leave the premises without an adult (at least 18 years old) to sign him/her out everyday. The child will be released to adults who have been authorized by the parents. A picture ID is required.

- You must sign your child in and out every day.
- You must sign your full name.
- There will be a \$1 charge every time your child is not signed in and out correctly.

Preschool Program

Our preschool program serves children ages two years through six years. The ratio for the Preschool Program is one teacher per twelve children. Children attending the preschool program must be dropped off before 9:30am each day.

Holidays • Withdrawal • Charges

Preschool Program

The center will be closed the following days:

New Year's Day

Martin Luther King

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving (dates to be announced)

Christmas Break (dates to be announced)

The Preschool may be closed for teacher in-service and professional growth days. (Dates to be announced) The above holidays are included in the tuition payments. Vacation credit is available if you would like to use your credits on these days.

Vacation Credit

A two-week vacation credit will be given per year upon request after the student has been enrolled in the program for four months. A vacation request form must be filled out and turned in one week before the requested date.

Tuition Payment

Tuition payments are due by the 4th of the month. If you are paying bi-weekly the second payment is due by the 19th. If you need to make other arrangements please notify us. *If payments are not in on time, there will be a \$20.00 late fee after the last day of the month.*

The tuition payment is due in full by the last day of each month. Failure to pay the tuition in full will result in temporary dismissal until the bill is paid in full. Your child's spot will only be held for one week.

Withdrawal

Two weeks' notice is required before you drop your child from the program. You are responsible for two weeks of tuition after the notice, even if your child is not attending. This also applies for children that are being changed to a drop in schedule.

Late Pick Up Charge

Our hours of operation are Monday-Thursday 7:00am – 6:00pm and 7:00am – 4:30pm on Friday. Any child not picked up by 6:00pm Mon.-Thurs. or 4:30pm on Friday will be assessed a late charge of \$10 for every 15 minute intervals. Half day children who are not picked up by 12pm will be assessed the same charge. This should be paid at the time of late pick up: you may pay cash, check, or money order. Money orders must be made out to Helping Hands Preschool or CVCA. A regular pattern of late pick-ups may result in suspension from school.

Illness

It is our greatest concern to provide a safe and healthy environment for your child. We use the following criteria to determine whether a child may attend preschool or need to leave due to illness. Children will not be allowed to return to school until 24 hours after illness symptoms have returned to normal.

- Fever 99 degrees or above
- Vomiting
- Excessive sneezing or coughing
- difficulty breathing
- Diarrhea
- Unidentified rash
- Ear infection not seen by a doctor
- Running nose with discolored mucus
- Eye infection (conjunctivitis) – referred to as “pink eye”

For the well-being of all children in the center parents need to pick up their child within 30 minutes of being notified of the child’s illness. Parents who are not able to leave work must have an emergency person available to pick up the child. A regular pattern of failure to pick up an ill child with-in the 30 minutes may result in suspension from the program.

Medication

We ask that parents do not send medications to school but if it becomes necessary for medication to be administered at school, a “consent for medications” form must be signed and dated.

Please fill out the entire form:

The name of the medication

The milligrams

Dosage to be given

Expiration date

Dates that Helping Hands will be administering the medication.

The medication must be in the original container with the label intact. The state will not allow us to administer medications that conflict with the product label unless a doctor’s note accompanies the medication.

Observers • Meals • Snacks • Clothing

Observers

MJC students observing children for their various child development classes can use the center throughout the school year.

Volunteers

The center encourages parent volunteers to come and spend a little extra one-on-one time with the children. All volunteers over 18 years of age must have completed Shield the Vulnerable.

Meals

We ask that you provide a nutritious lunch for your child. Please provide safe containers and label them with your child's name. Please no sodas. Milk or juice is provided free to all children. Please feed your child a nutritious breakfast at home. You may send breakfast with your child if your child's arrival is before 7:30am. If a child comes without a lunch, the school will provide one for them. If the school provides lunch for your child, your account will be charged \$4.00. This is not a regular service that we provide; it is only for unfortunate circumstances.

Snacks

A nutritious light morning snack and afternoon snack are provided for the children. These do not take the place of a good nutritious breakfast or lunch.

Parties

We encourage parents to bring store bought goodies for birthdays and other festive occasions. Cookies are most practical for the children to handle.

Toys

We ask that all toys be left at home. We provide a variety of activities for the children during the day. The teachers will provide sharing days throughout the year. Your child may nap with a small stuffed toy. It must stay in their cubby until naptime.

Lunch Boxes

Please do not send lunch boxes that have superheroes or any other violent related items on them. This seems increase violent behavior in the children.

Dress Code:

- Please send your child in play clothes. We learn how to work with our environment, which may include getting stained or dirty.
- No superheroes clothing.
- Logos, pictures, and wording on clothing that does not condone a Christian life style are not to be worn.
- Undershirts may not be worn as T-shirts.
- Shoes must be worn at all times.
- If sandals are worn please make sure they have a secure back strap.
- The school is not responsible for personal property.
- Please label all items.

Discipline

Helping Hands Preschool strives to help each child learn and use appropriate behavior. If we feel the child is a danger to the other children, we reserve the right to require the dismissal of that child. Positive reinforcement will be used to help each child learn. Timeouts are used to help children understand that a certain behavior is not acceptable. The primary goal in all teacher-child relationships is to enhance each child's self-esteem. We appreciate any suggestions you may have involving your child. Absolutely no physical punishment will be used with any child.

NAPTIME

Each child who will be here for a full day program will be provided with a crib sheet and blanket. All children will nap on floor cots or mats. The center will wash all blankets once a week or more often as needed. All full day children will participate in quiet time.

DIAPERS AND POTTY TRAINING

Parents are responsible for providing diapers for their child. The center will provide the wipes. Please check your child's diaper supply daily. There will be a \$1 charge for every diaper the center has to provide for your child.

Our teachers will gladly help you with the potty training process, but parents must first begin at home. A child will be considered potty trained when they can use the restroom without assistance and have only occasional accidents.

DISCLAIMER

Since this handbook is for informal purposes, it does not directly or indirectly constitute a contract between you as a parent and Helping Hands Preschool. Also, contents of this handbook are subject to change at any time at the discretion of the Helping Hands Preschool Board.