

The Learning Patch Children's Center
Currently serving ages Infant-10 yrs
6035 Main Ave Orangevale, CA 95662
(916)988-5590

Parent/Guardian Handbook
(Preschool & Extended Care)

Mission Statement

Our mission is to offer a high quality program using the best practices of early childhood education providing a balanced curriculum including both self-directed and teacher-directed activities in a small group. We believe that positive comments and good examples produce a strong sense of self worth. Children learn by imitation and modeling. Through this, they will not only learn what is appropriate socially, but also build good listening skills, follow directions, make his/her own decisions, problem solve and express creatively.

Program

The Learning Patch provides a loving atmosphere with qualified experienced teachers and serves children 2-12 years of age. We believe that fewer children allows for extra individual attention, therefore we teach small groups. Our curriculum allows us to educate through weekly themes including: seasonal activities, healthy habits, nature, and holidays. The Zoo-Phonics curriculum has been incorporated into our daily activities. We believe that Zoo-Phonics will enhance the literary abilities of each child. The outdoor play setting provides enjoyable space for the children to participate in large motor skill activities and group games. Learning centers inside each classroom will provide for manipulative, dramatic, and block play. Focus activities will provide for phonetic awareness, math skills, science concepts, writing skills, creative art, and music. The whole development of each child will be reached through these learning centers, small group activities, and outdoor games.

Hours of Operation

Extended day: 6:30-6:00

The Learning Patch will be closed for the following holidays:

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|--------------------|-------------------------|-----------------------------|
| Labor Day | | New Years Day |
| Veterans' Day | | Martin Luther King, Jr. Day |
| Thanksgiving Break | | President's Day |
| Christmas Eve; | Center closes 4 p.m. | Lincoln's Birthday |
| Christmas Day | | Memorial Day |
| New Year's Eve; | Center Closes at 4 p.m. | Independence Day |

The Pre -K Program will follow the San Juan Unified School District schedule.

Pre- enrollment

Parents will be given a tour of the Center. Parents may view the Center at anytime during operating hours. Prior to placing a child at The Learning Patch, all mandated forms must be filled out and signed by the parent or guardian. These forms include a physician's report which includes an immunization history of the child, parent consent for administration of medication form, consent for emergency medical treatment, personal rights form, notifications of parents rights, pre-admission health history, and a transportation form. Parents may bring their child for a free trial day prior to enrollment, however, the emergency information must be provided. On the emergency form the following information is required; names of additional persons who may be called in an emergency as well as persons authorized to take child from facility, and physicians and dentists to be called in an emergency. Parents are welcome to observe their child. The Learning Patch has an open door policy. There will be a pre-admission appraisal to assure that your child is properly placed according to his/her development.

Pre-School Rates and Payment Policies

All fees are due every Friday in advance for the following week. If fees are not paid by Friday then they must be paid in full by Monday morning otherwise a \$10.00 fee will be applied per business day that payments are late. If payment is later than 5 business days your child will not be allowed to attend until fees are paid in full, including late charges. If payments have not been made after 2 weeks from the due date your contract will be terminated.

Please pick up your child no later than your contracted time. There will be a charge of \$1.00 for every minute past the stated pick up time, to be paid the next class day.

All tuition fees are non-refundable. However, with a limit of 5 days per calendar year, if a written 2 week notice has been given to the Learning Patch informing us of the vacation or personal time that your child will be taking, tuition will not be charged. If you know your child will not attend for any period of time due to vacation or personal time, you need to give us 2 weeks notice otherwise fees will be due, no exceptions. If a child is sick, and does not attend, fees are still due, no exceptions.

All fees may be payable by Check, Money Order, or Cash. All checks or money orders should be made out to the attention of *The Learning Patch*. Returned checks: a \$30.00 fee will be charged for checks with insufficient funds.

An annual non-refundable registration fee of \$55.00 is payable upon registration.

School-Age Rates and Payment Policies

All fees are due every Friday in advance for the following week. If fees are not paid by Friday then they must be paid in full by Monday morning otherwise a \$10.00 fee will be applied per business day that payments are late. If payment is later than 5 business days your child will not be allowed to attend until fees are paid in full, including late charges. If payments have not been made after 2 weeks from the due date your contract will be terminated.

Please pick up your child no later than your contracted time. There will be a charge of \$1.00 for every minute past the stated amount of hours needed, to be paid the next class day.

With a limit of 5 days per calendar year, if you know your child will not attend for any period of time due to vacation or personal time, you need to give us 2 weeks notice otherwise fees will be due, no exceptions. If a child is sick, and does not attend, fees are still due, no exceptions.

If you plan to pick up your child at the public school they are attending, a phone call to the Learning Patch or a note to inform us of your plan will be necessary. If you do not inform us of your plans to pick up your child, there will be a charge of \$5.00.

All fees may be payable by Check, Money Order, or Cash. All checks or money orders should be made out to the attention of *The Learning Patch*. Returned checks: a \$30.00 fee will be charged for checks with insufficient funds.

An annual non-refundable registration fee of \$55.00 is payable upon registration.

Regular Attendance

Children can benefit from the opportunities offered by preschool when they attend regularly. Therefore, consistent and prompt attendance is advised. If your child will be late or absent, please notify The Learning Patch no later than your child's regular arrival time. We encourage you to spend days off, vacations, and holidays with your child when possible, but it is required that we are informed of these days in advance. For the health of your child and his/her classmates it is appropriate that your child does not attend when ill. Please inform us as soon as possible in the event that this occurs.

Arrival and Departure

It is important that your child is brought in and presented to a teacher. Everyone is required to sign in and sign out while dropping off and picking up their child.

We must have written authorization from the parent/guardian to allow another person to pick up your child. It is our policy to request photo identification from anyone that comes to pick up your child. Please inform the individuals you plan on giving permission to that they must have photo identification when they present themselves.

Dismissal of a Child

The Learning Patch reserves the privilege of dismissing any child if, after enrolling, s/he seems unable to participate in group experiences, s/he is involved with excessive discipline issues, the parent/ guardian breaches the contract or fees have not been paid.

Discipline

It is our policy that discipline is to be guidance that improves, strengthens, molds and helps a young child control his or her own actions. For that to happen we must set the example for the child to follow, through consistent guidelines, give positive re-enforcement, provide acceptable choices, set realistic limits, encourage a child to express feelings with words when they are able, use consequences that are related to the behavior, and listen carefully to what the child is saying to us. Through the teacher, discipline and guidance should nurture love, patience and concern, resulting in a secure child with high self-esteem and positive self-image. The use of corporal punishment or unreasonable punishment will not be permitted by anyone on the Learning Patch premises. Working together we will ensure a well disciplined child. Communication is vital. Conferences will be scheduled when necessary.

We encourage the following indoor behavior:

- While inside walk
- Talk in an appropriate manner
- Use appropriate words instead of biting, hitting or fighting
- Use play equipment appropriately
- The use of inappropriate language will not be tolerated by anyone

We encourage the following outdoor behavior:

- Walk on the sidewalk
- Stay inside the school grounds
- Always stay with the group
- Use appropriate words instead of biting, hitting or fighting
- Use play equipment appropriately
- The use of inappropriate language will not be tolerated by anyone

Damages

Parents or guardians are responsible for any damages caused by their child to our property. This includes damages incurred to computers, televisions, video games, board games, books, videos, other children's belongings, rental equipment, etc. This does not include the regular wear of goods under normal usage.

Child Custody:

The Learning Patch has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party and we have been furnished with a copy of the order bearing the court's signature. Please help us by complying with this request.

Suspected Child Abuse

The State of California requires that all members of a licensed facility be on the lookout for, and report to the State, any and all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

Immunizations

The California Code of Regulations, Title 17, Section 6035(b), requires that children receive appropriate vaccines as follows: The public or private elementary or secondary school, child care center, day nursery, nursery school, family day care home, or development center shall not allow the admission of any pupil seeking entry who does not meet the requirements for admission under Section 6025 or 6035.

The principal or administrator shall advise the pupil, or the parent or guardian, to contact a physician or agency that provides immunizations.

Any questions regarding immunizations, please do not hesitate to ask.

Illnesses and Accidents

You must notify The Learning Patch if your child has been exposed to or has a contagious illness and The Learning Patch will notify you if your child has been exposed to a contagious illness due to another child in school. Children may not attend with the following conditions...

- Fever
- Vomiting
- Diarrhea
- Unexplainable rash
- Head lice
- Green drainage
- Pink eye
- Other obvious signs of illness

Your child will be inspected for illnesses daily. Children will not be accepted into The Learning patch with obvious symptoms of illness. No child is accepted without contact between center staff and the person bringing the child to the center.

In the event of a medical or dental emergency, emergency services will be contacted and your child with his/her emergency forms will be transported to the nearest medical facility. The parent will be notified immediately.

Parents are responsible for making sure the information the center has regarding emergency contacts and the child's physician's name, in case of illness or injury, is current. Parents should notify the school office if any information changes.

Medication

When sending medication with your child, please fill out a medication request form and medication log. Include a dose spoon and place all medication in a labeled bag. All medication must be given to director for proper storage. The directors will be responsible for administering all medication. An interruption in medication will require a new permission form. If your child is ill and receives an antibiotic, your child may not attend until s/he has been on the antibiotic for more than 24 hours. Children with fever, vomiting, or diarrhea may not attend until the fever is normal for more than 8 consecutive hours or the vomiting and/or diarrhea is absent for more than 8 consecutive hours unaided by medication. In the case of head lice, your child must be nit-free to return to school. In the event of an accident or illness at The Learning Patch, the parent/guardian will be notified immediately and will be expected to remove the child from school promptly. If the parent/guardian cannot be reached your contacts will then be called in the order you list them to pick up your child. If you cannot be reached in the event of an accident your child will be transported to the doctor/ hospital listed on your emergency form.

Clothing

Please dress your child in clothing appropriate for the weather including shoes and socks. The Learning Patch encourages that you do not send your child in their Sunday best, as we will be painting and playing and they may get them dirty. We also ask for an extra pair of clothing to be kept here for your child, just in case a change is needed. Parents are to supply disposable diapers and wipes for children still wearing diapers. All shoes should be secure around your child's feet. **No flip flops or slip on shoes**

will be permitted.

Naptime

Naptime is scheduled from 12:30 to 2:30. A mat with a sheet and blanket will be provided for each child under the age of five. Children are asked to lay on a mat and rest. No child shall be forced to stay awake or to stay in the napping area longer than the normal nap period. All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.

Birthdays and Special Occasions

Parents/guardians are welcome to send store purchased cookies or cupcakes to share with their child's class on birthdays or special occasions. Please let us know in advance that you will be bringing a treat.

Toys and Candy

Please do not send toys, candy, or gum to school with your child. Food is only allowed to be brought by the parent/guardian. The Learning Patch cannot assume responsibility for the loss or damage to your children's personal items.

Food Service

Nutritious snacks and lunches will be provided daily. Snacks will include servings from two or more of the four major food groups. A menu will be posted a week in advanced. Lunch and snacks may be brought from home. Please send healthy foods that you know your child likes in a labeled lunch bag or box.

Transportation Policy

All vehicles used by The Learning Patch for transporting children to and from school and on field trips are registered and maintained in order to provide the maximum level of security for the children. Children will not be permitted to remain unattended when in the vehicle and the children will remain seated when the vehicle is in motion. Up-to-date car seats must be provided by parents. Smoking is prohibited in the vehicle at all times. The children are not to eat or drink while the vehicle is in motion.

All children being transported to and from school are required to have written request/permission form signed by a parent or guardian.

All children attending field trips or day outings are required to have written permission from a parent or guardian.

If you have any questions about policies or procedures, or questions concerning your child's experience at The Learning Patch, please contact us.

Thank you,
The Learning Patch Children's Center