

2019-2020 Parent Handbook



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Staff:

Ashley, Owner & Director
Nicole, Director
Heather, Asst. Director
Kara, Teacher
Karen, Teacher
Alex, Teacher
Katrina, Teacher

Mission Statement

Our teachers are dedicated to providing an environment that is safe, nurturing, and supportive curriculum where all learners have the ability to reach their full potential. Our curriculum is designed to build a strong foundation through academics, socialization, and technology to prepare for a lifetime of successful learning while having fun.

Days & Hours of Operation

Monday-Friday 7:30am-5pm

Age of Children

2 years old- Kindergarten Entry

Goals

- Build for each child a strong foundation of practical and academic skills for a lifetime of independent learning.
- Strengthen each child's self-confidence and courage to be creative by offering freedom of self-expression in a structured environment
 - Meet the individual development needs of each child through the prepared environment
 - Promote the continued development and training of the school's administrative, educational, and extended care staff.

Building Bridges Preschool admissions policies are non-discriminatory. All prospective students who can actively participate in our programs are welcomed.

Policies and Regulations

Application and Registration Fees:

In order to be considered for admission, a non-refundable application fee must accompany each child's application. Upon acceptance to Building Bridges Preschool a one-time registration fee and 1st and last month's tuition is required. A child is not considered accepted to BBPS until all forms and fees are received.

Tuition:

Tuition installments are due on the first of each month. Payments must be received in the office (1003 Carol Lane, Lafayette, Ca 94549) by the 5th of each month. If not received, accounts shall automatically be assessed a \$35 late fee. If tuition is not received by the 10th of the month student enrollment will be suspended until ALL fees are paid in full. If a child's last name is different from the name on the check, it must be noted on the check. A \$25 charge will be levied on all returned checks. An ongoing unpaid balance may result in dismissal. Any fees incurred by BBPS to collect unpaid balances will be paid by the delinquent account holder.

Forms:

All forms (immunization, emergency, physicians report, etc.) must be submitted **prior** to the child's first day of school. **No child will be allowed on campus without all forms completed and submitted to the office.**

Program Late Fees:

If you are late picking up your child and did not notify the office in advance of your scheduled pick up time, you will be charged \$1.00 every minute you are late. If you know you will be late and notify the office, you will be charged the drop-in rate \$12.50 per hour. Late charges will be reflected in the following month's tuition statement.

Withdrawal from School:

If a child is withdrawn from school or any program during the year, one month's advance notice must be given in writing to the administrator. If notification has not been made, tuition and any outstanding fees will be charged. **Please note: Deposits are rolled over to the next school year after reenrollment is submitted, therefore if a family withdraws with a 30-day notice from the school after submitting reenrollment the deposit will be applied to final tuition statement. If 30-day notice is not received all deposits will be forfeited.**

If a student is unenrolled and re-enrolled at any time the family will be required to pay a \$300 reactivation fee, as well as any applicable registration fees based on current tuition pricing at the time of re-enrollment.

Signing in and Out:

Parents must sign their children in and out of school each day using their full, legal signature – no initials accepted.

Policies and Regulations (Cont'd)

Arrival Time:

Children should arrive for school no later than 9:00am. Occasionally, there may be a need to arrive late to school. Please keep in mind that children thrive with consistency and that our classrooms have a routine so that children may receive the best educational experience we can offer. Later arrivals jeopardize the experience for the entire class as the teacher must often interrupt lessons in order to welcome and help the late comer separate from his/her parent. More importantly, it can be very difficult for a child to assimilate into school if he/she arrives too late. Therefore, we respectfully request that children in all programs arrive no later than 10:30am. If you are unable to arrive by that time, please plan on keeping your child home that day.

Observation/Visitation Policy:

All observations need to be scheduled and approved through the child's Teacher and center Director.

Car Seat Law:

Protect your child-it's the law. Children under the age of eight years (unless measuring 4'9"), must be in an approved child car seat.

Parking Lot:

Parking for BBPS is located in the Our Savior Lutheran Churches parking lot. The driveway at BBPS is a fire lane and there is NO parking or stopping. No child may be left unattended in a vehicle or on the property at any time.

Playground:

BBPS playground is for children enrolled in the center. The playground

Schedule Changes:

Schedule changes are offered on a limited basis but not guaranteed. If a child's schedule is being changed (adding or subtracting days or times) a new 12-month contract will be required, and prices and availability are subject to change.

Health Policies

Contagious Diseases:

Parents must report to the office any contagious diseases which their children contract. A note will be sent home to all of the appropriate families warning parents to look for possible.

Health Guidelines:

Temperatures:

- A child with a tympanic (ear) temperature exceeding 99.1 must be kept at home.
- A child with a mildly elevated temperature who is acting sick and needs one-to-one attention should be kept home
- A child must have a normal temperature without the use of medication for 24 hours before a child can return to the center.

Excessively Runny Nose:

- A child with an excessively runny nose needs to be kept home (often this is the beginning and most communicable stage of an upper respiratory infection).

Vomiting

- If vomiting occurs a child must be kept home for 24 hours after the vomiting stops and normal eating habits are resumed.

Diarrhea

- A child with diarrhea must be kept home for 24 hours after the last diarrhea and normal eating habits are resumed
- If a child has two consecutive incidents of diarrhea while at the center, we will call the parents and the child will need to be picked up and kept home for 24 hours after the last incidence of diarrhea.

Coughs

- If a child has a persistent wet cough or noisy breathing the child needs to be kept home

Rash

- Any unrecognizable rash will need to be examined by a physician. A doctor's note is required in order for the child to return to the center

Pain

- If a child is in pain and needs parental attention the child should be kept at home.

Unable to Participate

- If a child is too uncomfortable to participate and/or needs constant one to one attention the child should be kept at home.

Health Policies (cont'd.)

On New Medication

- A child needs to remain at home for 24 hours when starting any new medication.

Contagious Diseases

- A child suspected of having a contagious disease needs to be seen by a physician. A doctor's note is required in order for the child to return to the center.

When should your child stay home?

We need to ensure a healthy school year for each child and family. We ask that you keep your child home from school in the morning if you feel that he or she is coming down with something. A child must be fever free and no vomiting for 24 hours before sending him/her to school, and there should be no cough, runny nose, or other contagious conditions. Additionally, a child needs to stay home from school for 24 hours when starting any antibiotic medication to allow it to work and to refurbish the energy required to participate in a group setting.

When will we ask that a child be taken home?

If a child appears to be in poor health, the child will be brought to the office. A parent will be notified and must make arrangements for the child to be picked up immediately.

The Health Department established the following criteria, by which we are governed, to determine when a child should be sent home from school:

Temperature: Tympanic (Ear) exceeding 99.5

Persistent heavy wet cough with breathlessness and noisy breathing

Severe headache requiring child to lie down for relief

Persistent or severe earache, stomach ache or multiple episodes of diarrhea

Vomiting

Severe fall with significant apparent damage to head or limbs

Significant increase in urination with or without pain

Evidence for a contagious condition; head lice, impetigo, pink eye.

Persistent discomfort: severe itching from rash, runny nose, or **anything which makes the child uncomfortable and unable to participate in school activities.**

Allergies:

It is essential that you inform the school of your child's allergies so that we do not mistake those symptoms for something of a contagious nature

Policy on administering medication at school:

The school will administer medication only if the following guidelines are followed:

1. All medication to be administered by the school must be accompanied by a Parent Consent for the Administration of Medicine Form (LIC 9221).
2. All medications must be sent in original containers
3. Do not place medication in a child's lunch box. All medications must be given directly to the Director/Assistant Director
4. If a child must be given regular medication during school hours throughout the school year, a note from the prescribing physician detailing dosage and schedule should be kept on file.

First Aid:

If during the course of the school day your child was treated for anything other than a minor cut, bump, or bruise, you will be notified by the teacher directly or by a note.

Injuries requiring medical or dental treatment:

If your child has been injured at school and requires medical or dental treatment you will be called immediately. In the event we cannot reach you or any of the other people you have designated on your EMERGENCY FORM, we will contact your child's physician/dentist and provide transportation to their offices or to the hospital. Please inform us immediately of any changes to the information on your Emergency Form.

Family Situations:

WE are here to serve each child and will be able to do a better job if we are kept informed about any change in your family such as pregnancy, birth of a sibling, separations, divorce, business trips, moving, death of a family member or friend, death of a pet, house guests, or any other unusual circumstances.

Food and Nutrition

Lunch:

We ask that lunches be nutritionally balanced and that foods high in sugar, fat, and salt be avoided. Do not include candy in lunches or snacks. All food must be ready to eat. We are unable to prepare foods.

Snacks served at school:

Snacks are prepared and served each day in each classroom. In accordance with state law, two food groups will be included in each snack.

Special dietary needs:

We are a peanut and shellfish free school. If your child has other dietary restrictions, please inform the director so that accommodations can be made.

Party treats from home:

Please consult with your child's teacher in advance to schedule a celebration.

Clothing

One of our goals is to foster the independence that young children so fiercely desire, and which makes liberty possible. Please help by dressing your child in clothing appropriate for school. Clothing should be comfortable, easy for the child to put on or remove, with no complicated fasteners. It should be rugged and washable. Label all items with your child's name. Keep in mind that the children engage in active outdoor play, at times with sand or water, and will use paint, clay, etc. It inhibits the child and his/her ability to learn if he/she is anxious about keeping clothes clean. Expensive dresses, jumpsuits, jewelry, watches, sunglasses, shoes that slip off during running, etc. are not appropriate for school. Flip flops and all sandals without back straps should not be worn to school. Cowboy boots and high-top tennis shoes are especially difficult for most children to put on and are discouraged. In contrast, Velcro fasteners are practical and easy for children. Girls wearing skirts or dresses should wear bloomers or shorts under.

On rainy days, dress your child in a raincoat and hat but do not send an umbrella.

Discipline

BBPS Staff members use methods of positive discipline, rather than punishment, in responding to children's behavior. Corporal punishment (spanking, hitting, shaking, or pushing) is not only philosophically inappropriate, it is prohibited by law.

We communicate clear limitations, boundaries, and guidelines to children. We encourage children to work out conflicts together verbally and we teach them how to do this. Occasionally a child may be removed from a situation in order to redirect his/her energies. If so, the child will always be monitored by an adult.

In cases of recurring problems, every effort will be made to work with the child and his or her family to correct the problem.

Special Needs

Special Needs:

As soon as a teacher sees indications that a child has special needs (whether these appear as physical or behavioral) she/he shall keep careful daily notes on the incidents in which the child is involved and/or the specific circumstances that concern him/her. A documented record is then available for consideration and discussion. The school administrator shall then be notified and asked to make a special observation of the child.

Procedure for children with special needs:

When a head teacher suspects a child has needs beyond that which he/she can handle, he/she shall bring this to the attention of the school administrator and the following steps shall be taken:

1. The school administrator shall come to the classroom to observe the child. These observations shall be followed by a consultation between the head teacher and the school administrator.
2. The parents of the child shall then be called in for a conference with the teacher and the school administrator. They shall be told what observations have been made, what the concerns of the school are and what the recommendations are.
3. These recommendations shall be reviewed at a designated later date with the teacher, school administrator, and parents to ensure that appropriate action has been initiated.

If, after the aforementioned steps have been completed and the administrator determines that the special needs of the child cannot be met, BBPS may cancel the enrollment agreement with 30 days written notice.

Injurious Behavior

Our policy is to intervene immediately. Children whose behavior is injurious to others are helped to gain control over their behavior, to learn positive ways of dealing with their emotions and impulses, and to learn positive and appropriate choices in difficult situations.

When a child is unusually aggressive, cannot control his/her impulses, or does not respond to our guidance, we will request a conference to discuss the situation. Obtaining outside professional help may be required. It is our goal that all the children without environment are comfortable and feel confident in their ability to function within the expectations of a group setting.

It is in the child's best interest to find the most appropriate setting where he or she can function successfully.

Children who intentionally destroy school equipment or another's possessions, may be asked to pay for a replacement as a consequence of such behavior.

If the Director determines that a child or anyone associated with a child compromises the effectiveness of a program or endangers the welfare of another child or a staff member, the Director can terminate an enrollment agreement immediately.

Emergency Disaster Plan

Our facility has the ability to care for children for 72 hours should the need arise. The school is equipped with blankets, fresh water, first aid kits, flashlights, radios, extra batteries and emergency food. Staff members have taken first aid courses and have been shown where and how to shut off all utilities. Our classes are drilled in fire evacuation and earthquake strategies.

In case of severe earthquake, we will remain on campus waiting for parents to pick up children as quickly as possible. If our buildings become unsafe, we will evacuate to the closest mass care center, determined by emergency personnel at that time. Please confirm our location by checking NIXLE. We strongly suggest you sign up for emergency advisories or alerts at www.nixle.com. If we have evacuated, we will notify you through Class Dojo, additionally our location will be posted on the gates or a staff member will remain behind to guide people.