

PARENT HANDBOOK



Bubbly Tots Learning Center

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1	INTRODUCTION.....	1
2	PHILOSOPHY	1
3	HOURS OF OPERATION.....	1
4	TUITION AND FEES FOR YEAR	2
5	ADMISSION POLICY	3
6	WAITING LIST	3
7	TERMINATION POLICY.....	3
8	HEALTH	4
9	MEDICATION POLICY	5
10	ATTENDANCE.....	6
11	WITHDRAWL.....	6
12	INCIDENT REPORTS.....	6
13	DISCIPLINE	6
14	ARRIVALS AND DEPARTURE	7
15	DRESS CODE	7
16	OUTDOOR POLICY	8
17	MEALS	8
18	NAP TIME.....	8
19	TOILET TRAINING.....	8
20	HOLIDAYS AND VACATIONS.....	9
21	FIELD TRIPS.....	9
22	TRANSPORTATION POLICY	9
23	PHOTOGRAPHING POLICY.....	9
24	CURRICULUM	9
25	EMERGENCY AND EARTHQUAKE PREPAREDNESS	10
26	SECURITY.....	10
27	AGREEMENT FORM.....	11
28	CHILD PICKUP FORM	12

1 INTRODUCTION

This Parent Handbook has been designed to provide important information that parents or guardians (referred to in this document as “parent” or “parents”) need when selecting the childcare program for their child at the Bubbly Tots Learning Center (referred to in this document as “Preschool”).

Please take the time to read all the following information to help you better understand our program. If you have any questions, please feel free to contact our staff.

2 PHILOSOPHY

Bubbly Tots Preschool program is designed to serve, Toddlers and pre-Kindergarten children. Our preschool is committed to the concept of whole child by providing programs and learning activities appropriate in a Challenging, Creative and Motivating environment.

We believe that every child is a unique individual and possess different learning style. At our preschool we take this into consideration and provide a high quality, developmentally appropriate program in which children are encouraged to develop and blossom. Our daily practices have consistency and incorporate emergent curriculum which stimulates each child's unique interests, curiosity and sense of discovery.

The best atmosphere for learning is one of acceptance, mutual respect, pleasure, fairness, consistency, clear limits and expectations, and encouragement. A predictable, organized environment, with caring adults, clear expectations, and appropriate consequences supports the whole child. The outdoor play environment is an extension of the classroom, requiring the same level of adult planning, supervision, and involvement with the children.

Families are considered an integral part of our program. Daily communication and collaboration between families and teachers are stressed. Support, encouragement, and assistance are vital in helping to ensure personal and professional success for working parents and student parents.

3 HOURS OF OPERATION

Morning Session

- Two Days
- Three Days
- Four days
- Five Days

8.00 am – 12.00pm

- Any two days of parent's choice
- Any three days of parent's choice
- Any Four days of parent's choice
- Mon – Fri

Full Day Session

- Two Days
- Three Days
- Four days
- Five Days

7 am - 3 pm or 8.00am to 4.00pm

- Any two days of parent's choice
- Any three days of parent's choice
- Any Four days of parent's choice
- Mon – Fri

Extended Day Session

Two Days
Three Days
Four days
Five Days

7 am – 6 pm

Any two days of parent's choice
Any three days of parent's choice
Any Four days of parent's choice
Mon – Fri

4 TUITION AND FEES FOR YEAR

We offer flexible programs and fees to accommodate a wide clientele. Please call the school number at 510-351-0300 for current, (Potty and Not Potty trained) Tuition rates for different sessions.

OVERTIME CHARGES

Additional childcare with prior arrangement is charged \$10/hr. If there is no prior arrangement it is considered late pick-up. A late pick-up is charged \$2 for every 1 minute delay.

LUNCH CHARGES

The Preschool provides USDA Breakfast, lunch and snack to children. Modified or special diets prescribed by a child's physician as a medical necessity **may** be provided by the preschool at an additional cost. The cost will be determined on a case-by-case basis.

PAYMENT OF TUITION

Tuition is payable every first day of the month. If the first day falls on a weekend/holiday the tuition is due on the working day preceding the weekend/holiday. A late fee of \$20.00 is added on the 5th day of the due date and \$30.00 on the 10th day. With the consent of the Director a Biweekly Payment plan arrangement can also be worked out.

SECURITY DEPOSIT

The preschool does not charge a security deposit.

OTHER FEES

Application fees: \$25.00 (non-refundable)
Annual Registration fees: \$75.00 (non-refundable)
Returned checks: \$30.00 per bounced check

DEFAULT IN PAYMENT

If a parent fails to notify the preschool of their child's absence for one weeks or if tuition is not paid within one weeks after the due date, the child will only be re-admitted after paying a registration fee of \$75.00.

Please bring all payments to the front office and obtain a receipt of payment from the staff.

5 ADMISSION POLICY

Bubbly Tots preschool does not discriminate on basis of Race, Color, Ethnic origin and religious beliefs in its administration of preschool policies.

As part of the admission process, all parents must have a pre-admission interview with the Director before enrolling their child into the program. The Toddler group will be separate from other groups and can move to the preschool program at twenty-four months with written permission from the parent/guardian.

Before a child starts the program, all the required documents must be submitted which includes a current Physical and updated Immunization.

6 WAITING LIST

Applicants from the waiting list will be placed as space becomes available. When parents are notified, they will have a week to respond to preschool's offer of a space. The waiting list remains active only through the preschool year for which the application is submitted.

7 TERMINATION POLICY

In certain circumstances, it may be necessary for the Preschool to temporarily or permanently terminate child care services. Termination of enrollment may be the result of any of the following:

1. The preschool's inability to meet the child's needs
2. Payment is delinquent.
3. The child threatens the safety, health and/or well-being of others.
4. Child has or develops Medical condition which puts the child or other children at health risk.
5. The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
6. Use of abusive, foul, insulting language such as cursing, racial or sexual slurs or any inappropriate language
7. The parent's behavior is disruptive or abusive to any staff member, property or other children in the Preschool.
8. The parent fails to cooperate with the staff, the policies or the procedures of the Preschool.
9. It is advised by a physician or child psychologist.
10. Enrollment was under fraudulent circumstances.
11. Parent repeatedly forgets to clock their child in and out every day.
12. Failure to keep Immunizations and/or required paperwork current.
13. Parent is often late in picking up the child from the Preschool.
14. Any other policy violations as defined by the Preschool.

If a student attends one day or more of school during any month, the full month's tuition will be owed. Students who are suspended, expelled, or withdrawn from school will receive no refund for the portion of the month they did not attend.

8 HEALTH

Children are to be in good health while attending preschool. If illness is suspected or a child is ill, the preschool should be notified and the child will stay at home. Children must be free of fever and without medication for 24 hours before returning to preschool after an illness. Parents will be asked to remove their child from the preschool when staff suspects a contagious disease. The child may return with a written physician's release.

At the time of admission, TB test, done within a year, is required and students must have all requisite immunization. Children must have a complete physical examination certificate of good health including evidence of immunizations on file in the preschool records.

If a child becomes ill while at the preschool, the preschool will contact the parents. Your child will be isolated in the office until you can pick them up. It is the parent's responsibility to pick the child up within an hour. In case the parents are unavailable at the time of contact, the preschool will make all efforts to reach the designated, authorized guardian of the child. It is the guardian's responsibility to pick the child up within an hour following the communication between the preschool and guardian.

Some of the most common symptoms that require a child's removal from preschool are:

Child must be fever free without medication for 24 hours before returning to preschool.

Conjunctivitis or "pink eye". Physician's clearance is required to return back to preschool.

Vomiting needs to cease for at least 24 hours before the child can return to preschool.

Lice or nits infestation. Children are to be lice and nits free to return back to preschool.

Unexplained allergy or rash. Physician's clearance is required to return back to preschool.

Impetigo or other contagious skin disease. Physician's clearance is required to return back to preschool.

Diarrhea. The preschool follows the criteria of 2 bowel movements before calling the parents. The child needs to be diarrhea free for 24 hours before returning to preschool.

Keep your child home when an antibiotic is prescribed until the medication

has been given for at least 24 hours. Many illnesses are considered non-contagious after administration of antibiotic for 24 hours.

Any new medication, never prescribed before, should be given for 24 hours before returning to preschool.

Keep your child home if he or she has flu, severe cough or colored discharged from nose.

Other communicable diseases such as strep throat, continuous cough, ringworm, chicken pox, etc., must have a physician's clearance to return to preschool.

Signs of non-specific illnesses. The child may look and behave differently. There may be unusual paleness, unusual tiredness, irritability or lack of interest. The child requires more attention and care than our teacher to child ratio permits and may need assessment by a physician.

Parents are advised to notify the preschool immediately of any contagious or serious illness in the family and to keep children at home if they are not well enough to participate in all activities at the preschool (including outdoor activities). An anonymous notice will be posted at the preschool so that staff and other families can be vigilant for symptoms.

In the event of an injury to the child at the preschool, we will use the emergency numbers provided by you to contact you to pick up your child as soon as possible. As parents you are responsible to notify the preschool of any changes in the emergency contact numbers.

In event of a serious injury or illness the preschool will call the EMS 911 emergency number. After EMS has been called, the child's parent shall be notified.

9 MEDICATION POLICY

It is our general policy **not** to administer medication to children while in our care. However, we understand that there may be special circumstances when it is necessary to administer medication. Special circumstances will be determined on an individual basis by the director of the preschool. If it is necessary for the preschool to administer non-injectable medication the following procedure will be followed:

1. Parent must fill out the Medication Permission Form.
2. Medicine must be in its original container with the original label.
3. Our staff will administer medication to children.
4. Prescribed medicine must have the child's first and last name, physician's name, name of medication and strength or prescription number, the date the prescription was filled, the medication's expiration date, legible dosage directions, and dosage.
5. Non-prescription medicine must also be appropriately labeled and will not be administered

without a written physician's request.

6. Any Inhaled medication requires letter from the doctor with special instructions.

To ensure medicine is given in accurate dosages, parents should provide an appropriate medicine dropper or measuring spoon. Medications not brought home will be discarded every Friday.

The parents must handover the necessary medication to the staff and not put in child's bag. This is to protect children from opening the bags and finding medication and other harmful objects. It also ensures that the staff knows the child needs medicine.

10 ATTENDANCE

Regular attendance is essential. An adult must be assigned to drop and pick the child up from preschool. The adult will sign their full name while dropping and picking their child. Children will not be picked up by any other person other than the parent or legal guardian unless parents provide a written consent and inform the preschool of changes in such arrangements.

Parents are responsible for notifying the preschool of their child's absence or late arrival. When a student is ill, parents should call the office as early as possible to report the absence. Parents should contact the staff regarding the illness and the number of days the child may be out of preschool.

11 WITHDRAWAL

A minimum of two-week written notice in advance is required before a child can be withdrawn from preschool. Failure to comply with this policy will result in forfeiture of the security deposit.

After a withdrawal, the family may request to be placed on the waiting list for future semester, but will not receive priority as a currently enrolled family and will also have to pay another enrollment fee. This policy applies to summer session, as well as, fall and spring semesters.

12 INCIDENT REPORTS

We will document every injury to children. The incident report **MUST** be signed by the parent/guardian and returned to your child's teacher (a copy will be given to the parent if requested).

13 DISCIPLINE

We maintain a Positive discipline policy which does not include Time Outs but focuses on prevention, redirection, love, consistency and Firmness.

We stress on two main patterns of behavior: Respect for others and Respect for Property. The rules and guidelines are explained to parents and children. Please keep in mind there will be disagreements between children since young children quite often have hard time expressing their feelings. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior and exchange activities as Cool Off period.

If there are instances where child bites, spits, throws objects and physically harms another child or adult, destroys property and does not respond to the above-mentioned ways of redirection, we will hold a conference with the parent to work out a solution.

Parent will be called to remove their child if his/her behavior prevents us from being able to properly care for other children. If problem continues other arrangements for the care of the child will have to be made for the safety and well being of all.

14 ARRIVALS AND DEPARTURE

California State Law requires each child to be signed in and signed out by whoever brings him/her to preschool and picks him/her up. Time of day is also noted as part of the Drop Off and Pick up Procedure. It is imperative that you follow this law. When you drop your child off, make sure that you make personal contact with the staff. Please do not just drop off or pick up and go. We want to make the transition to and from preschool a positive one for both you and your child.

Please be on time! Even a short delay can seem endless to a child who is waiting. Prompt arrival/pick-up ensures confidence within children and assists teachers.

If someone other than a designated person will be picking up your child, the preschool **MUST** be informed. We will not release a child without written parental authorization. We will also ask for a picture I.D. and password from the adult you designate for pick-up.

Come 5 to 10 minutes early if you want to spend time with your child and talk to the teacher before leaving. If you arrive right at closing time, the teachers will not be able to help you and your child leave.

15 DRESS CODE

Children must be fully dressed when they arrive at preschool. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. Shoes and socks are required. No open toed shoes, sandals, jellies or cowboy boots are permitted. Little toes are easily hurt and children have a difficult time on the playground. We also prefer that children do not wear jewelry.

As we encourage children to explore, there may be times when he/she may become messy or ruffled. For this reason, every child needs to always have a complete change of clothing including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. Parents are to be sure to label all articles of belongings.

Parents must also provide two spare sheets and blankets.

Parents of children who are not toilet trained must provide disposable diapers and wipes. We request that they be brought in medium size quantities and left at preschool. They will specifically be used for your child only.

16 OUTDOOR POLICY

Weather permitting, all children, including infants, will spend from 15 minutes to three hours per day in daily outdoor play. It is necessary that children have freedom of movement, so it is requested that children are dressed accordingly.

Children will be outside unless the temperature is below 38 degrees or above 100 degrees, weather conditions permitting. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside, is probably too sick to be around other children.

17 MEALS

The School provides nutritious USDA meals. Same Meals are served to all children. Children who are allergic to certain food request for substitution.

Eating habits of a child is discussed with the parent at the time of enrollment.

Parents are very well aware of their child's eating habits. We encourage parents to be forthcoming with that information and if necessary, provide food from home in instances where the child is a picky eater, only eats certain foods or refuses to eat.

Under No Circumstances can caregivers withhold food or drink from a child BUT under No Circumstances can caregivers pressurize or force a child to eat.

So, Kindly be understanding, if your child comes home and tells you that he/she was not offered food, kindly call the teacher, or the school authority to verify the accuracy of the statement.

18 NAP TIME

There is a rest period during the day from 12:15-2:15 pm. for all children enrolled in Full Day and Extended Programs. Each child sleeps on an individual mat. We request that you provide a blanket, sheet and small pillow if desired.

19 TOILET TRAINING

Our preschool accepts children that are not yet potty trained in our Toddler & two's preschool programs. Children who seek enrollment into our Pre-K preschool program must be completely potty trained. They must be able to use the bathroom independently. Otherwise they might be considered for Toddler program.

20 HOLIDAYS AND VACATIONS

Enrolled students are allowed one-week vacation period per year at no cost. The vacation must be taken in a one five-day segment. Vacation forms must be signed and returned one week prior to the vacation date.

The preschool will observe all Federal holidays. Please contact the school for a complete list of current holidays.

21 FIELD TRIPS

Generally, we will offer no trips. However, if and when we decide to take field trips, THEN Parent's written consent is required for each field trip. Parents are encouraged to show interest and participate in field trips. Each family will be notified about the trip, the price (if any), and how the child will be transported. Each child will be required to have a signed permission slip.

22 TRANSPORTATION POLICY

We do not transport children from home to preschool, preschool to home, or from other places to our preschool for daily attendance at our preschool.

23 PHOTOGRAPHING POLICY

At various times throughout the year, we will be taking photographs and videotapes of the children for administrative, educational, public relations, and decoration purposes. There will be no compensation paid for such photography or videotapes. Please be aware that we do not allow parents or visitors to photograph or videotape children at preschool.

24 CURRICULUM

Our program is developmentally appropriate and our daily schedule provides a balance of emergent/teacher-directed activities. Each day provides numerous opportunities for cognitive, physical, social/emotional and linguistic development. We recognize the importance of play and provide children with activities that enable learning through play.

PARENT INVOLVEMENT

Parents and families are an important part of our program. We will do our best to keep you informed of your child's activities at preschool. Notices will be sent home indicating what snack food or general supplies we would like you to contribute. Parents are always welcome to visit the preschool. We encourage parents to observe and participate in activities with their children. We especially enjoy

parents sharing a talent, occupation, or hobby with the group.

25 EMERGENCY AND EARTHQUAKE PREPAREDNESS

Staff members are First Aid and CPR certified and prepared to handle an emergency. To prepare for the eventuality of a natural disaster, Bubbly Tots Preschool will take the following steps to make the preschool and staff more disaster ready:

1. Schedule preschool-wide fire, earthquake and lock-down drills throughout the year.
2. Equip each room with a backpack for teachers containing emergency supplies. Prepare detailed maps of the preschool identifying evacuation routes and utility locations.
3. Work with the Local Police Department to develop an Emergency Operations Plan for the preschool.
4. Offer staff training in the Standardized Emergency Management System (SEMS)

COMMUNICATIONS DURING DISASTER

Follow the communication plan:

1. Ask three or four people who are usually home during the day and are listed on the child's emergency card to pick up the child.
2. Verify ID in order for the child to be released.
3. Call out-of-state contact and other guardian or care-taker approved by the parents/ guardians of the child.

EVACUATION PROCEDURES

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the magnitude of the incident, the preschool may be closed until further notice. For Emergencies that require Students to gather indoors, students will evacuate to the nearby

**Manor Bowl
887 Manor Blvd
San Leandro, CA 94579**

and wait to be released to a parent or authorized person. For Emergencies that require Students to gather outdoors, students will evacuate in the Manor Square parking Lot and wait to be released to a parent or authorized person. Student WILL NOT be released to any individual not listed on their Emergency Card. **NO EXCEPTIONS.**

26 SECURITY

Fence

A securely fenced yard provides a healthful and safe environment for the children while they are playing outside. It provides the children with freedom to exercise and enjoy outdoors activities. A 5ft tall secure fence ensures that no body either enters or wanders away from the facility premises.

SECURITY CAMERAS

Installation of security cameras outside and inside the facility helps secure the property and also bring peace of mind to parents.

CHILD PICK-UP FORM

A. The following people HAVE permission to pick-up the child/children named below from the Bubbly Tots Learning Center. It is the parent's responsibility to notify in writing of any changes:

Child's Name	DOB (MM-DD-YYYY)	Sex (M/F)
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1. Name: _____ Relation: _____
 Address: _____ Home Phone: _____
 Email: _____ Work Phone: _____
 PASS WORD: _____ Cell Phone: _____

2. Name: _____ Relation: _____
 Address: _____ Home Phone: _____
 Cell Phone: _____ Work Phone: _____

3. Name: _____ Relation: _____
 Address: _____ Home Phone: _____
 Cell Phone: _____ Work Phone: _____

B. The following people MAY NOT pick-up my child(ren):

1. Name: _____ Relation: _____
 Address: _____ Phone: _____

2. Name: _____ Relation: _____
 Address: _____ Phone: _____

Note: Any person unfamiliar to the preschool will be required to show proof of identification and state the pass word. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

This form is legally binding, so by signing it, you agree that all of the information provided herein is correct. False Information will result in termination of contract, and you will forfeit your childcare retainer.

 Signature Name Relationship Date

 Signature Name Relationship Date