



2019 Parent Handbook and Contract

2001 55th Street
Sacramento, CA 95817
(916) 476-5775
Cell (916) 217-4753
Playhousepreschool.sacto@gmail.com

Our Philosophy

At Playhouse Preschool we believe that children learn through play. Emphasis is placed on social interaction and the individual growth of each child within a play-based curriculum. We believe this will help the children to feel a sense of belonging to a group that is interested in them and which allows them to feel secure in their setting.

At Playhouse we provide opportunities for children to discover things about the world they live in but do not interfere or interpret it for them. Children have the freedom to explore and discover through creative play and a sense of what their world is all about. Activities and play areas are structured in ways that allow for social interaction, creative expression, and thoughtful investigations. It is our belief that by combining academics, problem solving skills, and peer interaction, we are providing your child with all the tools necessary to be successful in life: self-esteem, self-reliance and self-determination. The staff at Playhouse Preschool believes that these are the most important building blocks that we can give your child to ready them for their school years to come.

Requirements for Enrollment

When you enroll your child at the Playhouse there will be some necessary paperwork to be filled out. Examples of these forms are medical forms, child information forms, emergency information, and consent for emergency treatment. We will make all this paperwork available to you and help you with any questions. All paperwork should be completed promptly and returned to us. After you have had a chance to read through these materials we will meet with you to discuss any questions or concerns you may have. We will ask parent(s) or guardian to sign a written agreement as to fees, hours, policies, etc.

Before you leave your child the first day it is wise to make a visit with the child during regular preschool hours. Mornings are best, since the children sleep in the afternoons. This way your child gets to see what happens at our school and gives them a chance to meet the staff and the other children. If you or your child is uneasy about preschool, at least two visits are recommended.

No child will be denied enrollment on the basis of his/her race or religion. We do retain the right to deny enrollment if all our spots for a particular age group are filled. We do not make it a policy to deny enrollment on the basis of a child with special needs. However, if after talking with the parents/guardian of a special needs child and we realize that we do not have the training, equipment, facilities, etc. to handle this child, we will not accept your child. This policy is based on the best interest of the child, since our goal is to meet the needs of each child. _____Int.

Termination of Enrollment

If you decide to stop attending Playhouse Preschool we do require a 30-day notice. This will allow us time to find a child to fill your child's slot. Payment is due for the 30-day period whether or not the child is brought to school. Any outstanding fees must be paid on or before the child's last day.

If it becomes necessary for us to resort to legal action to collect fees the parent(s)/guardian will be responsible for legal fees incurred on our part.

If Playhouse Preschool decides to terminate your child's care based on the below reasons, we will give you 30-days notice. We understand it is not easy to find care.

Examples of why we would terminate your child's care include (but are not limited to):

- 1.Failure to complete required forms.
- 2.Failure to pay child's tuition.
- 3.Lack of parental cooperation with our program.
- 4.Failure of child to adjust to our school and its program after a reasonable amount of time.
- 5.Our school's inability to meet the child's needs.

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Payment Procedures

You may pay by check payable to "Playhouse Preschool" or cash. If a check is returned we will notify you and will ask for payment in cash plus a \$25 service charge to cover the bank charge. We will also require a refund of any other fees incurred due to the returned check.

Tuition is charged on a monthly basis. Each family is required to pay the monthly tuition to ensure that the child's spot is held for him/her. If it is necessary to break up payments please talk with the director prior. We do allow tuition to be paid twice a month (1st and 15th). If payment arrangements are not made in advance we will assume you have forgotten to pay your tuition and will send you a late payment letter that will include a \$25 late fee request. If payment continues to be unpaid your child will not be allowed to continue to come to school until payment has been received.

At the end of the year we will provide each family a receipt showing each payment made throughout the year. You should also check your records against ours to ensure that the accurate amount of tuition is noted.

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Sick Policy

We ask that you have a back-up person you can call if we have an emergency or if your child is sick. We will not care for a child who is feverish. **If your child has thrown up or had diarrhea within the last 24 hours please keep him/her home. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give him/her Tylenol to mask his/her symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely still contagious to the others. You must wait 24 hours before your child can return.**

All the children use the same toilet and washroom and they often "mouth" the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Illnesses are defined as:

Fever (100 or over).

Conjunctivitis (pink eye) or "cold in the eye".

Flu.

Unusual rash.

Severe cough.

Rapid breathing or labored breathing.

Severe cold.

Vomiting.

Yellowish skin or eyes.

Diarrhea.

Contagious illness (Chicken Pox, Ring Worm, Head Lice)

**** Illness of any sort which results in child being too ill to participate in daily activities.**

We will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify the parent or authorized adult to pick up the child. Parents have one hour from time of notification to pick up the child. The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection that child may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours.

We will be strictly enforcing our sick policy. We understand that when your child is sick it can be a hardship to leave work. But it is our job to look out for the wellbeing of all the children.

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Medication

If your child is on medication and it needs to be administered while he/she is at daycare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. We will also have a form for you to sign giving us permission to give the medication to your child. Medication will be administered at the time or with the meal you specify and a written record is kept. Non-prescription medication

will be kept locked up in the director's office. We will not administer any non-prescription drugs to children if we do not have a signed release from the parent or guardian authorizing Playhouse Preschool to administer them.

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Injuries and Other Emergencies

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc. If a parent is unable to be reached, we will keep trying until he or she is available. In the event of a fire, we would evacuate the building immediately and gather at the front-left side of the building. This will be practiced monthly so the children are familiar with what to do.

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Sign In/Out Sheet

Each day upon arriving, the parent is required to sign the child in, noting the time arrived, and using their full first and last name. A sign-in/out pad, pens, and a clock are all located when arriving through the front door. This is to be followed by signing the child out when they leave. This gives us a written record of the child's attendance, hours, and who brought/picked up the child.

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Releasing Your Child

Our normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the emergency contact list. If the person is not on that list, we must have written permission to release your child.

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Hours of Operation

We are licensed to be in operation from 7:00 a.m. to 6:00 p.m. All children must be picked up by 6:00 p.m. If children are not picked up by 6:00 p.m., we will have to charge a late fee of \$1.00 per minute for each child, to cover overtime for the staff.

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Days Off

We will be closed three weeks during the year. These weeks consist of Sumer break (July 1st – July 5th) and Winter Break (December 23rd – January 3rd, returning on Monday, January 6th). These are paid holidays for the preschool so regular tuition is due for these months. We also observe all State Holidays as listed below:

Martin Luther King Jr. (January 21st)

President's Day (February 18th)

Memorial Day (May 27th)

Labor Day (September 2nd)

Veteran's Day (November 11th)

Thanksgiving Day and the following Friday (November 28th and 29th)

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Curriculum

We believe children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. How then do we encourage a child's love of learning? By making learning fun! Each month a theme is presented. These themes are all based on things that interest children. During the month, many activities take place which help promote basic skills (letter and number recognition, color and shape recognition, large motor skills, small motor skills, etc.) and as many of these activities as possible center around the month's theme. Many of the curriculum materials we have seem more like toys to the children, yet while the children are playing with them, they are learning important concepts.

As part of this curriculum we have a daily "circle time" for the children. During circle time we discuss something relating to our unit, talk about the days of the week (put numbers on a calendar) and the weather for the day.

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Field Trips

We will have field trips throughout the year, as long as we can get sufficient parent participation.

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Toilet Training

When you feel your child is ready for toilet training I ask that you begin at home. We will follow through and encourage your child while at school. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can announce that they must use the bathroom and can control their bladder and bowels for a period of time.

During toilet teaching parents will need to supply:

- Complete changes of clothing (socks and shoes included).

- Pull-ups for naptime.

- Extra blanket and sheet for naptime.

We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

Do not bring your child in panties or underwear until they are fully potty trained.

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Material Fee

Every year on September 1st there is a \$100 material fee due. These funds are used throughout the year for parties, books, art supplies, new toys and different projects for the kids.

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Parental Involvement

There will be times and ways you can get involved in your child's daycare and preschool education. You are welcomed and encouraged to participate in any or all of these. Naturally, you are welcome to drop in and visit or observe any time the center is in operation.

Some examples of ways to be involved include:

Chaperoning on field trips.

Lending objects for units of study.

Come in and talk about your job when asked.

Helping your child at home with the concepts we are studying here.

Helping your child prepare for "Show and Tell" or "Mystery Box."

Helping to provide treats or other items for our parties.

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Religious Practices

We feel that religious teachings should be left up to the parents. However, that does not mean that God never is mentioned. Occasionally a Bible story may be told during circle time if it fits in with our unit of study. Sometimes God just comes up in conversation. For example, children often start to notice the difference between boys and girls around age three, especially if they have a sibling of the opposite sex or have watched enough diaper-changes. When they ask us "why" about the physical differences between boys and girls we tell them "because God made boys differently than He made girls." This answer seems to satisfy most preschoolers. You may feel free to elaborate on the subject when your child is at home!

We also have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let us know.

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Discipline

We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result we don't allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (ours or theirs) with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, we will redirect them. If redirection is not working, we will have the child sit in "quiet time." While the child is at quiet time, they do an activity such as reading, writing or puzzles. The amount of time a child sits in "quiet time" varies according to his age. When his "quiet time " is up, we talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. We might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, someone might get hit by the toy. We skip redirection and go straight to "quiet time" if the offense involves hitting or a physical altercation with another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from that child for a period of several minutes up to the rest of the day. If the whole group of children is engaged in this, the toy will be considered "closed" for a while. If a child continues to behave inappropriately, we will talk to you about it.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

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WE DO:

1. Praise, reward, and encourage the children.
2. Reason with and set limits for the children.
3. Model appropriate behavior for the children.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen to the children.
6. Provide alternatives for inappropriate behavior to the children.
7. Provide the children with natural and logical consequences of their behaviors.
8. Treat the children as people and respect their needs, desires, and feelings.
9. Ignore minor misbehaviors.
10. Explain things to children on their levels.
11. Use short supervised periods of redirection (described above).
12. Stay consistent in our behavior management program.

WE DO NOT:

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children or use any type of corporal punishment.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Shame or punish the children when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the children alone, unattended, or without supervision.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's' parents, families, or ethnic groups.

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Meals and Snacks

We serve breakfast, a morning snack, lunch and an afternoon snack each day as part of our program. Lunch consists of a meat, bread product, vegetable, fruit, and milk or water. Each snack includes food or drink from two of the above mentioned groups. Sweets may be included occasionally.

Please do not send snacks or candy with your child to daycare unless prior approval has been given.

If your child has an allergy to a specific food, please let us know and we will make an appropriate substitution. If a child has so many allergies that he cannot eat from the menu, we may require the parents to provide his lunch and/or snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! Occasionally, a child may only want to eat chips or fruit, etc. When this occurs on a regular basis we may give that child just the main dish and vegetable on his/her plate to start, adding the other elements when a few bites of the main dish and vegetable have been tried.

If you wish to provide snacks at your child's birthday or another time, that's great! If you let us know a day ahead of time, it helps. If you ever need some ideas of nutritional snacks (to bring here or to have at home), let us know.

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Out-door Play

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates, we will spend time outdoors, ranging from a walk when it is fairly cool to more time spent outside as the weather warms up.

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In-door Play

We provide a variety of age-appropriate toys for your child to play with. Since the ages of the children we watch vary, all the toys we have are safe. We will not be responsible for toys from home that get broken or lost at school. The

responsibility remains with the child and the parents.

The toys we keep indoors are rotated from time to time to prevent boredom, to supplement a unit of study, etc.

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Naps

We require the children to have a rest time (and we haven't met one yet who doesn't need it!). We will provide a quiet place for your child to rest. Children will sleep in the main room on a mat on the floor.

If at any time your child is not sleeping at night, or does not seem ready to go to bed, and you feel it is because they sleep too long here please do not hesitate to mention it to us and we can try waking him/her up a little earlier than he/she is used to getting up.

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Immunizations

All children are required to have a current immunization for DPT, polio, measles, mumps, rubella, HIB, Hep. B and TB.

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Rights of Licensing Agency

Per California Code of Regulations, Title 22, section 101200: Any authorized employee or agent of the Department of Social Services (DSS) may, upon presentation of proper identification, enter and inspect our preschool at any time, without prior notice. The Department also has the authority to interview children or staff, and to inspect and audit the preschool records without prior consent. DSS also has the authority to observe the physical condition of the children, including conditions that could indicate child abuse, neglect or inappropriate placement. _____Int.

2019 PLAYHOUSE PRESCHOOL CHILD CARE CONTRACT

We have read and understand the 2019 Parent Handbook for Playhouse Preschool and fully agree to all the policies and procedures. All registration paperwork will be submitted as required and handouts acknowledged. I understand that there is a one time, nonrefundable registration fee of \$75.

My child will attend Playhouse Preschool on the following days and time:

Monday _____ From _____ until _____
Tuesday _____ From _____ until _____
Wednesday _____ From _____ until _____
Thursday _____ From _____ until _____
Friday _____ From _____ until _____

Tuition will be \$_____ per month and will be paid no later than the 5th day of every month or a \$25 late fee will apply. I understand that the following fees may apply:

Overtime Rate	\$1 a minute
NSF Checks	\$25
Late Tuition Payment	\$25

Parent/Guardian Signature: _____

Date

Parent/Guardian's Social Security#: _____

Date: _____

Director Signature

Date

Notes:
