



Family Handbook 2019-2020

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301 North Orange Grove Blvd
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Licensing Information

Preschool: 198013368

Revised 2/28/2019

Welcome to Fair Oaks Preschool

We hope you find the time spent at Fair Oaks Preschool an enriching experience for your entire family as well as your child. This handbook contains information about center philosophies and policies. If you have any questions, please feel free to discuss them with your child's teacher or the Executive Director at any time.

Mission

Fair Oaks Preschool was established in 2003 as a non-profit child development center. We moved to our current campus in 2007 and enjoy the beauty of our rustic campus. The center's mission is to provide affordable, high quality, and developmentally appropriate programs for all children. At Fair Oaks we value diversity and welcome all families without regard to race, religion, national or ethnic origin, sex, gender identity, or sexual orientation.

Philosophy

The Fair Oaks Preschool philosophy is based on the view that the child is an independent and individual learner. The aim of the program is to respond to the needs of every child as he/she develops awareness of the world and readiness for learning. Each class provides developmentally appropriate materials and activities for every child in the areas of social/emotional, intellectual, and aesthetic growth and psychomotor development, while fostering a positive self-concept.

Through planned activities, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. Teachers nurture a sense of competence and self-worth in every child. The emphasis is on active, hands-on learning that addresses the needs of the whole child in the areas of social, emotional, cognitive, creative, and physical growth.

Following long-term and current research on how children learn, Fair Oaks Preschool offers both planned and spontaneous activities, encouraging independence while presenting limits that arise from being part of a group. Teachers provide a variety of choices for play designed to encourage physical skills, cognitive learning, problem solving, and independent thought. Resources and encouragement are available for those children who are ready for more directed, academic learning. Our approach is consistent with research based on long-term observation of young children. This research indicates that young children learn best through their senses, needing many opportunities to initiate learning on their own and periods of choice that alternate with periods of guidance. By means of age-appropriate activities, a strong foundation is built for the kindergarten experience.

Curriculum

The center's curriculum follows developmentally appropriate practices and is carefully planned by the teaching staff at Fair Oaks Preschool. Classrooms offer a variety of experiences to children that are based on their interests, developmental level and needs. Curriculum is designed to encourage physical skills, cognitive learning, problem solving, and independence. The daily schedules include physical play, conceptual learning, art, music, science, math concepts, literature, and dramatic play.

The Value of Play

As child development professionals, we make the statement that "play is children's work." This statement is a response to the common adult perception of play as an activity with less value than that of work. We believe such an assertion is patently false because play is the activity by which children learn and develop. The teaching staff at Fair Oaks Preschool have a comprehensive understanding of play and its relationship to learning. One of the primary goals of our program is to sustain and enhance the play activity of our children.

Parent/Teacher Conferences

In order to keep a strong connection between parents and teachers with regards to their child's development and classroom life, we hold two parent-teacher conferences a year.

Center Operations

Hours of Operation

Fair Oaks Preschool operates year-round. Operating hours are Monday through Friday from 7:00 am to 6:00 pm. Pick-ups after 6:00 pm will result in a late fee as outlined in the Fee Reference section of this handbook. If we have been unable to contact a parent by 6:30 pm we will contact the Pasadena Police Department to pick up the child.

We serve children from two years of age to TK ready. We offer full-time care only.

Holidays/Closures

Fair Oaks Preschool closes for the following holidays and closure days:

- Labor Day
- Thanksgiving Day and following Friday
- Christmas Eve and Christmas Day
- Week between Christmas Day and New Year's Day
- New Year's Eve and New Year's Day

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Veterans Day
- Independence Day
- Staff Development (4-9 days throughout the year; an annual calendar with specific dates of closures will be provided with the enrollment packet)

Classes

Cloud Room (enter starting at 2 years of age)

Star Room (enter approx. 2.5 years of age)

Sun Room (enter approx 3 years of age)

Moon Room (enter between 3.5 and 4 years of age)

Please note: While the above is a rough timeline of when a child will enter a class, they will start the classroom based on several factors including, but not limited to: age of child, age of cohort, availability of classroom, developmental needs, and enrollment. Classrooms are not determined solely by age and all children will remain in their designated "rooms" for a minimum of one year (September through August).

Staff

Fair Oaks Preschool staff includes the Executive Director, Office Assistant, Curriculum Specialists, Lead Teachers, and Associate Teachers.

Staff Certification

All teachers at Fair Oaks Preschool have completed a minimum of 24 early childhood education units and/or are working towards Bachelor of Arts or Associate of Arts degrees in Early Childhood Education. They have a minimum of 1-year experience working with young children ranging in age from birth to six years old. The Executive Director has a Master's Degree in Early Childhood Education. Most full time staff members hold current CPR/First Aid certification.

Role of the Curriculum Specialist

The curriculum specialist is a part time or full time educator who supports learning both in the classroom with the children and through individual engagement with the lead and associate teachers. She/he is an integral part of the teaching team and works to ensure that curriculum is engaging, provocative, and child-interest based. She/he is trained in a variety of curriculum models and works closely with the Executive Director to ensure that the curriculum demonstrates best practices in early childhood education.

Role of the Lead Teacher

The lead teacher is the teacher who heads one group alongside her/his associate teacher. Lead teachers are responsible for maintaining a cohesive classroom environment, engaging in direct communication with parents, and upholding classroom policies and procedures. They are also responsible for working with the curriculum specialist to provide a provocative, engaging curriculum that is child-interest based.

Role of the Associate Teacher

The associate teacher is the teacher who works alongside the lead teacher and supports them in maintaining a cohesive classroom environment, stay connected to families, and uphold classroom policies and procedures. She/he is also responsible for providing provocative, engaging curriculum that is child-interest based.

Babysitting Policy

It is the policy of Fair Oaks Preschool to strongly discourage families from asking Fair Oaks Preschool staff members to babysit for their children. It is also the school's policy to strongly discourage Fair Oaks Preschool employees from accepting outside employment as a babysitter, house-sitter, etc. for families attending Fair Oaks Preschool.

Parents/Legal Guardians who choose to bypass this policy and hire a Fair Oaks Preschool staff member to babysit need to know that Fair Oaks Preschool accepts no responsibility for the actions of the person performing this work or for the care of the children during these times. This work falls outside the realm of the employee's work for Fair Oaks Preschool. If a Parent/Legal Guardian chooses to bypass this policy they will need to sign and have on file a "Consent to Hold Fair Oaks Preschool Harmless" form.

Exiting Staff Members

Due to labor law regulations and privacy concerns, the center is legally unable to disclose details of a staff member's departure from Fair Oaks Preschool. If a departing staff member resigns, the staff member, together with the Executive Director, may write a letter to the community indicating the reason for departure. If a staff member is terminated, the center is limited in providing details to our families. However, if at any time the departure of a staff member is due to harmful actions towards others, including children, families, or other staff

members, community care licensing will be notified and they will investigate the situation. Fair Oaks Preschool will always notify the community with as much information as it can legally and lawfully provide.

Board of Directors

The Fair Oaks Preschool Executive Director and Board of Directors determine center policies, ensure the center's financial stability, ensure the center follows legal operation procedures, and determine the overall direction of Fair Oaks Preschool. The Board of Directors consists of volunteer parents and community members.

Contact

To contact the Board of Directors, please email boardofdirectors@fairoakspreschool.com

Volunteers/Parent Volunteers

Fair Oaks Preschool encourages and supports the participation of volunteer aids in the classroom. The purpose of a volunteer is to enrich the program by supporting the paid staff through performing whatever duties may be appropriate for that volunteer to do. An underlying guideline to the use of volunteers is that they always contribute positively to the program and do not detract from it. All volunteers must have Department of Justice clearance (fingerprints and background check) before volunteering in a classroom. All volunteers, including parents, need to have up-to-date vaccinations on record with the center office (see Executive Director for more information).

Volunteer Vaccination Information

Applies to ALL classroom volunteers. Includes parents who are completing parent hours in the classroom with children.

1. TB test taken within the past two years
2. Dtap vaccination received within the past ten years
3. Up to date Measles vaccination: proof of vaccination or titer with proof of immunity
4. Flu Shot (can be waived; see Executive Director to fill out a waiver form)

Phone Calls

Parents are always welcome to call the center to check in with their children or to speak with a teacher. While we try hard to get to the phone, sometimes we are with the children or unable to get to the phone in time. Please feel free to call back with urgent matters or leave a message and someone will return your call as soon as possible.

Parent Visits

Fair Oaks Preschool has an “open door policy” where parents are welcome to come to the center to visit their child at any time both announced and unannounced. We welcome families to visit and enjoy having parents and family members as a part of our learning community. Parents are free to come and go from the center exclusively at their own discretion.

While you are welcome to visit as you please, it is always helpful to notify your child’s teacher of visits to the center prior to when they occur with either a phone call or notification that day. This helps the teachers organize their day accordingly and minimizes disruptions during our busiest times of the day.

When spending time in your child’s classroom or on the play yard, please remember to keep conversations with teachers or other parents or guardians to a minimum so as not to disrupt the flow of the children’s play. If you have any questions about your child or a teacher’s approach, wait for a private time to talk with the teacher. We also ask that you do not pick a child up or move any child around unless they are your own for liability and safety reasons.

Communication

Parent Outreach Tools

Fair Oaks Preschool uses multiple outreach tools to communicate information from the center to parents. If you do not have access to any of the options below and would like access, please contact the Executive Director:

- Parent Pockets/Information posted next to Sign-in Sheets
- Newsletters and notifications via Constant Contact Emails
- Closed Facebook Group for Parents and Teachers
- Google Calendar
- Parent/Teacher Directory
- Postings in the Executive Director’s Office Window
- Parent Portal on the Fair Oaks Preschool Website

Parent Pockets

Each parent has a parent pocket located in his or her child’s classroom. Please check your pocket on a regular basis for school information, accident reports, notes from your child’s teacher, etc. The parent pockets are the primary communication relay from Fair Oaks Preschool to a child’s parent or guardian.

Admission and Wait Pool Policies

Admission Procedure

Parents who wish to apply for admission to Fair Oaks Preschool are encouraged to contact the center via email (admissions@fairoakspreschool.com) or phone (626.229.9957) to schedule a tour. Tours are available most Thursday mornings; Fair Oaks Preschool cannot accommodate tours that are unscheduled. Applications for admission are available online at www.fairoakspreschool.com.

Application Fee

There is a nonrefundable \$50 Application Fee. This fee assures your child's space in the wait pool for admission, but does not guarantee enrollment.

Sibling Priority

Priority is given to siblings of children currently attending Fair Oaks Preschool. As openings occur, age appropriate children are selected from applications in the wait pool.

Non-discrimination Policy

Fair Oaks Preschool values diversity. We welcome all families without regard to race, religion, national or ethnic origin, sex, gender identity, or sexual orientation.

Fair Oaks Preschool supports the value of inclusion: the right of all children, regardless of their diverse abilities, to participate actively in natural settings with their peers. At Fair Oaks Preschool, this means that we will, on a provisional basis, accept children with special needs. Continued enrollment will depend on frequent and ongoing staff-parent communication and upon careful and continuous assessment of the viability of the arrangement for all concerned.

Admission Requirements

Admission and registration is arranged exclusively with the Fair Oaks Preschool Executive Director.

Prior to admission, you will be asked to review the policies in the Family Handbook and complete and return the following forms:

- Identification and Emergency Information (LIC 700)
- Consent for Medical Treatment (LIC 627)
- Child's Pre-admission Health History (LIC 702)
- Physician's Report (LIC 701)

- Copy of Immunization Record
- Family Handbook Acknowledgment
- Personal Rights (LIC 612A)
- Acknowledgment of Parent Rights Notification (LIC 995)
- Annual Tuition Contract
- Authorization and Consent to Photograph & Publication Form
- Directory Publication Restrictions

Fair Oaks Preschool must be in possession of all completed forms prior to your child's first full day of school.

Enrollment Fee

Registration and enrollment is arranged exclusively with the Fair Oaks Preschool Executive Director. A non-refundable enrollment fee of \$1000 is required for each child at the time of registration. Only upon receiving the enrollment fee is a classroom space guaranteed.

Wait Pool Policy

If there is not an immediate opening for your child when you apply, your application is added to a wait pool. We pull from the wait pool as age appropriate spots open up throughout the year in each class. We will contact you when a spot is or will become available.

Tuition, Payment Policies, and Fees

Tuition

Each year in September, families sign an annual tuition contract that specifies information regarding payment information and obligation for the school year.

Please see our website for the most up-to-date tuition rates.

All tuition is nonrefundable.

Full-time Enrollment

All children at Fair Oaks Preschool are enrolled full-time. Basic tuition includes care from 7:00 am to 6:00 pm, milk, and two snacks daily.

Fair Oaks Preschool's operating budget is based on fees spread out over a 52-week year. Our school year runs from September 1st to August 31st. Our costs do not change

monthly as we have the same staff salaries and overhead costs throughout the year; therefore, ***there is no tuition credit for sick days or vacation, all tuition is paid as a full month, and we do not prorate tuition. For example, if a child leaves Fair Oaks midway through a calendar month, his or her family must still pay tuition for the full month and adhere to their signed annual tuition contract.***

Sibling Discount

The oldest sibling will receive a 10% discount on their tuition rate.

Tuition Assistance

Fair Oaks Preschool is currently unable to offer financial aid; however, we welcome children subsidized through CCIS & OPTIONS.

Tuition and Fee Payment Policy

Fair Oaks Preschool uses the SMART tuition program to manage payments from families. Upon enrollment you will receive an email with instructions on how to sign up. Please contact the Executive Director with any questions.

Tuition is due on the 1st of each month and is considered late after the 5th of the month. SMART tuition will assess a late fee of \$40.00 after the 5th of each month. Tuition is nonrefundable for any reason. SMART tuition provides families with the option to pay via bank EFT, check or credit card. Fair Oaks Preschool will not accept any in-house payments for tuition related expenses and/or fees.

The Board of Directors will give a 60 day notice of any changes to tuition and/or fees or to the payment schedule.

SMART Tuition Policies

The policies below are SMART Tuition's general terms and conditions.

SMART Tuition receives, processes, and deposits your payments into your school's bank account. Our secure website and Parent Help Center are available to assist in answering your questions about your tuition payment plan.

Refunds: SMART Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

Credit Card Payments: Payments made with your debit and/or credit card are subject to credit/debit card convenience fees.

Late Fees: A late fee of \$40.00 will be assessed by SMART tuition, if balances due are not paid and posted by the 5th of each month.

Follow-up Service: Any payment that is not received by SMART Tuition by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Smart Tuition may provide your school a follow-up service where SMART may contact you via mail, telephone, or e-mail. Your account may be charged an additional fee as a result of this service.

Failed Payments: A fee of \$30.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

Please Note: Payments received in the mail take 1 business day to post. SMART Tuition is not responsible for delivery delays when payments are sent via US mail. Please allow at least 5-7 business days for delivery.

SMART TUITION PRIVACY POLICY: We do not disclose any personal information about our families to anyone, except as permitted by law. SMART Tuition has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industries Standard for storing family information.

SMART TUITION SECURITY POLICY: Access to your personal and account information is restricted to those employees who need to know that information as part of their job, to service your account, or to provide products and services to you. We maintain physical, electronic, and procedural safeguards that are reasonably designed to guard your non-public personal information. We adhere to the Payment Card Industry Data Security Standard (PCI DSS). The Payment Card Industry Data Security Standard (PCI DSS) is a proprietary information security standard for organizations that handle branded credit cards from the major card schemes including Visa, MasterCard, American Express, and Discover.

Fee Reference

- Nonrefundable Application Fee: \$50.00 per family (one-time fee)
- Nonrefundable Enrollment Fee: \$1000.00 per child (one-time fee)
- Returned Payment Fee: \$30.00 assessed by SMART tuition
- Balance-in-full Late Fee: \$40.00 after five delinquent days assessed by SMART tuition
- Health and Safety Fee: \$350.00 due at the signing of each Annual Contract and at enrollment
- Late Pick-Up Charge 6:00 - 6:15 pm: \$15.00 per day, per child
- Late Pick-Up Charge after 6:15 pm: an additional \$75.00 per day, per child
- Late Drop-Off Charge (10 mins after classroom drop off times): \$15.00 per day
- Parent Hour Fee: \$25.00 per unearned parent hour

- Monthly Wipe Share Fee: \$25.00 per missed month

Fundraising and Events

As a non-profit organization we rely on fundraisers to cover the cost of everything that tuition does not cover. Tuition covers only operating costs such as facility rent, utilities, salaries, professional insurance, and benefits. We understand that each family has a different giving capacity and ask that families give what feels best for their individual situation, with the understanding that the funds you provide directly benefit your child and the school. Our goal for all fundraisers is 100% participation, not a specific dollar amount.

All proceeds go directly towards the school and cover the cost of learning materials, environmental enhancements, professional development for staff, special events for our children, weekly yoga classes, and any additional needs the learning community may have.

Annual Fundraisers

Below are some of the fundraiser we hold each year (subject to change):

Read-a-thon
Book Fairs
Wreath Sales
Rummage Sale
Annual Fundraiser
Annual Giving Campaign
Jog-a-walk-a-stroll-athon
Restaurant Nights

Drop-off and Pick-up Policies

Preparation for the Day

Please bring your child to school ready for the day. Here are some important things to remember:

- Make sure your child has had a good breakfast or bring one to school and we will serve them between 7:00 am - 8:00 am.
- If your child is in diapers, please bring your child in a clean, dry diaper.
- Remember to establish a clear routine for dropping off, and once you say goodbye, head out. It can feel confusing to a child if you say goodbye and then you don't leave.
- Be sure to dress your child for success and check their cubby regularly to ensure

they have what they need for the week. Bring rain gear on wet, rainy days and extra clothing for cold or hot (water play) days.

Gate and Door Policy

At Fair Oaks Preschool ALL doors and gates are for adult hands ONLY. This is to ensure the security of our students while on school grounds as well as keeping fingers from getting pinched. Please be sure to remind our older friends and siblings that Authorized Caregivers, Moms, Dads, and Teachers are the ONLY ones who should be opening doors, gates, and using the keypads.

Parking and Traffic Procedures

To help alleviate parking lot traffic during peak drop-off and pick-up times for both Fair Oaks Preschool and Sequoyah High School (located on the Neighborhood Church grounds), parents and visitors are required to follow a traffic flow pattern when entering and leaving the parking lot. Please review the parking and traffic flow diagram at the end of this handbook for specifics.

Arrival

Each child must be accompanied by an adult upon arrival. The adult must enter the center and sign their child in on the sign in/sign-out sheet, and then accompany the child into the classroom or playground where the teachers are located. The parent must remain with the child until he or she has been acknowledged and accepted by the teacher. Children may not be left on the playground to enter the classroom on their own.

As required by state law, a staff member will do a quick visual check of the child for signs of illness or communicable disease before accepting the child for the day. If a child's good health is in question, the teacher will not accept the child for the day. Please refer to the Observable Symptoms section of this handbook for further detail.

Sign In/Sign Out Sheets

Signing your child in and out each day is a State Law. ***A full signature is required.*** Parents or guardians must assume the responsibility for signing their child in and out of the center each day. If someone other than the parent will be signing in and/or out a child, that person must be on the Identification and Emergency Form or Emergency card. The individual signing the child in and/or out must be 18 years of age. If we have not met the individual picking up your child, we will ask the individual for identification before they pick up the child.

Drop Off Time

At Fair Oaks Preschool we have a policy-surrounding drop off for a variety of reasons. The center is an educational facility that meets the needs of young children; therefore, we expect families to help us keep a clear daily routine for their own children and the learning community as a whole. Children who arrive at school on-time and at the same time each day have a clearer expectation/understanding of the day and have fewer challenges transitioning into the classroom. Children who arrive on time get the same rich learning experiences as their peers and feel more connected to those in their class. When children arrive late, it is often challenging for them to adjust to a varying schedule. It can often throw their nap times, lunchtimes, and play times off, causing a more challenging day in general. It is very important at Fair Oaks that we ensure the most predictable, consistent schedule possible for our children, families, and staff. We appreciate your help and support.

Although it is our aim to provide service when parents most need it, we believe it is crucial for children to be on time for the morning program, which begins at 9:00 am. Children who come in late miss a valuable part of the educational experience. Additionally, late arrivals often disturb other children and staff who are busy carrying out the plans they have made for the day. Routine lateness, when it is detrimental to the child or the other children, will be discussed with the parents.

Children in all classrooms must be dropped off by or before 9:00 am; late fees start at 9:10 am.

School wide arrival cut off time is 11:00 am. Please do not bring children into the center after 11:00 am unless arrangements have been made with the Executive Director in advance.

If you choose to pick your child up in the middle of the day, they may not return to the center. This policy is in place to ensure minimal disruption of the day for all of our children and educators.

We strongly suggest making all doctors' appointments in the early morning or later afternoon to maximize your childcare choices for the day.

Late Drop-off Fee

All children must be dropped off prior to or by the drop off time designated for each classroom. Children who are dropped off more than 10 minutes late will need to sign the "late drop off sign in sheet" and will be billed \$15.00 per late drop off.

If you need to make a doctor's appointment or other necessary appointment for your child and expect to arrive late, ***please be sure to let your child's teacher know one day in advance to avoid a late drop-off fee.*** For all other situations, please contact the Executive Director.

Daily Classroom Schedules

One reason we stress children getting into class on-time is that all classrooms have a daily schedule that we use to keep the children in a routine and grounded. The daily schedules are posted in each classroom, please take the time to review these schedules and understand their importance.

Absences

If your child will not be attending school on a given day, please contact the center via email or phone in the morning so the teachers and staff are aware of the absence. If your child will be out for an extended period of time (vacation, illness), please give the teachers as much advance notice as possible for staff scheduling purposes.

Transition

Starting a new school can be a difficult experience for a parent and a young child. We encourage parents along with their child to visit the center prior to their start date. Two visits to the classroom during activity time, lunch, and nap time provide an opportunity for you and your child to become comfortable with the new environment. Once enrolled, we create a one-week transitioning schedule to allow the new student to adjust and acclimate to his or her new school. The Executive Director will contact you with a transition schedule for your child, as transition schedules can vary.

In the beginning of a child's enrollment, it is helpful for the child and parent to establish a goodbye ritual. It can be one hug, a kiss, and a comment such as "I will be back for you at (state time). Teacher _____ will take good care of you until I come back. Have a good time. Goodbye," and then leave quickly. Prolonged leaving and displays of emotion by the parent can be confusing for the child and can result in a more difficult adjustment.

After the parent has left, the teacher will help the child cope with any sadness and/or anger the child may be feeling. At the beginning of the child's enrollment, teachers usually comfort crying children with loving attention, verbalization of feeling, and reassurance that their parents will return at a specified time. A teacher may use pictures of the child's family to help the child remember that family members continue to exist even when they are not physically present. Once the initial adjustment period has passed, the teachers use different strategies for helping children who are distressed when parents leave. These strategies will be discussed with parents individually

because they differ from child to child. Parents may always call the center to inquire about their child, and parents are always welcome at the center.

Picking Up

Children will be dismissed only to adults listed on the Identification and Emergency Information Form and the Emergency card completed at the time of enrollment. The staff will request identification from any person who picks up your child. The staff will refuse to release the child if the person is not named on the Identification and Emergency Information Form, the Emergency card, and/or does not have the proper identification. This policy is established for the protection of your child. To avoid possible embarrassment and delays, please explain the policy in advance to any person who may pick your child up from the center.

Late Pick-up Fee

Fair Oaks Preschool closes at 6:00 pm. Between 6:00 pm and 6:15 pm, the late charge is \$15.00 per child, per day. After 6:15 pm the late charge is an additional \$75.00 per child, per day. If we have been unable to contact a parent and/or designated person to pick up by 6:30 pm, the center is mandated by law to contact the Pasadena Police Department to pick up the child.

When arriving to pick up your child(ren), they are your responsibility (not the staff's) while you are present. This allows the staff to concentrate on the remaining children and prepare the center for closing promptly at 6:00 pm.

Separation from the Program

Withdrawal Policy

If a child withdraws prior to the expiration of the annual tuition contract (i.e., August 31st), the family agrees to pay the remaining total annual payment obligation unless/until a replacement can be found to take the child's place. If a child withdraws prior to their September start date, the tuition contract obligates the family to pay 50% of the total tuition payment for the year.

If a family decides to withdraw from the program, please note, we cannot and will not save a space for an alumni child.

Parents' Rights

Parents have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care.
- File a complaint against the child care center with the licensing office and review the child care center's public file kept by the licensing office.
- Review the child care center reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- File a complaint against the child care center with the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- Receive from the child care center the name, address, and telephone number of the local licensing office (see below for the current local licensing office contact information):

Community Care Licensing: 1000 Corporate Center Drive Suite 200B, MS:29-15
 Monterey Park, California 323.981.3350

- Be informed by the child care center, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption and that the name of the person may also be obtained by contacting the local licensing office.
- Receive the Caregiver Background Check Process form from the child care center.

Note: California State law provides that the childcare center may deny access to the childcare center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

Parent Grievance Procedures

It is the responsibility of the staff at Fair Oaks Preschool to be sensitive and responsive to the needs and concerns of all the children and their families within their care. Parents or guardians should feel free to openly and freely discuss any concerns relating to the classroom with the child's teacher. To minimize stress and distraction, conversation expressing parents' or guardians' concerns should be held in private, away from the children and other parents.

If for any reason the parent or guardian feels he/she is unable to reach an understanding with their child's teacher, then they may request the assistance of the Executive Director. Concerns (grievances) need to be stated in writing and given to the Executive Director, who then has three working days to meet with the parent or guardian (and the parties involved if necessary) to address the grievance.

If the Executive Director is unable to satisfactorily resolve the problem, then the parent or guardian may present the grievance in writing to the Board of Directors, who will respond to the grievance within 48 hours and work to resolve the grievance as soon as possible. The decision and supporting reason shall be reported in writing to the parent, the Executive Director, and parties involved (i.e. the child's teacher).

All parties involved in the process must hold all grievance proceedings confidential.

Grievance Process Steps

1. Talk with your child's teacher
2. Talk with the Executive Director
3. Contact the Board of Directors (boardofdirectors@fairoakspreschool.com)
4. The Executive Committee (Board President, Vice President, Secretary and Treasurer) will meet to discuss next steps in the process. They will respond to the parent or guardian within 48 hours and work to resolve the challenge/issue in a prompt manner.

Dismissal from the Program

Families may be dismissed from Fair Oaks Preschool due to any of the following:

- Delinquency in the tuition and/or balance in full exceeding 30 days or repeated late payments (twice in one year or at the discretion of the Executive Director)
- Continued injurious or disruptive behavior by the child
- Parents or guardians are non-supportive of or non-adherent to center policies
- Disruptive or inappropriate behavior by parent or guardian directed towards staff members, other families, or other children in the program
- Continued tardiness (please see drop off times for each classroom) and/or disregard for the drop off policy
- Non-disclosure of pertinent facts at the time of enrollment

Center Policies

Birthday Celebrations

On a child's birthday, parents may bring a treat for a short snack time celebration. Family members are welcome to visit. Parents are requested to only bring nutritious snacks, such as fruit, yogurt, muffins, Jell-O, unfrosted cookies or cupcakes, vegetables with dressing, or cheese and crackers.

Goody bags, balloons, and party favors are not to be brought to school. A simple nutritious snack and party napkin is suitable. Please consult your child's teacher to

arrange the best time for your child's birthday celebration.

Party Invitations

Birthdays are a special time of heightened feelings in the lives of children. Please do not pass out party invitations at the center unless there is one for every child. We also ask that you place the invitations in the parent pockets to ensure they are delivered to the child's family. A class list will be available from your child's teacher or the Executive Director upon request.

Valentine's Day

As with other celebrations, we ask that families do not bring in candies as treats to school. Fair Oaks Preschool does not celebrate Valentine's day, but does celebrate Friendship day. Should your child want to celebrate friendships day, he/she can bring in cards (one for each child in the class and a small treat (low to no sugar) which should be placed directly in each child's parent pocket. Please do not hand them to the children or place them in their cubbies.

Field Trips/Walking Trips/Buggy Rides

All classes at Fair Oaks Preschool participate in walking field trips. Any off campus field trips will require prior written permission from each child's parent/legal guardian. Parents are welcome to attend any field trip and, with proof of insurance, are also welcome (and sometimes needed) to drive children to and from special events.

Changes at Home

Arrival time is an important time for parents to relay information about their child to the teacher. The child's teacher should be made aware of changes within the family or home environment, any medications the child is taking, and planned trips or visits from relatives that might excite the child or interrupt the home routine. It is best to communicate privately with the teacher or to give staff a brief note rather than to talk in front of the child.

Toilet Learning Information

Toilet learning at Fair Oaks Preschool can begin as early as 2 years, but typically starts at around age 2.5 years. Children in these classrooms have their diaper changed standing up so as to encourage them to pull down their pants and "check in with their bodies." We use a gentle method of toilet learning where we build routines. As we remove the child's diaper, we invite them to use the restroom (never force) and help them to create a deeper awareness of what their body needs to do and when. As a

child gets closer to the toilet learning stage, we connect with the family to discuss what we are seeing at school and to provide additional resources and information about the toilet learning process.

All Fair Oaks children MUST be toilet learned before they enter the Sun Room.

Napping

Fair Oaks Preschool adheres to community care licensing regulations regarding nap times. Community Care Licensing requires all childcare centers to offer children a designated timeframe for “rest.” At Fair Oaks, we ask that all children “rest” for at least 30 minutes by lying down on their cots, and are given a full 2-3 hours (depending on age) of designated time to sleep. Caregivers are prohibited from forcing a child to sleep and/or waking a resting or sleepy child within the designated napping times. The nap times are listed below for each classroom.

Naptimes

- Cloud Room 12:30-3:00
- Sky Room 12:30-3:00
- Sun Room 12:30-3:00
- Moon Room 12:30-3:00

We will not restrict a child’s naptime at a parent’s request both because of community care licensing regulations as well as the knowledge that young children often need more rest during the school day due to increased activity. When children need rest, we cannot and will not deny their needs. Please see licensing reference below from Title 22:

*Children in child care in California are; To be free fromother actions of a punitive nature including but not limited to: **interference with functions of daily living including eating, sleeping or toileting**; or withholding of shelter, clothing, medication or aids to physical functioning.*

All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.

(1) A napping space and a cot or mat shall be available for each child under the age of five.

*(2) **No child shall be forced to stay awake, woken up early, or to stay in the napping area longer than the normal napping period.***

Disruptions During Naptime

When a child is disruptive during nap time and is either keeping the other children in the class awake, being unsafe (jumping on cots, etc) or waking other children (during naptime or while engaged in quiet activities), he or she will be reminded about having a calm body, then will be provided with support by a teacher (i.e. teacher sits close, teacher provides gentle touch to remind to calm, etc). If the child is unable to calm down with the support and guidance of the teacher, he/she may be asked to move to a different classroom or the office as a way to give the child space to work through their challenges without disrupting the rest of other children. When a child is moved, the teacher provides the child with a clear reason for why they are being moved, what they can do next time to stay in the class and then the following day reminds the child about the expectation at nap time so as to maximize the opportunity for success. If the child is able to be successful, the teacher acknowledges his/her success by listing the things he/she was able to do (i.e. "I noticed you were able to calm your body down even though you were excited about the story we read" or "I noticed that it helped you to snuggle with your lovey as you were falling asleep, it seems like that helped").

Quiet Time for Non-Nappers

All children at Fair Oaks are given the opportunity to rest for the above mentioned resting time. Some children do not nap, but rather rest. Children who rest quietly for 30 minutes but do not fall asleep are given opportunities to engage in quiet activities either at their cot or at the table. This includes: reading books, drawing, playing with sensory tools or snuggling with their lovey.

Portfolio

The Fair Oaks Preschool learning community works hard to document the process of learning as well as the work your child creates. The way in which we keep this documentation accessible, visible, and organized is by creating a portfolio for your child. We ask that upon enrollment, you provide your child's teacher with a white, 1.5 inch binder with a clear sleeve. This size allows us to store enough documentation for your child's entire time at Fair Oaks Preschool. We will use these portfolios during conferences and throughout the year to keep a record of your child's experience at school. When your child leaves the program, we will provide you with a beautiful binder filled with wonderful documentation about your child's early childhood education journey.

Possessions from Home

Clothing

Children at Fair Oaks Preschool play actively and frequently get dirty. They should

come to school dressed in comfortable, washable, and appropriate play clothes. A child's active play should not be reduced by concerns about messing up their clothes.

Clothing should be selected to enhance the child's independence. For example, elastic waistbands are often easier for children to handle than zippers and buttons. Overalls and tops with shoulder ties often prevent independence in the bathroom. Layered clothing is often appropriate, since the weather may be chilly in the morning hours and hot later in the day.

Children must have at least one clean change of clothing and three clean changes of underwear and socks at school at all times. All clothing must be clearly marked with the child's name. Parents are responsible for maintaining extra clothing that fits the child and is appropriate for the seasons.

The staff will handle preschoolers who wet or soil their underwear calmly. Children will clean up and change into dry clothing as independently as possible. They will be encouraged to place soiled underwear in a plastic bag to take home. This approach fosters self-help and diminishes feelings of embarrassment.

Shoes

Children's shoes must be safe and comfortable for active play both indoors and outdoors. Children take their shoes on and off several times a day. Rubber-soled shoes are most appropriate. Shoes with Velcro closing are better than tie-ups, especially for children under five. High top shoes are difficult to put on and take off.

Flip-flops, sandals, open toed shoes or backless shoes are PROHIBITED for safety reasons. We also strongly discourage Crocs and other "sticky" bottomed shoes.

Diapers

Parents are required to provide diapers for their children, if they are still in use. Teachers will notify parents when more diapers are needed. Occasionally, parents will forget to bring diapers. If you forget, please know that we will need to use "extra diapers" from school, therefore, parents must replace the "extra diapers" by bringing in additional diapers from home to replenish our stock.

Monthly Wipe Share Program

We ask families with children who use diapers (even naptime diapers) to provide TWO full packs of wipes each month. These wipes are used throughout the month for all children. If your child needs a special type of wipe, we ask that you bring enough wipes for your child to use that month.

Monthly Wipe Share Fee

Parents who fail to turn in wipes by the 15th of each month will be billed an additional \$25.00 per month on their tuition bill to cover the additional cost of wipes.

Creams and Sunscreens

If your child is in diapers, we ask that you provide diaper cream to alleviate any rashes. We also require a bottle of sunscreen be provided for each child. Teachers will notify parents when more creams are needed. Please be sure to check if your child's creams or sunscreens have expired.

Labeling

Please label everything you bring from home for your child's use at the center (clothes, sunscreen, blankets, sheets, lunch and snack containers, bottles, etc) with their name. Labels, stickers from a label company, and labeling with a Sharpie work well.

If you do not label your child's items, Fair Oaks Preschool reserves the right to label any item with a Sharpie to ensure safe food service and minimize lost items.

Fair Oaks Preschool is NOT allowed to serve bottles, food containers, formula, or breastmilk from unmarked bottles or milk bags. Please be sure to always label milk and food items.

Personal Items

Napping children may bring a pacifier or a special sleeping toy that will be kept in their cubby. State licensing regulations require each child to have a sheet and small blanket for rest time. It is permissible to bring a transitional object, during the first month of a child's enrollment to facilitate transition. **We ask all families to leave toys and personal items at home or in the car for a child to get at pick up.** Toys that come onto campus are subject to getting lost or broken and Fair Oaks cannot be responsible for personal items or toys that children bring.

No toys featuring guns or weapons of any kind are permitted at the center.

Food Policies

Snack

Fair Oaks Preschool will provide a morning, afternoon, and a late afternoon snack (fruit

only). Menus of the daily snack are posted in each individual classroom. Snack includes a grain (cracker, chips, etc), fresh fruit, and water or milk.

Nut Free Facility (Excluding Almonds)

Fair Oaks Preschool is a “Nut” free facility. This means that the following items, and/or foods containing the following items, are not permitted anywhere on the child care center premises:

- Nuts (except almonds)
- Nut butter products (except almonds) (i.e. crackers, granola bars, sandwiches, etc.)
- Seed butter (except sunflower seed butter)
- Baked goods containing nuts and any form of nuts (except almonds)

Please be aware that nuts can also come in the form of a paste, oil/extract, or flour.

If there is a child with a food allergy in your child’s specific class, Fair Oaks Preschool reserves the right to ask that you abstain from bringing that food product to school.

Fruit Share Program

Fair Oaks Preschool asks parents to participate in a Fruit Share Program. Each family is responsible for providing fruit for two classrooms, three to four times per year. The list of suggested fruits and amounts needed can be found at the end of this handbook.

Lunches and Milk

Fair Oaks Preschool will supply milk for all classes. Our milk is hormone and preservative free, but it is not organic. If you would like organic milk or a milk substitute, please bring it in daily and place it in your child’s classroom refrigerator, if available, or cold blocks may be used in your child’s lunch to keep milk cold. Milk from home MUST be brought in daily to ensure it is fresh and safe to serve.

All lunches that are served to children at Fair Oaks, MUST be served at school only once. Please pack a fresh lunch each day (we cannot serve food that was offered, eaten, or served already at school, no exceptions).

Here are a few suggested items for your child’s lunch:

- Protein sources: Cottage cheese, yogurt, cheese cubes, sliced meat in sandwiches, beans, hard-boiled eggs

- Carbohydrates: Whole wheat bread, whole wheat tortillas, pita, rice, corn, potato pancakes, fruit-sweetened cookies
- Vegetables & Fruits: Cooked carrots, green pepper strips, broccoli trees, coleslaw, cherry tomatoes or grapes (must be cut in 1/2 or 1/4 pieces to avoid choking), cooked vegetables of all kinds, washed apples, peaches

We kindly ask that you only pack items you would like your child to eat. We work hard not to engage in power struggles with our children, so we allow them to eat anything that is packed. For example, we won't make a child eat a healthy choice to be able to eat something less healthy such as yogurt or fruit snacks.

Please DO NOT send sugary treats or candy in your child's lunches. We will refrain from giving the treats to your child at school and ask them to save them for when they get home or for the ride home.

Citizen Sprout

Families have the option to purchase hot lunch for their children through Citizen Sprout a company located in Los Angeles that serves early childhood programs healthy meals each day. If you choose this option, please let your child's teacher know. We also encourage you to pack a few light options in your child's lunch box to supplement the option provided by Citizen Sprout if needed. Go to www.citizensprout.com for more info.

Waste Conscious Facility

In an effort to produce less waste, we ask that you provide a cloth napkin or small kitchen towel for children's lunches.

Health and Safety

Sick Policy

Please remember that if you bring your child to the center while sick, other children as well as teachers may catch the illness. When in doubt about your child's health, please keep him/her home.

Observable Symptoms

Symptoms that require exclusion of a child from the child care center include:

- Fever: fever is defined as having a temperature of 99.4° or higher taken under the arm or an oral temperature of 100.4° or higher
- Vomiting: two or more times within 24 hours or with signs of dehydration - child MUST be vomit free for 24 hours prior to returning to school

- Diarrhea: two or more runny stools within a 24 hour timeframe with or without signs of dehydration - child **MUST** have one solid stool prior to returning to school
- Unexplained Rash: unless a doctor determines the rash to be non-contagious (a doctor's note is required)
- Impetigo, strep, or staph infections
- Difficulty breathing, wheezing or panting (may require immediate pick up)
- Eye discharge: redness, thick mucus, or pus draining from the eye; pink eye (conjunctivitis) - child **MUST** have a doctor's note before returning to school
- Head lice or nits (eggs)
- Severe coughing
- Yellow skin or eyes
- Diaper rash that continues longer than 1 week with treatment (home creams, etc)
- ***Child is irritable, continuously crying, or requires more attention than center staff can provide without compromising the health and safety of the other children in our care***

Please notify your child's teacher if your child has not been feeling well lately or has been exposed to head lice, chicken pox, measles, meningitis, or any other contagious disease. If your child contracts a contagious illness, please notify the Executive Director so we can immediately pass the necessary information to parents and staff.

If above symptoms manifest while your child is at the center or if he/she has a significant accident, we will contact you immediately. Children are isolated in the office and parents are requested to pick them up. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) on your child's emergency contact list. In a real emergency we will call 911 for treatment and simultaneously call you.

Returning to the Center

Children may return to the center after an illness:

- 24 hours after the fever is gone, without the aid of medication
- 24 hours diarrhea or vomiting free, one solid stool
- When they are nit free
- Following certain illnesses, and/or at the Executive Director's purview, a doctor's note may be required before a child may return to the center
- If your doctor diagnoses an ear infection, throat infection, or sinus infection and places your child on antibiotics, the child should not return to school for at least 12 hours after starting the antibiotics.

We strongly recommend getting a doctor's note ANYTIME your child sees their doctor for an illness to be cleared to return. This saves families time and the

hassle of getting a note should on be needed.

PLEASE NOTE: If we call to have your child picked up, they must be picked up within an hour of when the first point of contact was made. After one hour, regular late pick-up fees will apply. There are some situations that require pick up to occur sooner than one hour i.e. if your child is experiencing respiratory distress, a high fever, or anything that appears to need medical attention immediately. It is important that all families have a plan put in place so that at least one family member or friend is available to pick up each day that their child attends school. Please be sure to have a “back up plan” for your child should they become ill and need to be sent home.

Vaccinations

All children at Fair Oaks Preschool are required to provide proof of vaccinations upon enrollment. These vaccination records **MUST** be updated each time your child receives a new vaccination. Each year in October, Fair Oaks Preschool reports vaccination information to the CDC per California Law; we ask that you turn in your child’s updated vaccination record at each re-enrollment. If you do not turn in the vaccination record at re-enrollment, your child will not be permitted to attend school. He/she can return to school once the vaccination record is in and up to date. If you have any questions, please contact the Executive Director.

Children who receive vaccinations must stay home for 12 hours following administration of the vaccination. This is to reduce the risk of your child having an adverse reaction to the vaccination at school. We also know that many children spike fevers after vaccinations, so this policy is also in place to prevent having to pick your child up the same day due to fevers. ***Please plan accordingly and make appointments for your child at the end of the day or on the weekends.***

Allergies

Please make sure the Executive Director **AND** your child’s teacher are notified of any allergy/allergies that your child is susceptible to, especially food allergies. We do our best to monitor food allergies and make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction. Remember we are a nut free (except almonds) school. Please do not send your child to school with any nut products in their lunch; such items will not be served to children.

Medications

The center staff can only administer prescription and non-prescription medicine with written authorization from a doctor and from the parent or guardian. Forms for written consent are available in the classrooms. Medication shall be administered only according to the instructions found on the label. Prescription medication must be

correctly labeled from the pharmacy with the child's name, dosage, time it is to be given, the doctor's name, date of expiration, and the name of the medication being taken. If the instructions are altered or labels are missing, the medication cannot be administered. All medication will be placed in a locked box located in each classroom. Please do not put any medication, creams, or lotions in the child's cubby or backpack.

Individual Emergencies

If a child is injured on the center grounds, a teacher will complete an Incident/Accident report. One copy of this report will be given to the parent/guardian (yellow) and the other will be kept on file in the center office (white). The report includes the date, name of child, nature of the injury, cause of the injury, action taken, and signatures of the reporting teacher, Executive Director, and parent/guardian. If there is any doubt about the seriousness of the injury, the parent will be called to pick up and take the child to the doctor.

All staff members are trained in Infant/Child/Adult CPR and First Aid upon hire and are re-certified every other year (per American Heart Association and Red Cross Regulations). All staff members receive ongoing reviews of the procedures in the event of an individual emergency.

In the event of a major injury or other emergency, the staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reached, the emergency release form signed at the time of enrollment authorizes the staff to have the child treated by the paramedic who responds to a 911 call. In life threatening situations, 911 may be called initially to ensure the timeliest medical care possible.

The Executive Director conducts safety meetings and facility walk-throughs as necessary to assess the safety needs of the center, consulting appropriate professionals in various fields as necessary for decisions.

Health and Safety Fee

Upon enrollment and annually, we require a health and safety fee of \$350.00 to help defray the cost of accident insurance, CPR training for our staff, and emergency supplies. This fee is assessed annually at the time the Annual Contract is due.

Emergency Procedures and Disaster Preparedness

Fair Oaks Preschool is well prepared for both individual and disaster emergencies. Several procedures have been established in order to provide for protection and care in the event of an emergency.

Emergency Drills

In order to prepare our children for unexpected emergencies such as earthquakes and fires, we conduct drills bi-monthly for the entire school in which children learn to “drop and cover.” When it is determined safe, teachers lead the students outside to the play yard. Each staff member is on a special team with specific duties they will follow after the evacuation of children to the play yard. Procedures are reviewed and updated frequently.

Fair Oaks Preschool has a policy of delaying the acceptance of any child for care following a moderate to large earthquake for at least one hour following the initial quake. During this time, the Executive Director will gather information to assess when and if to receive children for the day.

We also participate in the annual “Great Shake Out” each October alongside the Neighborhood Church community.

Emergency Kits

Each child is asked to provide upon enrollment an earthquake survival bag with necessities such as a change of clothes, bottles, diapers, formula, a jacket, shoes, and a picture of their family. This kit is sent home yearly to be updated with age appropriate necessities.

Approach to Discipline

We believe discipline at Fair Oaks Preschool should be a learning experience for both the child and the educator. Children use behavior as a mode of communication and it is the role of the teacher to decipher that communication and help to fulfill a child’s needs. We are interested in nurturing thoughtful and connected children who are concerned with the well-being of those in their community and surrounding environment. Our goal is to help children develop a strong sense of self, healthy self-regulation, and a connectedness to their learning community. Our strategy in attaining this is to use positive, rather than punitive, methods.

Foremost in our discipline policy is the maintenance of a consistent, yet flexible structure. Children do best when they know what is expected of them. Our staff promotes positive behavior through age-appropriate strategies, including positive reinforcement and modeling. The liberal use of phrases such as “Thank you for helping us pick up the blocks” and “Thank you for checking in with your friend, she looks sad...how can we help?” as well as the staff demonstrating appropriate nonverbal behavior are effective means of implementing this strategy.

When an unsafe or highly disruptive behavior occurs, a child is first given positive

redirection. If this is not sufficient, the child is removed or redirected to another activity with the assurance that he/she may return when they are able to be safe within the learning community. This type of interchange allows the child to see the actual consequences of their actions and reinforces the norms of acceptable behavior. If the problem continues, the child is removed to an adjacent area and given time to take a break and think through the experience with the support of his/her teacher. This allows the child to regain some inner control and re-enter play with his/her peers with deeper intent.

Episodes of unacceptable behavior are considered a normal part of children's development, especially in late infancy and toddlerhood. Parents are encouraged to discuss a child's behavior with the child's classroom teacher. It is important for parents to keep staff informed of changes or disruptions in the life of their child that might affect behavior at the center. This will help us to understand and work together in a supportive way.

If a child repeatedly disrupts the flow of the class routine or consistently seems overly angry or displays aggressive behavior, a conference with the family may be scheduled. This allows both the parents and the teachers to search for the underlying causes of her/his behavior. When continued disturbances make it difficult for the child and the staff to work together positively, the family may be advised to have a Child Development Specialist observe the child for further recommendations. In extreme cases, a family may be asked to withdraw from the center.

The steps to this process may shift or change with each situation, however, the main focus for Fair Oaks Preschool in situations like this is:

- Ensuring the safety of all in the classroom
- Ensuring the safety of our teachers
- Ensuring that we can successfully meet the needs of every child
- Ensuring that our teachers are able to effectively intervene when unsafe behavior occurs without getting hurt.
- Ensuring that we are able to serve the child with the resources and structure of our organization

Steps for Intervention when Unsafe Behavior Occurs in the Classroom

1. Identify troubling behavior. If this behavior occurs more than 4 times in 2 weeks, a conference will be requested with the family to identify any ways to stop or reduce the behavior, reasons behind the behavior, and/or current intervention that is happening in the home setting.
2. After the initial meeting, the child will be monitored for one week. The child will be assigned to a teacher as a one-to-one aide to prevent the behavior from occurring and to identify any triggers for the behavior.

3. If the behavior continues, FOPS will request that the family find a professional (at a cost to the family) to do an observation at the center to determine what tools and techniques will work best with the child. This specialist may recommend or refer the child out to additional services, and it is expected that the family follow the recommendation/referral from the specialist.
4. The child will continue to be monitored and a teacher will continue to provide one-to-one care as needed and feasible. The situation is to be assessed weekly until resolved.
5. If the behavior continues, FOPS will ask the family to get a full psych-ed evaluation through either the regional center, the school district, or privately through insurance.
6. FOPS will defer to the regional center, school district, or private professional for what to do next. i.e. which interventions to use, what needs the child may have etc.
7. If after several interventional steps the behavior does not improve, FOPS will ask the family to hire a one-to-one aide to be present with the child during school hours (at the cost of the family). This will allow the child to get the individual attention and care he/she needs and keep others safe at school.
8. If the above mentioned steps do not work OR the family is unable to follow through with the request from the school, FOPS reserves the right to ask the family to withdraw from the school.

Community Care Licensing Rights of the Child

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to, interference with daily living functions including: eating, sleeping, toileting, or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or

visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.

6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

At no time will a child be spanked, roughly handled, or demeaned/shamed as a disciplinary measure.

Inspection Authority of Community Care Licensing

Health and Safety Code Section 1596.852 provides: Any duly authorized officer, employee, or agent of the department of Community Care Licensing may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

Reporting Child Abuse

Fair Oaks Preschool staff has a legal responsibility to report any known or suspected cases of child abuse. The proper authorities must be notified if there is any evidence of: physical abuse, psychological abuse, sexual abuse, or child neglect.

Parent Participation

Parent Participation Hours

Each year Fair Oaks Preschool asks that families work together with the center to create a collaborative environment for our learning community.

All families are required to provide a minimum of 20 parent participation hours annually starting on September 1st and ending on August 31st of the following year. The hour requirement is prorated for families who start after September 1st.

Please see the attached document for a listing of some wonderful ways to earn parent hours.

Parent Participation Hours Fee

At the end of the school year (August 31st), any unearned parent hours will be billed at \$25.00 per unearned hour. This fee will be added to the September tuition bill.

Beautification Days

Fair Oaks Preschool holds two Beautification Days per year. These days (held on Saturdays) are a time when parents and family members come together to help clean, perform light maintenance, and install new equipment in the center. Parents are highly encouraged to participate in Beautification Days and can earn parent hours for doing so.

Community Events

Fair Oaks Preschool holds several community events throughout the year to allow parents and teachers to connect and to help create a sense of community at our school. Some events we have held in the past are Picnics in the Park, Chili Cook-offs, and seasonal fairs. If possible, parent participation at these events is encouraged and helps foster a close-knit community.

Parent Teacher Association

All parents are encouraged to join the Fair Oaks Preschool PTA. The PTA's duties include organizing fundraisers, community events, staff appreciation acknowledgements, and coordinating parent outreach/communication.

Attachment: Fruit Share Handout

Fruit Rotation Shopping List for Fair Oaks Preschool

Please choose enough servings of fruit for your child's combined class amount

(it is ok to double items, i.e. one apple= 2 servings)

This list is to be used as a shopping guide, but any fruit will do!

For the Cloud and Star Room, please ask teachers how many children are currently enrolled as it varies this year.

For the Sun and Moon Room, please ask teachers how many children are currently enrolled as it varies this year.

Fruit	Servings	Actual Amount	Servings Purchased
Apples	½ apple per child	10-12 apples per snack time	
Bananas	½ banana per child	10-12 bananas per snack time	
Grapes	8-10 grapes per child	2 large bunches per snack time	
Oranges	½ orange per child	10-14 oranges per snack time	
Pineapples	5-6 cubes per child	3 pineapples per snack time	
Peaches/Nectarines	½ peach/nectarine per child	10-12 peaches/nectarines per snack time	

Grape Tomatoes	5-6 grape tomatoes per child	3 boxes of grape tomatoes per snack time	
Avocados	¼ avocado per child	5-7 avocados per snack time	
Berries	¼ cup per child	3 boxes of berries per snack time	
Melon	5-6 cubes per child	3 medium melons per snack time	
Cucumbers	4-6 slices per child	6 large cucumbers per snack time	
Papaya	5-6 cubes per child	2-3 large papaya per snack time	
Mango	5-6 cubes per child	6 medium mangos per snack time	
Pears	½ pear per child	10-12 pears per snack time	
Jicama	2-3 slices per child	4 large jicamas per snack time	

Attachment: List of Parent Hour Options

Possible Ways to Fulfill Parent Hours

- Take home a load of laundry, wash, dry and fold (Sign up in child's classroom) = 2 parent hours
- Help out at a school wide event = hours depend on hours spent supporting the event
- Attend a beautification day event = hours depend on hours worked
- Attend a work day to help build or repair something = hours depend on hours worked
- Become a "room parent" = hours depend on hours worked
- Join our PTA = hours depend on hours worked
- Come into your child's class and volunteer time to read, play, and have fun = hours depend on hours worked
- Help us fix, hang, hammer, or build an improvement to the center and the children's play area = hours depend on hours worked
- Donate wish list materials to your child's classroom or to the school = 1 parent hour per \$25.00 spent

Be creative, think of ways you want to help, things that you are good at doing! We often need people who are skilled at sewing, planting, building, hanging things, fixing things, and overall handyman work. Any time spent helping Fair Oaks Preschool is time towards completing your parent hours.

Attachment: Parking Diagram

