

180 Wikiup Drive
Santa Rosa, CA 95403

#707-539-8469

Lic #493005083

Tiny Treasures Preschool

6170 Montecito Blvd
Santa Rosa, CA 95409

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PARENT HANDBOOK



Philosophy

We believe that self-esteem is the critical component to optimal growth in young children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development. Children at Tiny Treasures are given the opportunity to explore, experiment and create in a safe and nurturing environment.



Non-Discrimination

Tiny Treasures admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. A multicultural, anti-biased curriculum is offered.

Hours of operation are 7:00am to 5:45pm

Monday through Friday

*There will be a late charge of \$20.00 for the first 15 minutes your child is not picked up after 5:45 p.m. closing time, and \$5.00 per minute thereafter.

Holidays

- New Years Day
- Martin Luther King
- President's Day
- Veteran's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & following day
- Christmas Eve & Day
- Two staff development days

Admission & Enrollment

Ages of admission are 24 months through pre-k. We attempt to be flexible in our enrollment policies to suit the individual needs of our families. Full-time and part-time registrations are accepted subject to availability of space and accommodations. Part-time needs to be Monday, Wednesday, Friday for at least 4 hours a day, or Tuesday & Thursday at least 4 hours a day.

- **There is a \$50.00 non-refundable enrollment fee per child upon registration.**

The following forms are required by the state of California and need to be completed prior to placement.



1. Registration form signed by parent or guardian.
2. Written consent for medical treatment.
3. Signed Admissions agreement.
4. Completed Blue immunization form.
5. Signed parents rights form.
6. Signed personal rights form.
7. Completed physicians report.
8. Completed health history report.
9. Completed previous child care record

- * Community Care licensing has the right to come into the facility at anytime and inspect all child records.
- * The California Department of Social Services shall upon proper identification, have the authority to interview children, or staff, and to inspect and audit child or facility records with out prior consent. Code #101195b.

Fees & Payments

Preschool 9:00am-1:00pm—**\$25.00** per day
Up to four full days (5 hours or more) **\$35.00** per day
5 full days a week—**\$165.00** per week

Snacks are provided for all children at 10:00 a.m. & 3:00 p.m.

***all parents are required to donate one snack a month!!**

All payments are made on a bi-weekly basis. Parents will receive an invoice every other Monday. There will be a late charge of \$5.00 per day for delinquent tuition payments.

All Tiny Treasures payments are to be made through our billing system called "Tuition Express". The forms are included with your new parent packet. If you have any billing questions you can contact Beth at #707-481-0127

Other Fees

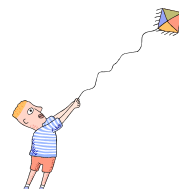
1. RETURNED CHECKS: A charge of \$20.00 will be assessed for any returned checks plus an additional late fee of \$5.00 per day until payment is made in full.
2. COURT FEES: Should it become necessary to go to court over non-payment of fees owed, court & attorney fees will be added to your bill.

Written Notice

Two weeks advanced written and paid notice is required when you wish to change your child's schedule or to terminate your contract. There is no refund for early withdrawal.

We will give a two-week notice to parents if it should become necessary to terminate your contract.

We will give at least 30 days written notice prior to any contract changes.



Typical Daily Schedule

7:00—9:00 ARRIVAL & FREE CHOICE

Each child will have the opportunity to freely choose a variety of activities. They may include music and movement, story time, books, puzzles, unstructured art, dramatic play, table toys, sensory tubs and blocks.

9:00—10:00 STRUCTURED LEARNING & SMALL GROUP ACTIVITIES

Activities during this period will be planned on a monthly basis. Theme or skill based lesson plans will be posted and/or sent home on a monthly basis. Lesson plans will include carefully planned developmentally appropriate activities to help develop each child's growth in language, fine motor, and large motor, mathematical, social emotional, cognitive & self-help skills. Structured and unstructured outdoor play will also be offered during this time.

10:00—10:30 SNACK TIME

Children may prepare their own snack as a cooking project.

10:30—12:00 STRUCTURED LEARNING & SMALL GROUP ACTIVITIES CONTUNUED

12:00—1:00 LUNCH TIME AND CLEAN UP TIME

1:00—3:00 REST PERIOD/QUIET ACTIVITIES

At the parents request children will be provided with supervised rest period. The child not needing rest will be provided with a planned quiet activity. As each child awakens, a choice of quiet activities will be offered.

3:00—3:30 SNACK

3:30—5:00 FREE CHOICE/AFTERNOON ART

5:00—6:00 GROUP ACTIVITIES & DEPARTURE

Group activities may include organized games, music & movement, stories, or singing songs.

Miscellaneous

1. Diaper changes are scheduled for every 1.5 to 2 hours with the exception of naptime in which case each child will be diapered as soon as he or she awakens. In addition, a child will be changed when needed.
2. We will use disposable diapers only, which are provided by the parent.
3. We will work with parents/guardians to initiate potty training when the individual child shows an interest. In order to be successful in this training, it is important that both parent and staff are consistent in their techniques. Cleanliness and hand washing will also be emphasized in the training process.
4. Weekly reports will be written about you child's activities at the parents request.
5. Evaluations will be observed and recorded three times a year by your child's teacher. Evaluations will be scheduled three times during the academic school year: September, January, and May, at the parents request.



Behavior Management & Discipline

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- A- **Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
- B- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- C- **"When...Then" Statements:** A statement in which the child is encouraged to accomplish something before going on to something else. Sample: "When you finish picking up the blocks, then you can go outside."
- D- **"If... Then" Statements:** A statement in which the child is encouraged to make a positive choice. Sample: "If you pick up the blocks, then you can go to the Dress up play area."
- E- **Take A Break:** The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

Meals & Snacks

- 1) **NUTRITION:** Since food and nutrition are important components of a child's development, Tiny Treasures emphasizes fresh and natural foods such as fresh fruits and vegetables whole grain breads, etc.
- 2) **LUNCHES:** All children are required to bring their own lunch. If your child does not bring a lunch you will be charged \$5.00 for Tiny Treasures to provide them lunch, and if it happens more than 3 times your contract may be reviewed for termination. Children's lunches should contain "finger-foods", **please do not include mega messy foods such as chocolate pudding, rice, spaghetti, Jell-O, or hard candy and soda. THANK YOU.**
- 3) **SNACK TIME:** A mid-morning and mid-afternoon snack will be provided by Tiny Treasures. A donation of one large box of non-perishable snack will be asked for monthly from each child.
- 4) **SPECIAL DIETS:** If a child has a particular dietary need, substantiated by a medical evaluation, the owner of Tiny Treasures must be so informed and given a doctor's note. Substitute snacks may be brought from home.
- 5) **BIRTHDAYS:** Parents are welcome to prepare special birthday treats for your child's class. Birthday cakes and cupcakes are acceptable, however we would prefer cookies or other non-messy treats.



Health & Safety Practices

- A- **HAND WASHING:** Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, after handling an ill child, and after playing outside.
- B- **DIAPER CHANGING:** Hands will be washed before and after changing of diapers. The changing mat is sterilized after each use. Soiled diapers will be disposed of in a closed container outside the building.
- C- **TOYS & EQUIPMENT:** Toys & equipment will be sterilized daily or as needed, by the teachers.
- D- **BEDDING & SOILED CLOTHING:** Your child's nap items need to be taken home every Friday and laundered. Then be brought back by naptime on Monday. All soiled clothing will be put into a plastic bag for the parent to launder.
- E- **FIRE DRILLS:** Practice drills will be conducted a minimum of once monthly and recorded on a record sheet provided by the state fire Marshall. Evacuation procedures will be posted on the wall next to exits.

Health & Safety Practices Continued...

- F- **ACCIDENTS & INJURIES:** First Aid will be administered to a child needing care. Each accident will be recorded on a accident report form. Parents will be given a copy of this report and the center will maintain a copy. Serious accidents will be reported to the Department of Social Services.
- G- **FIRST AID TRAINING:** We require all of our staff to maintain a current CPR & First Aid Certificate.
- H- **RELEASE OF CHILDREN:** Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification is required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up your child, it would require that you give written permission in advance or a phone call personally to verify.
- I- **REPORTING CHILD ABUSE:** California State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

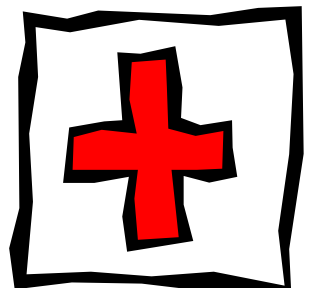
Exclusion Policies

- A- **SCREENING:** Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.
- B- **NON-ADMITTANCE:** Your child will not be allowed to attend Tiny Treasures if he/she exhibits symptoms for exclusion within a 24 hour period prior to child's admittance back to school. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.
- C- **SYMPTOMS FOR EXCLUSION:**
 - ♥ Fever of 101 degrees or higher
 - ♥ Diarrhea (three or more watery stools within 24 hours)
 - ♥ Vomiting on two or more occasions during the past 24 hours
 - ♥ A draining rash
 - ♥ Eye discharge or Pinkeye
 - ♥ Lice or Nits
 - ♥ Too tired or ill to participate in normal activities
- D- **STAFF ILLNESS:** Staff members who display signs of infectious illness will not be required or permitted to be in attendance. In that event, they will be replaced by a qualified substitute until their return.



Medical Emergencies

In the event of a medical emergency, we will first call 911, then the parents or guardian will be contacted as soon as possible. If the parent/guardian can not be reached the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention is required, we will use Sutter Medical Center in Santa Rosa. If you have a preference other than what is listed, we will try to accommodate you, if possible. All accidents and illnesses are recorded on a monthly health and accident report.

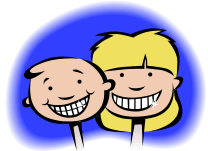


Medications

- A- **PRESCRIPTION MEDICATION:** All prescription medication must be in its original container and properly labeled with the child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacture's instruction or prescription label. The parent/guardian will be required to fill our a medication release form prior to Tiny Treasures administering any medication.
- B- **NON-PRESCRIPTION MEDICATION:** The following classifications can be given with written parental consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication. The following is a list of acceptable non-prescription medication:
 - Antihistamines
 - Non-Aspirin fever reducers/pain relievers
 - Decongestants
 - Anti-itching ointments or lotions, intended specifically to relieve itching
 - Diaper ointments and powders intended specifically for the use in the diaper area of the child
 - Sun screen
- C- **UNLISTED NON-PRESCRIPTION MEDICATION:** A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instructions.
- D- **UNUSED MEDICATION:** All unused medication will be returned to the parent or properly disposed.

Adjustment Period

- ♥ **WHAT IS NORMAL:** It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.
- ♥ **FIRST EXPERIENCE:** If this is the first time your child has been separated from you, it is natural for he/she to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. Please do not sneak out when your child is not looking. Usually the child will settle down shortly after you leave.
- ♥ **WHAT TO DO:** Please feel free to call _____ when you arrive at work. Chances are that your child will be busy playing and you can relax and concentrate on work.
- ♥ **Our E-Mail is: bethfiori@comcast.net** Please feel free to e-mail us at anytime. We will try to reply promptly.



Sign In & Out

Tiny Treasures requires your complete signature on the computer release form in order to receive a code to clock your child in and out each day. Every adult dropping off or picking up a child must sign a form.

- ⇒ The state of California prohibits a child care provider from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

Children's Supplies

Parents are requested to label and supply those items necessary for the proper care of the child:

1. A child's sleeping bag if the child takes naps.
2. Diapers and Wipes (if not potty trained or if training)
3. Necessary medications (refer to Medications section)
4. Substitute food (for children with food allergies)
5. Children may not bring toys from home. (it causes constant fussing among the children)

Visitations

Tiny Treasures has an "open door" policy. Parents have free access at all times to all areas used by children. The only limitations to this policy are:

1. During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.
2. We will allow the parent/guardian of the child in care unsupervised access only to their child.

