



ABC PRESCHOOL AND DAYCARE

LIC. 013419455 & 013419456

PARENT / STUDENT HANDBOOK



ABC Preschool & Daycare

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Program Description

ABC Preschool & Daycare programs are specially designed to enable your child to develop their awesome potential! Our class sizes are small to ensure more individual attention. We are composed of professional trained staff in early childhood education that is also First Aid and CPR Certified.

ABC Preschool & Daycare offers a year round, full or half-day program. For parents' convenience, we are open from 7:00 am - 6:00 pm. Morning half day session begins at 8:30 am thru 12:30 pm. Afternoon half day session begins at 1pm thru 5pm.

Pre-Kindergarten / Kindergarten (4-6 years old) Development Goals:

Our Pre-Kindergarten program focuses on school readiness by introducing children to specific academic subjects through teacher instruction and lively participation. The balance of teacher directed and children directed activities throughout the day is designed to instill a love of learning. Phonics, blending, decoding, sight words, journal writing and story comprehension are all part of our language art program. Math concepts are taught and explored with manipulatives and then reinforced through worksheets. Weekly science experiments are directly related to the phonics of the week, as are music and movement.

Social Emotional

- Learn to share and take turns
- Make and keep friends
- Discuss his/her feelings
- Try out different roles
- Develop manners
- Be able to sit in a group and participate
- Resolve Conflicts using words
- Create a wonderful sense of self esteem
- Become an independent and responsible person
- Develop autonomy

Cognitive

- Use and remember rules
- Be able to sequence daily events
- Use higher level thinking skills
- Repeat and make simple patterns
- Know terms that relate to direction, location, quantity and size

Fine Motor

- Be able to hold a pencil correctly
- Build hand-eye coordination
- Be able to cut properly (thumb on top)
- Strengthen muscle and control to help cutting, writing, grasping skills

Gross Motor

- Body awareness
- Good posture and balance
- Coordination
- Swinging and pumping
- Skipping, galloping, jumping, running and hopping
- Throwing and catching
- Spatial awareness
- Unbuttoning, tying, zipping
- Play cooperative games



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Language and Listening

- Listen and follow directions
- Develop large vocabulary
- Recognize and say rhyming words
- Beginning blending
- Use vocabulary in self expression
- Converse with peers and teachers
- Recognize familiar sounds

Reading and Writing

- Recognize entire alphabet
- Identify letters with their sounds
- Match upper and lower case letters
- Write name with a capital letter and lower case letters
- Recognize own name and the names of others
- Recognize print conventions and that print carries meaning
- Learn the parts of a book
- Know what an Author does
- Know what an Illustrator does
- Use Handwriting Without Tears to write letters properly
- Create an interest in reading and writing
- Name words that start with specific letters
- Retell a story

Math

- Count to twenty orally
- Recognize numbers
- Match objects in one-to-one correspondence
- Sort according to size, color and shape
- Understand graphs
- Count up to ten objects using one-to-one correspondence
- Understands "more than", "less than" or "equal to"
- Can mimic a pattern
- Can create own pattern that repeats
- Solve simple addition and subtraction problems with a small number of objects
- Compare two objects by length, weight or capacity
- Identify and use a variety of shapes in their everyday lives
- Expand their understanding of positions in space
- Expand the use of mathematical thinking to solve problems that arise in their everyday environment
- Write numbers

Science

- Use senses to gain information
- Observe events and changes in our environment
- Perform simple science experiments
- Talk and graph what was experienced
- Discover natural phenomena
- Learn how to care for a pet
- Discuss and Discover local flora and fauna
- Become knowledgeable in Natural Science



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Music

- Be exposed to all forms of music
- Know the different levels of sound
- Remember and sing songs
- Remember and repeat music movements
- Play and become familiar with simple rhythm instruments

Art

- Use all sort of different art media and materials
- Express self through art
- Recognize primary colors
- Recognize secondary colors and how they are made
- Develop free expression through painting and drawing
- Know the parts of a body and be able to draw them correctly (head, body, ears, arms, legs, etc.)

Cooking

- Become familiar with simple tools of the kitchen
- Learn about healthy eating and the food pyramid
- Measure appropriate amounts
- Learn simple recipes
- Experience cause and effect
- Be exposed to new foods and tastes



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Preschool Daily Schedule:

- 7:00 - 8:00 Welcome, Table Activities: Play-dough, puzzles, lacing, beading
- 8:00 - 8:30 Breakfast
- 9:00 - 9:15 Circle time: Calendar, songs, Letter of the Week, phonics story and introduction of theme or main concept of the day
- 9:15 - 9:45 Free Play and Enrichment Activity
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- 9:45 - 10:15 Hand washing and snack
- 10:15 - 11:00 Recess
- 11:00 - 11:45 Large group Letter Enrichment or activity
- 11:45 - 12:15 Hand washing and lunch
- 12:15 - 12:45 Recess and say goodbye to our half-day friends
- 12:45 - 1:00 Potty and hand washing
- 1:00 - 2:50 Naptime
- 2:50 - 3:15 Potty and hand washing
- 3:15 - 3:30 Snack
- 3:30 - 4:30 Recess
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- 4:30 - 4:45 Hand washing and snack
- 4:45 - 6:00 Free Play

** Schedule is subject to change due to enrollment numbers, staffing, time change and weather conditions.



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Kindergarten Daily Schedule:

7:00 - 8:00 Welcome, Breakfast, Table Activities, Free Play
8:00 - 8:05 Walk to CVE

Kindergarteners:

12:00 - 12:05 **Friday** - Pick up kindergarteners from their classroom and have lunch at ABC

1:30 - 1:45 M. T. W.TH. - Pick up kindergarteners from their classrooms

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Kindergarteners and Non-Nappers Afternoon Daily Schedule:

1:00	-	2:45	Recess and Afternoon Enrichment Activity
2:45	-	3:00	Potty and hand washing
3:00	-	3:15	Snack
3:15	-	4:00	Free Play
4:00	-	5:00	Recess
5:00	-	5:15	Potty and hand washing
5:15	-	6:00	Free Play

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Admission Policies

ABC Preschool & Daycare will accept all children it is licensed to serve, without regard to ethnic, background, gender or creed. People who schedule an appointment or stop by for information about ABC Preschool & Daycare are given a personal tour of the facility by the Center Director. This personal interview provides parents with information about the school's philosophy, policies, procedures and program. It also gives the school an opportunity to meet with the student. **Families who wish to enroll may do so by completing the enrollment forms and paying a NON-REFUNDABLE \$60 enrollment fee and \$160 deposit which will be subtracted from first month's tuition.** The registration forms must be fully completed before the child can attend ABC Preschool & Daycare. Tuition rates will be established and adjusted by the school. There will be no refunds. A 30 (thirty) day written notice is required to withdraw a child from the program or to reduce the child's scheduled days of enrollment. If the notice is less than 30 days, parents are obligated to pay the full month tuition. Should the parent(s) decide to increase the days of enrollment, parent(s) should inquire with the Director for availabilities. If the school is full, a waiting list (name, address, telephone, email address and child's date of birth) will be maintained. Families will be notified if spaces become available. Siblings will be given first priority.

Enrollment Forms

The following forms must be filled out completely before admission to ABC Preschool & Daycare:

- Admission Agreement
- Personal Rights (LIC 613A)
- Consent for Emergency Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Physician's Report - Child Care Centers (LIC 701)
- Child's Preadmission Health History (LIC 702)
- Child Care Center Notification of Parent's Right (LIC 995)
- Sunscreen Permission (CCHP 07/03)
- Immunization Record (Yellow Card)

Hours of Operation

ABC Preschool & Daycare is open from 7:00 am to 6:00 pm. Morning half-day session begins at 8:30 am thru 12:30 pm. Afternoon half-day session begins at 1 pm thru 5 pm.

Meals

Nutritious snacks are served three times a day at no additional charge. ABC Preschool & Daycare does not provide breakfast. Children may bring in their own lunches or purchase lunch for \$3.00 per day or \$60 for the whole month.

Holidays

Holidays are paid days. ABC Preschool & Daycare will be closed for the following holidays:

- New Year Day (January)
- Martin Luther King's Birthday (January)
- President's Day (February)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Veteran's Day (November)
- Thanksgiving Day (November)
- Friday after Thanksgiving Day (November)
- Christmas Eve (December)
- Christmas Day (December)



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Staff Development Days

Staff Development Days are paid days. ABC Preschool & Daycare will be closed four times out of the year for Staff Development Days. The days change with each year, for the current year's dates please refer to the current calendar.

Sign In/Out Procedure

All children arriving at school must be delivered to a staff member and signed in on the sign-in/sign-out sheet with the **full legal signature and time** that will be located at the front door. Children will be released from school only to a person designated in our files, unless other arrangement has been made with a member of our staff in written authority. All changes must be done in writing. All children must be signed out. **NO EXCEPTIONS!** Failure to sign in or sign out your child will result in a fee of \$5.00 per missing signature.

Personal Property and Dress Code

Please label all your child's belongings with his or her name. If an item is misplaced, please check the classroom or the "lost and found" area. Children should not bring toys to school. ABC Preschool & Daycare is not responsible for lost or broken belongings. **All students shall come to school in a clean and neat manner for the safety and well-being of the staff and other students.** There is no set uniform for your child at ABC Preschool & Daycare, therefore please dress your child in appropriate play clothes. Your child should wear shoes that have grip-soles and all sandals need to be secured by a strap. No flip-flops or thong shoes are allowed. Each child is required to have a change of clothes in their cubbies. Full-day Preschoolers need to bring a sheet and a small blanket for naptime. **All sleeping (sheet, blankets and pillows) materials shall be brought home to be washed and cleaned at the end of each week and be brought back to school the following week.**

Daily Admittance

Children will be observed for signs of illnesses upon arrival by their teachers. Children with any communicable illnesses listed under the "Health Requirements" of the handbook will be asked to not attend. Parents and adults authorized on the child's information form are the only people allowed to remove the child from the facility. Parent(s) of kindergarteners must notify the ABC Preschool & Daycare if the child is not attending or taking a vacation on their regular school day.

Field Trip Provisions

Field trips are carefully integrated into the curriculum each summer. A field trip permission slip for walking field trips for the entire school year must be on file for each student. (A nature walk would be an example of a walking field trip). For any other field trips, parents will be asked to sign a permission slip for each individual trip. Your child's teacher will let you know the specifics of each outing and these details will be included in the permission slip. Parents are welcome to volunteer for field trips to help with driving and supervision.

Transportation Arrangements

ABC Preschool & Daycare offers no transportation for our preschool age children.

Our school age program offers deliver and pick-up to the Castro Valley Elementary School (CVE) in the morning and afternoon. Children will walk with our center staff to CVE according to their schedules. Children will be picked up from their individual classrooms. Parents must notify ABC Preschool & Daycare no later than 7:30 am if your child does not need to be delivered and/or picked up from school. Written or emailed identification is required.

Health & Safety

Health regulations require that the school be notified of any contagious diseases or serious illness. This is for the protection of other children and our staff. It is the parent / guardian's responsibility to advise ABC



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Preschool & Daycare staff of any medications to be administered with clearly written dosage instructions and a doctor's prescription.

In compliance with Health & Safety Code Section 1596.81 (b), (1), (c): "The department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records without prior consent. The licensee shall make provisions for private interviews with any child, children or staff member and for the examination of all records relating to the operation of the child care center, including conditions that could indicate abuse, neglect or inappropriate placement."

Outside play is an important part of our school day, weather permitting, and all children are expected to participate. If your child's health prevents him or her from participating in outside play, the child should not attend school.

Health Requirements

The following guidelines have been developed in order to provide a safe, healthy environment for all students. If a child has one or more of the following symptoms, he or she will be sent home and not be allowed to return to ABC Preschool & Daycare until free of symptoms, have been on medication for 24 hours, or have a physician's release form.

- Fever in excess of 99.6 degrees Fahrenheit
- Excessive sneezing with cold-like symptoms
- Excessive coughing or difficulty breathing
- Unidentified rash
- Ear infection that has not been treated by a physician
- Vomiting one time with or without a fever
- Diarrhea one in a day with or without a fever
- Excessive runny nose with colored mucus

If your child has any symptoms of illness not mentioned above (listlessness, pale, flushed, stomachache, etc.) the staff will contact you to discuss whether your child needs to go home. You will need to have three names on file to call if you are not available to pick up your child in case of illness.

Please note that if your child needs to go home due to any of the above symptoms, he / she may not return to school after 24 hours.

Kindergarteners: If a child is sent home for being sick by their public school, they may not attend ABC Preschool & Daycare for that day or period they are sick.

Communicable Diseases

Exposure to communicable diseases is reported to parents immediately. We will post a notice in the classroom.

Your Child May Return to School:

Fever:	When fever free for 24 hours without medication
Ringworm:	When the infected area has disappeared
Scabies:	5 (five) days after second treatment
Chicken Pox:	When the scabs are completely dried
Pinworm:	With a doctor's release form
Impetigo:	When the skin is clear of all sores
Head Lice:	When the nits are completely cleared off hair
Pink Eye:	When the eyes are clear and there is no discharge
Strep Throat:	After the 3 rd day of medication, fever free for 24 hours

** As it is not possible to list all illnesses or symptoms, teachers and directors reserve the right to make individual decisions about children needing to go home.

Medication Policy



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In accordance with Child Care Regulations, Health and Safety Code 1596.81, student in need of assistance with prescribed medication during the center's hours of operation must have the following:

- A written statement from the physician (inhaler medication only)
- A written statement from the parent or guardian
- A supply of medication must be sent to school in an original container labeled by a pharmacist. Label is to include student's name, Doctor's name, medication and dosage.
- The Medication form must be completed and on file in the school before your child can be administered the prescribed medication.

Emergency Procedures

In the event of a natural disaster, medical emergency or other major safety threat, the following emergency procedure will be followed:

- In the event of an earthquake or fire, the staff of ABC Preschool & Daycare will follow the Emergency Action Plan posted in each classroom. If necessary, children will be evacuated to the temporary relocation sites listed and parents notified via phone (if possible) or by signage of children's relocation.
- In the event of a medical emergency, the staff of ABC Preschool & Daycare will use their First Aid/CPR training to assess the situation and determine what steps need to be taken. Parents will be notified of all injuries via written injury reports and phone calls when deemed necessary. If the injury requires medical attention above what the staff is certified to provide, 911 or other appropriate medical services will be called. If such a call is made, parents will be notified immediately.
- In the major safety threat caused by a terrorist agency or an intruder, ABC Preschool & Daycare will follow the coded emergency alert system posted in each classroom. The staff of ABC Preschool & Daycare will follow any and all instruction given by local agencies and/or will contact the Pleasanton Police Department for direction. Classroom will be placed on lockdown and/or evacuation procedures will be implemented depending on the emergency at hand. In the event of such an emergency, parents will be notified as soon as possible via phone once the children's safety is no longer in question.

Emergency Kit

To help our school be prepared for an emergency, we require that each child have an earthquake kit stored in the classroom. We have a disaster plan in place and regularly practice fire and earthquake drills so that the children also know how to respond in case of an emergency. You can purchase an emergency kit that contains food and water from us for \$15.00 and add a few personal touches or you can prepare the entire kit and bring it to the classroom teacher. In case of an evacuation, we will be meeting at Castro Valley Elementary School as our first choice. If this school is unavailable we will relocate at Castro Valley High School.

The emergency kit shall contain the following items:

(2) High energy bars (Granola Bar, Power Bars, Balance Bars, etc.)

(1) Package of crackers or wafers

(1) Fruit roll up

(1) Package of Beef Jerky

(2) Small (5-8 oz) canned juices (no juice boxes)

(1) Pint of plastic water bottle

A note and/or family photo for reassurance

All items are to be placed in a gallon size re-sealable plastic bag with your child's name on it.

When putting together the emergency kit, keep in mind your child's likes and dislikes, allergies, etc. Please talk to your child and have them be involved in packing the bag. This is a great opportunity to educate them about disasters and how we need to be prepared in these situations. Please provide only non-perishable food items



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for your child. Please do not send extra food. At the end of the school year, the emergency kit will be returned or eaten in celebration of no disaster.

Parent Communication and Conferences

We believe that close communication between home and school is vital to a child's well being and school success. We encourage parental involvement and have an open door policy. Conferences can be scheduled twice a year after the student assessments and can also be arranged throughout the year, if necessary.

Monday Folders

Monday folders are sent home with your child each week and act as a communication link between teachers and parents. They will contain notes, children's work, calendars, newsletters and other letters to parents concerning upcoming events. Please refer any questions to your preschool teacher.

Parent Boards

Every classroom has a parent board where teachers will post information about upcoming events, school happenings and special class schedules. Information about monthly themes, special projects and key concepts being learned in the class are also announced here. Please check the board daily to stay informed about what's happening in your child's school day. Also watch our calendar on the front door for events throughout the month.

Discipline Policies

At ABC Preschool & Daycare, we believe that discipline is the key to learning. Children find security and direction where there is consistent adult guidance and discipline. Children explore, observe, feel, interact and learn through the process of being involved with people and things in their world and they need guidelines to do this safely. ABC Preschool & Daycare teachers use preventive methods of discipline to reduce the likelihood of disruptive behavior. Teachers support children by providing set limits, reminders, encouragement and acknowledgement of positive behaviors. By routinely recalling rules, teachers help children internalize positive behaviors. Teachers consistently monitor all activities in the classroom and the playground and give direction clearly, anticipating and reducing the possibility of problems through advance planning and organization. When there is a potential problem, teachers use constructive methods for maintaining group control and handling the behavior of individual student. They maintain an atmosphere of love, acceptance and order.

Corporal Punishment and Other Humiliating or Frightening Techniques Are Never Used.

Teachers will step into a situation quickly and use redirection by directing a child to another activity, or whenever possible, natural consequences will be followed through that is appropriate to the situation and the child's development level. Rules are discussed with all children to make sure they understand. Our goal is to create a safe environment in which a child's self esteem and skills for expression and conflict resolutions are enhanced.

Children are never allowed to hurt themselves, adults or other children. When a child injures another person, teachers will work with the child in a loving and constructive manner to reduce the child's need for striking out. Teachers will offer alternative ways to deal with difficult situation. Every incident will be recorded in a report that will require a parent's signature. If a child had repeated or continued behavioral issues, we will ask to have a parent / director conference in order to determine the course of action to be followed. Our goal is to work in partnership with parents. Positive results comes form parental input and consistency from all adults involved in a child's life.

We have a four-step program in place for behavior problems that victimize others:

- First time: The child will be told, very seriously, that this behavior is not allowed. An Incident Report will be written and parents will be notified.



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- Second time: An Incident Report will be written and parents will be asked to pick up the child from school. A conference will be held before the child can return to school.
- Third time: An Incident Report will be written and parents will be asked to pick up their child from school. The child will be suspended from school for three days. Parents will be told that if the behavior occurs for the fourth time, the child may be dismissed from school.
- Fourth time: The child may be dismissed from school. ABC Preschool & Daycare reserves the right to immediately dismiss the child if, in the school's sole discretion, it determines that the welfare of the child or school requires such dismissal.

Suspension Policy for TKs and Kindergarteners

If a child is suspended by their public school, they may not attend ABC Preschool & Daycare for that day or period they are suspended.

Refund Policy

A non-refundable \$50.00 (fifty dollars) registration fee per student plus a deposit of \$150 of the first month's tuition is due with registration. Paid monthly tuition is non-refundable even if the student leaves at the beginning of the month. Parent(s) understand that their obligation to pay all fees, including tuition, is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal from ABC Preschool & Daycare. Parent(s) must provide a 30 (thirty) day written notice to withdraw their child from the program or to reduce the child's scheduled days of enrollment. If the notice is less than 30 (thirty) days, parents are obligated to pay the full month of tuition.

Late Charge and Collection Costs

Parent(s) agree to pay a late fee of \$1.00 for every minute after 6:00 pm, 12:30 pm, and 5 pm. This late fee must be paid when the child is picked up. A late charge of \$50.00 (fifty dollars) will be assessed if tuition payment is not received when due. If tuition arrears more than 7 (seven) days, tuition is subject to a finance charge of 10% per month on the unpaid balance in addition to the \$50.00 (fifty dollars) late charge fee. A \$30.00 (thirty dollars) fee will be assessed for returned checks. If collection or legal action is instituted on this contract, parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in the County of Alameda.

Termination

The Admission Agreement shall be terminated under the following condition:

- Failure to pay tuition
- 30 (thirty) days written notice to terminate service from parent(s) or guardian(s)
- Behavioral problems
- Child or parent physically or verbally abusive to other children or staff
- Child or parent(s) prejudicial or biased behavior to other children, parents or staff
- Failure to comply with the rules
- For parents in the alternative payment program, failure to complete forms in the required period.

Notice of Termination of Agreement shall occur when one or more of the above conditions are not met. Termination by the Director shall include a two weeks notice given to the parent or guardian which the parent or guardian will be responsible for payment.



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Parent(s) agree to pay the monthly tuition regardless of the child's attendance. There will be no vacation credit or credit for time off.

Full day: 7:00 am - 6:00 pm

Half day: 8:30 am - 12:30 pm or 1:00 pm- 5:00 pm

Young Preschool: (age of 2 - 3.5)	5 Full Days	4 Full Days	3 Full Days	2 Full Days
7:00 am - 6:00 pm	\$1015.00	\$875.00	\$705.00	\$575.00
	5 (1/2) Days	4 (1/2) Days	3 (1/2) Days	2 (1/2) Days
8:30 am - 12:30 pm	\$825.00	\$730.00	\$595.00	\$420.00
Pre-Kindergarten: (age of 3.5 - 5)	5 Full Days	4 Full Days	3 Full Days	2 Full Days
7:00 am - 6:00 pm	\$945.00	\$832.00	\$684.00	\$517.00
	5 (1/2) Days	4 (1/2) Days	3 (1/2) Days	2 (1/2) Days
8:30 am - 12:30 pm	\$760.00	\$664.00	\$528.00	\$392.00
School-age:	Sept. - June 5 days	Sept. - June 4 days	Sept. - June 3 days	Summer
Kindergarten	\$945.00	\$832.00	\$634.00	\$517.00
<p>*** \$40 Sibling discount per month on a full month enrollment. *** Tuition due the 1st of every month. *** Drop-in is \$45 for a half day and \$60 for a full day, based on daily availability.</p>				