

# *The Little Tree*

# *Preschool*

## **Parent's Handbook**

*Effective September 2011*

3290 Loma Vista Road, Ventura, CA, Ph. (805) 652-1609, Web: [www.littletreepreschool.com](http://www.littletreepreschool.com)

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## HOW TO REACH US

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Director: Lydia Fedorak, M.S.

Assistant Director: Kelly Lynn Rogers, B.A.

Classroom Teachers:

2 – 5 year olds

Kelly Lynn Rogers, B.A.

Lizette Frutos, A.A.

Ana De Leon, A.A.

Bernadette Guilen, B.S.

Vanessa Gonzalez

Maria Piedra

Olivia Rada

Spanish teacher

Lizette Frutos, A.A.

## INTRODUCTION

Welcome to *The Little Tree Preschool!* We are pleased to have your child join our school and look forward to making this a positive and meaningful learning experience for them.

This handbook should answer most of your questions about the school's policies. We will be happy to assist you in whatever way we can to help make your child's experience enjoyable.

### **Purpose**

Our purpose is to provide an environment for your child that is safe, secure, and developmentally appropriate. Our program focuses on the whole child, which encompasses and develops all areas of a child's development: cognitive, social/emotional, creative, and physical.

### **Philosophy**

The **quality** of a program is based upon the teacher's knowledge of the way children learn and develop. Therefore, we take into consideration the child's needs, strengths, weaknesses, and interests. Next, we implement a program specially catered to the individual child.

To achieve maximum **learning** children need to feel secure in their environment. They will be given developmentally appropriate learning experiences, which are meaningful to their lives. Young children learn best when it's all about them (ME, ME, ME!!).

*The Little Tree Preschool* uses multiple theories to provide the most positive and effective teaching styles. Teachers promote learning by applying a variety of child development theories. For example, teachers apply behaviorist (Bandura), psychoanalytic (Erikson), humanistic (Maslow), constructivist (Piaget), contextual (Bronfenbrenner), and other theorists to cater to the child's personality, learning style, interests, and needs.

- We provide safety and security to ensure the process of learning is FUN!
- We provide children with developmentally appropriate activities to ensure development of a positive self-concept.
- We value the family unit by helping each member understand the developing child.
- We respect the cultural background of each child by planning cultural experiences.
- We gently guide children towards self-discipline, encourage exploration, and problem solving skills.

### **Staff**

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All teachers are certified in CPR. Each staff member also has experience and formal early childhood training. Furthermore, we proudly enrich our knowledge of children through training in child development, and by being active members in children's professional organizations.

### **Expectations of Parents**

In order to ensure that your child is given every opportunity to have a great day, we ask that your child:

- Has a nutritious meal for lunchtime.
- Is well rested.
- Is not ill and is feeling well.
- Has a complete change of clothing (including shoes).
- Has a clean, fitted sheet for their cot (blanket & cuddle toy optional).
- Has seen a parent leave the premises and has had the opportunity to say goodbye.
- Limit items in the cubby. Overflow causes cubbies to break/fall.

In addition, please communicate a positive attitude toward school and education.

### **Admission Policy**

*The Little Tree Preschool* is open to the community. In most instances children are selected on a first come, first serve basis. Waiting lists are maintained and preference is given to siblings of families already enrolled at *The Little Tree Preschool*.

Children qualify based on age: 2.5 years to 6 years . Furthermore, a Director will conduct a personal interview with the child's authorized representative to understand the state of the child's health, physical and emotional development, and to assess whether we can meet the child's needs. Meetings with director and staff will take place as well as an observation of the child in The Little Tree Preschool setting in order to ensure a good fit for the family and school.

### **Hours and Days of Operation**

We are open Monday through Friday from 7AM to 6:30 PM. We are closed for all Federal Holidays. If the holiday falls on a Saturday we are closed that Friday and if the holiday falls on a Sunday we are closed on the following Monday.

### **Parent Education**

We offer guest speakers, parent/teacher conferences, parent/child participation, observations, and the like in various aspects of child development. We encourage all families to participate.

### **Parent Booster Club**

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The Booster Club is a volunteer group run by parents. Parents of children who attend *The Little Tree* *Preschool* are urged to be active in their child's school experiences. Participation may include planning

events assisting with various activities.

Please speak with the director if you are interested in organizing the following activities:

- Parents Night Out
- Breakfast/Lunch parties
- Festivals
- In-home visits
- In-class parent participation
- Parent workshops
- Or you could form your own activity!

## CLASSROOM POLICIES

### Clothing and Shoes

Your child will need to wear comfortable, washable clothes that enable them to enjoy a variety of messy and physical activities. Just in case, your child will need an extra change of clothes and shoes in their cubby.

Please dress your child in clothing that encourages self-help skills. For example:

- 2 yr. old – Pants that are easy to take off and put on for potty training.
- 3 yr. old – Buttons they can unbutton.
- 4 yr. old – Shoes with laces.

And, please dress your child in rubber-soled, closed-toe shoes. Unsafe shoes such as open-toed shoes, flip-flops, open sandals, and shoes with high heels may cause your child to be easily injured. A child may not be at school with unsafe shoes. If there are no replacements in your child's cubby then a pair will need to be brought to school in order to ensure that your child's feet are safe.

Please label jackets, pants, shirts, sweaters, hats, sheets, blankets, toys, lunchboxes, food containers, towels, and bathing suits and periodically check the lost and found box for missing items.

### Discipline

Children need to be listened to during the best and worse of times. *The Little Tree* provides a clear

sense of limits and boundaries through our teaching methods and physical layout while listening to the children's voice. Children are taught to understand the consequences of their actions and share control in terms of guiding their behavior. Teachers will positively redirect children's behavior, and encourage decision-making. Controlling one's actions is an internal process that children will learn in their quest to resolve conflicts and to develop a sense of self.

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If a child commits an aggressive act toward another child/teacher in school a behavior report is given to parents for their review and signature. The purpose of these reports is: 1. Inform parents about what is happening at school. 2. To discuss a plan of action for both home and school that will allow the child to successfully learn to practice appropriate behavior. It is important to mirror practices at home with those at school so the child is provided with a consistent environment, which will lessen the chances of confusion and increases the child's sense of security. Teachers welcome all discussions of these matters and are happy to offer and receive guidance.

If excessively disruptive or harmful behavior emerges, a parent/guardian will be contacted to pick-up the child for the rest of the day (within 1 hour). If aggressive behaviors do not cease over a short period of time we reserve the right to immediately withdraw your child.

We do not practice time-outs. Why? A time-out is removing a child from the environment and we are unable to remove the child from the classroom. NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS (CCR, Title 22, Section 101223.2) is permitted and will be grounds for immediate staff dismissal. The child's authorized representative can contact a Director through conferences to further discuss this issue. Parent conferences are always available to discuss disciplinary issues.

### **Birthdays**

We want to help celebrate your child's birthday in any way we can, but we do need you to discuss your plans with a Director.

### **Personal Items**

Children may bring toys that are able to fit into their cubbies on Show and Tell days (We discourage weapons or valuables).

All other toys must be kept at home to limit distraction in our learning environment, although we will make exceptions under special circumstances. Please discuss this matter with a Director for further information.

### **Prayer**

We respect all religions and family values, and because of this, we do not teach religious doctrine at our school.

### **Field Trips**

We provide a variety of stimulating activities on the school premises only. In addition, teachers are not permitted to transport children.

### **Supplementary Services**

We provide complimentary services such as music and movement with Teacher Chuck of Fundamentals, weekly craft projects and Spanish.

## HEALTH

### Food and Beverages

We provide complimentary organic/natural snacks in the morning and late afternoon.

All food and beverages brought from home must be dated in a container that is initialed. Also, all food and beverages must be nutritionally balanced (foods that have sugar added, are processed or fried are not permitted). Organic and/or natural are encouraged. (We do not have refrigerator space at school.)

We encourage all containers to be reusable. Please help limit waste by minimizing the use of plastic bags.

### Rest Periods

Children will nap according to their needs, although a two-hour rest period is established for preschoolers after lunchtime. Please make sure your child receives a good nights rest.

A rest cot is provided. Parents will need to bring a fitted sheet and blanket (cotton sheets are recommended). Additional bedding or sleep toys are acceptable. Bedding must be washed weekly.

### Medications

Prescribed medications must be dated and labeled to be administered. Over-the-counter medications will be administered in accordance with the labeled instructions unless authorized by a licensed physician. An authorization form must be filled out before any medication can be administered. All medications must have a doctor's note to be administered.

### Medical Records

A Physician's Health Report prior to or within 30 days of enrollment must be submitted. In addition, an immunization record must be submitted before your child's enrollment and must be updated in accordance with state law.

### Children With Disabilities

Please discuss your child's needs with the Director.

## **SAFETY**

### **Arrival and Departure**

All parents or guardians are required to sign their child in and out with FULL LEGAL SIGNATURES. All parents or guardians are required to bring their child into their classroom, and help transition their child during arrival and departure. If your child will be leaving with someone other than the parent, proper I.D. and written notification must be given to the Director. **If you arrive after school hours to pick up your child a late fee will be applied of \$20.00 for each 15 minutes after closing time.**

A WELLNESS CHECK is conducted at the time a child arrives and if it is determined by staff that a child is not well enough to participate in that day's program, the parent will be asked to take the child home and the child will not be accepted on that day.

All children are expected to arrive by 9:00 AM. Children arriving after 9:00 AM will not be accepted unless they have a doctor's note or family emergency.

### **Accidents**

Children receive many bumps, scrapes, and bruises in their daily lives, and in these cases, we will apply first aid, and fill out an accident report. If the condition is serious we will notify you immediately.

In the case of a medical or dental emergency, emergency medical/dental services will be contacted. You will be notified immediately thereafter.

### **Emergency Drills**

We perform emergency drills periodically (minimum of four times per year) to teach your child how to react in a safe and orderly manner. In case of an actual emergency or evacuation we will notify you as soon as the children are safe.

### **In the event of evacuation**

If a fire or natural disaster were to occur in or around The Little Tree Preschool the children would first be taken to:

The St. Paul's Episcopal Church  
(3290 Loma Vista Road)

If the church were to become unsafe, the children would next be taken across the street to:

Ventura County Medical Center - in the lobby  
(3291 Loma Vista Road)

### **Illness**

If your child is ill then he/she must be kept at home. If your child falls ill while at school, you or an authorized adult will be expected to pick them up shortly after we contact you (within 1 hour). If your child experiences a serious illness, emergency medical services will be notified.

The following is a list of common infectious diseases, which may cause the child to miss school due to behavior changes or infection: Bronchitis, Chicken Pox, Colds, Ear infection, Fifth Disease, Hepatitis A, Herpes, Impetigo Pink Eye, Infectious Croup, Infectious Diarrhea, Influenza A (winter flu), Lice, Ringworm, Roseola, Scabies, and Strep and Throat/Scarlet Fever.

Symptoms such as vomiting, diarrhea, and fever: A child who has vomited or had a fever will be admitted back to school after 24 hours. If a child has had a more serious, medically treated illness then a doctor's note will be required stating that the child may return to school. If a child has a runny bowel movement then they will need to go home so that they may be cared for by a parent or guardian.

### **Transportation Arrangements**

All children are expected to be dropped off and picked up by a parent or guardian. Employees of *The Little Tree Preschool* are not permitted to transport children.

## FEE POLICIES

### Registration

The enrollment packet must be filled out entirely before your child may attend school. THERE IS A \$150.00 REGISTRATION FEE. The following documents must be completed and signed:

1. Parent Handbook
2. Copy of Admission Agreement
3. Notification of Parents' Right form
4. Personal Rights form
5. Identification and Emergency Information
6. Consent for Emergency Medical Treatment form
7. Child's Preadmission Health History – Parents' Report
8. Physician's Report – Child Care Centers
9. Immunization requirements
10. Needs and Services Plan (for children with special needs).

### Tuition

Effective January 2010

#### Price Sheet

Preschool day:	9:00 AM – 12:30 PM
Preschool with before care:	7 AM – 12:30 PM
Preschool extended half-day:	9:00 AM – 3:00 PM
Preschool extended day with before care:	7 AM – 3:00 PM
Preschool with after care:	9:00 AM – 6:30 PM
Preschool with before and after care:	7 AM – 6:30 PM

Two's (2.5 - 3 yrs. old )	5 Days	4 Days	3 Days	2 Days
9 AM – 12:30 PM	\$155 week	\$140 week	\$120 week	\$100 week
7 AM – 12:30	\$160 week	\$145 week	\$125 week	\$105 week
9 AM – 3 PM	\$175 week	\$160 week	\$140 week	\$115 week
7 AM – 3 PM	\$180 week	\$165 week	\$145 week	\$120 week
9 AM – 6:30 PM	\$190 week	\$170 week	\$150 week	\$125 week
7 AM – 6:30 PM	\$200 week	\$180 week	\$160 week	\$130 week
Preschoolers (3-6 yrs. old)				
9 AM – 12:30 PM	\$145 week	\$135 week	\$110 week	\$85 week
7 AM – 12:30	\$150 week	\$140 week	\$115 week	\$90 week
9 AM – 3 PM	\$165 week	\$150 week	\$130 week	\$95 week
7 AM – 3 PM	\$170 week	\$155 week	\$135 week	\$100 week
9 AM – 6:30 PM	\$175 week	\$160 week	\$140 week	\$105 week
7 AM – 6:30 PM	\$185 week	\$170 week	\$150 week	\$110 week

- Registration fee is \$150.
- Yearly Curriculum fee is \$100.

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- Option: Milk with lunch is an additional 35 cents per day.
- Option: Parents' Night Out is \$20 (3-6 year olds) and \$25 (2.5-year-olds), includes dinner and is once every month from 6:30-9:30 PM on a Friday evening.

A semi-monthly or monthly payment must be received on the first day of attendance of each month or a late fee will be charged (see below). We accept personal checks, cashier's checks, and money orders. Please make checks out to *The Little Tree Preschool*. If you arrive after regular school hours to pick up your child, a late fee will be applied (\$20.00 for each 15 minute period).

### **Absences, Sick Days, and Vacations**

Your regular rate will apply in the case of absences, sick days or vacations.

### **Returned Check**

We will charge a \$7-\$50 fee for returned checks.

**Late Fees:** If payment is made late, then the following fees will apply:

- 1-3 days late - No charge
- 3 days late - \$10.00 fee added to amount due
- 10 days late - \$20.00 fee added to amount due
- 14 days late - \$50.00 fee added to amount due

More than 14 days late results in removal from *The Little Tree Preschool*.

### **Withdrawing Your Child and Grounds for Dismissal**

Please give us at least one month's notice before withdrawing your child. Also, if your child is having significant difficulties adjusting to *The Little Tree Preschool*, they may need to be withdrawn. In this case, the final decision will be made by a Director as to the time frame of the withdrawal.

Grounds for dismissal include, but are not limited to: Inappropriate parental behavior at center and/or violent behavior by child or parent that could cause harm to child, another child or staff, and/or failure to abide by *The Little Tree Preschool's* policies.

### **Refunds**

A full refund will be granted with a one month written notice.

# The Little Tree Preschool

## 2.5 YEAR-OLDS DAILY ROUTINE

*Times and activities may vary to accommodate the individual needs of children.  
Meals & Naptime – Children may eat and nap any time throughout the day.*

- 7 AM**            **Open/Indoor play** – Children start to arrive and choose any activity to play.
- Activity of the Day (art, cooking)** - Pre-planned activities have been chosen to reinforce the theme, plus to develop a broad base of knowledge.
- 9:00**            **Preschool day begins - Outdoor play-** Children exercise their bodies by climbing on the jungle gym, riding on tricycles, playing ball, exploring in the sand & water table, or playing child-initiated games.
- 10:00**           **Circle time** –Review of the calendar, weather, special days/announcements, songs, nursery rhymes, finger plays, and an open discussion of classroom rules/expectations. Also, math, reading, social studies, science, or Spanish.
- 10:15**           **Snack** – Socializing with friends and practicing good manners.
- Exploratory play** - Children may choose to learn playing with our developmentally appropriate toys indoors.
- 11:30**           **Circle time** –Review of the calendar, weather, special days/announcements, songs, nursery rhymes, finger plays, and an open discussion of classroom rules/expectations. Also, math, reading, social studies, science, or Spanish..
- 11:45**           **Lunchtime** – Time to practice our social skills and nutrition knowledge!
- 12:30 PM**      **Quiet time** – Listening to stories and quiet music.
- 12:30**           **Preschool day ends**
- 2:30**            **Wake up & Snack** – Children wake at their own pace.
- Outside play** – Fun, fitness, and games!
- 5:00**            **Activity-** Art, cooking, social studies, science, or Spanish.
- Exploratory Play**
- 6:00**            **Quiet time** – Group story time.
- 6:30**            **Closing** - See you tomorrow!

*\* This schedule accommodates preschoolers attention span, physical needs, and interests.*

# The Little Tree Preschool

## Daily Routine

### 3 - 6 year olds

*Times and activities may vary to accommodate the individual needs of children.*

*Meals & Naptime – Children may eat and nap any time throughout the day.*

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- Activity of the Day (art, cooking)** - Pre-planned activities have been chosen to reinforce the theme, plus to develop a broad base of knowledge.
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- 2:30**      **Wake up & Snack** – Children wake at their own pace.  
**Outside play** – Fun, fitness, and games!
- 5:00**      **Activity-** Art, cooking, social studies, science, or Spanish.  
**Exploratory Play**
- 6:00**      **Quiet time** – Group story time.
- 6:30**      **Closing** - See you tomorrow!

*\* This schedule accommodates preschoolers attention span, physical needs, and interests.*

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***Please sign and return this portion.***

I have read *The Little Tree Preschool.* Parent’s Manual. I understand and agree to follow the policies and procedures as described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date