



Planet Preschool

Parent Handbook



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Planet Preschool

Dear Parents,

Welcome to Planet Preschool! The search for the right school is one of the most important decisions you, as a parent, will ever make. Your search should lead you to a school that will encourage your child to grow intellectually, emotionally and socially, while also enabling your family to become part of a collaborative, warm and supportive school.

At Planet Preschool you will discover a unique and deeply committed partnership between school and family. This partnership empowers children, nurturing individual talents and interests. Our educational philosophy results in well-prepared, grounded students who have a decided advantage as they face the increasing demands of high school, college and beyond.

This handbook has been prepared especially for you. You will find many of our policies and operating procedures explained here. By reading this handbook you will feel more confident in your family's adjustment into our program.

We suggest that you keep this handbook as a reference guide throughout the year. Whenever you have questions, please feel free to call or stop by the office. My staff and I look forward to working with you and your child.

Warm Regards,

Stacey Redondo

Program Director

PHILOSOPHY AND OBJECTIVES

Planet Preschool provides a clean, safe, healthy environment where every child can develop emotionally, physically, intellectually, and socially. We are committed to providing safety and security for all children. Planet Preschool encourages learning and growth through play in an environment designed so that children may strengthen muscles, build coordination, stretch their imaginations, and have fun. We also want this generation to learn the importance of preserving the planet and teaching them to take an active role in being GREEN!

We believe that children should be allowed to grow at their own pace and to learn in ways that help them build their confidence. Our goal is to provide all of the children with a clean, safe, comfortable, and nurturing environment. Respect toward self, others and the environment will be emphasized. We believe in the value of both structured and non-structured activities. Structured activities will include the use of a preschool curriculum, regular reading times, circle times, arts and crafts, and musical activities. Outdoor play and center times are some of the more flexible activities we have. It is our goal to create an environment and program where the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences, one that meets the needs of each child as an individual

SUMMARY OF CURRICULUM

Children participate in a variety of activities including the following:

Learning Centers - These are areas set up by teachers that challenge students's growth and learning process and are changed periodically to meet their development-appropriate needs. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and independent play. Often, problems are presented for children to solve for creative and cooperative problem solving sessions.

Practical Life - All children are encouraged to behave independently according to their individual development level. The staff encourage children to problem solve creatively, to learn to accept and appreciate diversity, and negotiate for what they want when it is in conflict with another's desires. Staff will assist children in areas of practical life and self-help skill development by providing activities that encourage using

undeveloped skills. The goal for children of all ages is to promote positive self-esteem and competence. Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.

Circle Time – Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other. During this time, the teacher will prepare children for the day and review the letter, number, theme, and color of the week.

Arts and Crafts – The majority of our projects are focused around the holidays and theme units. Arts and Crafts projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age. The children are in the process of learning. It is the “process not the product” that is important. Please keep this in mind and treat all of your children's projects as masterpieces!

Letters and Numbers – Children will learn to recognize, identify, and eventually write the numbers and letters. We will concentrate on one letter and number each week. During this time, many of our songs, crafts, and games will focus on the letter and number of the week.

Specials Events – Specials will cooking projects, mystery readers and star of the week activities. These activities will involve parent participation and allow parents to share in their child's preschool experiences.

Manipulatives – Manipulatives develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.

Sensory Experiences – Children will be provided with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.

Kindergarten Readiness – Children will be taught the necessary skills to ensure success in kindergarten based on California state standards.

PLANET PRESCHOOL PROGRAMS

Planet Preschool places children into classrooms based on their birth date. We follow the public school age cut-off date of September 1st. (Public schools require that children turn 6 on or before September 1st for entrance into first grade).

The Early Learners Program, 2-3 Year Olds

As they enter The Early Learners Program, children become more and more curious. It's that natural sense of curiosity that we at Planet Preschool use to teach them to learn and grow. Within our classrooms, your toddler is free to be anything from an artist to an engineer. Playing pretend, learning games, participating in hands-on activities — these are just a few of the ways we keep kids engaged. But all these games and activities are done for a reason, encouraging development in a number of key areas. Our teachers plan developmentally appropriate small group interactions to work closely with your child to assure mastery of developmental tasks. Your child will also participate in large group activities to explore concepts and enjoy early literacy experiences.

- Motor Skill Development — hands-on activities, outdoor play, tossing, catching.
- Cognitive Development — puzzles, games, recognizing shapes, numbers, colors.
- Language Development — reading, recognizing and forming letters, storytelling.
- Artistic Development — art projects, construction projects, dramatic play.

Our curriculum encourages kids' natural curiosity and willingness to try new things, so children discover the ways that they learn best. So in addition to basic skills, your child learns about self-direction, self-reliance and self-esteem.

Our classrooms are divided into general interest areas that meet children's need to move, explore and express and relax. And since learning how to relate to others is also important, we do large and small group activities every day.

Preschool, 3-4 Year Olds

Preschoolers are like sponges — they soak up knowledge. At Planet Preschool, our Skill Builders Program for children ages 3-4 encourages growth and learning with days filled with active and fun activities.

Social, verbal, cognitive and physical skills are built through activities that engage children — counting out straws for milk, identifying the first letter of each child's name or cooperating to assemble a puzzle. It's all fun, and all done with a purpose. Our teachers use developmental assessments to plan activities for your child to help her meet learning goals. Through large groups and small, individualized instruction, your child will work on early literacy and math skills daily.

- Motor Skill Development — outdoor games, dancing, movement.
- Language Development — recognizing and forming letters, story time, speech.
- Imaginative Development — arts and crafts, dramatic play, storytelling.
- Social Development — large- and small-group activities, sharing, cooperation.

This development is a key part of the curriculum, designed by early education specialists and following the guidelines for developmentally appropriate practice set forth by national accrediting associations. It's part of an educational childcare program that will get your child ready for kindergarten.

Pre-K, 4-5 years

Pre-Kindergarten is an exciting step for children and parents alike. As a natural progression at Planet Preschool, much of what we have done in previous years has all been leading up to it. But it is during our Kindergarten Connection Program, for children age 4-5, that it becomes even more important. In this year, our child care will focus on:

- Kindergarten Prep — letters, words, numbers, early science and math concepts.
- Imaginative Development — arts and crafts, dramatic play, storytelling.
- Social Development — interaction, cooperation, helping others.
- Physical Development — indoor and outdoor play, games, dancing.

Planet Preschool's curriculum was designed by early education specialists and follows the guidelines for developmentally appropriate practice set forth by national accrediting associations and Common Core Standards for Kindergarten. This educational childcare program helps children develop the critical thinking and problem-solving skills they'll need to succeed in kindergarten, school and life.

Teachers plan lessons to deepen understanding of basic academic concepts through exploration, investigation and play. While we increase the focus on math, science, language and social studies, we'll make sure it's presented with a big dose of fun. We provide classrooms where children can challenge themselves and enjoy the thrill of discovery as they look forward to school. In fact, a study showed that children in our program made substantial gains in development and had the necessary skills to enter and excel in kindergarten.

Private Kindergarten

Making Kindergarten the Best First Experience for Your Child

It's finally here, Kindergarten! Planet Preschool's Kindergarten introduces children age 5-6 to a more formal education in a safe, comfortable environment. Of course, our highly trained teachers build your child's skills in math, science, language and the arts. Teachers encourage children to express their thoughts and questions in the ways they're most comfortable. This frees them from the fear of mistakes and helps them feel good about their abilities. Advantages of our Private Kindergarten Program include:

- Individualized — smaller classes allow more individual attention.
- Positive — children learn at their own pace without frustration or fear of failure.
- Flexible — in addition to basics, children choose activities based on interests.
- Effective — assessments have shown our program works.

ENROLLMENT/REGISTRATION INFORMATION

Enrollment is open to children between the ages of 2 years through 5 years of age. All children 3 and up must be fully potty trained: able to use bathroom with-out assistance. Children 2 years in age and in the Early Learners class must also be fully potty trained (teachers will assist in the bathroom when necessary). Children 2 years in age and in the Early Learners 1 class do not have to be potty trained but do need to start and continue the potty training process. Enrollment will be granted without

discrimination in regard to sex, race, color, religion, or beliefs. The proper paperwork must be completed and submitted for enrollment. Medical reports and emergency contact information must be current at all times.

The first month's tuition and last month's deposit is due upon enrollment. Registration fees will be due as required for each program. Your deposit will be applied to the last month's tuition as long as the required 30 day notice is given. If a 30 day notice is not given, your deposit is not refundable.

TUITION AND FEES

- A 30 day's notice will be given to families for any modification of fees charged.
- There is a \$150.00 **non-refundable** one time registration fee, an annual \$130.00 materials fee and a deposit of ½ of your child's tuition.
- There is an annual curriculum fee (fee varies based on classroom)
- Full Time (Pre School & Pre K) \$1035.00
Full Time (Early Learners 2- must be potty trained and meet age requirement) \$1085.00
Full Time (Early Learners 1-potty training class) \$1250.00
- One Time Registration \$150.00
*Annual Materials fee collected in September: \$130.00
Materials fee collected at time of Registration:
**Enrollment from January-August will be prorated at \$15 a month
Summer Enrollment Fee collected in June. Summer is 10-12 weeks at \$10 a week (June, July & August).
- Deposit (\$600.00)
- **Vacation fee: Spaces can be held for 4 or more weeks at the rate of \$650 a month.
** Payments can be made in the form of check or online bill pay through your bank. Tuition is due on the first day of each month. Payments received after the 5th will incur a \$50.00 late fee.
- Refund of the deposit is only available after 3 months of enrollment as well as with a 30 day notice.
- Please refer to Late Pickup Fee Policy on page 10.
- \$30.00 non-sufficient funds (NSF) charge for each check returned.
- If tuition becomes delinquent after one month, your last month's deposit will be applied and your child will no longer be eligible to attend Planet Preschool.
- Families enrolling as of January 1st, 2013 are subject to an annual tuition increase. Notice of at least 30 days will be given with new rates.

- Family Discount: We are happy to extend a family discount when there are 3 or more children attending Planet Preschool at the same time. Your 2nd and 3rd child will receive at 10% discount. Prior payments will not be prorated. The family discount will be removed the following month, once the first child leaves and there are only 2 remaining in the program.
-

Vacation Courtesy Hold

In the event your child will be out 4 weeks or more, we are happy to extend a courtesy hold which will be a pro-rate of their regular tuition. Our vacation rate is \$650 a month. We will calculate regular tuition day rate and vacation day rate based on actual month days that your child will be absent.

Example:

Child is out November 10- December 18

Example for Early Learners 2 Class:

November

Regular Day Rate is $(1085/22)$: \$49.32

Vacation Day Rate is $(650/22)$: \$29.55

$6 \times 49.32 = \$295.92 + 15 \times 29.55 = \443.25

November Rate is \$739.17

December

Regular Day Rate is $(1085/22)$: \$49.32

Vacation Day Rate is $(650/22)$: \$29.55

$9 \times 49.32 = \$443.88 + 14 \times 29.55 = \413.70

December Rate is \$857.58

Example for Pre School/ PreK & Kinder Class:

November

Regular Day Rate is $(1035/22)$: \$47.05

Vacation Day Rate is $(650/22)$: \$29.55

$6 \times 47.05 = \$282.30 + 15 \times 29.55 = \443.25

November Rate is \$725.55

December

Regular Day Rate is $(1035/22)$: \$47.05

Vacation Day Rate is $(650/22)$: \$29.55

$9 \times 47.05 = \$423.45 + 14 \times 29.55 = \413.70

December Rate is \$837.15

If your child misses preschool due to a trip, illness, etc. the tuition fee will NOT be prorated in his/her absence. Planet Preschool is a year round program.

HOLIDAYS/ SCHOOL CLOSURES

Planet Preschool will be closed on the following days due to holidays/ school events.

- New Year's Day
- Presidents Day
- Martin Luther King Jr's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving- Thursday & Friday
- Christmas Day
- ** Day before Christmas if Christmas falls on a Tuesday
- Teacher Prep Day (date TBA)
- 2 Staff Development Days (date TBA)
- 2 half days

WAITING LIST POLICY

Applicants who wish to have their name placed on the Planet Preschool waiting list must submit a completed Admissions Agreement. No tuition fee is required at this time. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone when space becomes available. Enrollment must begin within 1 week or the space will be forfeited and the client's name will be removed from the waiting list. Siblings from same households will be given priority

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ARRIVAL AND DEPARTURE / Late Policy

Drop off between the hours of 7-830 is in room 3. Children arriving after 830 can drop off their child in either the EI/ preschool side or the Pre k/ Kinder side (depending on which class your child is in). Our teachers do stagger

in at different times

At 530 the classes start to combine. Early learners and Preschool will combine and the Pick up room will be room 3. Pre k / kinder will combine and meet in room 6 at 530.

A full signature is required by parent or legal guardian at drop off and at pick up as well. Please make sure you walk your child into the classroom when you are dropping off. Please do not let your child run inside by themselves.

A fee of \$5.00 and \$1.00 per 1 minute late will be charged for late pick-ups, due the following school day. You will be invoiced the following day. Please contact us ahead of time if you are running late.

After 3rd Offense A fee of \$5.00 and \$5.00 per 1 minute will be charged for late pick-ups, due the following school day. You will be invoiced the following day. Please contact us ahead of time if you are running late. **In addition, you will be asked to come in to discuss other options as well.**

Separation can be stressful for both the parent and the child, especially in the early days. Please help us to make this time less stressful by adhering to the following guidelines:

- Please do not attempt to sneak out without saying goodbye to your child.
- Give your child a good-bye kiss and explain that it is time for you to leave and you will return later.
- As difficult as it may be, make your good-bye short and sweet, even if your child is crying. The longer the goodbye, the longer the child will cry.
- Planet Preschool Teachers are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity. Ninety percent of the time, your child will have stopped crying before you get out of the parking lot of the facility.
- Do not linger around after you have said goodbye, this can confuse your child and prolong the crying.

PLAYGROUND RESTRICTION

The playground is off limits during operating hours (7am-6pm). If you arrive while your child has their classroom outdoor playtime and would like to allow your child to finish playing, please feel free to wait in our lobby or

the parking lot. Also, please do not sign your child out until you are ready to leave.

SAFETY AND SECURITY

Your child's safety is a top priority at Planet Preschool. Children must be signed in and out upon arrival and departure by a parent or legal guardian with a **FULL SIGNATURE** of first and last name. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required in the form of a pictured government ID when someone other than the parent or guardian will be picking up your child and must on Identification and Emergency Form (Lic700).

Video and Audio surveillance cameras are located throughout the Facility in order to increase the safety and security of all children. Periodically, photographs and video may be taken of your child for Planet Preschool's use throughout the year for documentation boards, marketing and assessment purposes.

AUTHORIZATION TO RELEASE

Children will be released only to those persons listed on the Authorization and Consent Form. Identification in the form of a government issued ID card will be required of any person picking up the child. The Director/Lead Teacher should be notified in advance, in writing, if someone other than the parent is to pick up your child. In the event of a discrepancy, the child will be detained until the Director/Lead Teacher can contact the parent by telephone. Temporary changes for the child's release cannot be authorized nor accepted over the telephone.

HEALTH POLICY

Child Health Policy: Children who are ill cannot be appropriately cared for in preschool setting. Parents need to have alternate care available for when this occurs. Examples of health symptoms that require exclusion from the center include (but are not limited to):

- Fever; Oral temperature above 101 degrees / Rectal temperature above 102 degrees / Axillary (under arm) temperature above 100 degrees
- Persistent diarrhea
- Conjunctivitis, which is an eye infection commonly referred to as "pink eye"

- Undiagnosed rash, except diaper rash
- Vomiting two or more times in previous 24 hour period, or any vomiting accompanied by other signs of illness
- Jaundice (yellow) skin or eyes
- Difficult or rapid breathing
- Symptoms of strep throat or chicken pox
- Head Lice, scabies, or other parasitic infections
- Any condition in which the child acts ill and is unable to participate in classroom activities and which compromises the health and safety of others

Becoming Ill While in Care: Planet Preschool will provide a child that has developed symptoms of illness a quiet place to rest that is in view of a childcare provider until the child is removed from the facility. The parent or emergency contact person will be notified of the illness by the child's teacher and must pick the child up within one hour.

Daily Health Check: A Daily Health Check will be conducted by children's teacher upon their arrival. The teacher will be checking for symptoms of illness, communicable disease, child abuse and maltreatment. All cuts, bruises, and behavior changes (whether or not suspected abuse) must be documented. All teachers will receive training relating to recognition of signs and symptoms of illness and child abuse, administration of medication and taking temperatures, and emotional and physical needs of ill children.

Administering Medication: Whenever possible, we ask that all medication be given to children at home. We understand that this is not always possible. If medicine must be administered during school hours, the following policy applies:

- Prescription and orally administered PRESCRIBED medication may be administered only upon written permission of the parent and written instructions from a health care provider stating that the provider may administer such medication or prescription and specifying the circumstances, if any, that the medication must not be administered.
- Medications treating chronic illness require a protocol from the child's physician in the event of an emergency.
- Medication must be in the original container labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber's name and license number.

- Medication must be stored according to the instructions on the label in a place that is inaccessible to children. Medication must be returned to the parent when no longer needed.
- If a child develops symptoms which indicate a need for over-the-counter medication, including topical ointments, while in care, such medication may be given under the verbal consent from the parent for that day only. The provider must document that verbal instructions were and approval were given by the parent.
- Staff must document the dosages and time that the medication was given to the child.

BEHAVIOR MANAGEMENT AND DISCIPLINE

All teachers at Planet Preschool manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management. They are trained in the process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example "We walk inside the building" rather than "No running".

Toddlers will begin to learn self-control by observing the natural consequences of their behavior. Teachers will quickly intervene if a problem does occur and redirect the child to a more appropriate activity. Language is utilized to help Toddlers begin to identify their feelings and learn to deal with them in a socially acceptable manner.

Preschoolers will be encouraged to learn problem-solving skills and become self-correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers will assist in pointing out logical consequences to both positive and negative behavior.

Staff will use positive enforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if their behavior continues to be inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. Individual behavior management plans will be implemented. If a child's behavior is unmanageable within a group

setting, parents will be consulted and an individual behavior plan implemented.

No child shall be subject to physical corporal punishment, humiliated, frightened, verbally abused, or denied food, rest or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption. Any violation of this discipline policy should be reported to the Director immediately. All staff employed by Planet Preschool are selected with the greatest of care. All staff meets the California Office of Children and Family Services qualifications.

MEALS AND SNACKS

Planet Preschool will provide breakfast, lunch and afternoon snacks. Milk, water and fruit juice are provided with meals. We do not allow outside food or snacks (unless a child is allergic to a food on our menu/ this needs to be listed on the Physician's report). Each day the children have a fun time together around the table as they snack. Snack time teaches patience, manners, independence, language development and nutrition.

We are a nut free environment.

School menu is subject to change without notification. Menu is available online.

SOCIAL SERVICE REFERRAL

If a child is in need of assistance in addition to what the teachers can provide on a daily basis, the Lead Teacher will notify the Director. The Director will hold a conference with the parent (s) to provide information about appropriate social service agencies that can meet the child's and/or family's needs. The center will make every effort to lead parents in the correct direction for assistance. The director/staff will also assist in any additional services. The parent/teacher/director will work together as a team to document any concerns. The parents will be notified immediately when concerns arise.

WHAT TO BRING

Planet Preschool will provide your child with a tote bag to carry his/her bedding belongings. If your child is in a class that uses cots, parents are required to provide a crib sheet as well. Parents will provide a complete

extra set of clothes, and shoes. Please keep in mind that teachers will help the children to be careful, but cannot be responsible for loss or damage to items brought to school. Toy guns and weapons are prohibited.

PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME. The teachers are not responsible for lost or damaged articles.

CLOTHING SUGGESTIONS

Our playground is used as an extension of the classroom, and daily programs are conducted outside whenever weather permits. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed. In general, durable clothing that can withstand the energetic activity of young children is the best bet. If the day is extremely cold, send an extra sweater and hat. We will probably be outside for a brief time. Children need to run around, have some large muscle activity, and get some fresh air. If the child is well enough to come to school, he/she should be able to play outside as long as he/she stays dry. Therefore, we ask that you leave a complete set of extra clothing, especially socks, at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra set of underwear on hand. Please replace the items when they become soiled. When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself. Please make sure your child is able to put on and remove their own shoes fully. To avoid accidents, please no sandals, flip flops, dress shoes or strappy shoes of any sort. We expect to do a good deal of painting and messy projects, so we suggest clothing than can wash easily. This way your child can enjoy the Program without being concerned about his/her clothes.

PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME. The teachers are not responsible for lost or damaged articles.

REST TIME / NAP TIME

Planet Preschool will provide nap/rest time on a daily basis. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. Planet Preschool will provide a pillow, blanket, and sheet upon enrollment (if your child is in a class that uses a cot parents will be required to provide a crib sheet. Bedding will be sent home every Friday for laundering. Please return them every Monday morning. In the event that you need replacement bedding the costs are:

- Entire bedding \$20
- Pillow \$5
- Blanket \$5
- Sheet for mat \$5
- Crib sheet for cot \$12
- Bag \$12

TOILET TRAINING AND SUGGESTIONS

We hope you can appreciate our Big Girl and Big Boy Policy. We feel that a classroom of fully potty-trained preschoolers is beneficial to everyone. This will allow the teachers to focus on daily activities without any unfortunate accidents that occur during potty training.

If your child is under 3 your child may be ready for toilet training if he/she:

- Tells you when the diaper needs to be changed.
- Tells you when he/she is going in the diaper
- Shows an interest in using the toilet
- Has a dry diaper for two or more hours and/or after naptime

Toilet training should begin at home on a weekend or Holiday. However you decide to train your child, consistency is important. Please provide us with at least two sets of underwear and clothes. We expect your child to be fully potty trained but understand accidents happen.

PARENTAL INVOLVEMENT

There will be many times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these. All Adults and Parents are required to meet state requirements in order to be in classrooms and working with children. Here are some examples of ways to be involved include:

- Coming and talking about your job, when asked
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties
- Attending your child's birthday party

BIRTHDAY PARTIES

- Birthdays are a special time and we like to celebrate them with your child. You are welcome to bring a special snack for your child to share at school. We recommend small size cupcakes versus the regular size that seems to get wasted and thrown away. If you bring a birthday cake, please bring plates, forks and a cutter (don't forget the candle and a match). You are welcome to join your child during his/her birthday party and if you choose to send party bags to school, please make sure there is one for every child in the class.
- There are generally 2 classes for each age group. Your child may also have friends in the other class. If you would like to bring goodies for both classes, please verify with their teacher the number of children enrolled. Each class has limited seating so they will not be combining but the treats will be given to the other class on their behalf.
- We recommend a healthy selection of snacks and beware of allergies and avoid snacks with nuts. Please make arrangements with the director or teacher 1 week in advance so that we may plan accordingly.

FIELD TRIPS

Planet Preschool does not take any outside field trips. During our summer camp we do host several in house field trips to minimize the need to leave the property but still provide your child with an extraordinary experience.

COMMUNICATION

Communication between home and school is extremely important to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the Director. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible

for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged. Planet Preschool provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our Center. The following details the types of communication that parents can receive:

- Daily Reports: A daily report will be prepared if requested by the parent / guardian. This will provide parents with an overview of the child's performance throughout day. Information on meals, toileting, sleep, and child's overall mood will be included on this form.

Information Board: Information about upcoming activities and events will be posted on the information board in the lobby. Classroom schedules and special classroom events will be posted on the information board in each classroom.

EMERGENCY PROCEDURES

- If an emergency arises, a qualified staff administers first aid care, calls the parent, and if necessary emergency medical personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted. It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts and waivers. An accident report log is kept with detailed information on any injury to a child. An incident report is kept in the log, in the child's file, and a copy given to the parent within 24 hours of any injury.

CHILD ABUSE AND NEGLECT PROCEDURE

All staff members are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect.

TERMINATION

Planet Preschool reserves the right to discontinue service to a family if financial commitments are not met or if it becomes apparent that the program is not equipped to meet the psychological or

developmental needs of the child. All attempts will be made to give parents ample time to find alternative care. The staff/director will make every effort to resolve any problems prior to termination. A "Plan of Action" and meeting with the parent will take place when 2 incidents reports have been documented within a weeks timeframe. After the "Plan of Action" has been in place for 1 to 2 weeks a wrap up meeting will take place to discuss the outcome of the Plan of Action. Documentation will be provided upon request prior to suspension or termination. Parents and children are given advance notification when suspension will take place based on child's behavior.