

RETURNING STUDENT ENCLOSURES Checklist

- ❑ Admission Policy (sign & return)
- ❑ Attendance Agreement during COVID-19 (initial, sign and return)
- ❑ Identification & Emergency Information (complete & return)
- ❑ Signature Page (sign & return)
- ❑ Earthquake Disaster Kit Information
- ❑ Special Issues Letter
- ❑ Allergy Letter
- ❑ Preschool Parent Handbook
- ❑ Preschool Parent Handbook Addendum during COVID-19

**LA CANADA FLINTRIDGE COMMUNITY CENTER PRESCHOOL
ADMISSION AGREEMENT
2020-2021**

Welcome to the LCFCC Preschool. We are pleased that you will be joining our preschool family for the 2020-21 school year.

Our fee schedule is as follows:

2 days per week - \$315.00 per month

3 days per week - \$400.00 per month

5 days per week - \$515.00 per month

Tuition for the school year is divided into ten monthly payments with the **FIRST** payment due by August 1, 2020. Subsequent payments are due on the first of each month beginning in September and are considered delinquent after the tenth of the month. A late charge of \$10.00 will be assessed for payments received after the tenth of the month. Please make checks payable to **CCLCF**. **Prepaid tuition is not refundable.** A four-week written notice is required for termination of your financial agreement. Any tuition and/or fee changes are modified the beginning of each fiscal year.

Our school year will begin September 9, 2020 and end June 11, 2021. We typically follow the La Canada School District Calendar for holidays and vacations.

LCFCC Preschool reserves the right to dismiss a child from enrollment in the school for the following reasons:

1. Noncompliance of request for state requirements of immunizations and emergency information.
2. Repeated delinquency of tuition payments without willingness to discuss a payment plan with the school director.
3. Children who exhibit special needs beyond the training or physical limitations of the school or requires more attention than our child/teacher ratio allows.
4. Children whose special needs require a fundamental alteration or significant modification within our program to the point that it alters the essential nature of our preschool philosophy, curriculum, or accommodations.
5. Children who are not toilet-trained to the extent of needing a diaper or pull-up during school hours. This is a Licensing requirement and must be followed.

I have read and agree to the Admission Policy of the LCFCC Preschool.

Parent's Signature: _____



**COVID-19 Public Health Emergency
Special Program Attendance Agreement**

Please read and initial each statement below.

1. _____ I understand that during this COVID-19 Public Health Emergency, I will NOT be permitted to enter the LCFCC Preschool beyond the designated drop-off and pick-up area. I understand that this procedure change is for the health and safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure.
2. _____ I understand that if there is an emergency requiring me to enter the facility beyond the designated drop-off/pick-up area, I must use hand sanitizer and be wearing a mask before entering. While in the facility, I must practice social distancing and remain 6ft from all other people, except for my own child.
3. _____ I understand that to enter the facility premises my child must be free from COVID-19 symptoms. If, during the day any of the following symptoms appear, my child will be separated from the rest of the children and staff in the preschool. I will be contacted and my child must be picked up from the facility within 30 minutes of being notified.

Symptoms include:

- Fever of 100.3 degrees or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected, so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the preschool.

4. _____ I understand that my child's temperature will be taken a minimum of once per day while on preschool premises.
5. _____ I understand that my child must wear a mask to the best of their ability, especially when physical distancing is not achievable.
6. _____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.
7. _____ I understand that I must send my child with a healthy morning snack each day.
8. _____ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local safety orders.
9. _____ I will immediately notify LCFCC Preschool Administration if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 3, above.
10. _____ I understand that while present in the Preschool each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand and agree to comply with the provisions listed herein and within the LCFCC Preschool Parent Handbook Addendum. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by LCFCC Preschool will result in a leave of absence. I acknowledge that care for my child will be suspended if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19. No refunds will be given.

Child's Name: _____ DOB: _____

Parent's Name: _____

Parent's Signature: _____ Date _____

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent, Domestic Partner or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
MOTHER'S/GUARDIAN'S/DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL
 OTHER
 EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT, DOMESTIC PARTNER OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN/DOMESTIC PARTNER OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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**SIGNATURE PAGE
2020-2021**

PLEASE SIGN RETURN THIS PAGE TO SCHOOL

CHILD'S NAME _____

The _____ family has received, read and understands the LCFCC Preschool Parent Handbook and Admission Agreement.

Parent Signature _____ Date _____

Our family has received and read the **Parent Handbook Addendum for COVID-19** and we understand that any policies or guidelines listed in this addendum will override the regular Parent Handbook if they differ.

Parent Signature _____ Date _____

Occasionally we take videos and/or pictures of the staff and children during the school year. The photographs may be sent to local newspapers to illustrate an article we may write or they may be displayed at school and on our website for all the families to enjoy. Do we have permission to photograph and/or videotape your child/children?

Yes _____

No _____

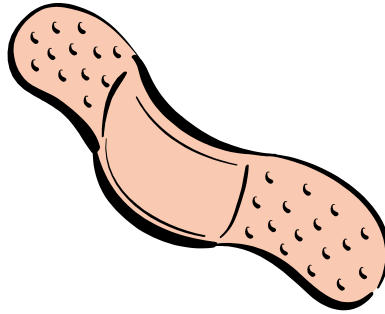
Parent Signature _____ Date _____

Class Lists are compiled the first few weeks of school and are distributed to all the families enrolled in the school. Do we have permission to include your name, email and phone number on this Class List? (Addresses will not be included).

Yes _____

No _____

Parent Signature _____ Date _____



LA CANADA COMMUNITY CENTER PRESCHOOL

Earthquake Disaster Kit

In order to provide protection and comfort to your child in the event of an earthquake or disaster, we ask that each child bring the following Personal Disaster Kit to school to supplement the emergency equipment at the school.

Supplies should be put in a one gallon ziplock freezer bag and clearly marked with your child's first and last name.

Please include the following in the Disaster Kit:

- 10 band-aids (held together with a rubber band)
- 1 space blanket (available at sporting goods stores)
- 1 knit cap or beanie
- 1 photograph of child's family

Medications that your child needs daily should be included

Please provide enough for 3 days and nights

Please remember that we must have the Disaster Comfort Kit at the preschool before your child can begin the school year with us.

Thank you for your cooperation.



SPECIAL ISSUES

It has been our experience that some of our school policies stated in the Parent Handbook need to be reiterated. Please give attention to the following issues:

- ❑ Our school policy states that children in the 3 year-old through Pre-K classes must be potty trained. This means that children in these classes must wear briefs or panties to school; **diapers or pull-ups will not be allowed**. We realize that sometimes children have accidents, therefore we do supply the appropriate clothing to allow for these occasional instances. Also, teachers are available to assist children in the bathroom if help is needed.
- ❑ Open-toed shoes and flip-flops are not appropriate attire for school.
- ❑ Please label all removable clothing items and lunch boxes with your child's name.
- ❑ Absolutely, no violent action figures or toy weapons are allowed to come to school.
- ❑ Please make every effort to arrive at school on time. Consistent tardiness may result in a late charge.
- ❑ Monthly tuition is due on the first of the month. A late charge will be applied if payment has not been made by the 10th of the month, unless prior notice has been given to the Director.

Thank you for your cooperation in these matters.

Dear Preschool Parents,

You may or may not know that 1 in 13 children in the United States has a food allergy. Food allergies can be life-threatening and only a tiny amount is needed to cause a reaction. Each year, we have children enrolled in our school with food allergies. It is important to us that all children in our care be safe and fully included in our preschool community. As a result we have implemented the following rules in accordance with state and federal guidelines for the management of food allergies in the preschool setting:

- We are a **NUT-FREE** school. This includes tree nuts and legumes. Sunflower seed butter is ok in place of nut butters (please make note on sandwich wrapper if you send for lunch).
- All children will wash their hands before and after eating snacks & lunch. There will be NO food sharing.
- **Birthdays and holidays** will be celebrated without the use of food.
- All cooking projects will be directed by the classroom teachers only. To avoid cross-contamination by appliances or knives, please do not bring food from home to share with others unless the teacher specifically asks.
- If your child has a severe food allergy, you are welcome to provide a snack from home. Otherwise, please allow your child to partake in the snacks provided by the preschool. Snack-time is an important part of our curriculum to encourage self-help skills, sharing and math skills. All preschool snacks claim to be nut-free through the **Safe Snack Guide** by www.SnackSafely.com.

We know that everyone wants this to be a safe, fun and productive school year. We thank you in advance for your cooperation and understanding. If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

Danielle Caputo
LCFCC Preschool Director

PARENT HANDBOOK



**LA CANADA FLINTRIDGE
COMMUNITY CENTER PRESCHOOL
4469 CHEVY CHASE DRIVE
LA CANADA, 91011
(818) 790-8687**

**preschool@cclcf.org
www.lcfccpreschool.com
facility license # 191230960**

Dear Parents,

This parent handbook is intended to be a helpful guide for you. Please read the information carefully and keep it available for future reference. If you have any questions after reading the handbook, please call the office for an explanation. Your cooperation in carrying out these procedures helps our preschool operate smoothly.

OUR PHILOSOPHY

The staff of the La Canada-Flintridge Community Center Preschool welcomes you as you place your child in our care. We hope you will enjoy your relationship with us.

Our preschool is available to all families and does not discriminate on the basis of race, ethnicity, religion or gender. Priority for enrollment is given to our returning children and their siblings. Remaining vacancies are offered to those on our Wait List.

LCFCC Preschool is licensed by the State of California. This agency has the right to inspect the facility, interview children or staff, audit and inspect children's records and authorize physical examinations of the children. Fire and health inspections are also held regularly without prior notice.

LCFCC Preschool strives to provide a warm, safe and nurturing atmosphere with a wide variety of age appropriate activities designed to promote the social, intellectual, physical and emotional aspects of learning. Our teachers work to create an environment for the children to learn through active exploration and hands-on discovery. We stretch their imaginations and extend their learning by stimulating their thinking.

Manipulative toys, creative experiences, group time, floor toys, blocks, paints, playdough, sand and water are offered on a daily basis. Particular emphasis is placed on helping to develop social skills, such as talking, helping, listening, sharing and negotiating.

Our staff is sensitive to the individual child's needs and we work to provide an atmosphere that is rich in genuine respect and positive recognition.

ABOUT OUR PROGRAM

HOURS & HOLIDAYS

LCFCC Preschool, with minor exceptions, follows the calendar of the La Canada school system and observes approximately the same holidays and vacations. A calendar listing vacations and important school events is available on our website to parents during the first few weeks of school.

The Preschool is open from 9:00 AM to 3:30 PM.

Our program begins at 9:00 AM and ends at 12:00 PM.

Extended Care begins at 12:00 PM and is available until 3:30 PM.

Lunch Bunch – 12:00 PM - 12:30 PM.

Afternoon Care – 12:00 PM - 3:30 PM

Three-year-old children may attend school two mornings a week (Tuesdays & Thursdays). Children need to be toilet trained. 5 or 7 to 1 child/teacher ratio, depending on the classroom.

Four-year-old children may attend three mornings a week (Mondays, Wednesdays & Fridays). 7 or 9 to 1 child/teacher ratio.

Older four-year-old children (must be five by December of current year) may attend five mornings a week. 8 or 9 to 1 child/teacher ratio.

Optional extended care is offered daily.

Hours for the Lunch Bunch are 12:00 PM - 12:30 PM. Parents provide a lunch for their child. The lunchtime is followed by outdoor play.

Afternoon care hours are 12:00 PM - 3:30 PM. This includes lunch provided by the parent, outdoor play, a rest and unstructured activities.

WE ARE A NUT-FREE FACILITY.

REGISTRATION SCHEDULE

Registration for the fall session begins in January. A non-refundable registration fee is required at the time of registration. Priority is given to children currently enrolled in the school and their siblings. The preschool director maintains a Wait List for other prospective students and contacts the families regarding available spaces following priority enrollment.

To enroll, a parent must visit the school, complete a registration card and make a registration deposit. The following forms must be completed and returned to school before a child is permitted to attend school:

ENROLLMENT FORMS

Admission Agreement
Physician's Report (LIC 701)
Emergency Information (LIC 700)
Child's Preadmission Health History (LIC 702)
Notification of Parent's Rights (LIC 995)
Notification of Personal Rights (LIC 613)
Consent for Medical Treatment (LIC 627)
Signature Page

TUITION AND FEES

Tuition is dependent on the program you select for your child and is divided into 10 equal monthly payments. Tuition is based on the total number of school days. Therefore when vacations, holidays or illnesses occur, tuition fees remain the same. A non-refundable enrollment fee of \$125.00 is payable at the time of enrollment to insure that your child's place will be reserved. The first tuition payment is due the first Monday in June, before entering our program in August. All other payments are due the first of the month beginning September 1st; the last tuition payment is due May 1st.

All extended day fees will be billed at the end of the month and charged to your next tuition payment schedule.

A four-week written notice is required for termination of the financial agreement. Any tuition and/or fee changes are modified the beginning of each fiscal year.

Each family will contribute a Student Body fee of \$150 annually to underwrite the cost of student enrichment programs and materials, ie: music, gardening, special days and visitors, etc. **Checks made payable to LCFCC Parent Board.**

A \$15.00 fee will be charged for all returned checks.

CHANGE OF FAMILY INFORMATION

Parents must inform the school promptly of changes in their residence or work, mailing address or phone number as well as persons authorized to pick up their child at dismissal time.

CHILD ABUSE

Under the mandatory Child Abuse Reporting Law, the staff is obligated to report cases of suspected child abuse and neglect. Persons found guilty of failure to report abuse are subject to a fine, a jail term or both.

NUTRITION

We provide children with a morning snack. By law, each snack is comprised of at least two of the major food groups. **WE ARE A NUT-FREE FACILITY.** Outside food may not be brought in unless approved by the Preschool Director, and Lead Teacher ahead of time.

Children who stay for lunch are required to bring their lunch from home. Glass containers, foods containing nuts of any kind, candy and gum are not allowed at school. Please do not put any medication in your child's lunchbox.

ARRIVAL & DEPARTURE PROCEDURES

Each child must be signed in and out daily on an Attendance sheet which is available in the classroom. **The CA State Licensing Office requires a full first and last name signature.**

Only persons over 18 years of age may sign a child in and out of school.

Any person who is picking up a child may be asked to provide the staff with a picture I.D.

Please inform the staff if someone other than a person you have authorized is to be picking up your child.

Please arrive on time so that our child has the opportunity to enjoy all the activities of the program. Pick-up time is equally important. If you suspect you may be delayed, please notify us so that we may reassure your child.

An extra fee is charged when a child is at school past his dismissal time. To further ensure your child's safety, insist that he/she remain with you as you enter and leave the school. Please close the gates as you pass through the school grounds, drive carefully in the parking lot and park in marked spots only.

DRESSING FOR SCHOOL

Please dress your child in play clothing that allows for comfort, safety and is easy to manage. A child who is dressed appropriately for school can vigorously explore his environment. Sweats and tennis shoes are good choices for school attire. We do not believe children should have to worry about keeping their clothes clean while at school, so please dress your child in clothing that can be soiled and stained.

Please do not send your child in flip-flops, open-toed sandals or special occasion clothing. Please label all removable clothing and lunch boxes.

BIRTHDAYS

Birthdays are very special occasions for your child. Teachers will be happy to celebrate with a birthday book, crown and song. No outside food/treats may be brought in to the classroom. If you choose to have a birthday party outside of school, please send invitations and thank you cards through the mail so that no child feels left out.

SHARE DAYS

Children enjoy bringing a special treasure from home to share with their friends. Each teacher will have a designated Share Day. Sharing provides an opportunity for participation and enhances the child's self-esteem. Please bring items that are not expensive to replace and are not breakable. Please, no toys representative of violence.

AFTERNOON EXTENDED CARE

If your child is staying for the afternoon, you will need to send a lunch and bedding for rest time. This would include:

- a small sized crib sheet or Rollee Pollee
- a small blanket
- an extra large ziplock bag will be provided for your child's belongings
- a small pillow is optional

Licensing requires these items. State and local laws require that bedding be washed once a week. Bedding used by children, whether from home or school, should be taken home each week for washing. Transitional objects (stuffed animals, blankets, etc.) are welcomed, as they usually make rest time more comfortable. They should be clearly labeled.

COMMUNICATION

The director and teachers are here to work with you to provide a nurturing environment in which your child may grow and learn. If at any time you have questions or concerns about your child's progress or behavior, please notify the teacher and/or director. We advise against "doorway" evaluations about your child but would be very happy to set a time aside to talk with you.

Each teacher posts information on her Teacher Board to keep you informed of classroom activities. Please check the Board as well as your child's cubby daily.

The school will email newsletters to keep parents informed of school activities and will make a special effort to post important announcements and events.

Conferences will be held so that we can discuss your child's growth and development. Please remember that teachers are available for conferences upon request.

DISCIPLINE

Behavior limits are for your child's benefit as well as insuring a safe and pleasant environment for all children. Children need and appreciate limits. We will utilize different methods of discipline, depending on the situation. Redirecting the child to another activity, discussion with the teacher or between the children involved, removal of the child from the group for a short period of time and positive reinforcement of acceptable behavior are examples of our discipline techniques. We hope to help children learn to solve their problems in an acceptable manner and to develop inner control.

REMOVAL POLICY

Childcare services may be terminated by the preschool for the following reasons:

- ❑ Noncompliance of request for state requirements of immunizations and emergency information
- ❑ Repeated delinquency of tuition payments without willingness to discuss a payment plan with the director
- ❑ The child exhibits special needs beyond the training limitations of the school or requires more attention than our child/teacher ratio allows.
- ❑ The child's special needs require a fundamental alteration or significant modification within our program to the extent that it alters the essential nature of our preschool philosophy, curriculum or accommodations.
- ❑ The behavior of the parent is disruptive or abusive

PARENT PARTICIPATION

We welcome and encourage parents to be a part of their child's experience at LCFCC Preschool. Events such as Fall Orientation, Family Picnic and classroom celebrations throughout the year provide opportunities for family participation.

A very active and supportive parent association organizes special activities, programs and fund-raisers throughout the year.

A major event of the year is the Western Round-Up held in March. This event is geared for family and child entertainment and activity. **We require all our families to participate in this fundraiser and work at least a one-hour shift per student at the event. Fulfillment must be done by an adult member of the preschool family. If unable to fulfill the requirement, a fee of \$100 with prior notice or \$150 for no-show will be invoiced.**

We especially welcome parents who are willing to come to school to share their talents or interests with us (play an instrument, tell about their jobs). We value and appreciate parental involvement.

HEALTH POLICY

In order to protect your child and other children, we ask that you keep your child at home if he/she exhibits any of the following conditions:

- Elevated fever. Your child must be without a fever for 24 hours before returning to school.
- Discharge from and/or inflammation of the eye.
- Skin rashes or eruptions
- Bronchitis
- Diarrhea and/or vomiting within the past 24 hours
- Cold with fever, sneezing and nose drainage that may be thick green/yellow.
- Evidence of lice on his/her head.
- General listlessness.

Please keep your child home when an antibiotic is prescribed until the medication has been given for at least 24 hours.

If your child becomes sick at school, he/she will be separated from the other children until the parent or authorized adult can come for her/her.

Should your child experience any unusual physical or emotional stress or fatigue, please notify his/her teacher. We believe open communication between home and school benefits your child.

A note from a doctor must accompany all medication your child receives while at school. The container must carry the name of the medication, the name of the child for whom it was prescribed, the name of the doctor and the doctor's written instructions.

If a child is badly injured, the person in charge will call 911, request assistance and call you. If a child must be taken to the hospital, the director or staff member will accompany the child and remain until the parent (or authorized person) arrives.

The children and staff practice earthquake safety routines in the classroom and yard. Frequent all-school fire drills are practiced.

SEPARATION

- ❑ Separation is easier if your child has had some happy times while being with babysitters, grandparents, family friends or playgroups.
- ❑ Plan to visit the school with your child previous to enrollment.
- ❑ Make every effort to attend Children's Orientation Day at the beginning of school.
- ❑ It may be helpful to send a transitional object to school (a favorite teddy or blanket). This can be a visual and tactile comfort that smells, feels or looks like home.
- ❑ Explaining what to expect gives the child a sense of predictability and control. "You're going to play awhile, then sing songs and hear a story, then go outside. After you have snack, I'll be back."
- ❑ Many who do not cry will show their anxiety in a variety of ways: shy silence, hesitation to enter the room, use of transitional objects from home, problems at home.
- ❑ Do not feel guilty about leaving your child. You have chosen a loving, safe place to leave your child, and the experience will enrich your lives.

Parent Handbook Addendum for COVID-19



Introduction

LCFCC Preschool has put together this handbook addendum because of the COVID-19 pandemic. This handbook is meant to be an addendum to our regular Parent Handbook, and any policies or guidelines listed in this addendum will override the regular Parent Handbook. All of these policies and procedures were developed in accordance with the regulations and guidelines set forth by the CCLD, LACDPH and the CDC. Please contact me if you have any questions.

Basic Information

- Class Size: No more than 10 students per classroom with up to 2 teachers.
- The same children and teachers will remain together as a group each day to the best of their ability (stable classroom).
- Only one class will be permitted on the playground at a time.
- Children may not bring items from home, except a change of clothes, a lunch box or bag with a healthy snack and re-usable water bottle both labeled with their name.

Drop-Off and Pick-Up Procedures

- Face masks are required by Adults at all times.
- Maintain six feet of physical distancing.
- Bring your own pen.
- Health checks will be done for each student and staff member upon arrival.
- Policies are in place to help stop the spread of COVID-19.

DROP-OFF

- Check-in stations will be inside the Preschool gate. Please look for your classroom table (signs will be posted).
- You will sign-in and out each day at the same station.
- Maintain a minimum of six feet from the family in front of you in line.
- Each child will have their temperature taken with an infrared thermometer each day. If their temperature is 100.3 or higher, the child will not be permitted to attend preschool that day. (refer to Sick Policies).
- A series of health questions will be asked each morning. Depending upon your answers, the child will be admitted or asked to stay home (refer to Sick Policies).
- Parents and Caregivers will not be permitted to pass the check-in tables or enter the classrooms.
- Check-in Station will close at 9:15am. A late fee may be charged for consistent late arrivals.

PICK-UP

- Go to the same check-in/out station as you signed in.
- When a parent or caregiver arrives to pick-up a child, staff will inform the classroom assistant by walkie-talkie. The child will be brought to the check-in/out station by a staff member.
- A late fee will be charged for students picked up more than 10 minutes after their dismissal time.

Classroom Environment and Policies

- Stable classrooms have been defined by the Dept. of Public Health, as a group of children no larger than 10 that remain together. The mixing of children and teachers from other classrooms is prohibited.
- The concept of physical distancing will be explained in terms that children will understand, and won't cause fear or anxiety.
- Carpet squares, mats, masking tape or other visuals will be used as a reminder of spacing.
- Children will learn about physical distancing, lining up, transitions and personal hygiene through songs, poems, and other fun sayings.
- Classroom equipment and furniture will be arranged to create boundaries for physical distancing.
- Children will be reminded of how to physical distance, but will never be reprimanded or punished in any way for not following these rules.
- All surfaces and toys will be cleaned and sanitized frequently, throughout the day.
- Several containers will be designated for toys that need to be sanitized, in each classroom.
- Each child will be provided with their own box of markers, crayons, glue sticks, scissors and pencils.
- Each child will receive their own bag of playdough, flubber, or slime to play with. Shared tools will be cleaned after each use.
- Activities will be planned that do not require close physical contact between multiple students.
- Several opportunities for individual play and solo activities will be offered.
- Windows will be kept open for ventilation, and outdoor activities will take place as often as possible (weather permitting).

Outdoor Playtime

- Climbing Structures, handrails, slide, and tables will be sanitized after each class.
- Bikes will be cleaned after each use (double bikes will not be in use).
- Yard toys will be switched out or cleaned for each class.

Snack Times

- Children will be spread out during snack time. Name cards or place mats may be used to help with physical distancing.
- There will be no sharing of food.
- Parents must provide their child with their own healthy snack from home (**WE ARE A NUT-FREE SCHOOL**). Fruit, vegetables, cheese, crackers, applesauce, pretzels are acceptable snacks. Please **do not send candy, cookies, chips or any other high sugar/fat foods**.
- Proper handwashing will take place before and after eating.
- Paper goods and plastic utensils will be used.
- Children need to bring their own individual water bottles (labeled with their name) to keep in their cubbies. Water refills will always be available.

Health and Hygiene

- We will teach, model and reinforce healthy habits and social skills
- We will explain to children why it isn't safe to share food or drinks, especially when sick.
- We will teach, model and reinforce using a tissue to wipe their nose and to cough/sneeze into the inside of their elbow.
- Reinforce proper handwashing techniques and other healthy habits.
- Songs and signs will be used to reinforce handwashing for 20 seconds.
- Sinks, faucets and toilets will be sanitized after each use.

Resting

- Under the current Guidelines, we will not be offering an Extended Daycare at this time. But, in the event that we are able to offer a rest time, mats will be placed six feet apart when possible and children will lay toe to toe to help maintain distance.
- Resting blankets and sheets will be sent home on a daily basis for washing.

School Sanitation

- Rooms and Equipment will be continuously cleaned by classroom teachers and staff throughout the day and by our cleaning crew each night.
- Cleaning products being used are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N".

Sick Policy

- If your child has a temperature of 100.3 degrees or higher during drop off they will not be allowed to stay at school.
- As an added precaution, children must be fever free, without the use of a fever reducer, for 72 hours before returning to school.
- Please inform the Director if your child has taken any medication within 24 hours of coming to preschool.
- If your child has been ill, a doctor's note will be required to return.
- Please notify the office immediately if anyone in your household is currently or becomes ill.
- Children will be monitored throughout the day for any signs of illness. If a child exhibits signs of illness or develops a fever, the child will be isolated from their class and the parents/caregiver will be called to pick up the child immediately.
- If you or your child have been exposed to or tested positive for the COVID-19 virus, you must follow a 14 day waiting period before returning, along with a physician's note clearing the child.
- All of these policies are in place for the protection of our preschool staff, teachers and students and to help stop the spread of COVID-19.

Refunds and Withdrawal Policy

- Unless the preschool is mandated to close, we will not offer refunds for tuition.
- A 30 day written notice is required for termination of your financial agreement. If adequate notice is not given, you will owe for the following month.
- **Care may be suspended at anytime for health and safety reasons.**
- **All Guidelines and Policies will be subject to revision or addition in response to CCLD, LACDPH and CDC Updates.**