

Childkind Schools Parent Handbook

Registration, Enrollment, and Fees

Pre-registration

We conduct pre-registration for our summer and fall programs in the spring. Pre-registration guarantees your child a place at Childkind. After returning students have been placed, we give preference to siblings of returning students, and families on our waiting list. A non-refundable registration/materials fee is required with pre-registration.

Changes of schedule

We make every effort to accommodate changes of schedule you may need; however we require a 2-week notice for such changes. When requesting additional days or hours, please be aware that we may not be able to fill your request immediately as we are generally at full capacity for each program.

Tuition & fees

Our program is based on a school year tuition which is payable in 10 monthly installments. Summer tuition is based on a 2-month program and is also payable monthly. We make every attempt to hold our rates constant for a 2-year period, however we reserve the right to change rates without notice.

Rates are calculated for each program we offer. When you combine program choices (two mornings and two extended) your tuition is prorated by percentages.

Family discount

For families who have two or more children attending a regularly scheduled program, we offer a 5% discount on total tuition. We are not able to offer this discount when your child attends for extra hours.

Payments

Tuition is due by the fifth day of the month. Your monthly base tuition plus any extra hours and any debits or credits are recorded under your child's name on the sign in sheet.

Extra hours

Parents needing to leave their children beyond their scheduled hours must receive prior approval. Please call in the morning or earlier to see if we can help arrange extra hours. We will make every effort to meet your additional needs when we can.

We keep track of extra hours utilized past the child's scheduled time and bill you for them at the beginning of the following month.

Late Pick-up Fee

We charge a late pick-up fee when you are not able to pick-up your child by closing time (6:00 PM) of \$2 per minute.

Late Payment Fee

Unless other arrangements are made, there is a \$1 per day late payment fee after the 5th of the month.

Refused Payment Check Fee

If your check is returned for insufficient funds or other bank problems, we charge a fee. If this occurs more than once cash payment or money order will be requested.

School vacations and holidays

Childkind is closed for Federal Holidays and for our winter and summer breaks. We follow the Oak Grove school calendar. Winter break is generally the last two weeks of December; summer breaks are generally the 3rd week in June and the 3rd week in August. We will notify you of the exact dates of the breaks in our newsletters.

You are responsible for childcare during these breaks and holidays.

Vacation credit

Each child is eligible for a 2-week vacation credit in each school year. When you take your vacation credit, we reduce your tuition and hold your child's place in school. This credit can be used for times when you are going on vacation, when a prolonged illness keeps your child out of school, or when the school is closed for scheduled breaks. When you take your vacation credit, your child may not attend.

Withdrawal from school

We require a two-week notice for withdrawal from school. We will charge two weeks of tuition for withdrawal without notice. We request that you give us 1-month notice for withdrawal.

We may ask that you withdraw your child from our program if, in the opinion of the director, placement of your child is not appropriate at Childkind. We will give you two weeks notice in this unlikely situation.

Arrival and Departure

Hours we are open

Childkind is open from 7:00 AM to 6:00 PM Monday through Friday.

Arrival and departure rules

State law requires parents to bring their child into the school building and to sign him/her in using their full name. Each child's name is already on the daily roll sheets alphabetically.

Parents must also sign out when picking up your child; other adults may sign out a child only if authorized in the child's file. Please remember to mark the time when dropping off and picking up.

Children are not allowed to exit the front school door or play yard gates unless accompanied by an adult.

During circle and story time enter the school quietly and with respect for the children's activities.

Please make an effort to pick-up your child 10 minutes before the end of their scheduled day or by 5:50 pm. This gives you and your child time to collect belongings and say good-byes without a mad rush. Late pick-ups are subject to a fee.

Clean-up

Children are expected to put away any materials they have been playing with or using.

Outside we all cooperate and straighten up the yard as a group. When you pick your child up please encourage them to put away their work and then to gather their belongings.

Supporting their independent efforts will encourage responsibility and cooperation.

Parking

Please park to the far edges of the driveway at Laguna rd. to leave room for other cars to come and go. At Oak Grove please use the parking spaces closest to our building. Always watch your children carefully while going from school to car.

Illness and Medications

Illness Policy

Childkind Preschool is licensed for well ambulatory children. We are not licensed to care for sick children. Children showing signs of illness—fever, runny nose, vomiting, rashes, or diarrhea—should be kept at home for at least 24 hours after the last symptoms have disappeared. Any child showing signs of illness at school will be presumed ill and his/her parents will be notified and required to pick up their child as soon as possible. This insures against spread of infection to other children and teachers.

We ask your cooperation in keeping your child home if you suspect an illness. Please notify the school immediately when your child will be absent and/or if he/she has been exposed to or has exposed the school to any serious illness or disease (chicken pox, strep throat, ear infection, lice, fifth disease, pink eye).

Medication policy

We can only administer physician prescribed medication. All medication must be accompanied by a doctor's order, address, and phone number, and be in the original container with an appropriate measuring tool. When you have medication to be administered, fill out a medication permission slip and give it to the on duty teacher. Medications must be kept out of reach of the children. Do not put any medications, cough drops, or vitamins in cubbies or lunchboxes.

Sunscreen is considered a medication and must be accompanied by a medication permission slip.

Day -to- Day Policies

Birthday celebrations

Celebration of your child's birthday at school is special and separate from his/her party. We keep track of all birthdays each month on our birthday calendar.

To celebrate, the birthday child decorates a paper birthday cake and receives a balloon and a badge. We request the parents send 3-dozen cookies (no cakes, cupcakes or brownies) to school on the day nearest the child's actual birthday. Please inform the staff which day you will be bringing cookies, so two children do not celebrate on the same day.

Please send invitations for your child's home birthday party through the mail. It is difficult for the children and parents when the birthday invitations are handed out at school or left on the front desk.

Book ordering

We make available children's book clubs for building your child's library. An order form is available each month. The book orders are placed on the front desk at the beginning of the month and must be turned in no later than 3 PM of the date marked at the bottom of each order form. Checks made out to the book club must accompany the order (do not send cash). We will make recommendations for books especially well suited to our age groups.

Toys and books

We discourage bringing toys to school. A small sleep toy is fine for nappers but other toys need to be left at home or in the car. This avoids conflict over toys and the risk that a special toy becomes broken or lost. Please see section on Sharing for appropriate times for bringing things from home.

Books and music however, are very welcome. Let us know when you bring in a special story and we will try to be sure to read it to the children.

Clothing

A complete set of extra clothes needs to be left at school in case of accidents or soiling in messy play. We request a shoebox for Laguna rd students and a gallon size ziplock bag for Oak Grove students, containing underwear, socks, shirt, and pants. These are kept on a shelf in the children's bathroom. Please label your child's clothing, especially jackets and sweaters that are hung up on hooks in the classroom. Remember to pack clothing appropriate for the season.

Children who are being potty trained need at least two complete changes of clothing.

Suitable clothing for potty training includes dresses, skirts and shorts or pants with elastic waists.

Cubbies

Each child will have an assigned cubby. Encourage your child to make a habit of checking the cubby each day before leaving school. As most cubbies are shared, check the names on art or other materials in the cubby.

Lost and found

We keep lost and found items in a basket near the front door. You may wish to check it periodically for missing items. Clothing that is left will be donated to the Childkind extra clothes box or to a service organization.

Lunch

All children need a nutritious lunch. We encourage the children to start their lunches with the most nutritious item, and then fruits or vegetables and drink. Please send a food choice from each food group (protein, carbohydrate, fruit, vegetable) and a water bottle everyday. We discourage sweets at school. A better choice for your child is an extra piece of fruit or popcorn. Watch out for disguised candy such as granola bars or chewy fruits. These products have the same effect on children as candy and cookies. An occasional treat is fine, but your child needs a good lunch to get the most out of the school day.

A microwave is available for heating up foods. Food must be sent in microwave safe wrappings or containers (glass containers or wax paper).

Childkind provides a morning snack consisting of fruits or vegetables, protein, carbohydrate and water. We try to buy healthy, natural products, low in sugar with no preservatives or additives. Your child's nutrition is very important to us and we encourage good eating habits at all meals. Children are encouraged to finish the food in their lunch boxes for afternoon snack and we supplement with additional snack foods.

Napping

Children who take a nap at Laguna rd. need their own blanket and a soft sleep toy if desired. Blanket cubbies are stored in the group room. Choose a blanket and sleep toy that can be left at school. Do not send the 'favorite' blanket or lovey as it may get forgotten. Pacifiers are ok for young nappers, but bottles are not allowed.

Sharing

Sharing at school is a very popular activity. We encourage the children to bring books, items from home and the world beyond, and articles from nature. Each child is assigned one day approximately every other month that is her/his sharing day. ***Do not send toys.***

Shoes

Children's footwear needs to match their activity. Please send your child in play shoes. Our play yards have bark and the children run, ride bikes, and climb all day. Party shoes, cowboy boots, and sandals are not allowed.

Themes

Each month has a theme that we follow to help guide our curriculum and provide a structure to the year. We begin with topics close to the child and gradually expand our focus as the year goes on.

Your guide to our themes and projects is your newsletter. We publish these approximately every two months.

Rainy Days

Please send a raincoat, boots and a hat with your child on rainy days. We do go outside for play and for rain walks. Regular shoes are still needed on these days for indoor activities.

Parent Participation

Parent Volunteers

We welcome parents who would like to come to school to share a special skill or interest or would just like to help out. This is not an expectation of our program, but an opportunity for you to be involved in your child's preschool experience.

Parent's nights

We have two parent's nights per school year. The first is scheduled in October and is designed to acquaint you with our staff and so families can begin to get acquainted. The second is an all-family school picnic scheduled in the summer.

Phone and mailing list

We prepare a master list of all the families at Childkind Preschool. This list will be copied and handed out to all parents for contacting new friends, birthday party invitations, and for arranging play dates. If you do not wish to be included on this list please inform us.

Parent teacher conferences

We are available for parent teacher conferences at your request. We will occasionally ask for a conference when we notice a change in your child that we want to check out with you. Please feel free to request a conference with any of the teachers or the director at any time, for any reason. We are here to support your child's development and your family.

Open door policy

You are always welcome to come by school without notice to observe how things are going.

Parent's board

A bulletin board in school is reserved primarily for communicating with parents. On this board you will find important information regarding school policies, exposure to illnesses and other resources for parents.