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Parent Handbook

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Mission Statement

Our teachers are dedicated to providing an environment that is safe, nurturing, and supportive where all learners have the ability to reach their full potential. Our curriculum is designed to build a strong foundation through academics, socialization, and technology to prepare for a lifetime of successful learning while having fun.

Preschool Program:

Days and Hours of Operation

Monday - Friday 9:00 am - 5:00 pm

8:00 am - 9:00 am Extended Care option available

Ages of Children Accepted for Care

2 to 1st Grade entry

Supplementary Services

The following services may be available from time to time at additional costs:

Enrichment classes and lessons

Field trips and other off-site activities

Special activities, events, projects and services

Sign-In and Out Procedures

All parents must use their full legal signature and time of day when signing their child in and out each day in the logbook located in the hallway before entering the classroom. Missing sign-ins / sign-outs will be charged at \$5/each after an initial warning.

Unauthorized Pick Up of a Child

If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the Center will not release the child to that person. If the person attempts to use force, 911 will be called.

Late Pick-Up

A child who is not picked up on time will be charged \$10.00 for the first 15 minutes and \$20.00 for each additional 15 minutes. The teacher will provide a form for the parent to sign that will state the time of arrival and amount due.

Daily Schedule

8:00am-9:00am: **Extended Care Option**

9:00am-9:15am: **Welcome**

Focus: Indoor free choice activities

9:15am-9:45am: **Circle Time**

Focus: Calendar and weather activities that incorporate number sense and graphing; the letter of the week practicing on letter sounds as well as identifying things that begin with that letter; reading strategies such as predicting, asking questions, and comprehension are developed through teacher read aloud stories from monthly theme unit; music and movement activities that included songs, bean bag, and ribbon stick activities; sharing and communication building skill activities

9:45am-10:00am: **Bathroom/Hand Washing**

10:00am-10:20am: **Snack**

10:20am-10:25am: **Clean-Up/Hand Washing**

10:25am-11:25am: **Work Hour**

Focus: Arts & Crafts; Math; Science; Center Activities

11:25am-11:30am: **Clean-Up Time**

11:30am-12:00pm: **Outdoor Play Time**

12:00pm-12:15pm: **Bathroom/Hand Washing**

12:15pm-12:45pm: **Lunch**

12:45pm-12:50pm: **Clean-Up/Hand Washing**

12:50pm-1:00pm: **Story Time**

1:00pm-3:00pm: **Nap/Quiet Activity Time**

3:00pm-3:15pm: **Indoor Free Choice Time**

3:15pm-3:30pm: **Bathroom/Hand Washing**

3:30pm-3:50pm: **Snack**

3:50pm-4:00pm: **Circle Time**

Focus: Reflecting on the days activities

4:00pm-5:00pm: **Free Choice Activities**

Activity Descriptions

Indoor Free Choice Play Please do not bring any toys from home. This is a time when children learn valuable life skills such as taking turns, sharing, and cleaning up. Gives opportunity to use their imagination and develop large muscle coordination.

Outdoor Play Time Children learn how to treat others kindly, take turns, and practice safety on the playground. Children have the opportunity to exercise and develop large muscle coordination.

Music & Movement Music is used to express emotions and is a source of joy. We use tapes, CD's, rhythm instruments, ribbon sticks, singing, clapping, and body movement.

Circle Time Calendar, Weather Chart, Letters of the week, Numbers of the Week, Sight Words, and Sharing Time

Centers We use a hands-on approach revisiting skills learned in language arts and math.

Math / Science We practice recognizing the numbers of the week, counting, and adding. We work with manipulatives to develop fine motor skills and tactile learning. Your child will participate in a variety of science experiments, increasing vocabulary and general knowledge. These activities will encourage curiosity, help the child discover natural laws, and become more aware of his/her surrounding world.

Arts & Crafts We use a variety of materials so your child may experience the joy of creating by cutting, gluing, coloring, and painting. Our goal is the process of creating instead of the final product. Development of fine motor skills.

Snack Time and Lunch Time Life Skills. Children learn how to use good manners, talk nicely to friends, help the teacher, and clean up.

Story Time Our theme related books help us to learn rhymes, repetition, sequencing, and valuable reading strategy skills such as predicting, asking questions and comprehension building.

Nap Time Mats are available to sleep on in our quiet area any time a child is in need of a rest or a quiet period. All children will participate in the scheduled nap time. Those children are not able to sleep or who wake early will be allowed quiet free choice play.

Quiet Free Choice Play As children wake from their naps, they can participate in quiet play, reading, coloring, or other free choice activities.

Nap Time

The Center will supply a nap mat for comfort. It is the parent's responsibility to supply the sheet and blanket for their child. A standard size crib fitted sheet works well. The Center will return these for weekly washing or more often if they become soiled. The Center will supply extras in the event the child's are forgotten or become soiled.

Field Trips

Each field trip will require a separate permission form. All children must be in a car seat according to CA vehicle safety regulations when transported by car. A single parent permission form for walking field trips will be filled out each year. We walk to the local parks and library as well as places on the facility campus.

Transportation

Parents are required to transport their child to and from school each day. Teachers and parent volunteers will transport during a field trip. Volunteers must fill out a personal statement of health and have a current TB clearance within the last 2 years.

Food-Service Provisions

A daily snack will be provided for each child in both the am and the pm program. A weekly snack menu will be posted one week in advance on the parent bulletin board. The only beverage provided at the Center is cold bottled water.

Lunch Bunch: All students attending during the lunch period must bring their own lunch from home. If a child comes without a lunch, a substitute lunch will be provided by the Center for an additional fee of \$5. Substitute lunches will consist of $\frac{1}{2}$ sandwich, fruit and cheese. This service is for missed lunches only and should not be treated as a regular service.

Sample Snack Menu

Monday: $\frac{1}{2}$ cup sliced apples, $\frac{1}{2}$ ounce cheddar cheese cubes, and $\frac{1}{2}$ ounce pretzels

Tuesday: $\frac{1}{2}$ banana cut in half, 1 tbsp. peanut butter, and 1 graham cracker

Wednesday: $\frac{1}{2}$ hard boiled egg, $\frac{1}{2}$ cup cherry tomatoes cut in half, and $\frac{1}{2}$ ounce string cheese

Thursday: $\frac{1}{2}$ cup cantaloupe cubed, $\frac{1}{4}$ cup plain yogurt, and $\frac{1}{3}$ cup plain cheerios

Friday: $\frac{1}{2}$ cup cucumbers sliced, $\frac{1}{2}$ ounce cottage cheese, and $\frac{1}{2}$ ounce whole-wheat crackers

Children's Personal Belongings

Children's belongings should be clearly labeled with their name. Building Bridges is not responsible for any belongings getting lost.

Please send the children in clothing that will be comfortable and easy to take off for toileting purposes. They will get messy outside and during some of our projects. A complete change of clothing is requested to be at the center at all times (shirt, pants, underwear, socks) in case a child needs to change.

Parents must supply a napping sheet and blanket for their child. A standard crib size fitted sheet is best. These will be sent home weekly for cleaning, or more often if they become soiled. The Center will provide extra sheets and blankets if necessary (a blanket may become soiled or may be forgotten at home).

Sickness

Please do not bring your child to school if he/she is displaying sickness or has a fever. Please respect the staffs' judgment when they determine that a child should not attend because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. Listlessness, diarrhea, fever, or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms.

Parents, or persons named on emergency contact form, need to pick up their child promptly if he/she is ill.

If your child becomes ill at the Center

If the child becomes sick while at Building Bridges, the child will be isolated from the other children and the parent, or persons named on emergency contact form, will be called immediately to come pick up the child.

We must exclude from care at the Center any child:

- who has a reportable illness or condition that is contagious; (Parents must inform us within 24 hours if their child has a contagious disease.)
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited since arriving that day;
- who has had any abnormally loose stools since arriving that day;
- who has contagious conjunctivitis or pus draining from the eye (pink eye);
- who has a bacterial infection and has not completed 24 hours of antibiotics;
- who has unexplained lethargy and is unable to participate in all the regular activities of the day;
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given;
- whose temperature has not been below 100 degrees for 24 hours;
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who requires more care than the teacher can provide without compromising the health and safety of the other children in care.

Notification of Contagious Reportable Disease

If children are exposed or have a contagious reportable disease, this will be reported to all parents by the director in the form of a sick note.

Medication Policy

Administration of medicine:

The Center must have written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.

- A. The Center must follow written instructions from a licensed physician or dentist before administering prescription medicine. Medicine with the child's

name and current prescription information on the label constitutes instructions.

- B. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label. Any unused portion will be returned to the child's parent or destroyed.
- C. Sunscreen and insect repellents supplied by the Center may be used on more than one child. Any diaper rash ointment and/or pre-moistened commercial wipes must be labeled with the child's name and used only for the individual child whose name is written on the label.
- D. Non-prescription medicines, insect repellents, sunscreen lotions, and diaper rash control products do not require a doctor's note. They do, however, require written permission and instructions for use from the parent. These products will be stored according to directions on the original container and so they are inaccessible to children. They will be administered according to directions on the label.

Accident or Emergency Procedures

If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. The teacher will then fill out an injury report. One copy will go into the child's mailbox and one copy will go in the child's file. If the injury were serious, we would call the parent for instruction. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

Call parent or guardian.

1. Call one of the persons listed on the emergency card.
2. Call the child's physician for his/her advice.
3. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a staff person accompanying in the paramedics van or ambulance.*

*Any and all expenses incurred under #4 will be borne by the child's family or guardian.

If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately summoned.

Safety

The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.

Fire Prevention and Emergency Procedures

1. The facility is equipped with smoke detectors, fire alarm bells, and fire sprinklers.
2. Fire extinguishers are located in the hallway outside the preschool.
3. Monthly fire drills will be conducted; a log is kept for licensing.
4. The primary emergency exit is out the back door to the playground. The second exit is the front door, down hallway to the right and through the church main entrance. The third exit is out the front door, down the stairs to the left, and out the multi-purpose room doors to the lower parking lot.
5. 911 will be called if needed.
6. All staff are trained in fire and emergency procedures.

Abuse/Neglect of a child

All suspected abuse and neglect will be reported by our staff to Child Welfare Services and Community Care Licensing. We are legally required to report any suspected abuse or neglect of a child within 24 hours of the suspected abuse or neglect.

Missing Child

If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.

Missing Parent

If the parent of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the closing teacher will stay no longer than 5:00 pm. After that time, the closing teacher will turn the child over to the Child Protection Unit; a note will be left on the Center door, telling where the child was taken, and the Child Protection phone number.

Discipline Plan:

Our teachers are dedicated to providing a safe learning environment. We believe in rewarding and praising good behavior in order to reinforce it. Negative behavior follows with natural and logical consequences. We have established a few clear and simple rules in the school that will help your child enjoy a security that will enhance his/her learning.

These are the rules we expect our preschoolers to live by while at school:

1. Hands (and other body parts, such as feet) are for helping and not hurting.
2. We use words that help others and make others feel good.
3. We ask for things that we need or want in nice ways (using appropriate and polite words) from both teachers and other students.
4. Our feet walk when we are in the classroom.
5. We clean up our toys and other materials when it is time.
6. Toys and materials must be used in appropriate ways. This includes not putting toys or materials in our mouths.

Our teaching staff models these rules.

The following is a list of techniques that our teachers will use to support the boundaries that provide a safe and fun learning environment. Each of these steps is used only when the preceding steps have not been effective.

1. The child will be asked to stop their inappropriate behavior and will be reminded of the classroom rules. Also, when possible, the child will be given some suggestions of other ways the situation might be dealt with, such as waiting his/her turn or asking to use a toy instead of grabbing it.
2. The child will be removed from the area he/she is playing or working in and redirected to another activity (if possible).
3. The child will be separated from the group in a time out chair for no more than 1 minute per year of age. During this time, he/she will again be reminded of our rules and encouraged to use better behavior.
4. A note or phone call to the parents will be made if the above procedures are not effective in order to inform the parents and enlist their assistance in helping the child understand what behavior is expected at school.

5. If an ongoing problem develops, a conference will be scheduled with the parents to develop a more specific discipline plan for the child. If an agreement cannot be reached, the child's enrollment will be cancelled. Please see our refund policies.

These are the techniques are teachers will not use:

All staff is forbidden from using any corporal punishment. Some examples are spanking, slapping, tapping, pulling ears, arms or hair, pinching, tugging an arm. In addition, children will not be humiliated, ridiculed, threatened, mentally abused, nor will there be interference with toileting, sleeping, or eating. There will be no withholding of shelter, clothing, medication, or other aids to physical functioning.

Parent / Teacher Communication Systems

We have many forms of communicating with the parents. Listed below are a number of ways the teachers, director and parents can be in communication with each other.

1. **Initial meeting with parents - Pre-enrollment Conference:** When you enroll your child, the director will show you through the Center and answer any questions you may have. You may wish to share concerns about your child with the director, tell what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teachers should be aware.
2. **Parent-Teacher Conferences:** These conferences are very useful for the teacher and the parents. They are a great way to assess how each child is doing in the Center. The conferences are held in the fall and in the spring.
3. **Parent Information Board:** The parent information board, located on the left wall outside the front door, serves as a place to find valuable information.
4. **Weekly Lesson Plan Sheet:** Posted in the classroom, describes the art projects, circle-time topics, science activities, and physical activities for the week. The calendar lists the weekly themes.
5. **Building Bridges Weekly Blog:** Parents sign up with their email address. The blog will contain the latest information about what is happening in the classroom (will include photos!)
6. **Parent Notebook:** On the sign-in table will be a parent notebook where parents can write notes to the Center regarding child's schedule, change in pick-up person, or any other information you wish us to know.

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--your child has been exposed to a contagious disease—your child verbalizes feelings about the Center or staff, or if your child's behavior or mood is different than usual.

Grievance Procedure

In the event of misunderstandings, personality conflicts, or specific complaints against the school staff or about the school policies, parents are encouraged to make an appointment with the director to remedy such problems. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and to let them know you.

We will tell you . . .

about your child's play--if your child didn't eat normally, didn't sleep well, or was out of sorts—if your child has an unusual bowel movement or any other unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

Your Registration Packet Includes

The registration packet contains information we need in order to better care for your child, and emergency contacts. These forms are confidential and the contents will not be discussed with anyone but our staff.

1. Admission Agreement (req'd)
2. Identification and Emergency Information (req'd)
3. Notification of Parent's Rights (req'd)
4. Personal Rights - Child Care Facilities (req'd)
5. Preadmission Health History - Parent's Report (req'd)
6. Preadmission Health Evaluation - Physician's Report (req'd)
it is best to have the health summary on the first day but if you are unable to get a doctor appointment you have 30 days from the date of enrollment to have it completed and signed by the child's physician. If your child has had a physical exam within the last six months, your doctor can sign the form and send it by fax or through the mail.
7. Immunization Records (req'd)
8. Consent for Medical Treatment or written statement exempting child from medical treatment (req'd)

Optional Forms:

1. Authorization for dispensing medication
2. Nebulizer consent
3. Gastrostomy - tube care consent

Building Bridges is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes in address, phone number, etc.

Publicity Information

Photos of the children will be taken occasionally during daily activities and will be posted on the walls of the classroom so that they can be appreciated by both parents and children. Parents will be asked to sign a release form for each child before any pictures will be posted on our website or in any of our advertising material.

Admission Non-Discrimination

Building Bridges may not discriminate on the basis of race, sex, religion, creed, color, or national origin. All children are welcome here.

Parent Rights and Personal Rights

See attached

Permission Form

I, _____, give my permission for my child,
_____ to attend walking field trips with their class.

Signature: _____ Date: _____

I, _____, give my permission for pictures taken of my
child, _____ during preschool activities to be used as follows:

_____ Posted on the walls of the preschool classroom

_____ on the Center website

_____ in Center brochures and other print advertisement

Signature: _____ Date: _____