

# Froggie Frontier Preschool

## Summer 2022 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 years old through those entering first grade 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 run 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 1:8 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 with 1 - 5 day per week options, are held Monday – Friday from 9:00 a.m. – 12:00 p.m. during the following dates:

<u>Dates:</u>	<u>Theme:</u>
6/6—6/10	Welcome to Summer!
6/13 – 6/17	STEM
6/20 – 6/24	Music Makers
6/27 – 7/1	Artful Adventures/4th of July Fun Friday

### **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 for yourself.

Offered daily: 12:00 – 12:45 p.m. for \$6 per day

## Daily Schedule

9:00 – 9:30	Arrival & Outdoor Play & Art
9:30 – 9:45	(Handwashing), Story & Circle Time
9:45 – 10:35	Center Activities (small group activities)
10:35 – 10:45	Music & Movement (bathrooms & handwashing)
10:45 – 11:00	Snack
11:00 – 11:50	Indoor Discovery Time (free choice time)
11:50 – 11:55	Clean Up
11:55 – 12:00	Closing Story
12:00 – 12:45	Optional Lunch Bunch

### **Fees:**

**Standard Cost:**

\$35 per day (\$175 per week)

**Current/Returning or Future\* Froggie Frontier Students:**

\$33 per day (\$165 per week)

\*future Froggie Frontier students refers to those students enrolled in our upcoming 2022 – 2023 school year.

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

All payments are to be made by check or money order payable to Froggie Frontier or by credit card through our online registration and payment program at [1coresolutions.com](http://1coresolutions.com). Please note that the company does charge a service fee for credit card payments.

**Session Fees:** Session fees are due in full by 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 or through credit card on-line. 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)
- 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 ziplock bag that contains a change of clothes 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 and will be stored in his/her cubby.
- Nutritious non-perishable, **non-nut** lunch, if participating in the Lunch Bunch program. Due to current covid-19 guidelines, lunches need to be packed in a disposable bag with disposable wrappings. (Please no bento boxes, lunch boxes, tupperware or water bottles.) Children will be provided with plenty of cold water throughout the day.

## **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. (We are not allowed to apply sunscreen to your child.) Be sure to label all outdoor garments. We recommend that girls wear shorts underneath their dresses. Closed toe shoes such as tennis shoes are highly recommended. (Please no flip flops or shoes without backs.)

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, including the ability to wipe themselves to attend our program.)

## **Daily Procedures**

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

- Children are required to be electronically clocked in (or signed in the manual timesheet binder) by a parent, legal guardian or other adult who is listed on your child's form. You will sign using an electronic device and the code provided for you.
- After signing in your child, please say goodbye to your child at the designated area. A teacher will take any items from you and place them in your child's cubby.

Your child will wash hands with a teacher upon arrival.

### Departures/Sign-Out

- Pick up will take place at the classroom door and a staff member will assist you with signing your child 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, 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 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 12:00 p.m. (Camp Program), or 12:45 p.m. (Lunch Bunch Program). 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.

### Nutrition

#### No Nut Products at School:

We do not serve nuts or nut products. If your child participates in the Lunch Bunch please do NOT send your child to school with food items containing nuts or nut products.

#### 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 be served an occasional small treat on special event days, please let us know. A snack menu will be posted on the outside parent bulletin board.

#### Lunch:

If your child will attend the Lunch Bunch please provide a nutritious lunch in a disposable bag and wrappings for your child and remember to include any disposable utensils your child will need. We cannot refrigerate, prepare, or heat lunches for the children, so please plan accordingly. When preparing your child's lunch, 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, items labeled as "may contain nuts"**, candy or soda pop of any kind. 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 bag.) 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.

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. Due to current covid guidelines, we regret that we can not allow outside treats or goodie bags to be distributed to other campers at this time.

#### Media Policy

DVD and media viewing are used only for special events, curriculum enhancements, or on occasion, during recess time during spare the air days or inclement weather.

#### 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.

Power Outages: The center is required by licensing to maintain certain temperatures inside our classrooms. If a power outage causes us to become non-compliant in this area, we have no choice but to close the camp. If this occurs, and you need to pick up your child early and there is less than 45 minutes left in the camp day at the time of pick up, no refunds will be given for tuition. If camp will be closed for more than 45 minutes, you will be issued a pro-rated refund.

### **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.

At Froggie Frontier, we have 3 expectations:

- 1) We are safe.
- 2) We are respectful.
- 3) We are kind.

When challenging behavior occurs, we will verbally discuss ways to handle the situation and 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 “reset” break as long as visual supervision can be maintained. The “reset” 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.

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 camp.

In the event that a child is struggling with behavior issues, we will require a parent/teacher/administrator conference in order to determine if a plan can be developed to help your child to be successful in the camp environment. This might result in the use of a behavior chart, reward system, behavior contract or other strategies. Successful behavioral interventions generally take a longer period of time than the weekly camp sessions can provide. If the center is unable to meet the needs of the child, it may be necessary for parents to make alternative arrangements for their child's camp experience.

Extreme behavior that causes a safety concern for the child, staff or other children may result in a phone call to the parent requesting immediate removal of the child from the center for the day. In the event that a child becomes physical or 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

(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 the students, our staff and your families is our top priority. A daily health review and temperature check 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. If a child is unable to participate in all aspects of the program, both inside and outside, we do not consider them well enough to be in attendance. Refunds or “makeup days” are not given for absences due to illness.

#### **Please keep your child home if he/she:**

- has a fever of 100.4 or above or has had one during the previous 48 hour period
- has a heavy, colored nasal discharge
- has a constant cough.
- has symptoms of a communicable disease\* (symptoms may include: reddened eyes, discharge from the eyes, sore throat, abdominal pain, nausea, diarrhea, and fever).
- presents with or complains of symptoms of COVID-19: muscle ache, headache, cough, shortness of breath, sore throat, new loss of taste or smell, diarrhea or vomiting
- Has had exposure to someone with a known or suspected case of COVID-19.

#### **Please also keep your child at home if anyone in your household:**

- Has a fever of 100.4 or above or has had one during the previous 72 hour period
- Presents with or complains of symptoms of COVID-19: muscle ache, headache, cough, shortness of breath, sore throat, new loss of taste or smell, diarrhea or vomiting or has had exposure to someone with a known or suspected case of COVID-19. **Please notify your health care provider immediately so they can advise you of isolation, quarantine and testing requirements and recommendations.** The CDC currently recommends that anyone who has had

close contact with someone with COVID-19 stay home for 10 days after exposure based on the time it takes to develop illness.

**For known or suspected cases of COVID-19, your child may return to school:**

- **Only with a written physician's note stating that is safe for the child to return to the school setting or having followed current CDC guidelines regarding isolation/quarantine periods**

The CDC currently outlines the following:

For those with a suspected or known case of COVID-19 with symptoms: it is usually safe to be around others after 3 days with no fever AND respiratory and other symptoms have improved AND it has been 10 days since symptoms first appeared

For those who tested positive for COVID-19 but had no symptoms: it is usually safe to be around others if there continues to be no symptoms and 10 days have passed since the test. Your health care provider may have you tested again, in which case it is usually safe to be around others if there has been 2 negative test results in a row, at least 24 hours apart.

**For non-COVID-19 related illnesses, your child may return to school:**

- If your child has been fever free, without medication for 48 hours. A fever is defined as 100.4 or higher.
- If the incubation period for a communicable disease has passed\*
- If your child has a written doctor's release

**\*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.

**Staff Illnesses:** When a staff member is sick, we have the same requirements to return

to work as we outlined above for the students. We maintain our own roster of qualified substitute teachers and contract with several substitute teacher agencies. Because we normally maintain such low teacher/student ratios, we are usually able to still provide supervision within the legal 1:12 ratio if a staff member becomes ill. While we have never had to close in the past due to a lack of staffing, given the current pandemic, this could be a possibility that we want to prepare for. We do not anticipate having to do so, but in the event that we are unable to provide care for all of the children scheduled to be in attendance on any given day, we will first ask for volunteers to forgo their camp day. If we do not receive enough volunteers, we will give priority for attendance to our working families. Tuition will be credited/refunded in this scenario.

### 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 developed an emergency response plan that 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.

**Parent Communication**

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.

We look forward to a great summer with your child!