Dear Parents,

Welcome to the Anaheim Child Development Center at Grace Lutheran. We look forward to joining you in the development of your child and sharing the many wonderful experiences of their childhood with you.

The preschool experience is a time for growing and experiencing through self-discovery and exploration. We provide a place where children are free to do just that.

We hope this handbook helps to familiarize you with our Center. We have included most of all, if not all of the important components to our program. If you should have any questions or comments please feel free to visit me any time!

We pride ourselves on our “Partnership with Parents” Program. Together by openly communicating with each other we can, love, support, develop, enhance, create, and share the joys of raising a child together. We want to hear your concerns, comments, questions and of course PRAISES!

Thank you for sharing your child with us. We feel blessed to be able to serve you. We hope we can make you and your child’s years here as memorable and precious as each of your children are to us.

In Christ Service,

Kellie Lowe

Director

**OUR PHILOSOPHY**

Anaheim Child Development Center at Grace Lutheran focuses on the whole child...socially, cognitively, emotionally and physically. Our program is based on the guidelines established by the National Association for the Education of Young Children (NAEYC). Each child is born with potential. We know that the Preschool years are the most critical time in a child’s development. During this time children, based on their environment and experiences, will learn trust, self expression and self worth. We, therefore, as an extension of the family¸ provide them with a warm, caring, safe and secure environment in which to explore and discover those things around them and within themselves. In this environment, we offer the opportunities for children to make choice that will enhance their emerging skills. We encourage independent thinking, curiosity, exploration and discovery through developmentally appropriate curriculum, materials, and methods. It is through movement and discovery, rather than a mobile state which children grasp and learn about the world around them.

Anaheim Child Development Center (ACDC) does not believe in a strict academic program. As stated above we believe that children learn developmentally. This does not mean that we don’t provide them with an academic environment. Children are surrounded by things around them from which to learn. Our belief is that children don’t need to be forced to learn. They want to learn, and they will. We provide those opportunities for them and then enhance them with imagination, innocence, and eagerness to discover and explore.

#### OUR STAFF

With the belief that children are strongly influenced by the adults they interact within their early years, we look not only for well experienced educators, but warm, loving, and caring individuals. Our fully qualified teachers must be 18 years or older.

Our lead teachers meet or are in the process of meeting the legal requirements for units in Early Childhood Education. Our infant toddler lead teachers also have ECE units plus infant toddler units.

Several teachers hold a current CPR/First Aid certificate which is updated every two years. Throughout the year they all participate in in-service training in order to remain up-to-date with current early childhood issues.

Our center is staffed with sufficient personnel to meet the State required child/staff ratios. To support the experience, education, and profession of our teachers we will be addressing them as “Miss”. We thank you for your reinforcement of this practice.

#### OUR CURRICULUM

We are a developmental preschool therefore; curriculum is designed to meet the need of each individual developing child. Our curriculum includes activities in creative art, science, music, dance, language development, literature, mathematics and nutrition. These activities are offered in the classroom in the various learning centers, which are changed throughout the year. The classroom will also offer the children opportunity to experience academics through small group interest centers. These centers will be set up as small group academic games that will be facilitated by a teacher to ensure individual children’s development in this area. Children are free to choose which learning centers they would like to play in. It is through play that children learn. Children are able to develop wonderful cognitive, social and physical skills through play.

In addition to the learning centers, teachers will provide several “small group times” throughout the day which will include story-telling, calendar, alphabet, numbers, etc.

Teachers are responsible for their own lesson plans, which will coincide with weekly and/or monthly themes.

Daily contact between teachers and parents is strongly encouraged. Special conferences to discuss concerns may be scheduled as needed.

 **SCHOOL YEAR**

Our hours of childcare are Monday-Friday from 6:30am-6:00pm. We offer child care to children ages 6 months-6 years old. Our program is divided into a Fall Session and a Summer Session. The Fall Session begins in September and ends in May. The Summer Session begins the middle of June (sometimes the beginning of July) and ends in August.

We try to recognize the needs of working parents and of working staff and their families.

Holidays and breaks are necessary for the well being of all. We are closed the following holidays:

 Labor Day

 Veterans Day

 Thanksgiving and the day after

 Christmas Holiday Break TBA annually

 New Years Break TBA Annually

 Martin Luther King Day

 President’s Day

##  Good Friday/ Holy Monday

 Memorial Day

 4th of July

 Three(3) Staff-In-Service Days

 Building Clean up days TBA

The center has the right to close on any additional days, with a 30-day written notice to parents. Parent calendars are put out 9 months prior to each new school year.

**OUR OBJECTIVES FOR PROVIDING QUALITY CARE**

Developmentally appropriate, hands-on-activities that foster, develop, or encourage... Each parent in the pre-school program is required to contribute their time toward a classroom or center activity.

**Positive Self Concept**

 We allow time for children to talk about what they see, do and like.

 We use children’s names frequently in songs, stories and games.

 We encourage children to draw pictures, tell stories about themselves

 and their family.

**Social Skills**

We assist children in social interaction

We create space and time for small groups of children to work together on

 various activities such as dramatic play, block building, etc.

 We provide opportunities for sharing, caring, and helping.

**Children to Think, Reason, Question, and Experiment**

 We plan activities for labeling, classifying, and sorting objects.

 We discuss daily and weekly routines in terms of time concepts.

 We observe natural events such as seeds growing and animal life cycle.

 We take nature walks around the Preschool grounds.

 We encourage participation and strolls in sensory centers

 such as sand, water and play.

**Language Development**

 We read books, tell stories about experiences and talk about pictures.

 We provide time for conversation; ask child questions that require more

 than one-word answers.

 We answer children’s questions to the best of our ability.

 We add more information to what the child says - expanding vocabulary.

 We use flannel boards, puppets, songs, and finger play to stimulate

 language growth.

 We provide one day a week for the child to share an item from home

 using their language to describe the item. “Why they brought what they did to share.”

**Physical Development**

 We provide time and space for active play such as jumping, running, and bike riding

 We provide creative movement activities by using songs and records that requires participation.

We provide fine motor activities such as using scissors, tracing, puzzles, and paper

 tearing, etc.

**Sound Health, Safety and Nutritional Practices**

 We encourage parents to bring nutritional lunches.

 We participate in activities that develop safety awareness in Preschool, home

 and community.

 We stress health practices such as washing hands, brushing teeth, getting

 exercise and enough rest.

#### DISCIPLINE

Through discipline we strive to help children learn how to participate effectively with others and how to be a successful part of the world. The main purpose of our programs is to affirm self-esteem, even when behavior is unacceptable.

We take the following steps to minimize discipline problems by providing:

. ***A well planned program*** that meets the developmental needs of the children.

 ***A well designed environment*** that provide learning centers

 ***Consistency***where children function their best because of the safety of

 consistent rules. The rules are made from these questions: Is it going

 to hurt others?, Will it hurt or damage our school or materials? Or will it

 be hurtful to myself?

 ***Clear communication –*** itis important that words and actions give the same

 message to the children.

 ***Observing*** - by observing the child to identify and understand what is behind the child’s behavior. Over time, patterns may begin to emerge. Detecting things in children such as mounting tension, anger, restlessness which can be dealt with in a constructive manner before they escalate into a full confrontation.

 ***Positive Reinforcement* -** because children generally repeat behavior for which they receive attention. It does not necessarily matter whether it is positive or negative attention. Attention is simply attention, so we make every attempt to provide positive attention.

Appreciating and acknowledging a child’s behavior reinforces it in the child. There are many ways to express praise through interest, a smile, a thank you for a job well done, a high five or thumbs up, stickers.

**Disciplinary Actions:**

In taking disciplinary action, the teacher considers what is most appropriate for a particular situation and the children involved. The outcome should be to resolve the conflict as well as empowering the children to gain self-awareness and problem solving skills.

 ***Intervention*** is used to stop actions that have become disruptive. It is important for children to know that an adult is stepping in when they have lost control themselves.

 ***Resolution of Conflict* -** Clarify what happened, how each person is feeling, then question and examine possible solutions with the children.

 ***Redirection* -** used when a child is unable to behave appropriately in certainareas with certain children or toys. The teacher may ask the child to play in a different area until he/she is able to behave appropriately.

 ***Separation from the Group*** - used when a child cannot regain self-control. The teacher acknowledges the purpose (regaining self-control, calming down, etc.). The child is with the teacher only long enough to regain self-control “Let me know when you are ready to try again”.

If a pattern of lack of self-control or other disruptive behaviors emerges, the child will be brought to the director. The director will notify the parent of the child’s behavior. If the behavior continues, the director will schedule a conference with the parent.

We will not allow hitting, biting, bullying, or bad language, These are just a few unacceptable behaviors. Children who display these kinds of behaviors need a smaller ratio where more 1 on 1 can be provided.

**Note:** The feelings ofboth children and adults are an important part of life and require attention and expression. We encourage and support open and direct communication. We believe that both positive and negative feelings are real and valid.

Nurturing, listening and supportive care are the most effective means of minimizing the need for discipline. Effective interactions with children are authentic caring and respectful.

Types of discipline NOT permitted: Hitting, Pushing, Pulling, Restraining of Children, Harsh language or tone of voice, and shaming are NOT permitted as discipline techniques. No corporal or unusual punishment will be used.

#### ARRIVAL

Children may not be admitted into the opening morning classrooms before 6:30am. All parents MUST sign the child in EVERY day upon drop off. The sign in and out books are with the teacher’s at all times, and they are located wherever the child is to be dropped off. Parents MUST sign their full first and last name and the time that the child is left in the care of the teacher at ACDC.

We would like to encourage all children to arrive on time. It is our experience that children who arrive to school late feel uncomfortable and have a more difficult time becoming part of a group.

If for any reason the child must come late **do not bring the child in during the morning circle time between 9:30 and 10:30 because this causes an interruption to the teacher’s curriculum and affects all the children in the classroom**. If you must arrive late please bring the child after 10:30. Our child development program provides daily activities that meet goals and objectives. Each classroom follows a developmentally appropriate daily schedule in order to meet the unique needs of the children being served. If for any reason the child needs to have a later drop-off please avoid dropping off or picking up between the hours of 12:00 noon and 2:00pm as this is a disruption to the children who are napping. Parents are required to call the school by **(10:00a.m.)** to let the office know if their child will be absent or coming in late. **If a parent fails to call in and brings their child in late the school reserves the right to refuse care if the staff has been sent home due to low numbers, and would be out of licensing ratio**. It is our desire to provide care, so please call ahead and inform us of your need! Children who enter our program late must follow the established schedule in order for the school to maintain their ratio. Parents are responsible to feed their child if they have missed the schedule snack and lunch time. Please feel free to call the school in advance to check what time may work for late drop off that day.

Parents may NOT drop their child off while the class is in “transition” (Walking in line). Parents must walk with their child until the class is at their destination point; in a room or outside. Parents may not sign a child in or out when the books are in the teacher’s hands. Books must be on a table in order for a parent to sign in or out. Each day it is the responsibility of the parent/guardian to sign the child in and out, noting the time of day, drop-off and pick up person’s name printed legibly, emergency phone number for the day, and pick-up time. Please make sure to sign in at arrival and out at departure. Parents must accompany the child to and from the Center and make sure that a staff member acknowledges his/her presence to ensure that they know the child is arriving or leaving. Failure to follow the sign in-out procedures is grounds for termination of child care. Parents will be responsible for any licensing fee incurred by the school due to a parent’s failure to completely sign in and out each day.

Supervision of the children on the playground is the responsibility of the parents before the child has been signed in and once the child has been signed out. Please note that if you are on the playground with your child and another child’s actions are deemed inappropriate, they must be addressed by the staff, not yourself. Bring the child’s actions to the teacher’s attention so that they may address it appropriately.

#### DEPARTURE

ACDC closes promptly at 6:00p.m.for full time families (unless otherwise noted on school calendar for special events). All parents/guardians and authorized pick up persons MUST sign their child out every night using their full first and last name. The sign in and out books are located wherever the children are at the time of pick-up. For families participating in our half day program, the pick up time is 12:00 p.m. Children must be picked up on time! Please remember we are a child development preschool and not a day care facility. Our late fee of $1.00 per minute applies if a child is picked up late. This is 12:01 for part-time and 6:01 for full time.

Children may leave the Center with authorized adults only. Authorized adults must be listed on the Identification and Emergency Information form. No verbal authorization of non-listed adults can be taken over the phone by the Center. Please make sure to list all potential adults who you may need to use for pick-up. It is the responsibility of the parents to keep this pick-up list current.

Authorized persons must be at least 18 years age (if the teacher has never met them) will be asked to identify themselves (with a photo identification i.e. driver’s license) when coming to pick up the child.

Parents should contact the Center immediately in the event of an emergency that might make them late in picking up their child. If a child is not picked up on time and the emergency contacts cannot be reached to pick up the child, the local police may be called to pick up the child. Fees will be imposed.

If your child is not to be released to a parent due to a court order, we must have a copy of that order on file in order to enforce this request.

Children are welcome to play on the yard after being picked up (with parent supervision) for a maximum of 15 minutes. During this time, parents are responsible for directly supervising their child and ensuring they follow school rules as well as respect school property.

We kindly ask each parent to respect their scheduled hours. Please be mindful that the staff has other obligations after work and they too need to leave by 6:00pm. When parents are late**, the teacher(s) that has to stay late with your child must be reimbursed the late fee from the parent directly in Cash**. You have 24 hours to pay the teacher the late fee. Or the child will not be admitted back into the program until the fee is paid.

**PAPERWORK/REGISTRATION AND FEES**

Paperwork must be turned in no later than three business days prior to your child’s start date. If paperwork is not fully completed (including physicals, immunizations and TB test) or returned within 3 business days your child’s start date will be changed to meet the three day requirement. Please also note that a fee is charged in order to change your start date. Please refer to the paragraphs below regarding changing your start date.

Registration fee is due twice a year; upon enrollment and in the summer and then in Sept.

Registration for the Fall/Spring Session is as states on the rate schedule. The summer session registration fee is due in May. Registration fees are non-refundable payments.

Tax Letters are available upon request. Please allow five business days for the office manager to get the print out for the entire year. There is a $25.00 fee for each tax letter that is needed. To avoid the fee, please hold on to those monthly receipt print outs.

**FULL-TIME PROGRAM**

Our Infant and Toddler and Preschool program is full time. We do not offer Part-time.

#### TUITION

**You have two options to pay tuition: Monthly (discounted rate) or Weekly.**

Tuition is due on or before the 1st of each month. Children entering the program after the 1st of the month will have their first month’s tuition calculated using our weekly rate. ***CASH* or *Money Order* only will be accepted for the first three months**. Any payments received after the 3rd of each month will incur a late fee of $25.00. If payments are not made by the 5th of each month the school reserves the right to decline care of your child until payment and late fee is made in full by cash or money order. We do not send you an invoice. It is the responsibility of the parent to mail or drop the tuition off to the office on its due date. A receipt will then be placed in your sign out book within three days. Monthly tuition is calculated based on the number of days we are open and then a flat monthly rate is determined. Weekly rate is charged based on how many weeks are in the month, and the number of days in that week. See below for more details.

Any change to your established plan must be discussed with the office personnel before changing. The established tuition must be paid for each child whether or not he/she is present each day. Unfortunately there is no credit for missed or absent days due to illness, injury or vacation **for leaving before the months end, or in cases of school closure due to unforeseen issues or weather conditions**.

We are a year around school, therefore if you pulled your child for the summer their spot will be replaced, and there is no assurance that you will be able to reenter in the fall. All new enrollment fees will be charged. **WE DO NOT PRO RATE TUITION IF ENTERING THE CENTER MID MONTH OR LEAVING THE CENTER MID MONTH.** **TUITION IS NON REFUNDABLE. We encourage you to stay till the months end.**

**Weekly payments:**

Weekly payments will be assessed and a $10.00 late fee will apply if payment is not received by Monday evening (the week of service) and the child will not be able to return to school on Tuesday, or until tuition and late fees are paid. Families are still charged for these absent days or weeks. Families paying weekly are charged for each additional day over four weeks in any given month. Remember some months have 5 weeks.

**Tuition is non-refundable**, even if you leave in the middle of a week. Weekly payments will not be accepted in December. **All weekly paying families must pay in full on or before December 1st.**

**Cash/Money order Payments:**

**All payments for tuition must be paid in cash, money order, or cashier’s check for the first 90 days of your financial obligation. This applies to county families switching over any time during the year.**

After 3 months of paying tuition in cash, money order, or cashier’s check families may pay by check but ACDC will not accept checks from out-of-state or checks that only have a P.O. Box on the check. We do not accept credit cards. ACDC **DOES** accept payment via online banking, but the check must arrive on or before the first of each month in order to avoid incurring a late fee. Please make sure you schedule your payment in plenty of time to arrive by the first of each month.

#### CHANGES IN RATES

In order to maintain a high quality program the Anaheim Child Development Center reserves the right to raise tuition and fees by providing participants with at least a thirty day notice.

**Tuition Changes:**

In keeping with our “Open Door Policy”, please feel free to come and speak to the Director if there are any changes in regards to finances, job, problems at home, etc. that might make it difficult in regards to tuition payment. We realize that situations often arise that are not anticipated. We are willing to work with you.

#### SECURITY DEPOSIT/REFUND

A one-week deposit, based on our weekly rate, is required upon signing up your child. The deposit is refundable or applied to your final tuition payment if the director receives a **full two weeks written notice in advance of child’s last day**. Deposit refunds will be applied and deducted from last month’s tuition, or will be written out within 30 days of the child’s last day of attendance. If your child does not start our program the deposit is forfeited. The deposit can not be applied to later months in the event you do not attend on your scheduled start date.

#### CHANGE OF START DATE

If your child does not start on the date you selected a $100.00 fee will be charged per week to change the date if space is available.

#### LATE FEE PICK UP

The Children’s Center closes promptly at 6:00 p.m. sharp for our full day program and 12:00 p.m. for our half day program. Please be prepared to pay the closing teacher $1.00 for every minute you are late. Payments to the teachers must be made in cash no later than the following evening or your child will not be accepted back into the program until payment is made. We ask that you give the school the courtesy of calling in advance if you are running late so that we can notify the teacher and she can make the necessary arrangements to stay past her shift to watch your child. If you arrive late more then three times, we will ask that you find a center that is more conducive to your work schedule.

Please set your watch to the classroom clock so that we are all on the same time.

#### RETURN CHECK

There will be a $25.00 fee for each returned check. The returned check and late fee amount must be paid in cash within two days of notification or the child will not be admitted back until payment is made in full. **The following month’s tuition must be made** **in cash**. If there are two or more returned checks, the family will be required to pay cash on all future payments for a period of six months.

#### SCHOOL FEES

The school charges additional fees, at the director’s discretion, not covered by tuition for various optional events, such as love luncheons, thanksgiving feast, graduation, school production fees for programs, running copies by request, bank fees, replacements lunches, snack fee’s, bed making fee’s, parking in a designated parking stall along the preschool yard, etc…Please see the office for the amount of the fee’s.

**WITHDRAW FEES**

Should it becomes necessary for you to withdraw your child from school a full two week written notice is required to the office, in order to receive your deposit back. If the child should return after notice is given they will be considered as a new enrollment where all fees and conditions are applicable. **Verbal notices to your child’s teacher not acceptable**. The security deposit will then be applied towards the last month if proper notice is given. If notice is not received the security deposit will not be refunded or applied to tuition. **A child’s last month’s tuition must be made in cash or money order.** Refunds will be processed 30 days after the child’s last day in attendance. **Due to the advance purchasing of supplies and staffing, unused tuition is non-refundable.**  We encourage and would love all families stay until the months end. The deposit fee will also be applied to any outstanding balance, and the remaining will then be refunded.

#### DISMISSAL POLICY

ACDC reserves the right to remove any child from the program without prior notice if it is the opinion of the center that it is in the best interest of the child, family or center. We provide group care under a 1-4 ratio in the Infant and Toddler center and 1-12 ratio in the Preschool. Some reasons the child may be terminated are as follows, but are not limited to

* If the child is a danger to himself, others or the destruction or damage to school property. Parents are responsible to replace at their expense broken, damaged, stolen or lost school or teacher property by their child’s actions.
* Refusal or inability of the child or family to adhere to the program policies and procedures, ratio’s and paper work.
* Inability of the child or parents to adjust and follow daily program routines.
* Reoccurring or excessive incidences of biting.
* Financial default of tuition, late fees, or any money owed to the school.
* Failure to comply with County procedure and paper work.
* Not signing forms completely.
* Treating the staff or administration with disrespect
* Not following the proper channels in trying to resolve conflicts.
* Talking badly of the school and its staff to others.
* At the discretion of the Director in consultation with the Advisory Board

#### PROBATIONARY PERIOD

Although we take pride in our Center and its staff, sometimes we are not able to meet the individual needs of the child or parents while maintaining our licensing ratio. During an initial 6 month probationary period, we will assess the child and work closely with the parents to make sure that our program is right for each new child and parent entering our program. Some children do not thrive in group settings, such as the 1-4 in our infant center or the 1 to 12 ratio in our pre-school program. Parents must have a realistic and reasonable understanding of group care. **Each time your child moves to a new class a new probationary period will begin.**  This way we can continually assess the needs of the child and parents. Unused Tuition will be refunded if a family is asked to leave by the school. The school will give the same two week courtesy notice to the parent to find alternative care if the dismissal is not for cause. Registration is non refundable.

#### HEALTH REQUIREMENTS, ILLNESS AND MEDICATION

The State of California requires each child to be given an entrance physical examination by a licensed physician in the State of California. All medical forms must be signed, stamped and returned on or before the day the child is to be admitted to ACDC.

In addition, your child must be immunized for the following diseases before entrance to the center:

 Polio (OP or IV)

 DTP/DTaP/DT/TD

 MMR *must be given on or after the 1st birthday*

 Hib MENINGITIS *last dose must be given on or after first birthday*

 HEPATITIS B

 VARICELLA (Chickenpox)

 TB TEST

**Your child should be sent to school in good health**. We are a well care facility. For the protection of the child, other children and staff, the child should be kept at home with any of the following symptoms of illness. This is not an all inclusive list. Please also refer to our health slip for further details.

##  FEVER

 RED or SORE THROAT

 HEAVY OR YELLOW/GREEN NASAL DISCHARGE

 NAUSEA (within the last 24 hours)

 HEADACHES

 CONSTANT RESPIRATORY COUGH

 DIARRHEA OR LOOSE BOWEL MOVEMENT (within the last 24 hours)

 EYE INFECTIONS (required medications)

 CONTAGIOUS DISEASES (chicken pox, roseola, hand-foot-mouth, etc.)

 DURING THE FIRST 24 hour period of treatment on **ANY** medication.

 UNEXPLAINED RASH- A Dr. must look at it to rule out any contagious

 TOO FUSSY OR IRRITABLE (because the child is not feeling well, and requiring 1on1)

 Other, at the discretion of the staff or administration.

 \*24 hours refers to the **following day** after a Dr. Appointment or from being sent home from school.

\*Children will NOT be accepted to school if they are ill and are being picked up early for a Dr. Appointment that day. If a child requires a Dr. Appointment for immunizations ACDC will not accept the child the same day after the immunizations are administered. Children often need one on one care after receiving immunizations. If the child is running a fever or irritable the following day we ask that you keep the child home.

If your child becomes ill at ACDC, the parent/guardian will be contacted at work or at home. If the parent or guardian is unable to pick up the child, you may contact an authorized person on the child’s emergency card. The child must be picked up within **one hour** of being contacted by ACDC. The child shall remain out of school until he/she is in good health. Please refer to the health slip which is given at the time the child is sent home.

If your child should become ill during the night at home and is unable to attend school, please notify ACDC in the morning prior to 10:00a.m. This may assist the school in monitoring any illness that may be starting in the classroom.

There will be no tuition discount for absences. If you want to maintain your child’s space in the school you must continue to pay your tuition.

If the child’s illness was accompanied by a fever, that child must remain at home until the temperature has remained “normal” (98.6) for 24 hours. If the illness requires prescription medication, the child must be on the medication for a minimum of 24 -48 hours from the first dose before he/she can return to school, regardless if they were on the medicine before.

**HEALTH REQUIREMENTS CONTINUE & MEDICATION POLICY**

Medication, both prescription and non-prescription, will only be given at school with a signed doctor’s permission stating the appropriate dosage to be given and date in which the medication shall begin and end. Medication will not be given after the end date indicated by the doctor unless a new permission is signed by the doctor with the child’s name, appropriate dosage and new beginning and ending dates. No medication with another child’s name or sibling’s name will be administered. All medication must be clearly labeled with the child’s name and date. Medicine must be in its original prescription container.

**All medicine will be stored in the refrigerator, unless noted differently by medication label or parent in writing.**

All preschool medicine is to be brought directly to the kitchen for preschoolers and placed in either the refrigerator or bins on top of the refrigerator which are designated for your child’s classroom. No medication is to be left in the classrooms or cubbies for pre-school children. Infant/toddler medicine will go directly to the classroom and in the child’s refrigerated bin, unless noted by medication label or parent.

Parents must complete the “Medication Form” sheet indicating the child’s name, date, type and amount of medication. We give medicine between the hours of 11:30 and 12:30. We attempt to give out medicines; however, administering medication is only a courtesy. A parent can come to the school and administer the medication to their child if that child needs to be strictly regulated or the child should be kept home. We are a well care facility and do not care for sick children. **It is the responsibility of the parent to walk the staff through the instruction of administer and procedures of giving their child medicine.**

All prescription and non-prescription medication will be given by the classroom teacher. For any reason necessary and or appropriate, the Director and Assistant Director of ACDC reserve the right to refrain from administering medication. All decisions of this nature will be made with the best interest of the child in mind and the parent/guardian will be notified.

#### LUNCHES AND SNACKS

Infant and Toddler Center (6 weeks-35 Months):

Parents will provide all food and drinks for their child’s day. Please see your child’s classroom teacher for schedule of meal and bottle times. Children 18-35 months will not have bottles available at school. We will be happy to re-heat lunches for children, though **All food should be prepared and only** **require re-heating**. For the safety of the children, our teachers do not have the tools to open canned food or to cut food into small pieces. All fruit and veggies must be pre-cut and ready to eat.

Preschool Center (3-5 years):

Our preschool program does not offer refrigeration or reheating services for children. Please pack your child’s lunch accordingly; using ice packs, thermos and/or warm packs to maintain your child’s preferred temperature. Should you forget to pack your child a lunch, you will be called and required to bring a lunch for your child. If you bring your child’s lunch after the scheduled lunch time (11:30-12:00), you will be required to stay and feed your child their lunch. If we are unable to contact you, your child’s emergency food will be used and you will be asked to replace the food in their emergency bag the following day. If the food is old or expired the school will fix lunch for your child and you will be charged $5.00.

 Beginning in our three year old room and continuing through our Pre-K program, as a part of our parent participation requirement, each parent will provide a nutritious snack along with 100% pure juice, 1% milk, or water one day out of each month. If you do not provide juice boxes or individualized milk in a mini carton, please bring in enough cups for your child’s class. Please make sure that the snack is compliant with our snack regulations. Your child’s teacher will help you make the appropriate choices. Some good snack foods are cheeses, crackers, fruit, raisins, peanut butter, muffins, etc. **Please read the** **healthy snack menu**. Children usually get excited about their “snack day”, so try including them in the choice of the snack. This will help make them feel good that they made (or helped to make) a decision. The center will provide a snack on those extra days of the month that aren’t assigned to a family. If you should forget to bring snack on your snack day we ask that you bring a replacement snack when you return or we can charge a $15.00 snack fee to your account.

**DESTRUCTION OF CHURCH OR SCHOOL PROPERTY**

Parents are responsible to replace at their expense any broken, damaged, lost or stolen school or staff item that their child was involved with. Items need to be replaced with in one week.

#### CLOTHES AND SHOES

Children should wear clothes that **can get dirty, and even stained**. Our school offers children lots of different mediums to experiment with paints, sand, mud, shaving cream, etc. Aprons may be used but may not always prevent clothes from becoming soiled. It is through these interactions and experiences that children learn about textures, colors, weight, mass, volume and gravity. Children should wear comfortable play clothes that don’t inhibit them from these valuable experiences. Children need to feel free to experience “messy” activities without having to worry about “staying clean”. The children’s center does not reimburse for stained clothes. This includes, but is not limited to paint, bleach, markers, etc. This also applies to our infant and toddler center. Children can have diaper blow outs and clothes get soiled and stained. The staff will bag up the clothes for the parent to wash at home.

We ask that children have one extra set of clothing (underwear, shorts or pants, and t-shirts, diapers etc) kept in their cubby or diaper bag in case they need to change. Please keep them in a zip lock bag with child’s name on it. **Label all clothing, as well as jackets and sweaters. The school is not responsible to look for lost or missing items that are not labeled.**

For the safety of your child, we ask that if your child is sent to school with a jacket or sweater that it does not have any sort of string on it (i.e. on the hood). There have been accidents with children involving these sorts of jackets. For this same reason, necklaces and costume jewelry are not permitted. Save any costumes and capes for home use unless we have an event which indicates costumes (i.e. Halloween).

As for shoes, most anything is appropriate, except for flip-flops/Sandals. We believe any closed toe shoes, such as tennis shoes and soft rubber shoes are safe and comfortable. Please note whatever type of shoe your child wears on water days, the shoes will get wet. For this reason, “Water socks” are best during the summer when we have “water play”. Please no “flip-flops”. **Children 10 months and older may not attend school if they do not have shoes.**

#### TOYS FROM HOME

We request that children **do not** bring toys from home except on “Share Day”. Items that are brought to school must **be labeled**, and will be the responsibility of the child and parents. The staff will try as best they can to look out for the “Share Item”, but items can be easily lost or broken and are not the responsibility of the school. Therefore, be very selective on the item your child brings to “share day”, and please put their name on it.

# LOST AND FOUND

All items left at school past two weeks will be donated to the Salvation Army or other service groups. The Center is not responsible to replace or reimburse for lost, damaged or misplaced articles. Any emergency bags left at school two weeks past the date the child has terminated their enrollment will also be donated. **LABEL EVERYTHING** if you want it returned

#### FUNDRAISERS

Parents who participate in fundraisers are responsible for the collection of monies from the people they sold to. The enrolling family must pay all returned checks from co-workers/friends/neighbors including the service fees in cash within 2 days. Children will not be admitted back into the program until payment in cash is made.

#### BIRTHDAYS

We love to make each child feel special. We celebrate your child’s birthday here at school in a very special way. We sing happy birthday, make a crown for them and let them know they are king and queen for the day; and let’s not forget they get to be the line leader all day! Arrangements for special days must be made in advance with the staff. We do welcome parents to provide a special treat for their birthdays.

If you choose to have a lunch celebration at school **YOU are required to attend**. Parents are responsible for the set-up, all paper products, the ordering and serving of the food, and the clean up. **Parents** must post up on the parent board in advance that there is a lunch party and what they are serving (so other families know).

If you choose to have a snack party either a.m. or p.m., you are responsible to bring the snack of your choice, all paper products and juice and you are not required to attend, but are always welcomed!

**Birthday Celebration Suggestions:**

Lunch – pizza & fruit, spaghetti & veggies, happy meals with apple slices, peanut butter & jelly sandwiches & fruit and 100% juice or 1% milk.

Snack - fruit, carrot/celery sticks, popsicles, Jell-O, muffins, yogurt sticks, and 100% fruit juice or 1% milk.

Goodie Bags - play dough, bubbles, treats, party favors, mini books, sticker, and stamps, etc. Please do not send gum, hard candy, and deflated balloons as party favors.

Talent - if you have a special talent or know someone that does, please let us know.

**REMINDER: If you need help with the party, bring a volunteer with you.** Your child’s teacher **will not** be able to assist you. Her first responsibility is attending to the children in the classroom and keeping control of the group. We also ask that you stay long enough to accommodate any anxiety separation that might occur that affects your child due to your leaving.

If you are planning a home birthday party please do not ask the teachers to hand out invitations. If you have an invitation for every child you may put them in the children’s cubby. Otherwise, we ask that you use the mail. There are too many problems in regards to hurt feelings. Exclusion is hurtful to young children and does not promote our philosophy of fostering self-esteem. We appreciate your cooperation.

 **SCHOOL SUPPLIES**

Infants and Toddlers and Two’s must bring everything from home, food, diapers wet wipes, change of clothes etc. If the parent fails to bring enough diapers for the day, we will use the child’s emergency bag. If the bag is empty, the parent will be called to bring supplies with in one hour or if the school has spares will provide at $1.00 per diaper. To be paid that evening. The child will not be admitted back until a full stock of supplies are provided. 2’s through Pre-K children will be given a supply list to be purchased for Sept and re-stocked in Jan. Please see office for school supply list. If supplies are not brought in by Sept 20th and Jan 20th a $25.00 fee will be charged to your October and or February tuition. Please check with your child’s teacher to make sure your child has the supplies they need for a successful and fun day!

 **BABYSITTING**

Any provision for babysitting services by the center staff, after ACDC operating hours and off-school premises, for children enrolled in the center, is not sponsored by Anaheim Child Development Center at Grace Lutheran. These services are not included in the liability insurance covering the Preschool. The arrangement for these services, provision of these services, and the payment for these services is an arrangement exclusively by the child’s parent/guardian and the adult who will be providing the baby sitting services. The actions of any Preschool employee outside the Preschool premises and hours of operations are not the responsibility of Anaheim Child Development Center.

#### ADVISORY BOARD

The Anaheim Child Development Center at Grace Lutheran is an outreach program of the Grace Evangelical Lutheran Church. Decisions concerning the operating policies of the Center are made by an Advisory Board consisting of parent representatives.

The Board works diligently to provide affordable child care for working families in our community. It must determine salary standards for the Children’s Center staff, improvements in the classrooms and in the playground, parent problems, major purchases of equipment, as well as, oversee the general operation of the Center. The Children’s Center Director’s responsibility is to make recommendations and administer these decisions.

 **GRIEVANCE PROCEDURES**

It is always our intent to do the very best we can for you and your child. Even in the best situations, misunderstandings can occur from time to time. If, at any time, you feel we are not acting in your child’s best interest, we want to hear from you.

If a student and his/her parent feels aggrieved on account of any policy of ACDC, the director, office personnel or a teacher, the parent shall use the following procedure:

1. If the grievance is with a teacher, contact the teacher immediately and discuss the problem with the teacher. The teacher is expected to solve the problem.
2. For all other grievances, including unresolved teacher grievances, the parent is to contact the director, and **submit in writing** details of the action or policy that is the basis of the grievance. The director will be responsible for solving the problem.
3. If the parent brings a grievance to the director without first attempting to solve it with the teacher, the director will refer the parent back to the teacher.
4. If the grievance is not settled within one week, the parent can then discuss the issue with the pastor **or** attend the next scheduled board meeting to discuss their issue directly with the board and Director In administering this policy.
5. No reprisals of any kind will be taken by any party to this procedure against any party in interest, any witness, or any other participant in the procedure.
6. The procedure outlined above is the sole and only course available to any aggrieved person.
7. All parties concerned will treat the grievance as confidential information. Parents are not to discuss the issue with other parents.
8. Each party is to handle themselves in a professional and courteous manner.
9. All grievances will be processed as rapidly as possible.

**LICENSING RIGHTS AND RESPONSIBILITIES**

A licensing representative is required to investigate any and all parent and center complaints in a timely and appropriate manner. This investigation may include a private interview with the child or children involved and licensing does not need a parent’s or administrator’s permission to authorize the interview.

**INTEGRADED PEST MANAGEMENT (IPM)**

ACDC uses an integrated pest management plan for pest control. This plan is a safe and efficient way to rid the school of pests by taking away any food, water or shelter they have without the presence of pesticides. We will be efficiently monitoring the grounds for cracks, holes and openings where pests can get in and effectively contain food and water sources where they might be feeding. If the use of a pesticide is needed, we will be meeting the California Law, which requires signs to be posted 24 hours prior to the indoor school pesticide applications, and remain up for 72 hours after. We are also required to send written notification as well as communication through our parent notification system. Please feel free to contact the preschool office if you should have any questions.

**COUNTY FAMILIES**

County Families are responsible to fill out all of their paper work on time. Families in the Dept of Ed, CHS, Welfare to Work, or similar program are responsible to pay the school directly in cash or money order for any closures day, extended holiday closures and absence days over the allotted approved days. The county program only pays for 10 holidays. Fees must be paid by the 3rd of the month, late fees will apply. Families must follow all the rules and sign in and out procedures as outlined on the county forms by both ACDC and the program they are enrolled in. Children may only attend approved hours. Abuse or failure to follow all policies and guidelines can result in termination from the school. If switching from county paying to parent paying. Parents must pay cash or money order the first three months of direct pay. All families are treated equal regardless of subsidize care. Please see outline of fees charged in enrollment packet.