

Welcome to Pine Tree School!



I am so happy you have entrusted Pine Tree School to take care of your child. This school has been an established childcare business in Healdsburg since 1984. The school's priority is to provide a loving, nurturing, home-like environment where children can feel safe to exercise their curiosity and natural desire to learn and you as a parent, can be worry free. I have tried my best to create a thorough handbook that answers all your questions about my school. If you have any questions, don't hesitate to call me. Thank you for allowing my teachers and me to care for your child.

Catherine Kohmann, Owner of Pine Tree School

Call me on my cell anytime
(707) 888-7542

BASIC SERVICES:

Pre-School Programs for 2, 3, 4 and 5 year old children

Partial to Full Day Child Care

Pre-School Year Round

Potty Training

Before and After School Care for Children 5 - 9 years old

Referrals for Behavioral and Speech Consultants

Classrooms and Play yard available to rent for children's parties

Monday – Friday 7:00 am to 5:45 pm

Healthy Snacks and Lunch served at the school

Tutoring

FEES

REGISTRATION FEE: There is a non refundable registration fee of \$125.00.

NAPPING SUPPLIES: Children who have childcare past 12:30 pm are required to rest/nap. The parents must purchase a Rollee Pollee (an all in one, blanket, mat cover, and pillow from the school. These napping blankets meet the requirements of the Health and Safety codes of child care centers.

LUNCH: You may choose to participate in our lunch program for a fee of \$20 per month. This fee must be paid prior to the 1st of each month. Add this amount to your tuition. If you do not pay, you must provide a lunch from home. IF you forget your child's lunch Pine Tree will provide your child a lunch and you will be billed \$5.00 per lunch.

EXTENDED HOURS BEYOND CHILD'S RESERVED SCHEDULE: Time used before or after your child's Reserved Schedule will be considered extended hours. You will be charged a minimum of \$6.00 per half hour segment. You will be issued a separate invoice and it is payable upon receipt.

LATE FEE AFTER 5:45 pm: There will be a minimum charge of \$1.00 for every minute past 5:45 pm.

FIELD TRIPS: Occasionally the school may offer fun and exciting field trips. Some of these field trips may have a fee.

RETURNED CHECKS: There will be a \$40.00 service charge on any Returned Check. Parents will be required to pay their tuition and service charge in cash immediately.

LATE TUITION: Tuition is due before the first calendar day of each month regardless of children's schedules or vacations. There is a \$20.00 per day late fee for tuition not being paid on time.

TUITION MONTHLY CONTRACT: Tuition is based on a monthly contract for reserved days and hours. Tuition is payable regardless of missed, sick, holidays, or vacations.

CHANGES TO SCHEDULE: There is a required thirty day advance written notice to make changes to your child's reserved schedule. The availability of schedules may be limited. The Director will give you a letter acknowledging your request for a schedule change and will notify you of the availability and changes.

WITHDRAWAL NOTICE: You must give the Director a written notice of withdrawal 30 days prior to terminating childcare/preschool services. Upon receiving this notice, the Director will give you a letter that acknowledges your last day of childcare/preschool services. If the Director does not receive a written notice, you will still be under contract and be expected to pay your invoices.

VOUCHER TIME SHEET: Parents who have their child on a Tuition Voucher Program must fill in their Voucher Time Sheets daily and abide by the voucher contract's scheduled hours. You will become personally responsible for any child care tuition not paid by the voucher agency.

COURT FEES: : Should it become necessary for Pine Tree School to hire a collection agency for non payment of fees, you will be responsible for all the collection fees any other legal fee required to obtain payment.

THE WELCOMING ROOM: THE INFORMATION AREA FOR PARENTS

The Welcoming Room is the first room you enter when coming into Pine Tree Pre School. We as a staff, feel that communication between the school and the parents is important and it enhances the relationship between the teacher, parent, and the child. The following are forms of communication used in the Welcoming Room and procedures for dropping off and picking up your child each day.

WHITE BOARDS

Each classroom teacher uses their white board to record their daily activities and class news. The teacher also displays pictures of the children and a picture of themselves. The administration has a white board to record pertinent information or up coming events.

BULLETIN BOARDS

The Bulletin boards display some of the children's art projects, readiness skills, important policies, community care licensing documents, weekly menus, sign up lists for various activities or donations, school or community events, and a place for parents to put up notes to communicate with other parents.

CHILDREN'S MAILBOXES

The children's mailboxes are used to deliver information to the parents/guardians on a daily basis. Parents may find invoices/receipts, progress reports, information on up coming events, notes from the director, notes from the teachers, notes from other parents, children's homework and most important, have the pleasure to see something their child created. Please check your child's mailbox each day when you pick up your child.

TEACHER'S MAIL BOXES

You are encouraged to talk to the school staff about your child's day at school, to freely discuss any concerns you may have about your child or to share family information that may impact your child's day. If your child's primary teacher is not at the school or is busy teaching, please write them a note to inform them of any information you want them to know. The early morning teacher can put your letter into the teacher's mailbox. If you need to have a lengthy conversation with them, we encourage you to request a Parent /Teacher conference. This will allow the teacher to give you her undivided attention. Teachers also appreciate warm, fuzzy notes and goodies too. The teachers play a vital role in your child's life at Pine Tree School.

OUR DISASTER AND MASS CAUSALITY PLAN

Evacuation procedures and drill routines are posted next to the Fire Alarm. Fire and Earth Quake drills will be conducted on the first day of each month and are recorded. In case of any emergency, our school has Child/Parent Identification and Emergency Contact Binder. This binder contains the contact information of the parents and other authorized adults to contact in case of emergency. It is imperative that parents keep the school informed of any changes to the contact information. The Emergency form must be updated every six months or as needed. This binder is used only by the staff and it is located on the shelf beside the Fire Alarm. Annually the school has their fire alarm and extinguishers serviced and the school is also inspected by the Fire Marshal.

EMERGENCY ROSTER

Each day the children must be signed in and out of the school by the parent or their authorized representative. This roster is kept on a table in the Welcoming Room. Parents must sign their full legal signature and record the exact time of entry and departure. This roster is vital to the safety of our children.

If you extend your child's hours of care before or past their scheduled time you will receive an Extended Hours Invoice and payment is due upon receipt. If you forget to sign your child in or out, a staff member will have to sign for you and there will be a financial penalty

Children will not be released to anyone except those authorized to pick up the child on the Emergency Information Form. Identification is required of those authorized to pick up your child and who are unfamiliar to staff. In the event you wish to add another adult to pick up your child it will be required that you give written permission in advance. A phone call may not always be accepted as permission. Should someone other than yourself pickup or bring the child, please ask them to sign in and/or out using their full signature. It is important that you are aware that the state of California prohibits a child care provider from releasing children, if a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

TUITION BOX AND FORMS

The tuition box is located on a shelf underneath the Project Room's White Board. It resembles a standard blue mailbox. Parents may put their payments for various invoices into this mailbox. Any cash payment is to be handed to a teacher and parents are to immediately receive a receipt.

WET REPORT

If your child has an accident that caused their clothes to get soiled, we will put their clothes into a labeled plastic bag and put into their cubby. Be sure to replace the clothes in your child's Extra Clothes Container the next day your child returns to school.

LOST AND FOUND

The Lost and Found is located in the Welcome Room. If an item is unmarked and is found in the school, the teacher will put the item into the lost and found bucket. After a few weeks, if items are not claimed they will be given away to needy families. Please label your child's shoes, bathing suits, sweaters and jackets to eliminate the build up of the lost and found. We do not want to clutter our school.

NOTICE OF MISSING ITEMS OR CLOTHES

Children also need a complete change of clothing in the event a change is needed. This should include 2 shirts, 2 shorts (summer), 2 pants (winter), 2 underwear, 2 socks, and one pair of slippers. Each item should be labeled with the child's name or initials in permanent ink. These items will be stored in a clear container in the bathrooms. If your child is missing any clothing item, the teachers will inform you by a Missing Item Report. This report will be put in your child's mailbox. Please make sure you replenish your child's clothing container.

NOTICE OF MISSING DOCUMENTS

According to State law, we cannot allow your child to attend childcare/preschool unless we have certain documents in your child's file. If you get this notice in your mailbox, we would appreciate your prompt attention on handing in the forms.

DROPPING OFF YOUR CHILD

The Welcoming Room is meant for parents only. Children should only be in that room with a teacher or parent. For the safety of the children, It is VERY IMPORTANT that the outdoor front gate is shut properly, the front door is closed and the inside gate in the Welcoming Room is remained shut. Please say your goodbyes in the Welcoming Room. The teacher will comfort your child when you leave. Long, crying goodbyes in the classroom is very disruptive. Your child does much better with a quick goodbye.

THE BREEZE WAY

This is a built in exterior area where children keep their personal belongings. This area is located directly off the Welcoming Room. Each child has a spacious personal cubby that is labeled with their picture and name. The children store their backpacks, coats, sweaters, bathing suits, towels, slippers, and shoes in their cubby. The teachers also put the child's art projects in their cubby when is time to send it home. Please label your child's belongings with a permanent marker. Please have your child hang up their coat or sweater in their cubby before entering their classroom. Each day when you pick up your child, please empty their cubby.

THE CLASSROOMS

The school has four different types of classrooms and three play yards to meet the cognitive, behavioral, physical, and social needs of the children.

PLAY ROOM:

The Play Room is the first classroom in the early morning to be opened. It consists of 5 main centers: A Block Center, A Color, Cutting & Pasting Center, A Sensory Center, A Table Toy Center, and A Dramatic Play Center. The teacher also plans organized activities that engage children into special themed art projects, and readiness skills. There are also times throughout the day when the teacher gathers the children together to sing songs, listen to stories, share information, and practice their literacy skills.

Throughout the day the teacher guides the children into becoming independent with using a toilet, washing their hands and face, putting on their shoes, dressing themselves, and being responsible to keep their personal items in their own cubbies. Most important, the teacher guides the children with making friends and playing nicely.

MUSIC AND MOVEMENT ROOM

This spacious room is beautifully painted with an underwater ocean mural. This mural helps create an atmosphere that inspires children to be expressive with their body movements and sound. The children are encouraged to play with different varieties of musical equipment, and dance apparatuses. In the afternoon, we put the toys away and use this room as our main nap area.

PROJECT ROOM

This classroom operates similar to a kindergarten program. It is a very spacious room with lots of educational toys, computers, and activities. In the late afternoon, we use part of this room for tutoring children in the areas that they need improvement.

DINING ROOM

Our school values the importance of traditional family dining. We also believe that at preschool children can also benefit by learning certain dining manners and etiquette. This room is beautifully decorated to resemble a formal dining room in a fairy tale theme. We also use this room to do cooking projects with the children.

OUTSIDE PLAY GROUND

We are so fortunate to have such a beautiful, large play ground. Our play ground is divided into four sections:

One section is for water play, lawn activities, sidewalk chalk drawing, painting, bubble blowing, large building blocks, and ball play. This yard has a lawn area with natural shade from a tree. There is a mini water table and sand box. The yard has many miniature climbing apparatus, riding and pushing toys, and slides.

The second section of our play yard has a covered area that allows children to play outside when it is raining and shades them in the summer from the hot sun. In this covered area there are different sizes of slides, a bridge to walk on, tunnels to dig and large tires to play hide and seek. On the left side of the covered rock box, we have three climbing bars, and a picnic area with many picnic tables. On the right side, we have a huge sandbox to dig and explore.

The third section is a large black top to play ball and ride bikes. There is a cute little barn and a flower and garden area. In summer the teachers also set up a gigantic jumping apparatus

PROGRAM ACTIVITIES

Activities are planned according to the developmental needs of our children and are integrated into a theme based curriculum that resolves around the children's interest, community events, and the cultural traditions of our families. We feel these activities motivate children to learn, nurture a feeling of pride, and make school a fun place to be.

<p style="text-align: center;"><u>LIFE SKILLS</u></p> <p>Pouring liquids from various containers and cutting with knife Table setting and clearing Table manners: Thank you, No thank you, wait for everyone to be seated, wait for everyone to be done Baking and Cooking Maintain their personal hygiene independently Cleaning their play areas Sweeping and mopping, Raking and picking up leaves Wash dishes Making their beds Folding towels Gardening Taking care of toys and learning materials Understanding the need for empathy Separates from parents easily Understand the need of routines and rules Sharing and taking turns Resolves conflict appropriately Ask for help when needed Complete tasks Dress themselves Put on their shoes and socks Be responsible for their personal belongings Know their address and phone number Know their first and last names Know their family's names Able to focus in a circle time or group situation Helps clean the playground and classrooms Follow directions and work independently</p>	<p style="text-align: center;"><u>SENSORIAL & IMAGINATION ACTIVITIES</u></p> <p>Understand differences in shapes, colors, textures, sizes, taste, and smells and to understand the world around them. Sand and water play Understanding shapes and sizes through the use of manipulative and games Patterns Block and Lego building Primary and secondary colors, warm, cool and neutral colors Cooking and Experiments Gardening Art projects Identify & distinguish items using our senses Explore their artistic ability Act out certain characters & personalities Dress up Music and movement Build creatively with various objects Explore and manipulate musical instruments Use block and legos to express creativity</p>
<p style="text-align: center;"><u>ART AND FINE MOTOR SKILLS</u></p> <p>Hold scissors properly (thumbs up) Follow lines when cutting Scissor safety Gluing and pasting neatly Beading, lacing and weaving Painting Play dough Coloring in lines Knowing all their colors red blue yellow black pink purple white green brown gold silver</p>	<p style="text-align: center;"><u>SCIENCE AND SOCIAL STUDIES ACTIVITIES</u></p> <p>Gardening Learn about various holidays and cultural celebrations Cooking Learn about important community members Explore and manipulate various scientific tools: Magnets magnify glasses. Tweezers. Tools, etc Explore solids and liquids Recycling Computer technology</p>
<p style="text-align: center;"><u>MATHEMATIC ACTIVITIES</u></p> <p>Counting up to 100 Recognize numbers 1 - 20 Matching numbers with quantities Printing numbers Draw shapes Recognize patterns Sort objects Recognition of shapes: triangle circle oval square rectangle heart star</p>	<p style="text-align: center;"><u>LARGE MOTOR PHYSICAL DEVELOPMENT</u></p> <p>Climb, cross and hang from bars Balance their bodies Hop and jump Tippy Toe Throw and catch balls Kick balls in a certain direction Throw balls in a hoop Ride riding toys safely Dig Slide down various sizes of slides Water play Acquire knowledge and skills about sports</p>

<p><u>PRE WRITING/DRAWING ACTIVITIES</u> Tracing upper and lower case letters Printing upper and lower case letters Trace shapes Trace numbers 1- 20 Trace vertical and horizontal lines Draw shapes Print numbers 1 - 20 Draw pictures Draw detail pictures with detail as they grow older Color within the lines Paint within the lines Naturally develop the hand they will be writing with for the rest of their lives Hold writing implement correctly Trace first and last name Print first and last name</p>	<p><u>PRE READING ACTIVITIES</u> Recognize and recite upper and lower case letters Recite Sounds of letters Recite Sounds of blends and diagraphs Recognize Rhyming Words Read familiar words Treat books with respect Understanding left to right progression: turning pages, and the way we read Using context clues to predict stories read by the teacher Remember details in a picture Understanding the relationship between pictures and words Place cards in sequence Reads first and last name Dictate stories Retell stories Understand directional words</p>
<p><u>LISTENING ACTIVITIES</u> Following one and two step directions Listening to a story and Comprehending the story Sitting quietly at Circle time</p>	<p><u>SPEAKING ACTIVITIES</u> Speaking and singing clearly Speaking aloud in a group Understand inside and outside voices Participate at Circle Time Speak in complete sentences Communicate at their age level</p>

ASSESSING CHILDREN'S PROGRESS

The teachers will keep individual portfolios of the children's work to evaluate growth and progress. We also have a form that is a check list to indicate what the child is learning at school and what they need practice on.

STAFF

The Director/Owner: Pine Tree School's Director is Catherine Kohmann. Catherine oversees all the programs and she is responsible for the entire operation of Pine Tree School. Catherine graduated from the University of Saskatchewan with Distinction and received the Bachelor's of Education. Catherine brings to our school many years of experience teaching in various elementary schools and pre-school programs. She continues to expand her teaching knowledge by attending Early Childhood Education conferences, visiting other schools, collaborating with other teachers and directors, and continually working with children in the classroom. Her reputation reflects a woman of great energy and passion for helping children and families.

The Teachers: The most important characteristic of a Pine Tree Staff member is to be caring, loyal, flexible, responsible, and eager to learn from the children, the parents, and their fellow staff members. Their schedules are designed to ensure that the same teacher is with your child for the majority of the day.

All staff members must possess the following:

- Be physically healthy to perform the duties of a caregiver/teacher.

- A recent TB clearance

- Have a Finger Print Clearance or Exemption from the Department of Justice and FBI

- Posses the required educational background and experience for their position

The staff's pictures and brief descriptions about themselves are displayed in the Welcoming Room and on our web site. I am sure you will love the staff.

Volunteers: Volunteers make a tremendous impact on the success of our programs and school events. As your child's primary teacher, you play a vital role in your child's learning by laying the foundation for their interest in school and supporting their growth. We hope you will be able to find time to volunteer in the classrooms or kitchen, participate in the children's field trips, attend family events and help us do Fund Raising to continually up date our toys and educational manipulatives. Pine Tree School also invites parents to join the Parent Advisory Group which meets with the school Director to plan events and improvements. Please remember, all volunteers are supervised by a teacher when children are present.

Utilization of Consultants and Community Resources

On the recommendation of the classroom teacher and the authorization of the parents, outside resources may be called to help in problem solving with language and behavioral issues. With the input from these resources, a plan for the child will be developed.

NAP/REST PERIOD

Each child who participates in the afternoon program will be required purchase a \$20.00 napping fleece. We will keep this item in a personal storage container in the nap room. This item must be taken home each week for laundering or daily as needed. All soiled nap items will be put into labeled plastic bags or nap backpacks and then put into your child's cubby. There may be a laundering fee if the parent ignores our request to wash their children's napping items or return napping items to school. If your personal nap blanket it is not brought in and your child borrows school napping materials you will be asked to take them home to be laundered and return them promptly to the school. The children also sleep on mats. Mats are marked so that the sleeping side can be distinguished from the floor side. All mats are wiped down with disinfectant daily.

A teacher or aide will supervise the children in the nap room. She will help the children remove their shoes and settle onto their mats. The teacher will play soft music and may rub the children's backs and arms to help them relax. Some children are also rocked to sleep. (The maximum ratio in a nap room is 24 to 1. Another teacher will be readily available to assist the Nap Room teacher/Aide when needed. The children will have a minimum of a 45 minute resting time to a maximum resting time of 2 hours on their mat.

Parents, please respect the napping/resting times. If you are picking your child up early, please wait at the classroom door and the teacher will bring your child to you.

TOILETING

Children are admitted to our school in all stages of toilet learning and readiness. The following is a list of supplies used for this service

DIAPERING/POTTY TRAINING SUPPLIES PROVIDE BY THE SCHOOL

- ❖ Disposable gloves used to do diaper changes
- ❖ Paper Towels
- ❖ Changing tables that are disinfected before and after each use.
- ❖ Lidded container for soiled diapers and wipes. This garbage is taken out throughout the day.

DIAPERING/POTTY TRAINING SUPPLIES PROVIDE BY THE PARENT/GUARDIAN

- ❖ Each month parents must bring in a large container of wipes
- ❖ Disposable diapers (no other diapers allowed at our school)
- ❖ Lotion or powders

CHILDREN IN DIAPERS: Please label each diaper with your child's initials and insure your child's diapers never run out. You will be charged a fee if you do not replenish the required diapering materials supplied by parents. Diaper changes are scheduled and recorded every 1 ½ to 2 hours (or as needed) with the exception of nap time in which case each child will be diapered when he/she awakens.

POTTY TRAINING TIME: Parents/Guardians and the Teachers will work out a toileting plan when the child shows an interest to use the toilet. In order to be successful in this training, it is important that both parents and staff are consistent in their techniques... The teachers will use the plan with your child and report regularly to the parent about the progress or problems in its application. The goal is to have the child use the toilet without adult help. Children who are being potty trained will be encouraged to use the potty every 20 minutes. All soiled clothing will be put into a labeled plastic bag. The bagged soiled clothing will be put into the child's cubby in the Breeze Way

HEALTHY AND SAFE SCHOOL ENVIRONMENT

DAILY ILLNESS/HEALTH INSPECTION

Please be aware of your child's health before you bring him/her to school. Each child must be accepted and checked for illness each day before being signed in. Any child with a contagious illness or temperature must be kept home until he/she no longer has a contagious illness or high temperature. Children with colds may attend as long as they feel well enough to participate in regular school activities and do not have a high fever. We also expect children to wash their hands frequently throughout the day.

THE MAIN REASONS FOR KEEPING OR SENDING YOUR CHILD HOME ARE:

The illness keeps the child from participating in routine activities	The ill child requires more care than the staff can provide without compromising the needs of the other children.
Having the child in the school poses an increased risk to other children and adults with whom the child comes into contact	The child has a fever. The child needs to be fever free without medication
The child vomits or has diarrhea	Children may not return to school for 48 hours after experiencing green mucus from their nose, fever/vomiting and/or diarrhea

PERMISSION TO ADMINISTER MEDICINE

Medication can be given to your child while at school if you complete a "Permission to Administer Medication" form located in the Welcoming Room. Any prescription medication must be brought in the original container. Over the counter medications need the child's name printed somewhere on the bottle. Non prescription medicine shall be administered in accordance with the product label directions on the container. There will be a record posted of administration of prescription and nonprescription medicine. Please hand the medicine to the teacher. It will be stored in the kitchen. All medications must be signed in/out each day.

In the summer, when children spend time outside, we ask that parents apply sunscreen to their children before they come to school. Staff will reapply sunscreen in the afternoon as needed. If there are any allergies or other limitations on your child's use of sunscreen, please let staff know. Donations of sunscreen are greatly appreciated.

DRESS APPROPRIATE FOR SCHOOL

The program at the school includes many activities which are messy. Therefore, it is recommended that you dress your child in clothes which allow him/her to be independent and to take part in all activities without being concerned about being clean. We would also appreciate that your child leaves slippers at our school for inside activities. This helps keep our carpets clean from the dirt and sand from the play yard. In the summer, please leave a bathing suit at school for water activities.

SHOES

We want the children to become independent. Please have them wear shoes that do not have laces. This allows your child to take their shoes on and off independently for various activities throughout the day.

Children may take off their shoes while in the sandbox or doing water play, but they must store their shoes in their cubby

Thongs are allowed, but must be removed when running or climbing. They can be extremely dangerous on the playground. Backup tennis shoes may be kept in their cubbies for outside play.

Children must wear either their socks or slippers when inside our school. No bare feet inside our school.

PLEASE LEAVE TOYS AT HOME

We do not want toys brought from home unless the child needs a nap snuggly item .

HANDWASHING

Hands will be washed throughout the day; before meals, after bathroom use, after nose blowing, after outside play and messy projects and as often as needed to keep our school environment healthy.

TOYS, FURNITURE AND EQUIPMENT

All toys furniture and equipment will be continually cleaned with disinfectants. Broken items will be removed immediately from the play area.

EMERGENCIES

EMERGENCY INFORMATION MUST BE UPDATED

Emergency information and medical records must be kept current throughout your child's enrollment at Pine Tree School. Please remember to update all phone numbers that are on the Emergency Form. We always need to be able to contact you in case of an emergency or illness.

STEPS IN TREATING A MINOR INJURY

First aid will be administered by a teacher as needed. The teachers will alert parents or guardians about minor accidents that occurred during the day. We will tell parents how child was injured and how they were treated and by whom they were treated. This information is recorded on a brief document called an OUCH REPORT. This Ouch Report will be put into the Parent's Mailbox. We will also record these accidents in a cumulative School Log Book. If the teacher feels the injury may require more medical attention or is more than a minor scrape or cut, the parent will be called.

CHILDREN BECOMING ILL AT SCHOOL

If your child becomes ill at school, he/she will be put in an isolated area and supervised by a teacher. The school staff will call you immediately to come and pick up your child. If you are not available, a person authorized to pick up your child will be called. Have a plan ready in case of this occurrence. We can not provide one- on- one supervision of a sick child and we do not want to expose the other children to a sickness

STEPS IN MEDICAL OR DENTAL EMERGENCY

In case of a life threatening emergency, staff will call 911 and notify the parent or an available person on the Emergency Form. Your signature on the Consent for Medical Treatment form gives staff the authority to send your child to a hospital for treatment if you or the other emergency contacts cannot be reached. If it is not the parent/guardian that picks up the child, a staff person must accompany the child to the hospital or the doctor's office. As a licensed facility, Pine Tree School must also notify Community Care Licensing about a serious injury that requires medical treatment.

FIELD TRIPS

The children may occasionally go on field trips. Parents will be notified in advance of all scheduled field trips and be invited to participate as volunteer helpers and drivers. We will put notices up in the Welcome Room and in the Parent's Mailbox. We have Pine Tree tee-shirts that have our logo with the schools' name and phone numbers. A First Aid kit, Cell Phones, Emergency Medical Authorizations, Emergency forms and other pertinent information will be taken on all field trips. Staff and parents will be assigned to no more than four children. You will be asked to sign a permission slip for each field trip. Transportation for field trips will be provided by parents, teachers, volunteers or public transportation. Parents, volunteers and staff transporting children in their cars will be required to show proof of automobile liability insurance as required by the State of California and to use appropriate restraining devices (seatbelts and car seats). On the field trips that are close to the school, we will be walking.

SCHOOL AGE POLICIES AND PROCEDURES

Community Care Licensing (#101169) states that our preschool program can allow up to twelve school age children to attend. These children can co-mingle with the pre-school children and they must abide by all pre-school policies and procedures. Exceptions:

School Age children will have the privacy of bathrooms with closed doors.

School Age activities too advanced for pre-school children will be done separately

CHILD CARE NEEDED ON ELEMENTARY DAY HOLIDAYS, VACATIONS OR MINIMUM DAYS: Please check with the office in advance when full day care is needed on elementary school holidays and vacations. There will be an additional fee.

ILL CHILDREN: If your child becomes ill at their elementary school, they may not attend Pine Tree School. We do not have a license for ill children

APPROPRIATE SETTING FOR SCHOOL AGE CHILDREN:

Regardless of age, it is Pine Tree School's discretion to terminate services if we feel that it is no longer appropriate for your child to be in a pre-school setting.

HEALTHY FOOD CONTRIBUTION:

School age children must contribute to our Healthy Food Program.

BUS CHILDREN:

- Parents of bus children must inform the office when their children will not be coming on the bus to Pine Tree School. It is very important for the school to be aware of who is supposed to be on the bus.
- If your child misses the bus, it is your responsibility to find transportation to get them to Pine Tree School.
- Children will be escorted from the bus, through the side gate of our porch and into our school. They must abide by our safety routines and rules when outside the school.

MEALS AND SNACKS

Kitchen

Pine Tree School has a large full service kitchen. Due to Fire Department regulations, Parents and children are not allowed in the kitchen unless they have a meeting in the office, the doors are to remain closed at all times.

LUNCH Pine Tree School offers a lunch for an additional fee or you may send a lunch from home. Lunches brought from home must be put into a labeled lunch bag. For health reasons, the staff will not put these lunch bags into the refrigerator. Please make sure your child has ice packs in their lunch pail to keep their food at a safe temperature. Individual children's lunch pails will be put into the dining area at meal times. Children are not allowed to eat in the classrooms except for early morning children between the hours of 7:00 am to 8:00 am. If children bring in snacks after those hours, their snack will be put into the kitchen and given to them at early morning snack time in the dining room.

MEAL ROUTINES

Weekly menus and snack schedules are posted in the Welcoming Room and in the kitchen. Our staff welcomes suggestions for meal planning. We also require children to wash their hands before sitting down for a meal or snack. During meal time, we focus on table manners and conversations with our friends. Children are selected each day to help set the tables, and serve food. Children are encouraged to pour their own milk, juice, or water and to use knives. They are to sit down at a table when eating or drinking. Children are taught how to clear their plates, cups, and utensils, wipe down the table and sweep, or mop underneath their eating area. Food waste is to be put into the plastic buckets and discarded in a lidded garbage can that is kept in the kitchen. No food waste is to be put into the classroom garbage cans

SPECIAL DIETS

If a child has a particular dietary need, the Director must be informed in writing. The parents are responsible to send substitute snacks or meals from home.

FOOD ALLERGIES

If your child requires a substitute food because of medical or other special dietary needs, please let us know on the "Food Allergy" form. Parents are required to send alternative snacks or lunch if your child cannot eat the food on our menu.

BIRTHDAY/SPECIAL TREATS FROM HOME

Parents are welcome to prepare special treats for your child's school. Please be aware of the children's allergies posted at our school

BEHAVIOR MANAGEMENT

At our school, we believe that children find security and direction where there is consistent adult guidance and discipline. Children explore, observe, feel, interact and learn through the process of being involved with people and things in their world. All behaviors, even disruptive behaviors, are learned. Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can obey us. We, therefore, expect teachers to use constructive and preventive methods of discipline and to maintain atmospheres of love, acceptance and order. The atmosphere is one in which children respect themselves, their peers and their teachers. As many young children are not ready developmentally to learn and respond to a long list of rules, discipline is done in the following ways:

Redirection: Children are redirected to another activity and given opportunities to try again at another time

Gentle reminders

Positive Reinforcement: Children will be encouraged when he/she is demonstrating acceptable behavior
Teachers plan ahead for possible areas of conflict

Teachers try to ignore trivial negative behavior

Encourage children to work out problems constructively

Help children develop a sense of respect for self, other people, and for the environment

The staff use both hand and eye contact and make sure that they are down at the child's level.

The staff at the school will work with the children to follow three basic rules: the children and adults cannot harm one another; they cannot harm the school or the equipment; and the children must play in a safe manner so that they will not be hurt.

Children are encouraged to accomplish a task/project or skill before going on to something else

Should a child display consistent behavior problems, we may use: A Short Time Out: Children are separated from the group for a short period of time. This technique is used only when a child is exhibiting temper tantrums type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

A Loss of Privilege or Natural Consequences. Ex (Clean up after making a mess).

If the situation is serious, such as biting, inappropriate language or physical aggression towards teachers or other children, your child will be isolated from the other children and will stay there until they turn around their behavior. A note will be sent home. This note will be referred to as an Incident Report. If you receive an Incident Report regarding your child's behavior problem, please come to the office or make an appointment to meet with the School Director or teacher. If the aggressive behavior persists despite staff and School Director intervention, the parents will be formally contacted in writing to discuss the child's behavioral pattern and an option will be given to the parent to have their child receive In-house services from a one on one aide. This service will allow the child to remain in the school by having one-on-one supervision and individual attention to work on improving their social and emotional skills, as well, other skills the parents, and School Director seems appropriate. In-house Play therapy may also be offered in the behavioral plan.

Working together will be our best and fastest way to improve unacceptable behavior. We view socially appropriate behavior as one of the most important skills children need in their life. Being able to positively work out difficulties with children and adults provides a solid foundation for future learning. Pine Tree School never wants to dis-enroll children, but to help parents with the challenges of raising children.

If the suggestions of the Behavioral Plan are not feasible to the parent, the School Director will help the parent find a more appropriate placement for the child.

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

PERSONAL RIGHTS

See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Licensing Office Name: **Community Care Licensing**
Licensing Office Address: **Redwood Empire District Office**
101 Golf Course Drive, Suite A-230
Rohnert Park, CA 94928

Licensing Office Telephone **# (707) 588-5026**

CONDITIONS OF DIS-ENROLLMENT

Your child may be Dis-enrolled due to the following:

- Not providing current information about people authorized to pick up the child
- Continued aggressive, violent or dangerous behavior of child
- Abusive or aggressive behavior of the parent or guardian
- Not paying tuition on time
- NSF checks
- Not giving us the required forms for a child care center
- Not paying for extended time used past your scheduled time.
- Neglecting to sign your child In or Out on the Emergency Roster Form

MANDATED REPORTING

As professionals working in the child care field, the staffs are required by law to report any known or suspected child abuse, neglect, or child sexual assault. We may question a parent about how a child received a bruise or other injuries, or if the child seems particularly upset or withdrawn. If you feel uncomfortable with these questions, please remember that intervention for the prevention of abuse is our legal responsibility and that we ask questions because we care about children. Please also read the posters about the car seat laws. Please do not feel offended if we tell you that your child is to be in a car seat or booster seat. We have these items to lend to you on a daily basis. Please return the car seats/booster seats to the school as soon as possible.

INSPECTION AUTHORITY BY COMMUNITY CARE LICENSING

The Department of Licensing Agency shall have the authority to inspect and audit client or facility records without prior consent. If parents, volunteers, or staff has any concerns regarding this inspection and how it affects your Child's Rights, please make an appointment with Director, Catherine Kohmann.

COMPLAINT PROCEDURE

The relationship between you and the staff is an especially important one. Open communication, trust, and acceptance are essential to establishing and maintaining a positive relationship that will benefit your child. Even in the most ideal situation, problems may arise, ranging from a simple misunderstanding to a conflict in values. Parents are encouraged to discuss any issues or concerns they may have about the programs with the Head Teacher or the Center Director.

MODIFICATIONS TO THE ADMISSION AGREEMENTS OF POLICIES AND PROCEDURE

Any proposed change in the policy and procedures or operation of the school shall be subject to Community Care Licensing approval prior to implementation and shall be reported as specified in Section (101212). Modifications shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the child's authorized representative