

# MARLEY'S PRESCHOOL

## PARENT HANDBOOK & ADMISSION AGREEMENT

### The overall well-being and development of your child is our priority.

We believe in providing a fun, fair, supportive and creative learning environment for all students enrolled in our programs. Our childcare facility must be safe, secure and clean at all times. We believe that low student-to-teacher ratios will produce an effective learning environment. Our unique and advanced curriculum hits on all necessary areas of development. We also believe in fresh and healthy snacks and meals so that our children can perform well and play hard throughout the day. Our students will develop social skills, academic skills, and will participate in different character development activities. We believe that children have the right to be respected and their creative differences be expressed.

Along with child development, we feel that parent satisfaction is paramount to the success of a childcare program. Our purpose is to help each student reach their full potential in all areas in partnership with their parents. Our goal is to have open communication between home and school consistently. Parents have the right to visit our programs at any time and participate in any or all activities. They also have the right to voice any concerns about their child and expect immediate attention given to their concerns. Parents are entitled to be reassured of their child's safety and comfort at all times. With help and support from home, we will prepare every child for success in their academic careers and social adeptness.



### General Information:

#### Ages:

We accept preschool children, ages 2-6 for care.

#### School Hours:

Monday through Friday from 7:00am-5:00pm

### Holiday Schedule

The center will be closed on these dates:

Thanksgiving: The 4th Thursday in November and the following Friday.

Christmas thru New Years: December 24<sup>th</sup>—January 1.

Good Friday: The Friday preceding Easter Sunday.

Memorial Day: The last Monday in May.

Independence Day: July 4<sup>th</sup>.

Labor Day: The first Monday in September.

**Meals:**

Breakfast; am snack; lunch; pm snack are all provided by the center. All of the meals will be prepared fresh daily following FDA recommendations for portion size and content. Our goal is to provide fresh and healthy meals and snacks everyday for all of the students. Healthy eating is the key for healthy bodies and minds.

**Naps:**

The children will have nap time daily immediately following lunch for a period of approximately two hours. Each child will be provided with a cot to use during nap time. The cots and clean sheets will not be shared. Every child will have his/her own. The cots will be disinfected weekly and the sheets will be washed daily. The child can bring a favorite blanket and/or stuffed animal to sleep with from home.

**Other programs:**

Currently, we offer a variety of activities that are now included in the program at no additional charge. These activities include Computers/iPads, Dance, Gymnastics, Music, Spanish, Sign Language, and Bible Study (optional).

**Field Trips:**

There will be frequent walking field trips to the beach with parental consent. The beach is just steps away from the preschool. During these trips, the students will participate in learning activities such as counting & sorting seashells and building sand castles. The students will not be allowed to swim. They will be allowed to take off their shoes, weather permitting, and have their feet touch the water during the summer months.

**Medication/Incidental Medical Services (IMS):**

The Preschool will administer prescribed medication to its students if necessary throughout the school day. This will occur only if the medication is prescribed by a doctor with specific directions regarding doses and times medicine should be given along with any other relevant information regarding the medication (For example, “should be taken with food”). The medication must be in its original container and labeled with the child’s name. Parent’s must fill out a form LIC 9221 before any medication is administered. Only staff specifically trained with the medication will administer the medication. The parent needs to give the preschool consent in writing to administer the medication to the child. Over the counter medication will not be given, like cough and cold remedies. If the child is sick enough to need these medicines to suppress symptoms, then the child should remain at home until the illness is gone and no longer contagious. Expired medication will be returned to parent.

**Emergencies:**

In case of a medical or dental emergency with any student, all staff will be instructed to immediately follow emergency procedures like performing CPR and/or calling 911 if needed. If the student is in stable condition and does not need an ambulance, the child will immediately be separated from the other students and taken to the director’s office. An adult on staff will remain with the child at all times giving comfort and support to the child. The parents will be called immediately and they will be expected to pick up the child within the hour. If the parents are not able to pick up the child, then a designee from the child’s emergency card should pick the child up. (See form LIC 627 )

**Parking & Security:**

In Sunset Beach, we recommend while dropping off and picking up your child that you park in the designated spots in the front and rear of the building . If these spots are full or unavailable, we recommend parking in the public parking spots located on the green belt along North Pacific Avenue and South Pacific Avenue. Parking in front of the neighboring homes/businesses is prohibited. In Seal Beach,

there is timed pick up/ drop off parking directly in front of the preschool and scattered along Seal Beach Blvd. There is additional public parking along Seal Beach Blvd. There is handicap access and ramps at the playground entrances of both schools. The front entrances are always locked and are equipped with security cameras that will record every person that enters and exits the preschools. Every morning during drop-off, the parent will be required to walk the child into the preschool and to sign the child in and hand over the care of the child to an adult on staff. The same will be required during afternoon pick-up. Before a teacher hands the care of the child over to the parent, the parent will need to sign the child out. Sign in and sign out sheets will be on a clipboard on the counter of the reception desk at the main entrance. If the teacher does not recognize the parent, then the teacher will then call the director and the child's emergency card will be pulled. Valid ID of the person picking up will be compared to the child's emergency card and we will attempt to contact the parent before releasing the child. We request that if anybody other than the parent is going to be picking up the child, then the parent needs to notify the director or the teacher as soon as possible. For an added security benefit, we have childcare management software that allows us to store photo ID of people authorized to pick up your children.

**Enrollment:**

Before enrolling your child, every family is encouraged to set up a tour of our facility with our director. The enrollment process will be discussed then. Any questions parents may have will be answered.

The children have the right to a safe, fair, caring, and supportive learning environment. They have the right to be respected as little individuals and their creative differences to be expressed. The parents have the right to visit the preschool anytime and participate in any or all activities. They have the right to have open communication with their child's teacher and director and voice any concerns about their child and expect immediate attention given to these concerns. Parents have the right to feel that their child is safe and comfortable at all times.

The parents are required to bring written proof from their child's doctor that all of their child's immunizations are up to date. Copies of these records will be kept on file at the preschool. (See PM 286)

Before any child can attend the school, every parent will be required to get their child a physical exam including a TB test and bring written notice from a doctor noting their child's health condition, including physical ailments, allergies, learning disabilities and all other health concerns. (See form LIC 701)

## Sample Daily Schedule

Time	Event
7:00am-8:30am	Drop off/ Breakfast
9:00am-9:30am	Greeting; circle time; daily news; story time; songs
9:30am-10:15am	Learning Centers; Small Group Time (While the students are in their learning centers, the teacher will be pulling students to work with in small groups.)
10:15am-10:30am	Morning Snack Time
10:30am-11:00am	Playground Time. These times will vary between classrooms
11:00am-12:00pm	Special Activity Time- Computers/iPads, Library, Optional Programs, etc.
12:00pm-1:00pm	Lunch Time & free play
1:00pm-3:00pm	Nap Time
3:00pm-3:15pm	Afternoon Snack
3:00pm-3:45pm	Playground Time. These times will vary between classrooms
3:45pm-4:30pm	Afternoon Learning Centers and Special Activity Time
4:30pm-5:00pm	Clean Up/Pick Up

All parents will be required to have written emergency information on file at the preschool at all times. Also, in case of an emergency, parents have alternate people listed to pick up their child if they are not able. Identification will be checked against the written records during times of pickup and we will attempt to contact the parent first. (See form LIC 700). Please review, sign, and return the attached sheets on parents' rights (LIC 995) & personal rights (LIC 613 A)

### **Discipline:**

We strongly believe in keeping our kids busy and engaged at all times with meaningful activities and low ratios. We also believe in positive comments and reinforcement to achieve good behavior from our students. We have a structured schedule, which gives children comfort through a daily routine. This aides in diminishing negative behavior during transition periods. Time outs, card pulling, one-on-one problem solving with teacher, and parent partnership are used in discipline. Physical restraint of children is not an accepted practice, and is used only as a last resort in order to keep a child from hurting themselves or others. This is done so in as gently a manner as possible. Under no circumstance is corporal punishment used or tolerated at the preschool at any time.

---

## **Admission Agreement:**

The preschool will offer your child a wide range of learning activities. Our learning will take place both indoors and out. We will have frequent walks and activities at the beach since our preschool is located just steps away from the beach. (Please see attached Beach Trip Permission Form). We will provide your child with a safe, caring, fair, and fun environment.

There are two programs to choose from. You can leave your child in our care part time for up to 6 hours per day. You can also leave your child in our care full-time which would be up to 8 hours per day. You will be charged a daily rate. The daily rates for services are as follows: Up to 6 hours per day-\$62.00; Up to 8 hours per day-\$72.00. There will be an additional charge of \$5.00 (diaper fee) per day if your child is not completely potty-trained. We will provide breakfast, a morning snack, lunch and an afternoon snack for your child during the time he/she is in our care. If your child will be napping with us, than we will provide a cot, a sheet, and a quiet place for your child to nap. If you are late picking up your child, there will be a late charge of \$10.00 per every ½ hour or portion there-of that your child remains in our care. Please be aware that there will be Activity Fees assessed twice a year and a re-registration fee assessed annually.

If your child is enrolled in the 6-hour program and you need to increase his/her hours to 8 hours for either single days or permanently, please notify the director and your tuition rate will be adjusted. If you wish to drop days permanently from your schedule, a two-week written notice is required.

The parent or legal guardian is the payor and responsible for all payments made to the preschool. Tuition will be due every two weeks in advance. Cash, cashier's checks, personal checks made out to Marley's Preschool, debit and credit cards (Visa, MasterCard, Discover & Amex) will be accepted. There is a \$2 service fee for all debit transactions (PIN must be entered at front desk) and a 3% service fee for all credit card transactions. If your check is returned from the bank, there will be a \$30.00 charge. In the case of repeat incidents, you may be required to make all tuition payments in the form of cash, credit/debit card, or cashier's checks.



The preschool will be closed on all major holidays (Please see list of holidays in Parent Handbook). Tuition payments hold your child's spot. You must be current on your payments for your child's spot to be retained. Illness, vacation, personal emergencies and holidays do not merit a refund. If your child has a fever, a constant runny nose, is constantly coughing, or displaying any other symptoms of illness; your child will be isolated from the other students and will be expected to be picked up immediately. Your child may not return to school until he/she has been fever, vomit & diarrhea-free for 24 hours.

If either party, parent or preschool, decide to end their agreement, then there will be a two week written notice given to the other party. If the parent decides to take the child out immediately, then payment for the two weeks notice will be charged. The preschool has the right to immediately stop care for the child if the child becomes a danger to himself, the other students, or the staff. There will be no required two weeks advanced notice given in this case.



For everyday that your child attends preschool, you are to provide two full changes of clothing, an extra pair of shoes, more than enough diapers or pull-ups needed for the day, cleansing wipes for diapering and toilet training, diaper cream if needed, a blanket and something special from home that your child can nap with (pillows and stuffed animals are ok). Your child will be provided a cubby area where he/she can store his/her things for the day. A backpack is preferred to carry your child's things from school to home and home to school, daily. At times, children's clothing get mixed up or are misplaced. A good tip to prevent this is to write your child's name on their clothing tags with a sharpie.

If at any time, it is necessary for us to administer medicine or cream of any type to your child, an additional form needs to be filled out and signed. You can obtain this form from the front desk or on our website at anytime.

We are open from 7:00am-5:00pm. We are flexible with drop off and pick up times, but we recommend that your child be dropped off no later than 9:00a.m. to ensure that no part of the academic program be missed. Breakfast is served until 8:30am. Lunch will be served at 12:15pm and nap will happen from 1:00pm-3:00pm. Part-time 6 hour window options are 7:00am-1:00pm or 9:00am-3:00pm. Full-time 8 hour windows vary, with the latest pick-up at 5:00pm (9:00am-5:00pm).

**Any changes made to your original contract days/times, whether verbal or written, are binding under this agreement.**

Please mark the days your child will be attending and write in your desired drop off and pick up times below.

Day	Selection	Hours	Drop off/ Pick up time(s)
Monday		6 Hours	--
		8 Hours	--
Tuesday		6 Hours	--
		8 Hours	--
Wednesday		6 Hours	--
		8 Hours	--
Thursday		6 Hours	--
		8 Hours	--
Friday		6 Hours	--
		8 Hours	--

Is your child completely potty trained? Yes\_\_\_ No\_\_\_

I have read and fully understand the above admission agreement. I am aware of the amount of tuition that I am responsible for and when it is due. I have read and understand the attached Parent Handbook. I have signed, dated, and returned the other forms required by The Department of Social Services, Community Care Licensing. I am also aware that immunization waivers are not accepted. All state-required immunizations need to be complete before student starts school.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_