

THE YELLOW BRICK ROAD PRESCHOOL & CHILDCARE CENTER



THE
Yellow Brick Road
PRESCHOOL • ANAHEIM HILLS, CA

"The Path to Early Education and Enrichment for Your Child"

PARENT/ CAREGIVER HANDBOOK 2009-2010

Phone (714) 779-8273

Fax (714) 779-0349

**5475 E. La Palma Ave, Ste. 102
Anaheim Hills, Ca 92807**

**Preschool Hours
6:00AM to 6:30PM**

**California State License
Day Care Facility # 304370346
Infant Facility # 304370347**

INTRODUCTION

The Parent/Caregiver Handbook provides information about The Yellow Brick Road Preschool & Childcare Center and sets forth guidelines for participation. The following information is very important and should be read thoroughly by each family. Parents are responsible for following all Preschool policies and procedures. Our intent is to create stronger bonds between home and Preschool by clearly articulating the Preschool's goals and expectations.

THE YELLOW BRICK ROAD MISSION STATEMENT

The mission of The Yellow Brick Road Preschool and Child Care Center is to provide excellence in the care and nurture of young children. Our goal is to prepare children for successful lives as citizens and members of the community. We strive to accomplish our goals by working with our students and their parents to achieve excellence in academics, social skills, and developmental growth.

THE YELLOW BRICK ROAD PHILOSOPHY OF EDUCATION

The Yellow Brick Road Preschool focuses on the holistic needs of the child. We give young children opportunities to develop their cognitive, language, social, fine and gross motor, and creative skills in a developmentally appropriate framework. We believe that all children can develop to their fullest potential with proper guidance and support.

OUR PROGRAM INCLUDES:

- Art/Creative Expression
- Math Readiness
- Computer
- Language and Literacy Enrichment
- Music and Movement
- Creative Sensory Exploration
- Cooking
- Science and Nature Exploration/Rainbow Garden
- Large and Small Motor Development
- Group Play and Social Interaction
- Kindergarten Readiness



This school is a qualified provider of the licensed Music Together Preschool program making a commitment to include music as an essential part of its core curriculum.

PROGRAM GOALS:

- Develop care and respect for others
- Encourage development of small and large motor skills
- Help the children learn good health habits
- Stimulate curiosity and creativity
- Develop a sense of responsibility
- Promote a positive self image
- Provide an environment that fosters a sense of security

GENERAL INFORMATION

SPECIAL PRESCHOOL EVENTS

Back to School Carnival	Grandparent's Luncheon	Fall Carnival
Thanksgiving Feast	Christmas Program	Graduation and Picnic
Summer Carnival		

CHILDCARE CENTER HOURS OF OPERATION

6:00AM to 6:30PM Monday through Friday

Options Available - see current rate sheet

CHANGE REQUEST

Changes to child(ren)'s schedule can be made by filling out a "Change Request" form located in the foyer on the information wall. All changes are subject to approval. Change request fee \$10.

LICENSING

The Yellow Brick Road Preschool & Childcare Center is licensed by the California State Department of Social Services, and abides by all state health and safety regulations.

DAY CARE FACILITY LICENSE # 304370346

INFANT LICENSE # 304370347

TAX PAYER I.D. # 20-8071265

ADMISSIONS POLICY

In order to comply with the State of California, Title 22 requirements, each child must have the licensing forms that are included in the enrollment packet, on file at the school by the first day they attend. In order to meet these provisions, any child whose paperwork is not complete, will not be admitted to the classroom.

The childcare center is licensed for children from six weeks to six years of age. Our Infant program is for children six weeks through eleven months. Our young toddler program is for eleven months through 23 months. Our toddler program is for children who are not toilet trained.

Children must have completed their toilet training before they are admitted into the Preschool Program. To meet the criteria for being fully toilet trained, the child must exhibit the following:

- Occasional accidents are okay, but no more than 1 a day or 3 per week.
- Wears underwear (children are not allowed to wear diapers or pull-ups)
- Able to fully manipulate their own clothing most of the time (teachers will help)
- Able to verbalize when they need to use the restroom

REGISTRATION FEE POLICIES

Registration fees are due at time of enrollment. Registration forms that are received without the registration fees will not be processed and your child's spot will not be held. Registration fees are non-refundable under any circumstances.

NON-DISCRIMINATION POLICY

We welcome and embrace all cultural diversity and nationalities and are thankful for the rich heritages that are represented by each family that enrich our center. Therefore, we do not discriminate on the basis of race, color, nationality, or ethnic origin in admission policies.

TERMINATION POLICY

It is the desire of the Staff of The Yellow Brick Road Preschool to provide a safe, emotionally and educationally motivating and nurturing environment. In unusual situations where individual children and/or parents/caregivers choose: 1) to not comply with any of the policies stated in this handbook or set forth by Preschool Director/ Administrator, 2) to continually disrupt the room environment or 3) to endanger other children due to disruptive behavior, such as throwing items, hitting, biting or running out of the classroom, it may become necessary to terminate the child from the program. This is done as a last resort and is in the best interest of all concerned.

Parent cooperation in adhering to all policies and procedures as stated by The Yellow Brick Road Preschool & Childcare Center is mandatory. Any occurrence of non-participation or cooperation to these stated policies and procedures in dealing with staff or administrations could result in termination of enrollment at The Yellow Brick Road.

ANNUAL TUITION PAYMENT OPTIONS

As a convenience for parents, there are two options for childcare tuition payment:

OPTION 1: Weekly payments are due on Mondays.

OPTION 2: Monthly payments are due on the 1st of the month and include a 3% discount. Payments may be made by credit card for a processing fee. Please see the office for current fees.

LATE FEES

10% charged on Tuesday evenings for weekly and after the 5th for monthly.

In the event of an early withdrawal, there will be no refund available for any portion of the registration. However, a pro-rated portion of the Childcare tuition will be refunded to the nearest concluding month of service. In order to receive the pro-rated tuition refund, a two-week written notice is required for all early withdrawals.

The fees for any field trips are not included in the Preschool tuition. All holidays and school vacation schedules have already been considered when determining the annual tuition. The Yellow Brick Road operates on a year-round school schedule.

SIBLING/MONTHLY/YEARLY DISCOUNTS

Sibling Discount = 10% allowed for each additional child (least expensive tuition)

Monthly Discount = 3%

Yearly Discount = 5%

REFERRAL CREDIT

We would like to say “thank you” when you recommend our center to family and friends.

When a family enrolls at our center and mentions your name as a referral, we will kindly give you one week’s tuition credit following three months attendance by the new family.

NON-SUFFICIENT FUNDS POLICY

The Yellow Brick Road Preschool maintains a strict policy regarding the receipt of non-sufficient funds from parents/ caregivers. All returned checks require a \$25.00 service fee per item, in addition to the face value of the check. Payment must be made in cash, cashier’s check, or money order within 3 days to the school. Failure to pay all outstanding debts within 7 days will result in immediate suspension of the child(ren) from The Yellow Brick Road Preschool without credit until the outstanding balance is cleared.

In the event that three non-sufficient funds occur during one school year from a single family, cash will then become the only permitted form of payment. This includes any combination of non-sufficient funds (i.e. personal checks, attempted automatic withdrawals, and second party checks). All outstanding debts are forwarded within 30 days to a collection agency, furthering the collection process to its fullest extent. This may result in additional costs.

GENERAL SCHOOL POLICIES

DAYS THE YELLOW BRICK ROAD IS CLOSED

Labor Day
Thanksgiving and Friday after
Christmas Day
New Years Day
Memorial Day
August 20th: Inservice Day

Minimum Day: Christmas Eve and New Year's Eve

PARENT AND SCHOOL COMMUNICATION

You may call the Preschool/Childcare Office at any time to speak to the Director or leave a voice mail. A school newsletter is available the 1st of every month, and is located in the foyer on the information wall. Notes and notices will be placed in your child's cubbies or on the parent bulletin board in each classroom and in the hall. Please check the parent boards on a daily basis. Newsletters are sent out monthly via email.

PARENT INVOLVEMENT

Parents are the heart of The Yellow Brick Road Preschool. We are truly blessed with wonderful parents and we thank you for your spirit of assistance shown throughout the year. Because research clearly shows the benefit of active parent involvement, all parents will be requested to participate in ways that are meaningful and convenient to each individual family.

These are just a few of the ways that parents may become involved:

- Contribute needed items for the classrooms and playground
- Attend parent/ family events
- Help with special projects, holiday parties, and fundraisers
- Share skills in cooking, sewing, carpentry, or the arts with children

The ultimate goals of parent involvement at The Yellow Brick Road Preschool & Childcare Center is that parents and staff form productive partnerships to better serve the needs and interest of infants and young children. Should you desire to help in the classroom, please feel free to speak to your child's teacher. According to State policy, volunteers must have a current negative TB test and fingerprinting through the Department of Justice. Volunteers will be responsible for any fees incurred.

LOST AND FOUND

Please write your child's name on all of his/her belongings in permanent marker, as this will allow us to return them to you if misplaced. If we find an item that is not labeled, we will put it in the Lost and Found Box, located in the school office. After one month, all items not claimed will be donated to charity.

ARRIVAL AND DISMISSAL PROCEDURES

Infants, toddlers, preschool and kindergarten children should be dropped off and picked up each day the parent or authorized adult. The adult must enter, sign in, and accompany the child to the classroom where the teachers are waiting. For the safety and well being of the children, licensing requires that all children be signed in and out each day by the parent, guardian, or a designated responsible adult. Only an authorized adult 18 or older may sign a child in or out. The Sign-in books will be located in each classroom. Please use a **full signature** and include exact time of arrival and dismissal. After one warning, failure to sign a child in or out and to indicate the times of arrival and departure will result in a charge of \$5.00 for each day. A state fine may also be assessed per violation, which is the responsibility of the parent.

*** The only authorized persons who are allowed to pick up a child are those names that are indicated on the child's Emergency Form. It is the parent/caregiver's responsibility to contact the Childcare Office in writing with a detailed note including the person who will be picking up the child, approximately what time, the date, and parent's full signature.**

Please Note: We will need to see the person's driver's license to verify accuracy, so please ask them to bring it with them in to the Preschool office when they arrive on the property to check in, as all visitors are required to do. To avoid possible embarrassment and delays, please explain the policy in advance to any person who may pick up the child from the facility.

LATE PICK UP FEE

We are licensed to provide care from 6:00AM to 6:30PM. After a one-time grace period there is an overtime charge of \$1.00 per minute for any child who is not picked up at their scheduled time. If you know that you will be picking up your child late, please call the office to inform the Director and be prepared to pay at the time you pick up your child.

VISITING PROCEDURE

All visitors must check in with the school office. Please sign in and receive a visitor badge. The Director will accompany visitors to the classroom. This is for the protection and safety of all the children.

SNACKS AND LUNCHESES

The Yellow Brick Road Preschool provides nutritious meals included in tuition. These meals include breakfast, morning snack, lunch, and afternoon snack. In compliance with licensing guidelines, our meals provide for the four food groups and healthy development. Monthly Snack and Lunch menus are available in the foyer on the information wall.

APPROPRIATE CLOTHING

Children at The Yellow Brick Road Preschool & Childcare Center play actively and frequently get dirty. They should come to preschool dressed in comfortable, washable, and appropriate play clothes. A child's active play should not be reduced by concerns about messing up clothes. Children's shoes must be safe and comfortable for active play indoors and out. Boots, Flip-flops, and other types of backless or open toed shoes are prohibited for safety reasons. Socks should be worn with shoes.

CHANGE OF CLOTHES

Every child is required to keep a complete change of seasonal clothing at the childcare center in case of an accident. All should be clearly labeled with your child's name in a gallon size zip-lock bag.

INJURY REPORTS

In the event of an injury, the teacher on duty will fill out a detailed injury report. This form needs to be signed by the Director and the Parent and returned to the office. It will be kept on file in the child's records and a copy will be made upon request of the parent.

NAPTIME

According to Title 22, all children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center; to adhere to this requirement, Full Day students will be napping from 12:30PM to 2:30PM each afternoon. If a child is napping, they are required to have a crib sheet and a light blanket for their cot; they are also allowed to bring a small pillow (no larger than 10"x20") and soft sleeping toy (no hard toys, Barbies or action figures). All napping items must be clearly labeled. Calm music will be played in the nap room to help sooth the children and teachers are available to rub the children's backs until the children are calm and resting.

DISCIPLINE POLICY

Disciplinary problems are prevented or lessened by not expecting more than the child is able to do and giving positive recognition for good behavior and achievement.

STEPS TAKEN WHEN DISCIPLINARY PROBLEMS ARISE:

1. Re-directing the child
2. Encouraging problem solving by the child
3. Time Out (length depends on age, i.e. 2 years, 2 minutes)
4. Behavior notice sent home
5. Sent to Director's Office
6. Communication between Teacher, Parent and Director to resolve the problem
7. Ask the parents to remove the child from the school until the behavior is corrected.

PARENTAL SUPPORT IN DISCIPLINE IS MANDATORY.

HEALTH AND SAFETY

DISASTER PREPAREDNESS

Our Preschool & Childcare Center has adopted a comprehensive program to deal with various potential disasters, which might occur. A part of this total program involves each child and teacher having a basic survival kit. This kit was a part of the initial \$85.00 enrollment fee and will cover the child as long as he/she attends our center.

Disaster drills are scheduled once a month. We will rotate between Fire Drills, Earthquake Drills, and Code Zebra Drills (for more information about these drills, contact the Director). In case of evacuation, we will relocate to:

Canyon High School, 220 S. Imperial Hwy, Anaheim Hills, Ca 92807 – (714) 532-8000
Kaiser Hospital, 441 N. Lakeview Ave, Anaheim Hills, Ca 92807 – (714) 978-4000

Our staff members are trained in First Aid and CPR and are assigned different areas of responsibility in case of emergency.

IMMUNIZATIONS

A photocopy of your child's Immunization Record should be brought to the Preschool Office at the time of enrollment/registration. The exact dates of immunization (month, day, and year) as verified by a physician's signature must be transcribed by a Preschool employee onto a card in your child's file. If your child's immunizations are not current, your child will not be admitted to class. This is a requirement of the California State Department of Health. A child may be exempt from this requirement if his/her physician recommends that he not be immunized on medical grounds or if his/her parents sign a request for exemption on the basis of their religious beliefs.

DAILY INSPECTION FOR ILLNESS

The Department of Social Services requires us to inspect the children daily for any signs of illness before they are accepted into the classroom. The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Parents may be asked at anytime to have their child examined by a physician for proper diagnosis of a suspected illness. A written note from a physician may also be required to readmit the child into the classroom. Special attention will be paid to children who have been absent because of illness or who have been exposed to contagious or communicable diseases.

ILLNESS POLICY

The physical health and safety of each child is the first order of priority at The Yellow Brick Road. Our effectiveness in teaching depends largely on the physical well being of the child. It is imperative that contagious children do not attend childcare/preschool. Most importantly, do not return your child to the center until she/he is able to participate in all activities in the normal childcare day. We cannot honor requests to keep children indoors all day, as supervision is not available. It is also the responsibility of the parents to notify the Preschool

Office if there has been exposure to contagious illnesses, communicable diseases or head lice. Please refer to the “When Is A Child Too Sick To Be Brought To The Center?” page given out at registration for further details. Children need to be symptom free for 24 hours before returning to school.

Please Note: If your child becomes ill while at the center, you will be notified immediately and the child must be picked up as soon as possible.

MEDICATION POLICY

If your child has an allergy or is recovering from an illness and still requires medication, it may be administered at the center only if the following procedures are followed:

1. The parent or guardian must bring the medication to the Director’s Office and see the Director for applicable State Laws and to obtain a Medication Permit.
2. The Medication Permit must be completed and signed by the parent or guardian including the child’s name, amount of medication to be given, at what time, and how often.
3. All prescription medication must be in the original container with the child’s name and directions clearly printed on the label.
4. Under no circumstances will children be permitted to bring their own medication to the Center and/or administer it to themselves. This policy applies to cough drops, vitamins, prescription drugs, diaper ointment/powder, and sunscreen.
5. Children (siblings) may not share a prescribed medication in the center unless both children’s names are on the original container and above mention information must be on the container for both children.

COMMUNICABLE CHILDHOOD DISEASES

Upon having the following diseases, a child must have a written consent form from either a physician or the Health Department to return to the Center, or be subject to the Director Office approval for re-admittance.

- | | |
|-------------------|--------------|
| 1. Chicken Pox | 6. Pinworms |
| 2. Measles | 7. Scabies |
| 3. Mumps | 8. Ringworm |
| 4. Pneumonia | 9. Impetigo |
| 5. Whooping Cough | 10. Pink Eye |

Consult your family physician regarding prevention and care.

CHILD ABUSE REPORTING OBLIGATIONS

Each staff member at The Yellow Brick Road Preschool & Childcare Center is obligated by law to report to the Department of Social Services any injury to any child which requires medical treatment, unusual incident, child absence which threatens the physical or emotional health and safety of any client, or any suspected physical or psychological abuse. In this very serious and legally narrow area, the Center will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The

clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Preschool/Childcare staff will make such reports in the best interests of the effected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

INFANT/YOUNG TODDLER PROGRAM

The main focus of our infant and toddler programs is to foster an environment where young children will be exposed to many different activities and learning centers that will develop their five senses and help them grow to be active learners.

Our infant/young toddler program is comprised of three developmental phases. Separating these developmental stages ensures safety of all our little friends. Placement in the appropriate room will be the responsibility of the Director in consultation with parents.

- 1) The Infant Room is for young children ages 6 weeks through 10 to 12 months. These children are non-abulatory, and are working toward independently sitting/crawling.
- 2) The Young Toddler 1 Room is for young children ages 10 -12 months through 15-16 months. These children are learning to walk with support and on their way to becoming independent walkers.
- 3) The Young Toddler 2 Room is for young children ages 15-16 through 24 months. These children are "expert" walkers and are improving their running and language skills.

DAILY ROUTINE

Infants and young toddlers grow and change rapidly and are sensitive to their environments. This programs provide a nurturing environment sensitive to their needs. Their development and growth is used as a basis for designing activities.

Even with very young children, the daily routine is maintained in order to assist in organizing their environment, encouraging self-help skills, and establishing feelings of positive self-esteem.

In addition to the routine, teachers check every infant every two hours to see if they need to be changed and do so whenever necessary. Diapering provides a time for adult-child interaction. This social time allows for imitation, smiles, vocalizing, and turn-taking play. Motor activities are also combined with changing time. Infants and young toddlers are dressed appropriately to ensure mobility and sensory stimulation.

Babies are bottle fed by teachers to also ensure positive adult-infant interaction. Bottles are never propped up nor given to babies in their cribs. The young toddlers, capable of holding their own bottles, sit while drinking. Children do not walk around the classroom with bottles. Knowledge of the baby's schedule, understanding the infant's cues, and information from the parents, determine when the teacher feeds the child. The young toddler classroom eats lunch and snacks together as well as nap on cots at the same time.

Cribs are only used for sleeping. When babies are awake their time is spent on the floor moving, crawling, climbing, reaching, and interacting with people and materials. The young toddlers explore and discover in various learning areas in their classroom. Learning and play occur throughout the day and a variety of opportunities are provided that are developmentally appropriate. Play may be in small groups, adult-child play, or moments for the child to play alone. When possible, infants and young toddlers experience outside play.

DIAPERS AND WIPES POLICY

In order to be sure that your child's diapering needs are met each day, we require that wipes must be brought in the first week of each month and diapers will be brought in on an as-needed basis. On your child's first day of childcare, diapers must be provided. You will be notified by your child's teacher when diapers or wipes are getting low.

If your child has a rash, ointment can be applied if parents bring in ointment clearly labeled with the child's name and a medication permit.

TODDLER AND PRESCHOOLER PROGRAM

DAILY ROUTINE

The routine for toddlers and preschoolers is similar except that the toddlers' activities are shorter and less complex than for the preschooler. Toilet training is begun in the Toddler Room.

While maintaining the predictability and consistency of the daily routine and environment, youngsters are provided with tasks and activities that help them feel comfortable with making decisions, expressing their feelings, learning new concepts and discovering information about their world.

The routines for the infants, toddlers and preschoolers are constructed to prepare each age group for the next program. Each group's routine is more complex. Within each program there are ample opportunities for individualized teaching and experiences. Teachers are actively involved, encouraging and opening new ideas and materials, which children use in their own unique way.

FOOD AND NUTRITION

At The Yellow Brick Road Preschool, we believe healthy food habits start early so we have designed a meal plan that is well balanced and introduces new foods each month. The monthly menu will be available in the foyer on the information wall. Older infants and toddlers will be served small bite sized pieces to encourage them to feed themselves, a vital development skill.

Tuition includes breakfast, snacks, hot lunch, milk and beverages. Parents of infants must supply all bottles, baby formula and food.

SIGNS OF TOILET TRAINING READINESS

At The Yellow Brick Road Preschool & Childcare Center, we believe that children should only be toilet trained when they are physically and emotionally ready. There are several signs of readiness that a child must demonstrate before beginning the toilet training process.

- Child is coordinated enough to walk and run steadily
- Child is staying dry for longer periods of time, which indicates their bladder capacity is increasing
- Child recognizes when they are urinating or having a bowel movement
- Child can follow simple directions (go to the bathroom, sit on the toilet, wipe your bottom, etc.)
- Child shows interest and desire to wear big kid underwear, stop wearing diapers, etc.

SIGNS OF BEING TOILET TRAINED

There are several signs that show when children have successfully finished toilet training. All children who are enrolling in the regular Preschool program or who are transitioning from the Toddler program must meet the following criteria.

- Child is able to verbalize when they need to use the restroom
- Occasional accidents are okay, but not more than 1 a day or 3 per week
- Child wears underwear (children are not permitted to wear diapers or pull-ups)
- Child is able to fully manipulate their own clothing most of the time (teacher will help)

Once children are completely toilet trained, it may be possible for them to move up to the Preschool 1 class on a regular basis and will qualify for the Preschool tuition reduction rate if:

- The Preschool 1's class and overall Preschool program has availability and space and administration approves the change.
- The teachers support the decision and believe the child is developmentally ready.
- The parents support the decision and want their child to move up.

KINDERGARTEN PROGRAM

Our Kindergarten program provides low teacher to student ratios and individualized instruction. Students are expected to do regular homework assignments and attend class on a regular, consistent basis during our main instructional time (8:30AM-11:30AM). This allows for the child to reach his/her potential looking forward to First Grade.

The “plan-do-review” program continues during Yellow Brick Road’s kindergarten. As with all our programs, kindergarten teachers are early childhood educators and children participate in small teacher to student ratios.

The full day curriculum provides excitement of the learning centers that include the following: language arts, science, problem solving, computer, mathematics, art and pretend play. By utilizing a multi-sensory approach, children are provided the appropriate combination of child-directed activities and directed instruction in math, reading readiness, social sciences, and creative arts.

Extended care is available for kindergarten.