

Froggie Frontier Preschool & Childcare
2018 - 2019 Parent Handbook



Preschool & Childcare

Hop into learning at Froggie Frontier

About Froggie Frontier

Froggie Frontier is a developmentally appropriate preschool program that focuses on nurturing the physical, social, emotional, and cognitive development of children in a Christian based environment. Activities include reading, writing, and math readiness, art, music, movement, and science. We use program materials from Zoo Phonics, Handwriting Without Tears (Get Set For School), Math Their Way, and others. Children learn through play, and there are many opportunities for our students to develop their creativity, self-expression, and problem solving skills by exploring the classroom and learning centers during free choice time. During our preschool program, we strive to maintain a ratio of one adult to every 6 or 7 children. During extended day hours, our ratios go up, but at no time do we exceed the state limitations of a 1:12 ratio.

Admission Policies

Froggie Frontier is open to all healthy children who are toilet trained. (Toilet trained children are those who are not in pull ups and do not need adult assistance in any way to use the bathroom.) Prior to enrollment, a facility tour, preadmission health history and interview with parent will take place to ensure that Froggie Frontier is able to adequately meet the needs of each incoming student and to determine placement in the appropriate class. All students will be accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. Froggie Frontier is licensed by the California Department of Social Services, Community Care Licensing (License #093615992) to serve up to 36 children ages 3 through 6 years of age. We offer services for preschool age students up to those students entering first grade.

Our Staff

Our owner/administrator is a credentialed teacher who taught in the Buckeye School District 20 years, 15 of which was spent teaching Kindergarten. During that time, she saw the standards change and demand much more of the students. She believes that these expectations make a child's preschool experience more important than ever. She has developed a well-balanced program that recognizes the importance of allowing kids to learn through their play, while still exposing them to the skills they will need to be successful in Kindergarten.

All staff members are carefully screened, highly qualified employees that are CPR and First Aid certified. They meet or exceed the State of California Department of Social Services Title 22 requirements, which means that they have successfully completed college coursework in Early Childhood Education, been fingerprinted and have passed a criminal background check. They keep current in recent developments pertaining to the Early Care and Education Field by attending regular in-house trainings and participating in professional workshops and seminars. More importantly, they love working with kids and provide a warm and welcoming environment for your child.

Class Descriptions

2, 3, 4 and 5 day options are available; 8:30 - 11:30 a.m.
(12:30 - 3:30 p.m. option available for Pre-K Froggies only on M/W/F)

Tadpoles Class

This class is designed as an introduction to preschool for the 3 year old and 4 year olds who will not be entering Kindergarten the following fall. Children must be toilet trained. This class offers developmentally appropriate, hands-on activities and emphasizes the teaching of beginning social skills such as using words to express thoughts and feelings, respecting the feelings of others, taking turns, and listening to and following directions. Children in these classes will enjoy art, music and movement, circle time, dramatic play, physical play and science explorations. Pre-reading, writing (fine motor development), math explorations and Christian values will be woven throughout the curriculum.

PreK Froggies

This class is for students entering Kindergarten in the fall of 2019 and for those entering Transitional K in the fall of 2019 with prior teacher/administrator approval. This class focuses on Kindergarten readiness while offering developmentally appropriate, hands-on activities in a Christian environment. Children will still enjoy exploring and engaging in art, music and movement, physical play, science, dramatic play and circle time, but there will be a greater emphasis and more time spent on pre-reading (letter recognition and phonics), pre-writing (dictation, name writing, correct letter formation), cutting practice, and math (number recognition and writing, math explorations and developing number sense).

Optional Programs

Lunch Bunch Program: \$6 per day

Kids can stay an extra 45 minutes after the preschool program ends to eat lunch and play with their friends. Need a little extra time to get things done? Send your child to school with a nut-free lunch and enjoy a little more time to yourself. This program is offered on a space available basis only. You may sign your child up for a permanent spot or on a drop-in basis (contingent on available space) through the director.

For A.M. Students: Monday – Friday; 11:30 A.M. – 12:15 P.M.

For PM Pre-K Students: M/W/F; 11:45 A.M. 12:30 P.M.

Lily Pad Corner Program (Extended Care Program):

Extended care hours are available before and after our preschool program:

Monday – Friday: 7:15 A.M. – 8:30 A.M. & 11:30 - 5:30 p.m.

(staff arrive at 7:00 a.m. - you are welcome to drop off at this time with prior arrangements and your child can help the teacher get set up)

Parent Participation Program:

You are your child's first teacher and we want you to be an active part of your child's first school experience if your schedule allows. We offer a discount on tuition for those parents who are able to contribute 4 hours per month to the program. This discount will be credited to your account the month AFTER you have completed your hours. In the event that you are unable to provide the required amount of time in any given month, you will be billed the regular tuition fee and a credit for parent participation will not be given. Families not returning for the 2019 - 2020 school year, or who withdraw from the program before the school year is over will not be eligible to participate in the program their final month of school. (Froggie Frontier will not issue refunds for completed parent participation.)

We prefer the required time be done in the classroom during our small group instruction and center time. In order to work in the classroom, you must:

- sign a health statement form and confidentiality agreement
- provide proof of a clear TB test (within the last year)
- Provide proof of immunizations for Tdap (Pertussis) and MMR (Measles)
- Provide proof of current Influenza or sign an opt out form.

If you unable to work in the classroom, there are **limited** opportunities to work at or donate food to family events throughout the year, do cleaning and repair projects at the preschool, and to work on projects at home. However, please note that it is not the center's responsibility or your child's teacher to come up with projects for you to do at home to fulfill your required time. Prep. envelopes (projects that can be done at home) will be placed in a designated place near the sign in area of each classroom and are available on a first come, first served basis. Please be sure that when turning in completed work, you put your name on the form so you receive the appropriate credit.

Daily Schedule

7:15 – 8:30 Optional Extended Care Hours/Free Choice

A.M. Program

8:30 – 9:15 Arrival, Hand Washing, Table Activities & Free Choice

9:15 – 9:30 Opening Circle

(calendar, flag salute, morning prayer, Hopping Helper, active song, fingerplay or poem, literacy, story)

9:30 – 10:15 Small Group Instruction (Centers)

(focus is on art, science, math, pre-reading and writing, fine motor development, etc.)

10:15 – 10:30 Music & Movement Activity, Restrooms

10:30 – 11:15 Hand Washing, Snack and Outdoor Play

11:15 – 11:30 Closing Circle (phonological & phonemic awareness activities, Faith builder/social skills (2 X week), story)

Optional Lunch Bunch & Lily Pad Corner

11:30 – 12:30 Lunch & Outdoor Play

(Lunch Bunch Program: 11:30 – 12:15)

12:30 – 12:45 Restrooms/Story

12:45 – 2:30 Rest/Nap Time (Quiet activities available for non-nappers)

2:30 – 2:45 Wake Up, Clean up, Restrooms, Hand Washing

2:45 – 3:45 Snack/Outdoor Play

3:45 – 4:00 Afternoon Circle (Story and Movement Activity)

4:00 – 4:20 Teacher Led Activity (Art Activity, Science Experiment, Game, etc.)

4:20 – 5:00 Indoor Discovery Time (Choice Time Activities)

5:00 – 5:30 Activity Tubs or Table Activities, Library Corner, & Clean Up
(Kids are welcome to help teacher with clean up activities)

Schedules are subject to change based on special programs or to better accommodate the needs of the students.

P.M. Pre-K Program (M/W/F only)

12:30 - 1:15	Arrival, Hand Washing, Table Activities & Free Choice
1:15 - 1:30	Opening Circle (calendar, flag salute, morning prayer, Hopping Helper, active song, fingerplay or poem, literacy, story)
1:30 – 2:15	Small Group Instruction (Centers) (focus is on art, science, math, pre-reading and writing, fine motor development, etc.)
2:15 - 2:30	Whole Group Instruction (phonological & phonemic awareness activities, Faith builder/social skills (2 X week), story)
2:30 - 2:45	Music & Movement Activity, Restrooms, Handwashing
2:45 – 3:30	Snack and Outdoor Play

Financial Obligations

Annual Registration Fee:

A nonrefundable registration fee of \$55 is due when you enroll your child as a new student. As a returning student, an annual non-refundable registration fee of \$45 is also due at the time you enroll your child for the following school year. For the 2019 - 2020 school year, registration fees will be increased by \$7 (\$62 new students/\$52 returning students.)

Enrichment/OnSite "Field Trip" Fee:

In lieu of the high materials fee that many centers charge, you will be billed a nominal fee to help offset the cost of the enrichment programs that we bring to the center. (Examples may include Zoo Outreach Programs, Nature's Critters, etc.) The average cost for a 5 day a week student is \$20 per school year. You will be informed of any charges ahead of time and will have an opt out option if you do not wish for your child to participate.

'18 - '19 Tuition Rates

Froggie Frontier only charges you for the number of instructional days in your child's school year. (We do not charge for holidays or other school closures.) The table below reflects pricing for students beginning in August. Tuition for students starting after August will be prorated based on the remaining number of school days at the daily rates listed below.

	A.M. PRESCHOOL PROGRAM (8:30 - 11:30)	LILY PAD CORNER PROGRAM (extended care) (7:00 a.m. - 8:30 a.m.; 11:30 a.m. - 5:30 p.m.)	TOTAL FOR BOTH (A.M. Preschool & Lily Pad Corner)
2 days per week	\$34 per day	\$27 per day	\$61 per day
	<u>Monthly Tuition</u> M/W (70 days): \$238 per mo. T/F or W/F (74 days): \$251 per mo. T/Th (76 days): \$258 per mo	<u>Monthly Tuition</u> M/W (70 days): \$189 per mo. T/F or W/F (74 days): \$200 per mo. T/Th (76 days): \$205 per mo.	<u>Monthly Tuition</u> M/W (70 days): \$427 per mo. T/F or W/F (74 days): \$451 per mo. T/Th (76 days): \$463 per mo.
3 days per week	\$33 per day	\$27 per day	\$60 per day
	<u>Monthly Tuition</u> M/W/F (106 days): \$350 per mo. T/W/Th (114 days): \$376 per mo.	<u>Monthly Tuition</u> M/W/F (106 days): \$286 per mo. T/W/Th (114 days): \$308 per mo.	<u>Monthly Tuition</u> M/W/F (106 days): \$636 per mo. T/W/Th (114 days): \$684 per mo.
5 days per week	\$31 per day	\$26 per day	\$57 per day
	<u>Monthly Tuition</u> M-F (182 days): \$564 mo.	<u>Monthly Tuition</u> M-F (182 days): \$473 per mo.	<u>Monthly Tuition</u> M-F (182 days): \$1,037 per mo.

OTHER PROGRAMS

PM PRESCHOOL PROGRAM (12:30 - 3:30 p.m.)	LUNCH BUNCH PROGRAM A.M. Preschool: 11:30 a.m. - 12:15 p.m. P.M. Preschool: 11:45 a.m. - 12:30 p.m.	HOURLY EXTENDED CARE (7:00 - 8:30 a.m. & 12:15 - 5:30 p.m.)
\$30 per day M/W (70 days): \$210 per mo. W/F (74 days): \$222 per mo. M/W/F (106 days): \$318 per mo.	\$6 per day	\$6.50 per hour (not to exceed daily Lily Pad Corner rates listed above)

Discounts:

Discounts are offered for those parents signed up in our Parent Participation Program, registered members of St. Stephen's Lutheran Church, and teachers with valid CTA cards. There is a 20% sibling discount given for the second child and a 10% discount given for each subsequent child. Only

ONE discount applies. In the event that a parent is unable to meet the entire parent participation agreement in any given month, the regular tuition will be collected.

Due Dates/Methods of Payment/Late Fees:

August tuition is due prior to your child's first day of school. After that, monthly fees will be posted to your online account ledger by the 5th of the month and tuition (and any other fees for optional services) is due on the 10th. Accounts not paid by the 11th day of the month will be charged a late fee of \$10 per calendar day until paid in full. You may access your account ledger 24-7 by logging into your oncares account. If you have a question after thoroughly reviewing your ledger, please email administration@froggiefrontier.com. Teaching staff do not have access to your account and will be unable to help you with a billing question.

All payments made by check or money order, should be payable to Froggie Frontier and placed in the "tuition drop box" located in each classroom. If making a cash payment, you must let the director or classroom teacher know. Staff will verify the amount of your payment and issue you a receipt. We cannot be responsible for any lost or stolen cash if it is left in the tuition box and you have not followed this procedure. If you wish to pay by credit card, you may do so online. Please note that the oncares credit card processing company does charge a convenience fee for this service.

Returned Check Fees:

If the bank returns your check for insufficient funds, you will be assessed a returned check fee of \$25.00 and tuition, returned check fee and late fees must be paid by money order, cash or credit card. Late fees are assessed as described above and are \$10 per calendar day from the date tuition was due until the date tuition, late fees and returned check fees are received by the center. Upon notification of a returned check, you will have two working days to bring cover all fees owed. If you do not meet this financial obligation your child will not be admitted to the center until all applicable fees have been paid.

In the event of a second returned check, all future tuition fees will need to be paid by money order or cash.

The center reserves the right to terminate enrollment at any time for nonpayment of fees.

Late Pick Up Fees:

There will be a late pick up fee of \$2 per minute assessed for any child not picked up by 11:30 a.m. (Preschool Program), 12:15 p.m. (Lunch Bunch Program), 3:30 p.m. (PM Pre-K class), or 5:30 p.m. (Lily Pad Corner Extended Care Program). This late fee will be posted to your account ledger. Chronic lateness (defined as the third time late in one calendar month) will require payment of double the late fee. Once labeled "chronic", the client must not be late for two consecutive months in order to have this label lifted.

Lunch Fees:

If your child attends the Lunch Bunch or Lily Pad Corner program and you forget your child's lunch, there will be a charge of \$5 to supply lunch for your child. Should you be late in picking up your child from the preschool program, your child will automatically be provided with a lunch at 11:45 a.m. This fee will be posted to your account ledger.

Missing Clock in or Clock Out:

You (or a designated adult as listed on your child's form), must electronically sign your child in and out when dropping off and picking up from the center each day, using your unique assigned code. This code acts as a legal signature, so every person who is authorized to pick up or drop off your child will be assigned a separate code. Not using the proper code is in violation of licensing regulations. Failure to sign your child in and out of school properly will result in a fee of \$2 per missing clock-in/clock-out as this places the center in violation of childcare regulations.

Additionally, if you fail to sign your child into the center we do not have the legal authorization to provide consent for medical treatment for your child in case of emergency. If you fail to sign your child in, you will receive an email or text notification from us letting you know that you must provide us with authorization to sign your child in on your behalf by handwriting and signing a note and emailing this back. It is very important that you do this as soon as possible in case of emergency.

Late Pick-Up for Ill Child Fee:

When a child becomes ill at the center and needs to be sent home, you (or a designated representative as listed on your child's form) need to pick your child up from the center immediately, but no later than one hour of notification of the illness. Because we isolate ill children whenever possible, this requires one-on-one supervision, which causes the center to incur extra staffing costs. For this reason, failure to pick your child up within one hour will result in a \$15 late fee, plus \$15 per hour fee thereafter to partially cover this extra staffing expense.

Vacations/Medical Absences:

There is no refund or prorated tuition available for client vacations, holidays, or absences. When children are scheduled for vacations, we may allow staff members to take days off or plan meetings. If you return early, or your plans change, PLEASE call before bringing your child in, so we can ensure that we have adequate staffing to meet the needs of your child.

Termination of Enrollment:

Children benefit most when their school program and their home share a similar philosophy of teaching and discipline. Should either Froggie Frontier or the parent feel that the child is not benefiting from the program, either party may terminate enrollment with written notice to the other party, at least ten working days prior to the final day of attendance. If tuition has been prepaid, and if there is an account credit following the required ten working days, this amount will be refunded within 45 days, provided it is not the last month of the school year. Froggie Frontier will not pro-rate tuition

or offer refunds on pre-paid tuition for early withdrawal from the program during the last month of the school year. (May)

Change in Fees

In the event that Froggie Frontier changes the fees to any of its programs or services, you will be provided with 30 days written notice of any such change.

Enrollment Requirements

Prior to a child's first day of attendance, registration must be completed in oncares and the following must be submitted:

- Registration Form
- Child's Preadmission Health History
- Emergency Information Form
- Physician's Report & TB Clearance
- Consent for Emergency Medical Treatment
- Immunization Records (state law requires all children to be current with their immunizations)
- Admission Agreement
- Financial Agreement
- Parents' Rights Form
- Personal (Child's) Rights Form
- Walking Field Trip Permission Slip
- Enrollment Fee of \$55 first year/\$45 every year thereafter (increasing by \$7 in the 2019-2020 school year)
- First Month's Tuition
- ASQ Questionnaire (via an on-line link which must be completed within one month from receipt)
- Anaphylaxis Emergency Plan form (for those children who require an epipen or inhaler to be stored at the center)

Returning Students must submit the following by the first day of the each new school year:

- Admission Agreement
- Financial Agreement
- Physician's Report
- ASQ Questionnaire (only if requested)

What to Bring on the First Day

- Change of clothes in a zip-lock bag clearly marked with child's name. This should include underwear and socks. These will remain at the center for your child's use in case of accident or spill.
- Nutritious, non-nut, non-perishable lunch (if participating in the Lunch Bunch or Lily Pad Corner)

Extended Care programs).

- SMALL blanket and special doll or stuffed animal for naptime, marked with your child's name (if participating in the Lily Pad Corner program).

What to Wear to School

Please send your child dressed for play in clothes that can get messy. Active outdoor play is beneficial to children. We go outside daily unless it is raining or a "spare the air" day. Please dress your child appropriately for the weather and send your child to school wearing sunscreen during the warmer months. (We are not allowed to apply sunscreen to your child.) Be sure to label all outdoor garments. Girls should wear shorts underneath their dresses. Closed toe shoes such as tennis shoes are highly recommended. (Please no flip flops or shoes without backs.) Children who are not in appropriate footwear will not be allowed to climb on the structures. We try to foster as much independence as possible, which includes encouraging the children to fasten their own clothes. It helps if you provide clothing that is easy for your child to manipulate. This is especially important for toileting issues. (Please note that we do not allow children to wear "pull ups" or other toilet training garments to the center. Children must be fully toilet trained to attend our program.)

Daily Procedures

Arrival/Sign-In

Children are welcome to arrive for the preschool program beginning at 8:25 a.m. and at 12:25 p.m. for the afternoon program. Should you clock in prior to the times listed above, you will be billed at a rate of \$6.50 per hour for this time. Children are required to be electronically clocked in by a parent, legal guardian or other adult who is listed on your child's form. After signing in your child, please escort your child to his/her classroom and check in with the teacher. If arriving prior to 12:25 for the PM Pre-K program, please check in with the supervising lunch bunch program. (Your child's teacher is on their lunch break until 12:25.) Please do not allow children or siblings to run into the classroom or onto the playground unattended.

Departures/Sign-Out

Please arrive on time at the close of your child's program. You, or a designated adult as listed on your child's form, must sign out your child before taking him/her from the center for the day.

(Again, failure to clock and sign your child in and out of school will result in a missing sign in/sign out fee of \$2 per missing clock in/out.)

Please let us know if someone other than yourself will be picking up your child from the center. This person must be listed on your child's identification form and on oncares, be at least 18 years of age, and will be asked to show a photo I.D. We will be unable to release your child to anyone not listed on his/her form or without prior written authorization. For this reason, please provide a thorough list of those people authorized to pick up your child on your child's enrollment form so we can assign them

their electronic code. Please also note that we are required by law to release a child to a biological or custodial parent unless we have been provided with copies of court documents that state otherwise.

There will be a late pick up fee of \$2 per minute assessed for any child not picked up by 11:30 a.m. (Preschool Program), 12:15 p.m. (Lunch Bunch Program), 3:30 p.m. (PM PreK class) or 5:30 p.m. (Lily Pad Corner). This late fee will be posted to your account ledger. If we are unable to reach you within an hour from the time that your child's program ended, and have been unsuccessful in contacting the people on your child's emergency contact list, we have no recourse but to call Child Protective Services (CPS) or the local Sheriff's Department to report the steps we have taken to locate you and request their assistance.

Nap

If your child participates in the Lily Pad Corner program, California State Law requires that provisions be made for all children less than five years of age to have a nap or rest period. We also encourage the older children to rest quietly as well. Each child will be provided with a sanitized mat for this time. Please provide a SMALL blanket, labeled with your child's name, for use during this time. These blankets must be taken home EACH week, on your child's last day of the week for laundering.

After approximately a half hour, any child who is still awake will be allowed to do a quiet supervised activity.

Nutrition

Nut-Free School:

We are a nut-free school. If your child participates in the Lunch Bunch or Lily Pad Corner programs, please do NOT send your child to school with food items containing nuts or nut products. If you are sending an alternative that looks like a nut product, such as sunflower butter, please let us know. (You can simply put a post it note in your child's lunch box.) Please do not be offended if we take an item away from your child's lunch that we aren't sure of. We have some students with severe allergies and need to be extra diligent with our policies to keep them safe.

Snack:

We provide a nutritious snack daily in both the preschool program and in the Lily Pad Corner program. Each snack shall include at least 1 serving from each of 2 or more of the four major food groups. We also do a cooking project or create a special snack almost weekly that may contain some sugar. If you would rather not have your child participate in these projects or any birthday treats that might be brought in by other students, please let us know. A snack menu can be found posted on the parent bulletin board in each classroom.

Lunch:

If your child attends the Lunch Bunch or Lily Pad Corner programs, please provide a nutritious lunch for your child and remember to include any utensils your child will need. We cannot refrigerate, prepare, or heat lunches for the children, so please plan accordingly. When preparing your child's lunches, please remember to provide small portions that your child can easily eat him/herself, and try to keep meals low in sugar. Please don't pack nut products, candy or soda pop of any kind. If you need suggestions for healthy lunch choices, please ask. We do not allow the children to share lunches. If you forget your child's lunch, your child will be provided with one at a cost of \$5. This fee will be posted to your account ledger.

Other School Policies and Misc. Information

Birthdays:

We love helping a child celebrate a birthday. We let our birthday child be our special helper for the day and provide them with a special birthday crown. If you would like to send in a special (non nut or popcorn snack) to share with your child's class, please check with your child's teacher for classroom allergies and for the number of individual servings that will be needed. Please make sure the snack is something that can be easily served such as popsicles or cookies and that is also low in sugar if possible. An ingredient list must be provided so staff can check for possible student allergies.

School Holidays and Closures:

We use local school district calendars (Buckeye, Rescue & Folsom) as a GENERAL guideline for our school year calendar and will be closed on the following days:

Labor Day – Sept. 3

Veteran's Day – Nov. 12

Thanksgiving Break Nov. 19 – Nov. 23

Winter Break/Christmas Dec. 24 – Jan. 4

Martin Luther King, Jr. Day – Jan. 21

Lincoln's Birthday/Staff Development Day Feb. 15

Washington's Birthday Feb. 18

Spring Break: April 15 - April 19

Staff Development Day: April 22

Memorial Day: May 27

Last Day of School: May 30

We may provide an extended care program during the Thanksgiving, winter, & spring breaks at an additional charge if enough clients need this service. We will have a sign-up sheet the month prior to these school closures to determine need. Should not enough clients need this service, we will provide contact information for childcare providers in the area upon request.

Froggie Frontier will follow the same action taken by Buckeye Union School District (BUSD) in the event of a school closure due to snow. If BUSD closes its El Dorado Hills schools, then so will Froggie Frontier. Every attempt to contact you will be made if this action is taken. You can also tune in to local television and radio stations or visit www.buckeyeusd.org or www.froggiefrontier.com to access this information.

Other Policies

DVD/TV Policy:

Videos, DVDs and TV viewing are used only for special events, curriculum enhancements, non-napping children in the Lily Pad Corner program, or on occasion, during recess time in inclement weather. Any TV programs shown are chosen only from select networks (such as PBS) and videos and DVD's have been previewed by Center staff or a member of the Parent Participation Program to ensure that they are age appropriate and don't contain violence or inappropriate behavior or language. For this reason, we ask that children do not bring in DVD's from home to share.

Photo & Media Policy:

We take photos of the children for use throughout the classroom, on bulletin boards, student folders and for viewing by parents, guardians, and staff. Photos and videos of your child will not be used for advertisement, school publications or the school website without your permission.

Rights of the Licensing Agency:

Froggie Frontier is licensed by the State of California, Department of Social Services. The Department of Social Services has the authority to interview children or staff, and to inspect, audit and/or copy childcare records, without prior consent. The Department of Social Services has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Tobacco-Free School:

Froggie Frontier is a Tobacco Free School and no smoking of any kind is allowed by staff, parents and the general public at the school, church or around school and church grounds.

Dogs at School:

Because of potential allergies and general safety, dogs are not allowed inside the school or playground unless they are certified seeing eye dogs or companion dogs, or are part of a school event or instructional program.

Discipline Policy

Our staff is trained in positive discipline techniques. We focus on teaching children to use their words to express their feelings and solve problems with others. We use frequent role-playing exercises with the children so they can learn appropriate ways to socialize with others. When misbehavior occurs, we will verbally discuss ways to handle the situation, use redirection and/or positive reinforcement whenever possible. If these techniques do not work, staff may remove a child from a group area for a short break as long as visual supervision can be maintained. A child is always allowed to return to play if they can be safe and follow the rules.

Staff will gently, physically remove a child only if:

a) the child is hurting another individual b) the child is in danger of being hurt c) the child refuses to leave an area as required.

If a child is crying or disrupting the rest of the children, the child will be removed to a quiet area of the room, away from the group and be calmed. The child's parent will be informed when physical removal is necessary by a member of our administration team.

Children often react to what we, as adults, might consider "minor" changes in their lives. Please keep us informed about things that might be occurring at home so we can offer extra support to your child as necessary. We believe in working together with the parent to make sure each child's experience in preschool is a successful one.

In the event that a child is continually struggling with behavior issues, we will require a parent/teacher/administrator conference in order to establish a plan to help your child to be successful in the preschool environment. This might result in the use of a behavior chart, reward system, behavior contract or other strategies. After 2 weeks, follow up will be conducted with parents to review the changes in behavior and to make modifications as necessary.

Continual disruption of class and/or lack of respect for staff and/or other children will result in a phone call to the parent requesting immediate removal of the child from the center for the day. The second call for removal within thirty days will result in a two-week probation. If there has not been an acceptable behavioral change in that two-week period, or if the behavior returns, then the child may be dismissed immediately. In the event that a child becomes violent or is considered dangerous to the health or safety of self, other children, or staff, the administrator reserves the right to dismiss a child with a 24-hour written notice to the parent.

Our Discipline Policy shall be in accordance with Section 101223, Personal Rights from the State of California Department of Social Services as follows: Each child receiving services from a Child Care Center shall have rights, which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons. (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs. (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or

withholding of shelter, clothing, medication or aids to physical functioning. (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality:

California Department of Social Services Community Care Licensing Division River City
Regional Office

2525 Natomas Park Drive Suite 250 Sacramento, CA 95833

(916) 263-5744

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child. (6) Not to be locked in any room, building, or facility premises by day or night. (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Health and Safety

The health and safety of your child and the other children at the center is our top priority. A daily health review is given when each child arrives at the center. The center reserves the right to determine whether a child is well enough to be in attendance that day. Refunds or “makeup days” are not given for absences due to illness.

Please keep your child home if he/she:

- has a fever or has had one during the previous twenty four hour period.
- has a heavy, colored nasal discharge.
- has a constant cough.
- has symptoms of a communicable disease* (symptoms may include: reddened eyes, sore throat, abdominal pain, nausea, diarrhea, and fever).

Your child may return to school:

- If your child has a written doctor’s release to return to school
- Twenty four hours AFTER all symptoms are gone
- If the incubation period for a communicable disease has passed.*
- If your child has been fever free, without medication for 24 hours

*Communicable Disease Policy

Please notify the school at once if your child has a communicable disease so that we may notify other parents of possible contact and/or exposure. Any child with a communicable disease must have a written doctor’s release before returning to the center. Communicable diseases include but are not limited to: conjunctivitis (pink eye), chicken pox, encephalitis, fifth disease, head lice, hepatitis “A”, hepatitis “B”, hepatitis “C”, impetigo, measles, meningitis, mononucleosis, mumps, pinworms, ringworm, salmonella, shigella (gastroenteritis), scabies, streptococcal infections (scarlet fever, strep throat), tuberculosis, whooping cough.

Illness/Injury/Emergency

If your child is seriously injured or becomes ill at the center, you will be notified immediately and expected to pick your child up promptly from the center. If you cannot be reached, we will continue on to the list of people you provided on your child’s form who are authorized to pick up your child. Your child must be picked up within 1 hour of notification of illness. Failure to do so will result in a \$15 per hour fee. In the event of an urgent condition, and one of the child’s parents, legal guardians or authorized adults as listed on your child’s form cannot be reached, we will contact the physician or dentist listed on your child’s emergency form or have your child transported to a local hospital for

care.

We try our best to prevent accidents from happening, however, children who are engaged in active play will fall down, get minor bumps, bruises or scrapes on occasion. If your child gets hurt while at school, we will provide you with an “ouch notice” upon pick up. We request that you sign this and return it to the tuition box on the day that you receive it. While we actively supervise the children at all times, occasionally, a child will bump or skin a knee and not mention it to us. If this occurs, we kindly ask that you let us know so we can document it.

Medications

Medications, both prescribed and over the counter, may be given by the Administrator or approved staff if the following criteria are met:

- Medication is in the original container
- A note **from a physician** gives permission to dispense medication, indicates date, time and amount to be given and has **both the physician’s signature** and the parent’s signature.

If the above criteria are not met, center staff will NOT administer medication. A parent is welcome to come to the center to dispense medication to his/her child.

Anaphylaxis Emergency Plan:

By law, children who require an inhaler or epipen to be stored at the center, must have a completed anaphylaxis emergency plan that has been completed by his/her physician prior to attendance. The physician must designate a person whom he/she authorizes (usually a parent or guardian) to provide staff training on the plan and the designee must provide the staff training on or before the child’s first day of school.

Emergency Procedures:

Froggie Frontier has a well developed and complete emergency response plan that has been coordinated with local agencies and that clearly identifies the specific actions for any emergency situation. These are posted next to the fire alarm and exit door in the front classroom. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the year so they will be familiar with how to respond in an emergency situation. If evacuation of the school is necessary, we have designated two locations for relocation of the children depending on the type of emergency. The children will first be relocated to the St. Stephen’s Lutheran Church. In the event that the church facility is not safe, our designated meeting spot is located at 936 Olson Lane (at the corner of Latham Avenue).

Integrated Pest Management Plan & Pesticide Regulations:

Froggie Frontier implements Integrated Pest Management (IPM) procedures to manage structural and landscape pests and to minimize exposure of children, staff and others to pesticides. It is the goal of Froggie Frontier to implement IPM by focusing on long-term prevention and suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels and by making the habitat less conducive to pests using sanitation and mechanical and

physical controls. If non-chemical methods are ineffective, Froggie Frontier will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment.

The Healthy Schools protects your right to know when certain pesticides will be used at your child's school or childcare facility and requires schools to provide an annual list of pesticides they expect to use. Froggie Frontier does not expect to use any pesticides in the coming school year. In the event that we find it necessary to use pesticides at our facility or playground, you will be provided with specific information on the pesticide(s) to be used prior to their application. You may access more information about the Healthy Schools Act at www.schoolipm.info

Parent Communication & School Visits

Communication:

We encourage honest, open communication. The staff truly wants to work with you to provide the best preschool experience possible for your child. Our main means of communication is through email, so please check your email regularly and email us with any questions or concerns. Emails are replied to by a member of our administration team and their office hours fluctuate, but in general you should expect a reply within 24 hours, Monday - Friday. We do not have emails forwarded to anyone's phone, so please be sure you make arrangements for a request in a schedule change ahead of time. Please do not request employees personal emails or cell phone numbers as a means of discussing center business.

If you have an important message that needs to be relayed during center hours, such as if you are running late or need someone else to pick up your child, please call (916) 933-3714. Staff don't always answer the phone if they are actively with the students, but they do check any messages left regularly.

Each student has a student folder that we also use as a form of communication and we kindly ask that you check it daily when picking up your child. You can expect to receive a center newsletter about once a month via email and all policies, forms, newsletters, school closures, etc. can also be found on our website. (froggiefrontier.com). We also use the BLOOMZ! app to send reminders and sign ups which can be accessed from your smartphone should you chose. Parent/teacher conferences are offered twice a year (in the late fall and spring) for students who have attended school at least 7 weeks.

School Visits:

Throughout the year, we have several family events here at school that you are encouraged to attend. You are also welcome to visit your child's classroom or drop by the center at anytime.

We look forward to a great year with your child!