



Parent Handbook

Small Wonders
Licensed Preschool
4800 Fruitvale Avenue
Bakersfield, CA 93308
(661) 387-6363

Dear Parent,

We welcome you and your child to *Small Wonders Preschool*. *Small Wonders* is a ministry of Valley Baptist Church and we are thrilled that you have chosen us to care for your child. We strive daily to provide a safe and loving environment. Please do not hesitate to call upon Valley Baptist Church or us here at *Small Wonders Preschool* with your suggestions and comments. We are here to be a blessing to you. Please support us with your prayers.

The following pages will explain more about *Small Wonders*. It contains specific information and requirements set forth by *Small Wonders Preschool*, Valley Baptist Church, and the State of California. We suggest you keep it in a convenient place for easy reference throughout the year.

Open and clear communication is one of the keys to a successful program. If you have any questions at all after reading this packet, please call me at 387-6363. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Lori Rogowski". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Lori Rogowski
Director

Philosophy and Goals

In an atmosphere of Christian beliefs, our goal is to work with parents in the nurture and development of their children for a lifelong journey of learning. The goals of our program are to enhance the total growth of each child by:

- Music
- Language
- “Living Classrooms” Gardens
- Visits by community members/agencies
- Community service events
- Monthly themes/established A Beka curriculum
- Arts & crafts – organized sports
- Encourage opportunities for intellectual development
- Spiritual development to give children an understanding of God’s presence in the world. Help children develop a positive self-image through the knowledge of God’s love
- A place where your child will share growing experiences of love, laughter, and learning

Developmental Goals

Our program is designed to assist your child in growing according to his / her individual development in the following areas:

Social Development:

- Create friendships with children his/her own age
- Achieve a balance between spontaneous behavior and obedience to acceptable social standards
- Provide positive and trusting experiences in working with adults
- Encourage good manners, self-control, and follow directions

Intellectual Development:

- Encourage curiosity and creative thinking
- Build listening and communication skills
- Experience learning in a planned program
- Expose children to pre-reading and pre-math concepts
- Broaden the child’s horizon beyond the home through varied experiences

Physical Development:

- Reinforce good health habits
- Provide an environment that utilizes an innovative, creative, and highly organized plan for sequential development of the children’s fine and gross motor skills

Emotional Development:

- Become self-confident, self-reliant, and self-disciplined
- Help the child feel socially accepted by others
- Reinforce the demonstration of caring behavior and interest in others

Days and Hours of Operation

Our hours of operation are from 7:00 a.m. thru 5:30 p.m., Monday through Friday. We offer different childcare options:

- Full time care from 7:00 a.m. – 5:30 p.m.
- Two days thru five days of care

Arrival and Pickup:

- Children may arrive at our program anytime after 7:00 a.m. We ask that all children be signed in and in their classrooms no later than 8:30 a.m.
- The pick-up time for all children must be by 5:30 p.m.

Late Pick-up Fees:

- Late fees are assessed as follows:
 - \$0.25 per minute for the first five minutes after pick-up is required
 - A \$1.00 per minute fee is assessed for every minute thereafter until the child is picked up
 - If there are more than one child enrolled each child is charged this fee

Ages of Children Attending:

Our program is licensed for children 0 thru 6 years of age. Infant care (0 to 2 years) is only available to Valley Baptist Church staff.

Admission Policy:

Small Wonders Preschool does not practice any form of discrimination expressed or implied in regards to race, color, creed, religion, or ethnic origin. Our school is open to all children who may benefit from our program with respect to our age requirement policy.

Sign In and Out:

- Each child must be **signed In and out** by an **authorized adult**. Sign In and Out logs for students are located at the designated front southwest lobby area.
 - The authorized person must be at least 18 years of age to sign a child out of the center
 - **Always** have identification available. It will be mandatory to show I.D. to all staff members when picking up a child
 - In an emergency situation when a parent needs someone other than a person authorized to pick up their child, the parent must give written authorization or verbal authorization over the phone in an extreme emergency
- Parents and all authorized adults who are signing children in and out **MUST PROVIDE A FULL LEGAL SIGNATURE**. There is a \$50 fine for each signature that is not in compliance with the State of California. Initials are not acceptable.

Absences:

- We plan our programs with the assumption that every child will attend their scheduled days. If your child is unable to attend our center for any reason, please notify our office the morning of the absence or as soon as possible.
- Parents will be charged for missed days unless otherwise stated in writing.
- If your child is ill due to a communicable disease, we will notify all parents with a note at the sign in/out area.

Class Placement:

Age groupings are generally based on a six-month age range. There are some variances due to developmental differences. Interviews with parents will be conducted to determine appropriate placement for each individual child is given.

- Interviews with parents and/or children will be conducted when necessary for obtaining information to determine appropriate child placement.
- Health history and doctors information about special needs will be required.
- Utilization of consultants and community resources may be used in determining a child's special needs.

Inclement Weather:

- *Small Wonders Preschool* operates during normal rain, fog, cold, or hot weather.
- If other weather conditions occur, making it impossible to travel/drive, we will be closed.
- We are sensitive to the varied air quality of our valley. We will limit the outdoor activity on "spare the air" days, which are hard on fragile lungs.
- We will limit outdoor activity if it is too hot or too cold.
- If power is out when center opens you may only leave children for up to 90 minutes while you make other arrangements, unless weather is too severe.
- If power goes out while we are open children will need to be picked up after 90 minutes of outage.

Parent / Child Rights and Communication:

As parents or guardians, you have the right to enter and inspect our center in which your child is receiving care without advance notice to the provider. Entry and inspection is limited to the normal operating hours while your child is receiving care.

Snack and lunch:

- All children will receive a morning snack, lunch, and an afternoon snack.
- No food should be brought to our center, unless your child has food allergies or dietary restrictions for medical or personal belief reasons.
 - Please let staff know if food will be brought for any of these reasons, at the beginning of the child's scheduled day.
 - Please have food items marked and dated
- Our weekly menu will always be posted two weeks in advance.

Clothing:

- Parents must provide an extra set of clothing for emergency purposes. Extra clothing should be changed seasonally. Our center does have some emergency clothing, but sizes and quantities are limited. If your child is sent home with school clothing, please launder and return these items within 5 days.
- Make sure all outerwear is labeled with your child's full name. Often children have the same outerwear, and mix-ups can occur.
- The type of shoe your child wears to school is of great importance. Tennis shoes with a snug fit are most appropriate when walking, running, and climbing. For safety reasons sandals, cowboy boots, and stiff soled shoes are not recommended. Sandals must have a back strap if worn.
- No thongs/flip-flops are allowed.

Nap Blankets and Sheets:

Parents must provide a small (approx. 36 X 48) cotton or flannel sheet and blanket for your child's nap. These two items will be kept in two gallon zip lock bags for sanitary reasons.

- Please do not send fleece blankets, as they do not fit into the storage bags. Also, please do not send your child's favorite "blankie" as these blankets stay at school.
- The center will launder these items on a regular basis.
- Please label your child's blanket and sheet with their name.

Information and Message Board:

This board is located at the sign-in/sign-out area. Weekly messages are posted for your information.

Newsletters:

Newsletters are printed each month providing information about activities that will be happening that month, i.e. special parties, programs, and community events.

School Parties:

We celebrate various holidays throughout the year. We post a sign-up sheet for helpers and items needed in each classroom.

- Special programs include a Thanksgiving dinner, a Christmas program, and a pre-kindergarten graduation ceremony

Toys:

Toys are not allowed at our center, except for designated sharing days.

- Please check with your child's teacher for specific sharing days

Gum and Candy:

Please do not allow your child to bring gum or candy to our center.

- The exception would be a class party

Birthday Parties:

Birthdays are very special occasions for children. We invite you to talk with their teacher about celebrating at our center.

- The teacher will make you aware of any food allergies in the classroom.
- A snack or dessert may be purchased or made at home to share with classmates.

Parking Lot Safety:

The parking lot is a very busy place. Please do not allow your child to exit the campus without you. It is imperative that the parent/guardian hold the child's hand when traveling to or from the parking lot.

- The parking lot designated for our center is located on the north/west side of our building.
- No parking is allowed in the fire lane, or between the Media building and the boardwalk.

Discipline:

The staff at *Small Wonders Preschool* is honored that you have chosen us to partner with you in the training of your child. Respect, good manners, responsibility, appreciation, and patriotism are only a few of the character traits taught by our qualified Christian staff. We believe an awareness of these principles and the life values they imply are of critical importance in a child's life. We further believe that a child needs to become responsible for his / her behavior.

- Positive redirection is the first choice of discipline. If a child willfully chooses to continue to disobey the rules, a time out is given. If misbehavior continues or harm has come to another child, the child(ren) is taken to the co-director's or director's office. A discussion of appropriate behavior will take place. Time out might also be given.
- We also have rewards i.e. special activities or pizza parties, etc. to help promote positive behavior.
- If a child regularly exhibits harmful or disruptive behavior, a parent conference with the teacher, co-director, and / or director will be requested. Our desire is, with combined efforts, that we will be able to affect a positive change in the child's behavior. If after an agreed time period, the child's behavior is not improved, as per our admission agreement, childcare at *Small Wonders Preschool* will be terminated. Our goal is to provide a safe and positive environment for all children.
- There will be no corporal punishment or violation of personal rights at our center.
- No yelling is allowed, unless an emergency has occurred.
- Restraining a child with any type of restraints are not allowed i.e. placed in highchair, tied, taped, etc.
- Any type of child embarrassment is not allowed.

Biting Policy:

It is age appropriate for some toddlers thru early 3's to bite when frustrated. Although we do understand this, it is not an acceptable behavior at school. If your child has a biting incident, you will receive a phone call informing you of the situation. If there is a subsequent incidence, you will be asked to pick your child up from school. We will expect your assistance in reinforcing that this behavior (as well as any other behavior that hurts another child) is unacceptable and must stop. If the problem persists, your child will be terminated from our program.

School Visitors:

Parents are encouraged to visit the school at any time. When visiting the center for any reason, please check in at the reception area at the southeast corner of our center.

Solicitation:

Small Wonders Preschool is not to be used as a setting for solicitation.

Personal Hygiene:

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing. Disposable paper towels are used for drying hands.

Health Inspections:

Our center is inspected on a regular basis by the Department of Health. The most recent inspection report is located in the Director's office.

Ambulatory / Non Ambulatory Status:

The center will offer care to both ambulatory and non-ambulatory children. We will be limited to offer care to children that have temporary situations i.e. broken leg/arm, etc.

Child Abuse:

California State Law mandates all childcare professionals to report any suspicion of child abuse.

Policy on Discounts and Grants:

A 10% discount will be given for every child in the family after the first child enrolled. The discount will be given off the child with the lowest tuition rate. The church offers a limited number of scholarships for those families with extreme financial need. For more information please contact the director.

Health, Safety, and Emergency Policies

Sick Children:

State regulations require that there be daily observation of each child upon arrival at *Small Wonders Preschool* by a person capable of recognizing common signs of communicable diseases or ill health.

- A child who is ill upon arrival will not be admitted or will be separated from the other children until the parent or guardian can pick up the child
- If a child displays any of the following symptoms, he/she must be kept at home:
 - Fever
 - Diarrhea
 - Nasal secretions that are thick yellow or green (that is not caused by allergies needing a doctor's note stating not contagious)
 - Rashes that have not been seen by a doctor
 - Lethargic behavior and/or crying
- If a child becomes ill at *Small Wonders Preschool*, the parent or guardian will be contacted and is expected to pick the child up as soon as possible (within 45 minutes)
- A child may return to *Small Wonders Preschool* after an illness when:
 - Fever has been broken for 24 hours
 - Nausea/vomiting or diarrhea has subsided for 24 hours
 - At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
 - Child is feeling well again and normal behavior has returned
 - Physician's note required for allowed date of return if illness requires a physician visit
- When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, a sign posted at the "sign-in/sign-out" area will notify all staff, parents, or guardians immediately

Allergies:

All allergies to medication and/or other substances must be stated on the registration form, and all emergency and medical forms. California State Law requires that any food allergies that your child may have be noted on physician's medical assessment. We will substitute foods provided by the parent of an allergic child. Please clearly label all foods with the child's name, as well as the teacher's name. Information about children with allergies will be posted in the classroom and the kitchen.

Accidents:

Our staff is certified in Pediatric CPR and First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or person in charge. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. Accidents will be recorded on an Injury/Accident form. After reading the form, you will be required to sign; you will then be given a copy of the injury/accident report. If the injury is more severe, requiring medical assistance, you or your authorized emergency contact will be called and advised of the situation.

Medication:

California State Law requires that we obtain written authorization to administer any medication, prescription or non-prescription. Parents or guardians must sign the Permission to Administer Medication to a Child Form, stating the name of the medication, the dosage to be given, and the time that the medication is to be administered.

- All prescription medication is to be in the original container, with the child's name, the exact dosage, the prescribing physician's name, pharmacy name and the phone number and will be administered only in accordance with the label directions. These medications must also come with the physician's note stating our center can administer the medication.
- All non-prescription medication must be in the original container, labeled with the child's name, and only be administered in accordance with the product label directions. Parents' instructions must not conflict with those printed on the product.
- Special authorization is required for administration of medications via a nebulizer.
- All medications must be placed either in the locked box in the refrigerator or in locked cabinet in the reception area at the southeast corner of the center, and the appropriate authorization form must be filled out at that time
- Medications can only be picked up by a parent or guardian

Emergency and Disaster Plans:

Small Wonders Preschool has a comprehensive disaster procedure. Disaster drills (fire and earthquake) are held routinely throughout the school year in order to familiarize the children with proper and safe procedures. The school is inspected on a regular basis by the Fire Marshal. The most recent inspection information is located in the Director's office. In the event that our facility becomes a risk to the health and safety of the children and staff, we will evacuate to a pre-arranged location.

Transportation Arrangements:

If transporting children from our center, there would always need to be a consent form signed by parents or guardians.

- Proper car seats would have to be left by parents or guardians for these occasions.

Holidays and Center Closures:

The following holidays will be observed. If any additional holidays are to be observed, you will be notified one month or more in advance.

- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving & Day After

We will be closed the week between Christmas Eve and New Years Day (the dates will vary depending on the way the holidays fall).

If Independence Day, Christmas Eve, or New Years Eve Day fall on a Saturday we will be closed the Friday before. If it falls on a Sunday we will be closed the Monday after.

We will also be closed the week of Vacation Bible School. The dates will be posted at the beginning of each new year since they change from year to year.

Sample of Daily Schedules:

- 7:00 a.m. – School opens for daycare
 - Free play
- 8:00 a.m. – Outdoor play
 - Weather permitting
- 8:30 a.m. – Welcome, prayer and snack
- 8:45 a.m. – Flag Salute, morning circle activities
- 9:15 a.m. – Individual class time
 - Structural learning / small and large motor-skill activities / art / science
- 10:00 a.m. – Outdoor play
- 10:30 a.m. – Classroom activities
 - A Beka Curriculum / stories / songs etc.
- 11:00 a.m. – Lunch
- 11:30 p.m. – Story time / beginning of nap time / rest time (for older children)
- 1:30 p.m. – Rest time ending
- 1:45 p.m. – Afternoon snack
- 2:00 p.m. – Outdoor play
- 3:00 p.m. – A Beka structured learning time
- 3:45 p.m. – Classroom activities
 - Arts / crafts / dramatic play etc.
- 4:45 p.m. – Outdoor play
- 5:30 p.m. – School closes

EVACUATION

POLICY: In the event that our facility becomes a risk to the health and safety of the children or staff, we will evacuate to a pre-arranged location (on site north/east yard) or if that is not a safe area, then they would go to Emerald Cove Park (on the corner of Hageman and Patton).

PURPOSE: To maintain the safest environment possible for all.

PROCEDURE:

- All ambulatory children will immediately line up in two lines at the designated door.
- A teacher will be assigned to gather the roll sheets, first aid kit, and the emergency binder with all the parents' numbers etc.
- Assigned teachers will check all rooms, bathrooms, and closets for children who may be frightened, hiding, or unsure of what to do.
- The teacher will then lead the children along the evacuation route to the onsite north/east yard if it's a safe area, or an area that is safe at our church site. The alternate location would then be Emerald Cove Park.
- The children will be seated on the grass at the north/east yard.
- The teacher will take roll and account for every child.
- The teacher will be responsible for involving the children in activities until further instructions are received.

CLOSURE DUE TO STORMS

- If closure is imminent prior to opening, the Director or the designee will place a notice on the doors and/or call KUZZ to make an announcement.
- If facility is in operation, families/guardians will be contacted either personally, or by radio announcement to pick up children.
- If situation arises that parents/guardians cannot pick up the child, he/she will remain in facility with staff for indefinite amount of time. *Small Wonders Preschool* will provide safety, food, and shelter until such time parents can reclaim their children. Children will never be left without adult supervision.

POWER FAILURES

- One person will investigate power outage. Other staff will keep children calm and remain close.
- One staff person will retrieve all flashlights and give one to each staff. Flashlights are kept in each classroom and the director's office.
- If there is an emergency situation, follow evacuation procedures, being careful of any down power lines.
- If center needs to be evacuated, the children and staff will go to the north/east yard on site.
- Director or designee will report power outage to: 1-800-743-5000.
- If weather conditions do not permit maintenance of safe temperature to protect the children from heat exposure and dangers associated with high temperatures as well as extremely low temperatures, families will be contacted by telephone.

FIRE

- If we discover a fire, we will alert the entire center by alerting staff with walkie-talkies.
- Staff will tell the supervisor:
 - Where the fire is located
 - How extensive is the fire
 - Type of fire
- If you hear the fire alarm:
 - Immediately follow evacuation procedure.
 - Test closed doors with your hand. If they are hot, follow alternate escape route.
- After evacuation and if fire is small and contained, one staff member should try to put the fire out with the fire extinguisher.
- Stay in the evacuation area, which is the north/east yard, until the Emergency Charge instructs you to return.

NO ONE WILL RE-ENTER A BURNING BUILDING

NOTE: This section would be filled out for each classroom.

The closest pull box is:

The closest telephone is:

The closest fire extinguisher is:

The fire extinguisher must be recharged every _____
(Date)

The closest exit is: whichever door you may exit that is the safest.

Emergency Charge's Role:

- Evacuate evacuation.
- Call Fire Department - 911
- Safely check all areas to assure evacuation is complete.
- Close doors and windows as you check if it can be done quickly.
- Assure that the disaster kit is taken out.
- Turn off gas.
- Account for children and personnel. (Teachers will have taken roll)
- Determine if there are injuries.
- Give instructions for First Aid. Assign someone to set up a station and treat the injured.
- Direct firefighters to engulfed areas.
- Have facility information ready for Fire Chief.
- Direct paramedics to injured people.
- If damage is extensive, initiate nametag procedure.
- Dispatch someone to a phone to start calling parents of injured children and families of injured staff.
- Determine if relocation is appropriate - follow procedure.
- Advise everyone of what is going on.
- Work closely with Fire Chief to coordinate efforts.

CONTAGIOUS DISEASE ALERT SYSTEM

POLICY: The staff will inform parents fully of any known contagion which could pose a threat to their child's health.

PURPOSE: To alert parents to possible health problems.
To educate parents on disease in children.
To give staff direction and information.
To protect others from disease.
To enhance the health of the group and the environment.

PROCEDURE:

- Parents will be asked upon enrollment to let teachers know immediately if their child is diagnosed with a contagious illness.
- Each classroom will have a special place for posting exposure notices.
- The Health Advocate will date and post the appropriate PARENT ALERT. (Exposure notice is only posted in the involved classroom).
- If new cases are reported, the exposure notice stays up and the date is changed.
- The PARENT ALERT FORM can be removed after a possible incubation period (see "How Long Before Symptoms Appear?") of the last reported case is finished.

The alerts for these illnesses have been included here. For other illnesses refer to your health consultant and/or the Public Health Department.

- | | |
|-------------------------|----------------------------|
| a. Chickenpox | l. Measles |
| b. Conjunctivitis | m. Meningitis, bacterial |
| c. Echovirus | n. Mumps |
| d. Fifth Disease | o. Pin Worms |
| e. German Measles | p. Ringworm |
| f. Giardia | q. Rotavirus |
| g. Hand, Foot and Mouth | r. Salmonella |
| h. Hepatitis | s. Scabies |
| i. Herpes Stomatitis | t. Shigella |
| j. Impetigo | u. Streptococcal Infection |
| k. | |
| l. Lice | v. Thrush |

RETURNING AFTER A CONTAGIOUS ILLNESS:

- A Doctors note is required.

REFERENCES: CFOC HP 88-92

E-8

California Childcare Health Program