

# Froggie Frontier Preschool & Childcare

## Summer 2018 Parent Handbook



***Preschool & Childcare***

Hop into learning at Froggie Frontier

1001 Olson Lane El Dorado Hills, CA 95762  
(916) 933-3714

[www.froggiefrontier.com](http://www.froggiefrontier.com)

email: [administration@froggiefrontier.com](mailto:administration@froggiefrontier.com)

### **About Froggie Frontier's Summer Program**

Froggie Frontier Preschool and Child Care Center is licensed by the State of California Department of Social Services (License #093615992) and is a developmentally appropriate preschool program that focuses on nurturing the physical, social, emotional, and cognitive development of children in a Christian based environment. During the summer months, we run one-week secular theme based camp sessions open to all healthy children ages 3 – 6 years who are fully toilet trained. All students will be accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry.

Our summer camp programs are ran by carefully screened, highly qualified employees who 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. More importantly, they love working with kids and provide a warm and welcoming environment for your child.

During our camp programs, we strive to maintain a 1:6 teacher/child ratio. At no time, do we exceed the state guidelines of a 1:12 teacher/child ratio.

### **Program Times and Session Dates**

Our summer camp program sessions are held Monday – Friday from 9:00 a.m. – 12:00 p.m. during the following dates:

<u>Dates:</u>	<u>Theme:</u>
6/4—6/8	Down By the Sea
6/11 – 6/15	Music Makers
6/18 – 6/22	Sports & Games Galore
6/25 – 6/29	Animal Planet
7/2 – 7/6*	Party in the U.S.A. & The Wild, Wild West (*no camp 7/4)
7/9—7/13	A Pirate's Life for Me
7/16 – 7/20	Art & Science Mania
7/23 – 7/27	Rainforest Renegades
7/30 – 8/3	Kids in the Kitchen

2, 3, and 5 day options are available. Please see fee schedule on following page.

### **Optional Lunch Bunch Program**

Kids can stay an extra 45 minutes after the camp 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 lunch and enjoy a little more time to yourself.

Offered daily: 12:00 – 12:45 p.m.

### Daily Schedule

9:00 – 9:30	Arrival & Outdoor Play & Art
9:30 – 9:50	Handwashing, Water Break & Table Activities
9:50 – 10:00	Music & Movement, Bathrooms & Handwashing
10:00 – 10:15	Snack
10:15 – 10:30	Circle Time
10:30 – 11:10	Center Activities (small group activities)
11:10 – 11:45	Indoor Discovery Time (free choice time)
11:45 – 11:50	Clean Up
11:50 – 12:00	Closing Circle
12:00 – 12:45	Optional Lunch Bunch

### Fees:

<b>Camp Program</b> (9:00 a.m. – 12:00 p.m.)	Standard Cost:	Past, Current or Future Froggie Frontier Student* Discount Program (occasional attendance)
Monday - Friday	\$145 per week	\$135 per week
Mon./Wed./Fri. (or 3 days per week)	\$87 per week	\$81 per week
Tues./Thurs. (or 2 days per week)	\$62 per week	\$58 per week
Occasional Daily Rate	\$31 per day	\$30 per day
Lunch Bunch (12:00 p.m. – 12:45 p.m.)	\$5 per day	\$5 per day

\*future Froggie Frontier student refers to those students enrolled in our 2018 – 2019 school year.

### **Additional Camp Fees and Financial Obligations**

All payments are to be made by check or money order payable to Froggie Frontier. Current or future Froggie Frontier students currently in our on-line oncares program may make a credit card payment through their parent portal.

#### **Deposit:**

A non-refundable \$10 **per session** deposit is required to hold your child's spot. Deposits are transferable to another session provided there is space in the program.

**Session Fees:** Session fees are due in full on the first day of each camp session. Your child cannot be admitted to camp without payment. Failure to pay will result in giving your child's spot to someone on the waiting list.

#### **Returned Check Fees:**

If the bank returns your check for insufficient funds, you will be assessed a return check fee of \$25.00. Additionally, the session fee, returned check fee and late fees will need to be paid by money order. Late fees are \$10 per calendar day from the day the session fee was due until the date the session fee, late fees and returned check fees are received by Froggie Frontier. Upon notification of a returned check, you will have two working days to bring in a money order to cover all fees owed. If you do not meet this financial obligation your child will not be admitted at Froggie Frontier until all applicable fees have been paid. The second returned check will require all future session fees to be paid by money order. Froggie Frontier reserves the right to terminate enrollment at any time for non-payment 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 12:00 p.m. (Camp Program) and 12:45 p.m. (Lunch Bunch Program). This late fee is due on your child's next attendance day.

#### **Lunch Fees**

If your child attends the Lunch Bunch program and you forget your child's lunch, there will be a charge of \$5 for each lunch provided by the center. This fee will be due at the time you pick up your child.

#### **Vacations/Medical Absences:**

There are no refunds or pro-rated session fees available if your child misses a camp day or session. Should your child be unable to attend an entire camp session any deposits or fees paid can be transferred to another camp session, if there is space available, with at least 5 business days advance notice to Froggie Frontier.

### **Enrollment Requirements**

Prior to your child's first day of attendance the following must be submitted:

- Registration Form
- Child's Preadmission Health History
- Identification Form
- Consent for Emergency Medical Treatment
- Immunization Records (immunizations must be current)
- Admission & Financial Agreement
- Parents' Rights Form
- Personal (Child's Rights) Form
- Physician's Report & TB Clearance (by the 30<sup>th</sup> day of enrollment)
- Deposit of \$10 for each camp session you are enrolling your child in.
- Incidental Medical Plan completed and signed by a physician (for those students who require an epi-pen or inhaler to be kept at camp.)

### **What to Bring to Camp**

- A small backpack or other small bag that contains a change of clothes in a zip lock bag clearly marked with child's name. This should include underwear and socks in addition to a change of clothes. These will be for child's use in case of accident or spill. If your child will be attending camp for the entire summer, these can be stored for you at the center.
- Nutritious non-perishable, non-nut lunch, if participating in the Lunch Bunch program.

### **Toys**

Please leave all toys at home, unless requested by camp staff for an activity.

### **What to Wear to Camp**

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 these warmer months. Be sure to label all outdoor garments. Girls should wear shorts underneath their dresses. Closed toe shoes such as tennis shoes are highly recommended and only children wearing these shoes will be permitted to climb on the structures. Summer sandals must have a back strap. 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.

## **Daily Procedures:**

### **Arrival/Sign-In**

Children are required to be signed in daily by a parent, legal guardian or other adult who is listed on your child's form. Parents who are currently in our oncares system will sign in electronically. All others will sign in manually. Please use your full name only when signing in your child (no initials) and record time of day.

### **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 your child out before taking him/her from the center for the day. Again, a full name and time that the child is picked up is required on the sign out log. Failure to sign in & out your child electronically or with the date, time and with your full legal signature if using a manual sign in/out sheet will result in a \$2 fee.

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 form, 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. 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 12:00 p.m. (Camp Program) or 12:45 p.m. (Lunch Bunch Program). This late fee is due at the time you pick up your child. If we are unable to reach you within an hour from the time that your child's program ended, and have exhausted the people on your emergency list, we have no recourse but to call Child Protective Services (CPS) to report the steps we have taken to locate you and request assistance.

## **Nutrition**

### **Nut-Free School:**

We are a nut-free school. If your child will be participating in the Lunch Bunch program, please do NOT send your child to school with any food items containing nuts or nut products.

### **Snack:**

A nutritious snack is provided daily. Each snack shall include at least 1 serving from each of 2 or more of the four major food groups. A weekly snack menu can be found posted on the parent bulletin board located in the classroom.

### **Lunch:**

If your child will be attending the lunch bunch program please provide a nutritious and nut-free lunch for your child. We cannot prepare or heat lunches for the children, so

please plan accordingly. When preparing your child's lunches, please remember to prepare small portions that your child can easily eat him/herself, and try to keep meals low in sugar. Please don't pack candy or soda pop of any kind. If you need suggestions for healthy lunch choices, please ask for a handout. We do not allow the children to share lunches. If you forget your child's lunch, there will be a charge of \$5 for each lunch provided by the center. This fee will be due at the time of pick up.

### **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 snack to share with your child's class, please check the summer camp director for the number of individual servings that will be needed. Please make sure the snack is something that can be easily served and that is low in sugar if possible. Because of food safety concerns, snacks must be store bought with the ingredients clearly listed so staff can check for food allergies. If you need suggestions, please speak to the camp director.

#### **Video/DVD/TV Policy**

Videos, and DVD and viewing are used only for special events, curriculum enhancements, or on occasion, during recess time during spare the air days or inclement weather. Any video or DVD shown has been previewed by Center staff 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 videos or 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 Preschool and Childcare Center 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 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 re-direction, and/or positive reinforcement whenever possible. If these techniques do not work, staff may remove a child from a group area for a "time-out" as long as visual supervision can be maintained. The "time-out" is not intended as a punishment, but rather as a calming time to regain control. A child will be encouraged to return to play as soon as he/she feels ready.

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.

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 our program is a successful one.

In the event that a child is continually struggling with behavior issues, we will require a parent/teacher/administrator conference to come up with a plan to help your child. This might result in the use of a behavior chart, reward system, behavior contract or other strategies.

Continual disruption of the camp program 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. If you are called to pick up your child, you must do so within 1 hr. or be subject to a \$25 per hour charge. The second call for removal within 14 days will result in a one-week probation. If there has not been an acceptable behavioral change in that one-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  
8745 Folsom Blvd. Suite 200  
Sacramento, CA 95826  
(916) 229-4530

- (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.

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 camp/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, pin worms, 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.

#### Medications

Medications of any kind are NOT administered at the center during the summer camp program. A parent is welcome to come to the center to dispense medication to his/her child. If a child requires an epi-pen or inhaler at camp, licensing regulations require that a physician complete and sign and emergency action plan prior to a child's first day of attendance and for these to be stored by staff. Please contact us if you need this form. (Please note that most physicians require several days notice to complete these so please plan accordingly. We can not have epi-pens or inhalers at the center without this form completed.)

#### 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. 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 at 936 Olson Lane (at the corner of Olson Lane and Latham Avenue.)

### **Parent Communication & School Visits**

#### **Communication:**

We encourage honest, open communication. The staff truly wants to work with you to provide the best camp experience possible for your child. Please feel free to ask questions at any time. If you have a concern or need to have a private conversation, please schedule a time to conference with your child's teacher and/or the director before or after camp. We want to be able to give you our full attention, and this is difficult when we are responsible for teaching and supervising the students.

#### **Camp Visits:**

You are welcome to visit the camp at anytime. If you should wish to volunteer at the camp program, you will need to sign a health statement form, confidentiality agreement and have a clear TB test and proof of immunizations from pertussis and measles prior to doing so.

We look forward to a great summer with your child!