

Froggie Frontier Preschool & Childcare
2021 - 2022 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, Second Step (a social emotional learning program) 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, including wiping.) 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 entry into first grade.

Our Staff

Our owner/administrator is a credentialed teacher who taught in the Buckeye School District for 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.*

(*Drop off and pick up times may be staggered due to recommendations in place to address the pandemic.

Classes will remain 3 hours per day.)

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. 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 2022 and for those entering Transitional K in the fall of 2022 **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 (Offered Monday - Friday; 11:30 - 12:15 P.M.)

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 for 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.

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*:

(*Due to current recommendations in place to address the pandemic, this program will not be offered until further notice.)

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 2021 - 2022 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 covid-19 immunization
- Provide proof of current Influenza or sign an opt out form.

If you are 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 a.m. Optional Extended Care Hours/Free Choice

A.M. Program*

Under regular operating procedures, all morning classes follow schedule 1. (If necessary because of covid-19 protocol changes, your child's classroom may change to one of the following schedules below. This allows us to maintain smaller groups outside.)

	Schedule 1	Schedule 2		Schedule 3
8:30 - 9:30 a.m.	Arrival, Handwashing, Table Activities, & Free Choice	Arrival, Handwashing, Table Activities & Free Choice	8:30 - 8:45 a.m.	Arrival, Handwashing, Table Activity
9:30 - 9:45 a.m.	Circle Time	Music & Movement Activity, Restrooms, Handwashing	8:45 - 9:00 a.m.	Music & Movement Activity, Restrooms, Handwashing
9:45 - 10:30 a.m.	Small Group Instruction (hand sanitizing between each rotation)	Snack & Outside Play	9:00 - 9:45 a.m.	Snack & Outside Play
10:30 - 10:45 a.m.	Music & Movement Activity, Restrooms, Handwashing	Handwashing & Circle Time	9:45 - 10:05 a.m.	Handwashing & Circle Time
10:45 a.m. 11:15 a.m.	Snack & Outside Play	Small Group Instruction (hand sanitizing between each rotation)	10:05 - 10:35 a.m.	Small Group Instruction (hand sanitizing between each rotation)
11:15 a.m. - 11:30 a.m.	Handwashing & Closing Circle	Closing Circle	10:35 - 11:15 a.m. 11:15 - 11:30 a.m.	Free Choice Closing Circle

Optional Lunch Bunch & Lily Pad Corner

11:30 – 12:15 Lunch Bunch Program

12:15 - 12:30 Continued Play Time

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.

Financial Obligations

Annual Registration Fee:

A nonrefundable registration fee of \$65 is due when you enroll your child as a new student. As a returning student, an annual non-refundable registration fee of \$65 is also due at the time you enroll your child for the following school year.

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. **Due to current recommendations in place, all field trips have been postponed for the foreseeable future.**

'21 - '22 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.)

Your child's total number of school days is multiplied by the daily rate for the total annual tuition, which is then collected in 10 equal installments with payments made August - May, due by the 10th of each month. The table below reflects pricing for students starting at the beginning of the school year for our most common schedules.

Mondays: 32 days Tuesdays: 37 days Wednesdays: 37 days Thursdays: 37 days Fridays: 37 days	A.M. PRESCHOOL PROGRAM (8:30 - 11:30)	LILY PAD CORNER PROGRAM (extended care) (7:15 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	\$38 per day	\$30 per day	\$68 per day
	<u>Monthly Tuition</u> M/W (69 days): \$262 per mo. W/F (74 days): \$281 per mo. T/Th (74 days): \$281 per mo	<u>Monthly Tuition</u> M/W (69 days): \$207 per mo. W/F (74 days): \$222 per mo. T/Th (74 days): \$222 per mo.	<u>Monthly Tuition</u> M/W (69 days): \$469 per mo. W/F (74 days): \$503 per mo. T/Th (74 days): \$503 per mo.
3 days per week	\$38 per day	\$30 per day	\$68 per day
	<u>Monthly Tuition</u> M/W/F (106): \$403 per mo. T/W/Th (111 days): \$422 per mo. M/T/Th: (106 days): \$403 per mo.	<u>Monthly Tuition</u> M/W/F (106 days): \$318 per mo. T/W/Th (111 days): \$333 per mo. M/T/Th: (106 days): \$318	<u>Monthly Tuition</u> M/W/F (106 days): \$721 per mo. T/W/Th (111 days): \$755 per mo. M/T/Th: (106 days): \$721
5 days per week	\$35 per day	\$28 per day	\$63 per day
	<u>Monthly Tuition</u> M-F (180 days): \$630 mo.	<u>Monthly Tuition</u> M-F (180 days): \$504 per mo.	<u>Monthly Tuition</u> M-F (180 days): \$1,134 per mo.

OTHER PROGRAMS

LUNCH BUNCH PROGRAM	HOURLY EXTENDED CARE (7:15 - 8:30 a.m. & 12:15 - 5:30 p.m.)
\$6 per day	\$7.00 per hour (not to exceed daily Lily Pad Corner rates listed above)

For students on an alternate schedule or for those starting after the first day of school:

of school day in child's school year: _____ X daily rate \$ _____ = _____ annual tuition

(divide by # of months left in school year): _____ = _____ monthly payment

The following discounts are offered off the BASE preschool tuition. No discounts are offered for Lily Pad Corner (extended day), lunch bunch, field trips, etc. **ONLY ONE DISCOUNT APPLIES.**

10% off per base preschool tuition per month: for those registered with St. Stephen's Lutheran Church and teachers with valid CTA cards

Sibling: 15% off base preschool tuition per month for first sibling; 10% discount given for each subsequent child.

Parent Participation: \$30 off per month for 4 hours volunteer time in that given month. (This program is not available until further notice.)

Due Dates/Methods of Payment/Late Fees:

Charges will be posted to your online account ledger by the 5th of the month and tuition 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. **Hourly** Lily Pad Corner (extended care) is based on time used and charges will be posted to your account the month after they are incurred.

You may access your account ledger anytime by logging into your 1core 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 outside the front door that faces the parking lot. 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. We do not offer electronic funds transfers at this time, but you can arrange Automatic Bill Pay through your bank so tuition checks are automatically sent to the center. 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. If you choose to set up a credit card to automatically pay your tuition each month, be sure to set the date for **after the 5th of each month** since charges are not posted until then.

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 cover all fees owed. If you do not meet this financial obligation your child may 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, cashier's check, credit card 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), or 5:30 p.m. (Lily Pad Corner Extended Care Program) if your lateness causes us to adjust our staffing. If we can accommodate your lateness without increasing staff hours, you will be billed at our standard \$6.50 per hour rate for extended care. 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 a 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 and/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.

On occasion, the internet does go down at the center. When this occurs, you will be required to sign your child in/out using our manual timesheet binder. Failure to do so will also result in a \$2 missing clock in/out fee.

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.

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 center. If this occurs, and you need to pick up your child early and there is less than 45 minutes left in the school day at the time of pick up, no refunds will be given for tuition. For those attending Lily Pad Corner, you will only be charged for time used at the standard \$6.50 per hour rate.

If a power outage causes your child's school day to be cancelled, make up days have been built into the calendar at the end of the school year. Regretfully, if you are unable to participate in a make up day, refunds will not be issued.

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. Froggie Frontier requires a 15 day written notice prior to the last day of attendance. Tuition must continue to be paid during the 15 day notice period. If tuition has been prepaid, and there is an account credit following the required 15 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)

Froggie Frontier may terminate enrollment at any time and a child may be withdrawn from the program for the following reasons:

- The child presents a health or safety threat
- The child is not fully toilet trained
- There are on-going behavioral issues

- There is an inability or unwillingness by the child to follow teacher directions
- Inappropriate parental behavior towards teachers, staff, other children, or other parents
- Lack of tuition payment or ongoing late payment of fees
- Failure to follow center policies and procedures or lack of parental cooperation
- The needs of the child can not be met

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 \$65 first year/\$65 every year thereafter and first month's tuition
- Registration in the Bloomz! Communication app
- 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 new school year:

- Admission Agreement
- Financial Agreement
- Physician's Report (if more than one year old from last submission)
- If not previously completed: ASQ Questionnaire and Registration in the Bloomz! Communication app

What to Bring on the First Day

- Change of clothes in a zip-lock bag clearly marked with your 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). **Food containing nuts or labeled as "may contain nuts" should not be sent to school.** This includes peanut butter, granola bars, or cookies or candy with nuts.
- For Lily Pad Corner Students ONLY: **SMALL** blanket and **SMALL** special doll or stuffed animal for naptime, marked with your child's name and sent in a zip lock bag. Due to current recommendations, these must fit inside a large ziplock bag that can be closed.

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

Daily Procedures

Arrival/Sign-In

Prior to leaving for school, please take the temperature of every member of your household. If anyone has a fever of 100.4 or higher, has any high risk symptoms of covid-19 (cough, difficulty breathing, loss of taste or smell), signs of another communicable disease, or has been in contact within the last 10 days with anyone who has a known or suspected case of COVID-19, **please do not come to school and please immediately notify the school.**

Children are welcome to arrive for the preschool program beginning at 8:25 a.m. Should you clock in prior to the times listed above, you will be billed at a rate of \$7.00 per hour for this time unless you are

already paying the daily rate for Lily Pad Corner (extended day.)

At this time, we are having families drop off and pick up students **outside of the classrooms**. Parents and other family members are still not allowed inside the facility at this time without prior arrangement. Please note the following:

- All adults dropping off and picking up their child who have not been vaccinated for covid-19 should wear a mask.
- Face coverings for the students while inside are strongly encouraged but will be left up to parent discretion at this time.
- A daily health screening will be given to both you and your child.
- Children are required to be electronically clocked in (or signed in the manual timesheet binder if the internet is down) by a parent, legal guardian or other adult who is listed on your child's form.
- After signing in your child, please say goodbye to your child outside his/her classroom door. Your child will wash hands with a teacher upon arrival.
- Once we return to having parents drop their child off in the classrooms again, you will sign your child in, help your child wash hands, place items in their cubbies, and you can say goodbye inside the classroom. If you are not vaccinated for covid-19, you will be required to wear a mask during this time. While helping your child in the morning, please do not allow children or siblings to run into the classroom or onto the playground unattended.

If you use the morning Lily Pad Corner program or arrive late to the center for check in, please knock on your child's classroom door. A staff member will follow the above procedures with you from the classroom door.

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.)

If you are arriving after preschool (11:30 a.m.) a teacher will be assisting with sign out and escorting your child to meet you at the classroom door. If you are arriving at the end of the lunch bunch (12:15 p.m.), you will check out at the playground gate unless there is inclement weather. PM Lily Pad Corner students will be checked out either at the classroom door or the playground gate, depending on what time you arrive.

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 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), 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

No Nut Products at School:

We do not serve nuts or nut products. 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 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.

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 near the outside sign in/out area. Once parents are allowed back into the classrooms, the snack menu will be posted on the parent bulletin board.

Lunch:

If your child attends the Lunch Bunch or Lily Pad Corner programs, please provide a nutritious lunch 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 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 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 store bought (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 lower 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. 6

Staff Development Day - October 4

Veteran's Day – Nov. 11

Thanksgiving Break Nov. 22 – Nov. 26

Winter Break/Christmas Dec. 20 – Dec. 31

Martin Luther King, Jr. Day – Jan. 17

Lincoln's Birthday/Staff Development Day - Feb. 14

President's Day - Feb. 21

Spring Break: April 11 - April 15

Last Day of School: May 26

Make Up Days Due to Unexpected School Closures: May 27, May 31, June 1 and June 2

We may provide an extended care program during the winter break at an additional charge if enough clients need this service. We will have a sign-up sheet the month prior to the break 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/Internet 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 not bring in DVD's from home to share.

We do utilize a select number of teacher selected websites for music and movement activities and for curriculum enhancement.

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, which we will occasionally post on Bloomz. 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. The foundation of our program is based on the **Teaching Pyramid**, a systematic and **evidence-based** framework developed by the **Center on the Social and Emotional Foundations for Early Learning (CSEFEL)** that incorporates Early Childhood Positive Behavior Support (EC-PBS) through promoting social-emotional development, providing support for children's appropriate behavior, preventing challenging behavior, and addressing problematic behavior. For more information: please visit:

<https://cainclusion.org/teachingpyramid/about-the-teaching-pyramid/>

At Froggie Frontier, we have 3 expectations:

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

The children are actively involved in developing rules around these expectations, are encouraged to exhibit these behaviors, are positively recognized for their contributions to these expectations and are supported in learning to recognize these positive behaviors in themselves and in others.

To further support the Teaching Pyramid Model, we incorporate lessons from the Early Learning Curriculum through Second Step that provides a school year long program divided into 4 units: Skills for Learning, Feelings and Empathy, Managing Emotions, and Friendship Skills and Problem Solving. More information can be found at:

<https://www.secondstep.org/early-learning-curriculum>

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. 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 and visual supervision cannot be maintained.

If a child is crying or disrupting the rest of the children, the child will be redirected to a quiet area of the room, away from the group and be calmed.

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. 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 preschool 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. 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 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

(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 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 72 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).
- Has diarrhea, vomiting or stomach upset or has had during the previous 72 hour period.
- Has a high risk symptom of COVID-19 (cough, difficulty breathing, new loss of smell or taste)
- presents with or complains of 2 of the following symptoms of COVID-19: muscle ache, headache, sore throat, congestion/runny nose, or fatigue
- 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 1 of the high risk symptoms associated with COVID-19 (cough, difficulty breathing or new loss of smell or taste)
- Has 2 or more low risk symptoms of COVID-19: muscle ache, headache, sore throat, runny nose/congestion, fatigue, 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.**

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**

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

- If your child has been fever free, without medication for 72 hours. A fever is defined as 100.4 or higher.
- If your child has been free from stomach upset for 72 hours without medication
- 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 possible COVID-19 and nationwide staffing shortages, 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 school 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.

Pandemic/COVID-19 Protocols

Froggie Frontier will follow the recommendations and guidelines established by our regulatory agency (Community Care Licensing), The El Dorado County Department of Public Health, the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH) and Cal OSHA, in response to the COVID-19 pandemic in order to maintain best practices for the health and safety of our staff members and the children in our care. At this time, this includes but is not limited to the following:

1. Frequent hand washing/sanitizing (upon arrival, before snack and meal times, after outside play, if a child sneezes or coughs, and of course, after using the toilet.)
2. Frequent and regular sanitizing of surfaces throughout the day and heightened cleaning at the end of each day using EPA registered products and with an emphasis on disinfection of touch points
3. Regular sanitation of toys using EPA registered products
4. Using respiratory etiquette including covering cough or sneeze with a tissue or sleeve and having adequate supplies within easy reach including no-touch trash cans. (You can help us with this by reminding children to cough or sneeze into their elbows and then to wash their hands.)
5. Limiting the number of people entering our facility and classrooms by having drop off and pick up outside and by postponing field trips, guests and special events until further notice.
6. Including a covid-19 vaccination requirement for parent volunteers (once this program is reinstated)
7. Per current guidelines, staff are to continue mask wearing inside and students are encouraged to do so as well.
8. Removal of dress up clothes, playdough and other items that are not as easy to sanitize and/or to provide children with individual supplies for their use only.
9. Snack will be plated and served by staff, instead of served family--style as we have done in the past.

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.

In the event of a known case of COVID-19 by a student, staff member, or visitor to our center, we are required to notify the County Public Health Department and follow whatever guidelines they put into place. This could include a short term closure for deep cleaning and disinfecting or a longer term closure. Should we be required to close, we have make up days built into our school calendar. Should the number of days we are required to close exceed the scheduled make up days, you will be issued a pro-rated refund for tuition.

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 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.

Froggie Frontier uses cleaning supplies that are on the EPA list of registered disinfectants that are recommended for use against the coronavirus. We prefer and will primarily use Clorax Commercial Solutions Hydrogen Peroxide Cleaner and Lysol Brand Power Plus Hydrogen Peroxide Toilet Bowl Cleaner and Lysol Brand Professional Disinfectant Spray. Due to current circumstances, in the event that we are unable to procure the above products, we have purchased Nu-Foamicide (Cleaner, Disinfectant, Detergent, Food Contact Sanitizer, Virucide for Restaurant, Bar & Institutional Kitchen Use) as an alternative. Should we need to use other disinfectants, we will provide you with further information. For all cleaning supplies, staff always carefully follow the directions listed on the product. They are trained annually in safe cleaning, sanitizing, and disinfecting procedures and receive annual certification in pest management.

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 or use employees personal emails, cell phone numbers or social media accounts as a means of discussing center business.** We also require that you register for the Bloomz! Communication app so that we can effectively send reminders and urgent messages or notices.

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. 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).

School Visits:

Throughout the year, we normally have several family events here at school that you are encouraged to attend. All family events have been postponed at this time, but we are hopeful that we will be able to have our annual Christmas performance. Once other restrictions have been lifted, you are also welcome to visit your child's classroom or drop by the center at any time.

We look forward to a great year with your child!