



Parent Handbook 2024

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Tel. (805) 323-7226

MISSION STATEMENT

Kiddie College is committed to striving for the highest possible standards in early childhood development and, in doing so, supporting the children, teachers, and families of our community.

PHILOSOPHY

Kiddie College provides a quality early childhood education program in which respectful and trusting relationships are formed with children and their families. Parents and teachers work together to ensure the best interest of each child. Teachers act as facilitators in the child's day-to-day environment and provide developmentally appropriate practices at each child's level.

A safe and welcoming environment is a priority for enabling the courage and support that children need to take on challenging tasks. The teacher develops trust through individual attention and; therefore, a low teacher to child ratio is maintained.

Within the learning environment, children are presented with rich opportunities for exploration and decision-making through play. Children learn by doing and by forming their own notions of how the world around them works; therefore, creating real-world connections in the classroom is critical to learning. Play-based activities are hands-on and reflect various learning domains including emotional, social, cognitive, and physical growth. Through these practices, Kiddie College hopes to establish a life-long love for learning in every child.

NEW FAMILIES

On the first day of school your child will need to bring the following items:

1. Lunch - packed in a lunch box and labeled clearly with your child's name (please see Nutrition and Food Policy). Food should be prepared "ready to eat" (i.e. prepared according to your child's chewing abilities) and parents are strongly encouraged to include ice packs and/or a thermos to keep the food fresh. We do not refrigerate or reheat children's food.
2. Change of Clothes - Two changes of clothes with each item clearly labeled with your child's name. (This should include extra clothing, socks, shoes, and underwear). Clothes will be stored at school, thus if your child gets wet or excessively dirty he/she can put on a fresh set of clothes. Please restock as needed.
3. A Photo of Family Members - These will not be returned so please be sure you are willing to part with the photo.
4. Snacks - All children will be provided with a morning and an afternoon snack by the center. Children may eat at any time throughout the day; however, any snacks beyond the two provided snacks must be provided by the parent. Connect with your child's teacher immediately if your child has any allergies, food intolerances or other special dietary needs.
5. Naptime - Each child will need to bring:
 - 1 crib sheet to cover cot at nap time
 - 1 small blanket (that can remain at the center overnight)
 - Please label these items with your child's name with a marker, using large, clear lettering. Families are asked to take bedding home weekly for laundering.
6. Diapers (as appropriate) – Children who are in diapers will need a supply of diapers provided by parents; the Center provides wipes. These should be kept replenished as needed. (Note: due to the increased health risk in the use of cloth diapers in group care, if you are using cloth diapers, this option must be discussed with the Director and a physician's note will be required)
7. Water Bottle – Please send your child with a LABELED water bottle to be refilled at school.

We have an open-door policy. Please feel free to stay with your child until he/she feels comfortable with the new classroom & teacher. We look forward to welcoming you and your child to Kiddie College.

DAILY BUSINESS

Kiddie College is a year round program serving ages 18 months-5 years. We observe most federal holidays and will also close for 2 annual staff professional development days (to be announced in advance).

Kiddie College
2024 School Calendar

January 1, 2024 – New Year's Day (SCHOOL CLOSED)
 January 15 – Martin Luther King Jr Day (SCHOOL CLOSED)
 February 19 – President's Day (SCHOOL CLOSED)
 April 19 – Parent Teacher Conferences (SCHOOL CLOSED)
 May 27 – Memorial Day (SCHOOL CLOSED)
 June 19 – Juneteenth (SCHOOL CLOSED)
 July 4 – Independence Day (SCHOOL CLOSED)
July 15-19 – Summer Break (SCHOOL CLOSED)
 July 1 - August 18 – Summer Activities
 September 2 – Labor Day (SCHOOL CLOSED)
 Date TBD – Picture Day
 October 18 – Parent Teacher Conferences (SCHOOL CLOSED)
 November 11 – Veteran's Day observed (SCHOOL CLOSED)
 November 28-29– Thanksgiving (SCHOOL CLOSED)
December 24-January 1, 2025 – Winter Break (SCHOOL CLOSED)
January 2, 2025 – First day back! (OPEN)

Center operating hours are Monday-Friday 7:00am-5:45pm.

We offer the following three weekly schedule options as full-time (8:45am-4:45pm) or part-time (8:45am-12:15pm):

1. Monday through Friday
2. Monday, Wednesday, Friday
3. Tuesday, Thursday

Extended Day Care is available from 7:00am-8:45am and 4:45pm-5:45pm for an extra fee.

Schedule Modification Policy – A schedule change (i.e switching to MWF from M-F) must be discussed with administration and is dependent on availability of space. Once approved by admin, a written notice and an updated Admission Agreement is required 30 days prior to the schedule change taking effect.

There are no exceptions for early drop-offs or late pick-ups. Children may not be dropped off earlier than the center's opening time at 7:00am or earlier than their scheduled drop-off time.

POLICY CHANGES

Kiddie College has the right to change any policies and/or tuition rates with a 30-day written or emailed notice to families.

2024 Monthly **Preschool** Tuition Rates

Preschool Regular School Day (3 - 5 yrs)

	M-F	MWF	T,Th
Full Day 8:45am-4:45pm	\$1260	\$960	\$764
Half Day 8:45am-12:15pm	\$1085	\$678	\$638

Preschool Full Day with Extended Care

	M-F	MWF	T,Th
7:00am-4:45pm	\$1404	\$1077	\$850
7:45am-4:45pm	\$1358	\$1020	\$807
7:00am-5:45pm	\$1452	\$1140	\$894
7:45am-5:45pm	\$1404	\$1077	\$850
8:45am-5:45pm	\$1358	\$1020	\$807

Preschool Half Day with Extended Care

	M-F	MWF	T,Th
7:00am-12:15pm	\$1228	\$798	\$720
7:45am-12:15pm	\$1183	\$742	\$678

*All rates are MONTHLY.

The regular school day is from 8:45am-4:45pm. We offer the following 3 extended care options:

Drop-off between 7:00am-7:45am

Drop-off between 7:45am-8:45am

Pick-up between 4:45pm-5:45pm

2024 Monthly **Toddler** Tuition Rates

	M-F	MWF	T,Th
Full Day 8:45am-4:45pm	\$1406	\$1030	\$812
Half Day 8:45am-12:15pm	\$1286	\$824	\$764

Toddler Full Day with Extended Care

	M-F	MWF	T,Th
7:00am-4:45pm	\$1548	\$1150	\$900
7:45am-4:45pm	\$1502	\$1090	\$856
7:00am-5:45pm	\$1598	\$1210	\$938
7:45am-5:45pm	\$1548	\$1150	\$900
8:45am-5:45pm	\$1502	\$1090	\$856

Toddler Half Day with Extended Care

	M-F	MWF	T,Th
7:00am-12:15pm	\$1428	\$946	\$848
7:45am-12:15pm	\$1380	\$884	\$808

*All rates are MONTHLY.

The regular school day is from 8:45am-4:45pm. We offer 3 extended care options:

Drop-off between 7:00am-7:45am

Drop-off between 7:45am-8:45am

Pick-up between 4:45pm-5:45pm

*If a child must stay in the Toddler program beyond the age of 3 for any reason, Toddler tuition rates will continue to apply. This may happen if there is no space in the preschool program for the child to move up or if it is determined that the child is not ready to move up for any reason.

NON-DISCRIMINATION POLICY

Kiddie College welcomes all families into our program. In accordance with applicable Federal and State law, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Kiddie College also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in programs and activities. We welcome the enrollment of families and children with disabilities and will make reasonable accommodations in accordance with the Americans with Disabilities Act.

INDIVIDUALIZED EDUCATION PLANS

We are committed to working in partnership with families whose children have Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP). We will attend IFSP or IEP meetings when requested by parents. A copy of your child's IFSP or IEP is kept on file at the center. Teachers refer to the child's plan to support the goals and objectives within the classroom. Additionally, we will collaborate with all professionals providing services for children with IFSP's or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center. All fees charged by any consultants or professionals are the responsibility of the family.

MULTI-AGE GROUPINGS

We have multi-age groups, which means that children of different ages may be in the same classroom or may spend time together during the day. A multi-age grouping provides a more family-like setting for children. It allows children to learn from each other, enables teachers to gear their expectations to a child's individual development rather than age, and increases the likelihood that a child will have someone to interact with at their developmental level.

REGISTRATION AND ENROLLMENT

Priority for registration is given to those requesting full-time enrollment, Monday-Friday and siblings of currently enrolled students. Part-time openings are limited to prioritize registration for full-time enrollment. Not all withdrawals create waitlist vacancies as spaces may also be filled from children within the program moving from a younger to older group or with a change in schedule. A \$150 non-refundable Registration Fee and \$300 non-refundable tuition deposit is required when your child is accepted at the Center. If a child leaves the center for any reason, a re-registration fee is charged upon return. In addition, there is a \$75 annual curriculum fee. The first month's tuition must be paid prior to your child's attendance at the Center.

TUITION

A monthly fee is charged for tuition and is due on the first of each month. Tuition rates are based on the current expenses of the Center to operate a high-quality program for children. Tuition is figured on an annual basis and divided into 12 equal payments, due monthly: each representing

1/12 of the annual tuition cost. Therefore, parents are required to pay full tuition each month regardless of the following: holidays, days the Center is closed, emergency closures, absences due to illness, and family vacations. This includes but is not limited to fire, flood, natural disaster or recognized health threats as determined by local government authority or public health agencies. There are no refunds.

Costs are determined by the child's classroom placement and reflect the staff ratios necessary for the various age groups.

In the event a sibling is enrolled, there is a 5% tuition reduction for the least expensive sibling concurrently attending the Center.

Tuition is reviewed on an annual basis and is typically increased each January due to inflation and increased staffing expenses.

Tuition may be paid via check, money order or electronic funds transfer. Tuition checks should be made payable to Kiddie College. Please note your child's name in the memo section.

Payment is due at the beginning of the month and must be received no later than the 5th of the month. A \$20 late fee will be charged to all families who pay tuition after the 5th of each month. After 10 days, the late fee is \$60. We charge a fee of \$35 for returned checks. SERVICES MAY BE TERMINATED AFTER 14 DAYS OF NON-PAYMENT OF FEES.

LATE PICK-UP OR EARLY DROP-OFF FEE

Families will be charged a fine of \$1 per minute for late pick-up or early drop-off outside of your scheduled pick-up or drop-off time. The fines are increased after the third late pick-up or early drop-off. Fees are due the following day. Fines are assessed per child, not per family. If early drop-offs and late pick-ups continue after fines are increased, families will be required to add extended care.

The Center is closed at 5:45pm; if you would like to spend time with your child in the classroom or wish to talk with the teacher, please arrive early so that you and your child can exit the program by 5:45pm. Families who abuse this policy may be suspended or dis-enrolled from the Center. (See Late Pick-Up Policy).

TERMINATION POLICY

Kiddie College has the right to terminate enrollment based on any of the following conditions:

- 1) If a child is exhibiting dangerous, abusive, or disruptive behavior that is requiring more one-on-one attention than we feel we can give.
- 2) When parent/s and family are recommended to participate in therapeutic intervention, and such recommendation has not been followed and the child's dangerous or abusive behavior continues.
- 3) If, after appropriate therapeutic intervention, the child's dangerous, disruptive, or abusive behavior continues.
- 4) When clinical diagnosis has determined that the child needs an environment which we are unable to provide.

- 5) The non-payment of tuition.
- 6) Excessive late tuition payments (three or more within one full school year).
- 7) Excessive late pick-ups of your child (three or more within one full school year).
- 8) Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the Center staff, other parents or children.

WITHDRAWAL FROM THE CENTER

Should it become necessary to withdraw your child from the Center, a 30-day written notice must be given to the front office. Parents are expected to continue to pay tuition for the 30 days after notification of withdrawal.

DROP OFF & PICKUP PROCEDURES

A sign-in and sign-out tablet is located in the front reception area for all classes. State licensing mandates that all families sign their child in and out each day. If someone other than a parent/guardian is to transport your child from school, you must list that adult on the emergency release form in your child's file. If the adult transporting your child is not listed on this form, we must have your written permission to release your child from the Center and this person must present a valid identification before leaving with your child. Only persons over the age of 18 may be designated to sign your child out. In addition to the above procedures, we ask that you speak with a teacher in your child's class upon arriving and leaving the Center each day.

PARKING

Children may not be left unattended in the parking lot. We care about your child's safety. **PLEASE CAREFULLY SUPERVISE YOUR CHILDREN WHENEVER ENTERING OR LEAVING THE CENTER.** We ask that the front door be kept closed at all times.

FIELD TRIPS

Field trips include walking trips such as going to the park. All parents are notified of upcoming driving field trips in writing several days in advance and are required to sign liability waivers for children to participate.

HEALTH/IMMUNIZATION REQUIREMENTS

Health regulations are determined by the California Department of Social Services and the State Department of Health. For the protection of all children enrolled in the program, the following requirements are necessary:

- Verification of your child's current immunizations must be on file before your child may attend school.
- Your child must have documentation showing that they are free from active tuberculosis or a waiver from their physician stating that they are not in a high-risk category.
- A physical exam by a licensed physician is required within 30 days of enrollment.
- An additional health history completed by parents is requested to help teachers become better

acquainted with your child.

- Immunization records must be kept current while your child is enrolled in the program.

NUTRITION

Family style eating is an integral part of our program. Staff sit with children during mealtimes to serve as role models and to encourage healthy eating habits. Meals and snacks are planned according to the recommendation of the USDA Dietary Guidelines. Monthly menus are posted in the center.

Toddler and Preschool

The Center does not serve breakfast; families are required to provide this important first meal of the day at home. Receiving appropriate nourishment before arriving will help your child transition in the morning and sustain him/her until snack time.

Children are permitted to eat at any time of the day. Any extra snacks must be provided by the parent.

Snack:

As part of your tuition, the Center provides 2 snacks, one in the morning and one in the afternoon. If your child requires a special diet, snacks will be provided by the parents (such as soy cheese, tofu, etc). If your child has a severe food allergy, we may request that the parent sends all snacks.

Lunch:

Parents are asked to provide a “healthy growing” nutritious lunch for their child. Sandwiches, fruit, vegetables, and milk are common suggestions. Please avoid items containing high sugar content (Jell-O, fruit snack, chocolate). Anything found to be “non-growing foods” will be sent home. To prevent choking hazards, please prepare all food in accordance with your child’s ability to chew. Please send your child with labeled utensils. Lunch should be in well-marked lunch boxes and prepared “ready to eat.”

Some lunch suggestions:

- Fruits: Apples, apricots, bananas, blueberries, cantaloupe, dried fruit, peaches, pineapple, raspberries, strawberries, tangerines, watermelon (ALL PREPARED AND READY TO EAT).
- Vegetables: Avocado, broccoli, cabbage, corn, green beans, lettuce, peppers, potatoes, soybeans, sweet potatoes, tomatoes, vegetable soup (PREPARED AND READY TO EAT).
- Dairy: Cheese, cottage cheese, yogurt.
- Protein: Chicken, chili, egg, fish, pepperoni slices, beans, tuna, turkey, pot roast, tofu (PREPARED AND READY TO EAT.).
- Breads/Grains: Bagels, bread, cereal (NO SUGAR), Cereal bars (NO SUGAR OR FROSTING), pita bread, macaroni and cheese, crackers, pasta, rice, rice cakes, pasta salad.
- Foods eaten at home: Enchiladas, noodles, tortilla rolls, soup, salad, burrito, sushi, etc.

Please note that children can eat at any time of the day.

DISCIPLINE/GUIDANCE POLICY

Kiddie College staff will never use physical punishment, psychological abuse, or coercion as a form of discipline. In regard to behavior, management and staff will work to:

- Build positive, trusting relationships between teacher and child
- Redirect the child into positive behaviors and activities
- Provide a consistent schedule and routine
- Provide consistent follow-through with guidance
- Use positive reinforcement of desirable behavior
- Provide a well-planned, sufficiently equipped environment to reduce frustration

Kiddie College does not support the practice of making children say "sorry." As an alternative, they are encouraged to ask "Are you ok?" and/or help the child that they hurt. These are teachable moments for children to learn empathy and how their actions can make others feel.

The following techniques are used regularly:

- *Limit Setting*: In order for children to build trusting relationships and feel confident to explore, they must clearly know what is expected of them. Rules are kept few, basic, clear and concise. Boundaries and expectations expand in keeping with the abilities of the children.
- *Consistency*: So that children know what to expect (and from that can anticipate, predict and change their own behavior accordingly), limits and expectations are consistent throughout the classrooms. All adults respond in a consistent manner to conflict situations.
- *Tone*: The message a child receives from an adult intervening is: you are safe, the situation is under control, and we can work it out. A firm, kind, serious tone with a relaxed demeanor reinforces this message.
- *Modeling*: The adults in the center set an example of compassionate, caring individuals who are able to express their own feelings and needs clearly and calmly.
- *Passive Intervention*: Children are given time to work through their own problems. If a situation does not escalate to destructive or aggressive behavior, a teacher may choose to simply observe as the children seek a solution, or their presence can serve as a gentle reminder to use words instead of action. Teachers trust children to 'figure it out' but are there to help if they should need it. When additional intervention is necessary to facilitate the resolution process, it is as non-intrusive as possible.
- *Physical Intervention*: Children will be physically stopped when hurting each other. The focus will then turn to resolving the conflict at hand.
- *Identifying/Interpreting*: "You both want the truck." Such a simple statement can clarify the problem, diffuse tension, and help the problem solving begin. Children also need help to consider other's emotions or needs especially when they are upset themselves. For example, "Look, he is crying. It really hurt when you kicked him."

- *Validating Feelings:* Constructive thinking is virtually impossible when a child is overcome by an emotion such as anger, sadness, fear or frustration. Acknowledging the emotion is imperative before any other learning can occur. "I will not let you hit her. Tell me why you are so angry." It is important that all children in a conflict be honestly listened to. Children are not told to say "I'm sorry," but rather, to actively comfort or offer help to the child they hurt/upset.
- *Giving Choices/Offering solutions:* Adults offer choices and possible solutions to children who are having a difficult time finding them on their own. Some options given are negotiating and collaboration.
- *Redirection:* A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior with which to replace it..."You may not climb on the fence; if you would like to climb you can use the climber."
- *Natural Consequences:* Consequences for behavior are those that are logical to children. "If you are not able to stop throwing the sand, then you will need to come out of the sandbox." When children are able to understand the results of their own behavior they are better able to modify it.

BITING POLICY

One of the most upsetting yet normal behaviors of early childhood is biting. Toddlers and young preschoolers may bite because social skills are still limited. It is difficult for young children to distinguish between what is loving and what hurts. When an older child bites, it is usually a means of expressing emotions. Young children do not have a social conscience, as we know it. They may fully understand that when they bite, someone cries; but they have not yet connected all of the social consequences.

Parents will be notified if their child has been bitten and of the procedures teachers have taken. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Parents will be notified immediately and requested to call their child's physician for further instructions.

If biting becomes an ongoing behavior, the director and the child's teachers will talk with parents and together they will carefully analyze the circumstances. Anecdotal information noting when the incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher will be assigned to stay in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines or interactions within the group, to help diminish the biting. If further action is needed, please consult the "When more is needed" section of the guidance policy.

ABOUT "TIME OUT"

Although it is a popular discipline method, "time out" is not considered a viable option at Kiddie College. While it may interrupt a negative behavior, it does not help children acquire the skills to deal with the situation should it arise again. Young children are generally not yet capable of the

reflective thought necessary to make “time out” a learning situation. If a child needs time to calm down, teachers facilitate this in a non-punitive manner by helping children find a way to calm themselves.

WHEN MORE IS NEEDED

Occasionally a child's behavior is excessively disruptive or harmful to individual children or the class. If the teacher and director concur that they need additional support and expertise to best meet a child's needs, some or all of the following steps will be required of the family:

- Additional parent/teacher conferences will be held. The purpose of the conference is to clearly define the problem, re-examine possible causes, brainstorm any changes the staff and/or family can make and reinforce consistency between home and school.
- Community Resources- Professional support (for example a Resource Specialist from the Tri-Counties Regional Center) may be sought. The site director facilitates the referral process, working with parents, staff, and specialists.
- Schedule Adjustment - the site director and teachers may determine that an adjusted schedule (for example, shortened hours or different arrival time) is in the best interest of the child. Families may be requested to come to the center to speak directly to their child about expectations for behavior at school or may be asked to take their child home for the remainder of the day. Typically, these are interim measures until there is a resolution of the issues.
- Disenrollment – We are a group care setting. Kiddie College maintains low teacher to child ratios. Sometimes, a child may still need more one-on-one attention than we are able to give. Kiddie College has the right to disenroll a child if they are creating an unsafe environment or requiring more one-on-one attention than the teachers are able to give. Although we will do our best to give the child’s family notice of disenrollment, it is possible a child may need to be disenrolled immediately based on the circumstances.

Kiddie College is committed to seeking solutions for difficult situations with children and families.

OPEN DOOR POLICY/CLASSROOM INVOLVEMENT

Your child and the center benefit when you become an active participant. We welcome your participation at whatever level you are comfortable giving. We have an open-door policy, which means that you are always welcome to visit, observe or be involved in any of the day-to-day activities at the center. If you have an interest in music, art, cooking, woodworking or have another hobby or talent that you would like to share with us or would simply enjoy helping teachers with activities or projects, please let your child's teacher know.

BABYSITTING POLICY

Staff members from Kiddie College are not permitted to provide childcare services to enrolled parents, due to increased liability issues.

HEALTH AND SAFETY

Hand washing

Hand washing is required of staff and children:

- upon entering the classroom,
- after wiping/blowing noses,
- after toileting/diapering procedures,
- before snack/lunch preparation and consumption,
- after fingers have touched their mouth or nose,
- after handling animals, or materials that could be contaminated by animals
- after any contact with any bodily fluids
- when moving from one age group to another (ex. preschool to toddler, or vice versa)

SUNSCREEN

Parents are asked to apply sunblock on their child each morning before drop-off. Kiddie College staff will reapply using school sunblock prior to afternoon outdoor play. Parents must complete the Sunscreen Authorization form at the time of enrollment. If a specific sunscreen brand is preferred, families will label with the child's first and last name.

ABSENCES

Please call or email the Center when your child will not be in attendance or late. This helps us staff our classrooms with the appropriate ratio numbers. We have 24-hour voice mail service. There are no provisions for make-up days due to illness. Extenuating circumstances or long periods of illness or absence should be discussed with the Director.

SICK CHILDREN

The State of California forbids the attendance of sick children at school. Children must be healthy in order to participate in all aspects of the program. The Center is unable to provide care for ill children. Please exercise good judgment and keep your child at home when ill, seeking medical attention as appropriate. For the protection of other children and staff, be aware of the following indications of illness:

- Fever at 100F or higher
- Signs of a new cold: cough, sore throat, water eyes, runny nose etc.
- Headache or earache
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting or diarrhea
- Inflammation of the eye
- Abscess or draining sores
- Rash

If your child shows any of the above symptoms at school, we will call you to pick-up your child. Be sure that an authorized parent or designated friend or relative is ALWAYS available to pick up your

sick child. Children must be picked-up within one hour of phone contact. A child must be symptom free for 24 hours before returning to school. Please notify staff if your child has a communicable disease. If contagious and requires medical attention, a physician's note is needed to return to school.

A child taking antibiotics must be on medication for over 24 hours before allowed to return to the Center. This health policy pertains to antibiotic drops and ointments as well as antibiotics prescribed for non-contagious illnesses, such as ear infections. A child who is teething or recently received vaccines AND has been given fever reducing medications must wait a minimum of 6 hours before returning to the Center.

If a communicable disease is present in your child's classroom, families will receive written information about the illness including symptoms and number of days the child should remain at home. Please call the front office when your child is sick and we will advise the teachers and other families as needed (your child's name will remain confidential).

*Please note: For highly contagious illnesses (i.e. Hand, Foot, and Mouth Disease or Pink Eye), we may require that any siblings stay home as well to avoid the spread of the illness to another classroom.

MEDICATION POLICY

If your child is well enough to be in school but requires prescription or over-the-counter medication (OTC), parents must complete a "Medicine Permission Slip" form. Medications must be in the original container and the label must include:

- 1) your child's name,
- 2) the name of the medication,
- 3) expiration date,
- 4) manufacturer's name and
- 5) dosage for your child listed clearly.
- 6) times and dates to be given (i.e. before nap for 10 days)
- 7) doctor's prescription label or signed note from doctor

Staff may not give children OTC medications without a doctor's note specifying the information above. Diaper ointments and non-medicated lotions DO NOT require a doctor's signature. Prescription medications must have your child's name, be current, in the original container with the pharmacy label attached. The use of an epi-pen, inhaler or nebulizer requires additional documentation and staff training; a physician's signature is required as well as training in the use of the inhaler/nebulizer by the parent before its initial use. For all medications, teachers will administer the medicine and document the date, time, and dosage on your child's "Medicine Permission Slip" form. All medicines must be removed from the Center when expired, no longer in use, and/or each Friday. The Center does not administer medication to lower a fever; these medications should not be given to a child within 6 hours of attending school.

ALTERNATIVE MEDICATION

For reasons of health and safety, staff do not administer any medication that has not been prescribed by a *Licensed Healthcare provider or any medication that does not meet the criteria for prescribed or over-the-counter medications as stated in the Medication Policy above. Parents are welcome to come and administer alternative medicines during the day.

*According to the State of California, a Licensed Health Care Provider is a physician, physician's assistant or certified nurse practitioner.

ADMINISTRATION of EpiPen Jr (Title 22 101226)

Non medical personnel such as childcare center staff may administer the EpiPen Jr Auto-Injector or EpiPen Auto Injector as prescribed by a physician and in emergencies ONLY.

EpiPen Jr and EpiPen should be used by/or administered to, a hypersensitive (allergic) person in the event of an allergic emergency as prescribed by a physician. The child's file needs to contain specific written documentation/directions from the child's physician that include: what the child is allergic to, the child's emergency care plan, handling and distributing procedures for the EpiPen Jr/EpiPen, and dosage information. The child's file must include a Parent Consent for Administration of Medication and Medical Chart form (LIC 9221). Training for the use of an EpiPen Jr can be provided by the child's parents.

EpiPen Jr or EpiPen can be kept at the center with the following instructions:

- 1) Use in accordance with the directions and as prescribed by a physician
- 2) Keep ready to use at all times (carried in the emergency backpack)
- 3) Protect from exposure to light and extreme heat
- 4) Note the expiration date on the unit and replace prior to that date
- 5) Replace any auto-injector if the solution is discolored or contains precipitate.

In the event of a severe allergic reaction where the EpiPen Jr/EpiPen needs to be administered the Center director/assistant director/teacher will administer the shot and immediately call 911. The center staff will then call the parent/guardian and send the used EpiPen Jr/EpiPen container/shot with the child to the hospital.

INJURIES AND MEDICAL ATTENTION

If your child is injured at school, the classroom teacher will administer first aid for any minor injuries and will fill out an occurrence report. A copy of the report will be in your child's cubby when you pick up your child. In the case of any head injury, parents will be notified immediately by phone and may be asked to come in to assess the injury. 911 will be called if deemed necessary. In the case of a non-emergency injury, but we feel that the child needs medical attention**, the parent will be called to determine further medical intervention. Once contacted, you will assume responsibility for obtaining any medical/dental treatment necessary. The parent will decide where to take his/her child for medical care. Please be sure that you or someone on your emergency form can be reached at all times.

If the child's injury is life threatening, we will immediately call 911 and the parent. Center staff are not authorized to transport the child in their own vehicles. If needed, the child will be transported by ambulance and will be treated by a qualified physician** at the nearest hospital. Any costs incurred from treatment of an injury or illness occurring within the program is the parent's responsibility.

**Anytime a child receives medical attention due to injury or allergic reaction (EpiPen Jr

administered) at Kiddie College, State of California - Department of Social Services, Community Care Licensing Division is contacted within 24 hours of an incident.

If a parent deems it necessary to seek medical attention once taking their child from the center, families are asked to notify the center by 7am the following morning with details of the medical visit, including the name of the attending physician, any forms or medication given or prescribed, and any plan of action (including activities to avoid or maintenance of the injury). This will aid center administrators in reporting all correct information to licensing in a timely manner. A licensing analyst may inspect our facility at any time and interview staff and children in our care.

CLOTHING

Children should wear comfortable, washable play clothes to school since many activities involve play with paints, sand, mud, and water. We want the children to feel free to participate in all activities without having to worry about getting their good clothes dirty or stained. It is extremely discouraging to children and staff when a parent arrives and is upset because their child's clothes are dirty.

Clothing: Because we encourage children to manage their bathroom and changing needs independently, we request that the younger children wear clothing that encourages self-help skills (e.g. pants that are easy to take off and put on, buttons that they can unbutton, no overalls). Children are required to wear closed-toed shoes to enable them to participate in all large muscle activities. Open toed shoes and flip-flops are not adequate for these activities.

Diapers: Parents are required to provide diapers for their children as needed. Wipes are provided by the Center.

Each parent is asked to provide two changes of clothes for their child (underwear, socks, and shoes too). ALL ITEMS SHOULD BE WELL MARKED OR LABELED WITH YOUR CHILD'S FIRST AND LAST NAME. Please check your child's cubby periodically throughout the year to be sure that appropriate changes of clothes are available at all times.

TOYS FROM HOME

It is the Center's general policy to discourage children from bringing toys from home. Toys from home divert children's attention from classroom activities. War toys or toys that encourage violent/angry solutions to problems are never permitted in the Center. We have an economically diverse population of children who attend; we believe that the child's time at school should reflect "an even playing field" with other children. When children bring the current 'most popular' toy, it presents a problem for those children whose families cannot afford to purchase such items. There are however some items we do encourage – these are tangible items that can help bridge home to school in a manner supportive of both. We do encourage one small soft cuddly stuffed animal or favorite blanket at nap time especially for those children moving from toddler classrooms to preschool classrooms. Other items that may be brought to school from home include: a favorite book, a science item (especially a treasured natural find such as rocks, bones, pods, leaves) or artwork from home.

NEED TO KNOW

Verbal communication between parents and staff occurs on a daily basis. This system has been established to provide parents with information regarding activities at school as well as any observed changes in a child's physical or emotional state. There are white boards in the classroom that discuss daily notes. The center directors also use family emails to communicate with families, such as providing center updates and event reminders.

MANDATED ABUSE REPORTERS

All childcare staff members are required by law to report suspected child abuse.

CONFERENCES

The goal of Kiddie College is to ensure that all children are making progress in all areas of development. We use the Desired Results Developmental Profile, a tool developed by the California Department of Education, Child Development Division, to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parent input is a necessary component of this assessment, and you will be invited to a goal-setting conference, and bi-yearly conferences after that to discuss your child's strengths, areas they are working on, and concerns that teachers or parents may have.

Conferences are scheduled once in fall semester and once in spring semester. Parents are welcome to request additional conferences by appointment. The staff may also initiate a conference, if necessary, to promote the child's successful adaptation to the classroom.

BIRTHDAYS

Families are welcome to bring a special birthday snack to share with the class at morning or afternoon snack time. Please remember the center's healthy growing foods policy when choosing a special snack. Acceptable foods include unfrosted muffins, fresh fruit, or 100% juice popsicles. Food items brought in must be store-bought (no home-made goods) with the ingredients label on the packaging. This ensures the safety of any children in the program who may have food allergies. Please see a teacher or director for ideas of acceptable birthday snacks. We invite you to support our classroom libraries by donating a birthday book. Please label the book with your child's name and birthday. Your child and teacher will present the book to their classroom at group time before snack. If you are having a celebration for your child outside of school, please do not deliver invitations to school unless all of the children in your child's classroom are being invited. Class rosters are available to help with child and family names.

BOUNDARIES

We strive to have close yet professional relationships with the families that we serve. Please respect the personal boundaries of all staff by not asking to "friend" or follow them on social media sites, or asking for personal phone numbers.

CONCERNS ABOUT DEVELOPMENT

As a parent, you know your child best. If you feel your child is not meeting the milestones for his or her age, or if you think there could be a problem with the way your child plays, learns, speaks, acts, and moves, talk to your child's doctor and share your concerns with your child's teacher. Families are welcome to request a parent-teacher conference to discuss concerns, and teachers can share their observations. We are here to support you. There are several resources available to families. A few are listed below:

Intervention services for 0-3 year olds
Tri-Counties Regional Center
(800) 664-3117; <http://www.tri-counties.org/>

Child Development, Early Intervention, Health Services, and Special Education Services for 3-5 year olds
Ventura Unified School District
(805) 641-5000 x1023

Positive Parenting Program
Triple P
<http://www.triplep-parenting.com/us-en/find-help/find-a-provider/>

Play and Learn for 0-3 year olds.
Neighborhoods for Learning (NFL):
<http://first5ventura.com>

Mental health services
Ventura County Behavioral Health
(805) 981-6830; <http://www.vchca.org/behavioral-health>

Developmental Screening Toolkit
Help Me Grow Ventura County
www.HelpMeGrowVC.org/Toolkit

Intervention Preschool based upon income & need
Easter Seals
(805) 647-1141 x. 11 or 14

Parent(s)/ Guardian(s),

Our Parent Handbook is available at all times to view on Brightwheel and online at:

<https://www.kiddiecollegeventura.com/>

Please read the updated Parent Handbook and return the bottom portion of this letter to the front office. Revisions to the Parent Handbook are made annually. It is the parent/guardian's responsibility to stay up to date with any changes or modifications to this handbook during your child's enrollment.

Thank you,

Kiddie College

Please cut and return bottom portion

Parent's Acknowledgement of Handbook Acknowledgement:

I/We, the parent(s)/guardian(s) of _____ have reviewed a copy of the updated "Kiddie College Parent Handbook". I/we have reviewed and will abide by the policies and procedures of the Center. I understand it is my responsibility to stay up to date with any changes or modifications to this handbook during my child's enrollment. Any questions and/or concerns may be directed to the Center directors.

Printed Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____