



2015 Elkins Way Ste. A, Brentwood, CA 94513
925-516-6619

Parent Handbook 2012-2013

Philosophy

Learning is through hands on teaching and directed and self-directed play. We are committed to a structured, highly educational experience. At Little Diamonds your child will experience a well-balanced day of learning, playing and exercise. We encourage enriching play experiences and encourage each child to strive for their personal best in all areas.

Purpose

The focus of Little Diamonds Preschool is to provide care in a creative learning environment which will assist preschool and Pre-K aged children in the development of the total child. Special attention will be placed on growth in physical, social, emotional and intellectual/educational foundation. A progressive continual curriculum will be followed in a safe, secure and stimulation environment filled with opportunities to explore and experience as a means of growth and development.

Ages

Little Diamonds accepts children approximately 3 years old through Kindergarten. All children must be potty trained to be accepted in to the preschool.

Communication

Good communication is of the utmost importance. When a new family is accepted into our center we like to be sure we can share openly about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome feedback, questions or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

Enrollment Policy

There are several forms that make up the Little Diamonds enrollment packet. This enrollment packet must be completed and in our possession before we can assume responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible. All forms will need to be renewed annually. If throughout the year, there are changes to the information included in the packet, please notify the front desk of those changes. The forms that we require are as follows:

- ___ Registration form
- ___ Student Identification and Emergency Information (lic 700)
- ___ Pre-Admission Health History Form parents report (lic 702)
- ___ Physicians Report (lic 701)
- ___ Consent for Medical Treatment (lic 627)
- ___ Personal rights (lic 613a)
- ___ Parents Rights
- ___ Children's Rights
- ___ Immunization Card (will be copied and returned to you)
- ___ Tuition Agreement
- ___ Change of clothes (seasonal) in Zip Lock bag labeled with child's name.
- ___ Reusable water bottle labeled with your child's name
- ___ Registration Fee \$100
- ___ Nap Kit \$25
- ___ Tuition
- ___ Handbook Agreement (page 13 of this document)

Tuition and Payment Procedures

Monthly tuition rates are as follows:

Program	Days	Times	Tuition
2 Half Days	Tues/Thurs	9:00-12:00 p	\$290.00
3 Half Days	Mon/Wed/Fri	9:00-12:00p	\$380.00
5 Half Days	Mon-Fri	9:00-12:00p	\$490.00
2 Full Days	Tues/Thurs	6:30-6:00p	\$435.00
3 Full Days	Mon/Wed/Fri	6:30-6:00p	\$505.00
5 Full Days	Mon-Fri	6:30-6:00p	\$715.00
2 Day 9-4p	Tues/Thurs	9:00-4:00p	\$400.00
3 Day 9-4p	Mon/Wed/Fri	9:00-4:00p	\$480.00
5 Day 9-4p	Mon-Fri	9:00-4:00p	\$575.00

Extended Care (if available): \$8.00 per hour

We offer an optional "lunch bunch" time. This is an opportunity for your child who is enrolled part time to bring his/her lunch to school and share lunchtime with their classmates. The cost is \$5.00 for the extra time they are in school (12:00-12:30). This is a great opportunity to socialize, learn table manners, discuss healthy food choices and learn about nutrition.

The annual registration fee is \$100.00 per child. The non-refundable registration fee secures your enrollment and is due at the time of registration. The registration fee will be pro-rated if enrolling after January 1.

Tuition rates are set on a monthly basis. Families may pay the annual tuition on or before the first day of school and receive a 5% discount or they may pay in 10 monthly installments. Families with two or more students enrolled in the program will receive a 5% tuition discount on the second and third child.

Tuition is due on the first day of each month and late after the fifth of each month. A \$25 late fee will be assessed for any late payments. Tuition will be billed to you credit or debit card we have on file in our secure system on the 2nd of each month if not paid by the 1st day of the month. If your payment is rejected by the bank for any reason you will be charged a \$25 fee. After the first returned check or rejected payment incident you will be required to pay by cash or money order for all future payments. You will be given a 30 day notice prior to any rate increase.

Refund Policy:

If you have paid a full month's tuition and give a two week notice of leaving our program, we will happily give a prorated credit for the remaining balance of your account. Any money owed at that time will be deducted and you will be refunded any money remaining in your account within 1 week of your last day of school.

Early Drop Off/Late pick up fees

If you are going to be delayed in dropping off or picking up your child please call and let us know. We understand that occasionally things happen to prevent you from picking up your child on time. If you are more than five minutes late picking up at 12:00 you will be charged the Lunch Bunch fee of \$5.00 for that day. If you pick up after 12:30, you will be charged \$1.00 per minute (per child for siblings) for every minute you are late. There is no grace period after 6:00 p.m. You will be charged \$1.00 per minute after 6:00 p.m. Habitual lateness could result in termination of services.

For staffing ratios, please do not bring your child to school early without prior arrangements. You will be charged for drop off anytime before your scheduled arrival time (even a few minutes). The fee is \$8.00 per hour or any portion of an hour.

Hours of Operation:

Hours of operation are from 6:30 a.m. through 6:00 p.m Monday through Friday. We will maintain a reasonable "open door" policy for parents during preschool hours. This means that parents are welcome to drop in to see their children for reasonable visits. Exception to this policy: Court order prohibits visitation. If there are custody/visitation issues between parents, we respectfully ask that these issues be worked out in court and not schedule visitations during school hours.

Arrivals and Departures

It is normal for some children to have difficulty separating from parents or cry when being dropped off. From our experience, it is best for your child to make the drop off process brief. The longer you prolong it the harder it is on your child. A smile, eye contact, a kiss and hug along with a reassuring word that you will be back is usually all that is needed. Children are usually quick to get involved in play experiences as soon as parents are gone. Feel free to call to get an update on how they are doing.

Our normal procedure is to only release children to his/her parents or others that have been designated on the Authorized pick up contact form. If someone other than the parent is to pick up the child, please notify us before in writing if possible. If an emergency situation arises during the day, phone us and give us the name of the person who will be picking up. This person must show a valid ID at the time of pick up or your child will not be released. For the children's safety and protection, there will be no exceptions made to this policy.

We want to hear your concerns. However, please refrain from speaking about serious concerns or problems in front of the children. We would be happy to set aside a time that is mutually convenient where issues can be discussed in private.

Emergency Relocation Information:

In the event of an emergency that would prohibit us from staying at the school we will relocate to one of the following business:

- a.) Shutters Brasserie 2013 Elkins Way, Brentwood, Ca 94513
- b.) Homecoming Park, Brentwood, CA 94513 925-634-2899

Nap Time

There will be a rest/nap period each day. This will be from approximately 12:30-2:00. Each child will be provided a napping cot. You will have the opportunity to purchase a "nap kit" which will include a pillow, blanket and bag for storing your nap kit. LDPS provides sheets for each bed. All nap kits will be required to go home at the end of each week to be washed and returned on your child's first day back to school the following week. Although we cannot require a child to sleep, they will have to rest quietly on their cot during nap/quiet time. If a child is unable to rest quietly, we will require them to be picked up from the Center.

Signing In and Out

We require each child to be signed in and out each day. The sign in/out book will be located at the front desk. Please sign your **full name** (first and last) at the time of drop off and pick up. This gives us a written record of your child's attendance and who dropped off and pick up. Child Care Licensing is very strict on their sign in/out policies. If you fail to properly sign your child in or out each day, and we incur fines, these costs will be passed on to you. Thank you for adhering to this very important policy.

Absences

Childcare fees are based on enrollment not attendance. To maintain a reserved space, tuition must be paid during the absence of your child due to illness, holidays, vacation or any other reason.

Summer Program

The summer program is optional. You will be asked in April of each year to inform LDPS of your intentions for the summer program. (June and July). The summer program is available to all preschool age children and consists of a modified academic curriculum.

Holidays/Breaks

Please refer to the Annual Calendar for the observed holidays and breaks. Regular tuition rates apply. Tuition will not be prorated for these breaks and holidays.

Clothing/Attire

Children should arrive to school dressed for play. We like to have fun! Having fun involves lots of messy activities, so please make sure your child is dressed appropriately. We will provide smocks for messy activities but it is inevitable that they will get messy so please keep their good clothes at home. 😊 We will be active every day (outdoor play, gymnastics, exercise). Please keep this in mind when picking out clothing. Clothing should be comfortable and warm or cool according to the weather. If your daughter is wearing a dress, please make sure there are shorts underneath.

Personal Belongings

We prefer that children leave their personal belongings at home. Thursdays and Fridays are designated share days. On these days, children will be allowed to bring a special toy or object from home to share with friends. Share day does NOT consist of standing up in front of the class to "tell" about their item. Rather, there will be a time set aside when they let others play or look at their "sharing". Please be careful when selecting share items, that it is something they are willing to share. If they are unwilling to share, the item will be placed back in their cubby. Please do not bring anything that would cause hardship if lost or broken. We cannot be responsible for lost or damaged items.

Meals/Snacks

A healthy breakfast will be provided for any children arriving before 8:00 a.m. Mid morning and afternoon snack will be provided each day. Snacks offered will consist of at least two food groups and milk, juice or water. For safety reasons, if your child has severe allergies to many foods, you may be asked to provide snacks that are appropriate for your child. Furthermore, if your child is extremely choosy about foods, you may wish to provide a snack of their liking as we are unable to provide "choices". All full time students must bring a healthy lunch to school each day.

Cleanliness/Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children will be required to wash their hands before and after meals, toileting and art projects. Our facility is professionally cleaned each day to ensure our students have an exceptionally clean experience.

Special Needs

Little Diamonds will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would mean a fundamental alteration to our existing program. Each child will need to be evaluated on an individual basis to determine eligibility.

Parental Involvement

We encourage all parents to be involved in their child's educational experience at Little Diamonds. You are welcome to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Volunteering in the classroom
- Come and talk about your job or interests
- Helping your child at home with concepts
- Providing treats or other items for class parties or activities

Activities/Curriculum

Our main objective is to learn, have fun, exercise, improve social skills and encourage creative expression. We will utilize a variety of activities to accomplish these goals. Centers, free play, outdoor activities, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, gymnastics or other physical activities, puzzles and manipulatives are just some of the activities we will be engaging in.

Field Trips

During nice weather, we may take the children to the park for active play and as a treat for good behavior. They will be walked over on a "ring rope" and will be supervised at all times. Advance notice will not be given for these outings. If this poses a problem for your family, please speak with the Director. There will also be a few driving field trips throughout the year. We will be requiring parent volunteers for driving to these destinations. We will need to have your insurance information on file if you wish to be a driver on these trips.

School Rules

All enrolled children will be taught and expected to follow the school rules. This is for the safety of everyone. No running except during "gym" time. Hitting, pushing, biting, grabbing, kicking, spitting or pinching other children or adults will not be allowed. No standing or climbing on tables and chairs. There is to be no use of derogatory or disrespectful language. Please respect our furniture, toys and equipment. Willful destruction of property will be the parents' responsibility to replace. Please help us to enforce these rules when you are present.

Reporting Requirements

As a child care center we are mandated reporters to the state of any suspected abuse or neglect of a child. This includes sexual, emotional or physical abuse. Please let the director know when dropping off your child if they have any unexplainable cuts, bruises or injuries.

Rights of the Licensing Agency (sect. 101200 b & c)

The Department or Licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that indicate abuse, neglect, or inappropriate placement.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are taught the rules of the school frequently, so they are all familiar with the guidelines. Please keep in mind there WILL be disagreements between children. Young children sometimes have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent and redirect when appropriate, discuss inappropriate behavior, encourage making amends when the offense involves another person and sometimes withdraw privileges based on the principle of "natural consequences". An example might be when a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time-outs is rare except when a brief cooling off period might be needed.

Under NO CIRCUMSTANCES will there be any spanking, humiliating, physical or verbal abuse, name calling or isolation used when disciplining.

If a discipline issue arises that does not respond to the above methods, we will hold a conference with the parents. Together, we will try to find a solution. If a child's behavior persists and prevents the rest of the children from their activities and focus you will be called to pick up your child. If this proves to be a pattern of behavior you may be asked to find alternate care for your child for the safety and well being of the rest of the class.

Illness

Little Diamonds is a well child care facility. At no time do we provide sick care for our students. The following illness policies will be strictly enforced for the health, well-being and safety of all concerned.

Sick Child Policy:

Under no circumstances may a parent bring a sick child to school. If a child shows any signs of illness or is unable to participate in the normal routine you will be called and asked to pick up your child immediately.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

Symptoms requiring removal from child care center:

- Fever is defined as having a temperature of 100 degrees or higher
- Fever AND sore throat, rash, vomiting, diarrhea, ear ache, irritability.
- Diarrhea: Runny, watery, bloody stools or two or more loose stools while at school.
- Vomiting: Please do not bring your child to school if they have vomited within the past 24 hours.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny Nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm.

Medications

Parents will provide any medications needed by their child, including over the counter and prescription medication. Written authorization by a doctor is needed for us to administer ANY medications. **NOTE: All medications must be in their original container with pharmacists or manufacturer's label, child's name, dosage instructions, current date, name of medication and times to be administered clearly written.**

Medical Emergencies

Minor bumps and scratches are inevitable; however we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid and hugs. Injuries requiring first aid or bandages will be documented on an injury form and reported to parents. The report will include how the injury happened and how we treated it. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be transported by ambulance to the nearest hospital and you will be asked to meet there. If you will not be at your usual place of employment or home, please make sure that we have a phone number where you can be reached. Parents will be held responsible for all costs involved in emergency medical treatment, including emergency transportation.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay tuition
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust after a reasonable amount of time
- Our inability to meet the child's needs
- Serious illness of a child

We appreciate as much advance notice when terminating care and will give the same courtesy in return. Parents are required to give at least two weeks written notice when they decide to terminate child care. The two weeks must be paid in full regardless of whether the child is in attendance.

Daily Schedule

9:00-9:15	Arrive at School/Sign In table activities
9:15-9:40	Circle time (songs/calendar/weather/themes/story)
9:40-10:05	Centers (math/writing/motor)
10:05-10:45	Bathroom/Exercise in gym or outdoor play
10:45-11:00	Snack
11:00-11:15	Art
1:15-11:45	Free Play
11:45-12:00	Clean up/Closing Circle
12:00-12:30	Lunch/bathroom (for full day kids)
12:30-1:50	Nap/rest time
1:50-2:00	wake up/bathroom
2:00-4:00	Spanish Immersion (circle, games, songs, art, snack)
4:00-5:00	Free play outside or inside (weather permitting)
5:00-6:00	Kids Choice



I/We have received, read, understand and agree to the Policies and Procedures pertaining to our child, _____ outlined in the Parent Handbook.

(This page should be signed and turned into the Director at the time of preadmission meeting.)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Director Signature

Date