

1 Introduction

Dear Parents, Welcome to "The Beginning Zone" (TBZ). As a working parent, you face the difficult challenge of balancing the demands of work with the needs of your family. Finding high quality childcare that is flexible to your work schedule is one of the most difficult tasks you face. We are pleased that you have chosen, "The Beginning Zone" for your child(children) care needs. We provide quality childcare in a loving home-environment for children ages 2.0 – 5.11 years old.

This handbook is designed to answer all your questions or concerns. TBZ anticipates a positive outcome throughout your time here with us. TBZ strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication providing a sense of trust between parents and teachers which we believe are vital. To accomplish this, we depend on parents to be responsible and active childcare consumers. We believe that family involvement is essential to any quality childcare program and do encourage parent participation.

We understand that nothing is more important than your child's safety, care, and educational experience. At TBZ, children can be children and families are always a priority. We believe that children need a chance to be just what they are ~ children. Children learn through play, so we thrive to create an environment that nurtures their self-esteem and encourage their imagination and exploration while engaged in play and/or teacher guided age appropriated activities.

We believe open and honest communication is a key ingredient in creating a successful partnership with parents. We operate our childcare as a business in a professional manner. The following pages contain mutually beneficial requirements that are necessary to ensure that there are no misunderstandings, so please read them carefully, and feel free to ask questions about any material that may be unclear to you.

You will be notified of any changes of the current policy in your mailbox. Come and talk with us should you have any suggestions, questions, or concerns, we welcome them. Visit our website at TBZPreschool.com

2 Goals and Objectives

TBZ's goal and objective is to provide a warm and safe developmental age-appropriate environment for children ages 2.0 to 5.11 years of age. A place where children feel safe and are encouraged to explore their surroundings, materials, as well as building some relationships with peers and adults. We believe that children learn by doing and will thrive emotionally, socially, physically, and cognitively within their surrounding environment.

3 History

Having a passion for children and education Elma Reynolds established the Reynolds Family Daycare in January of 2015. After expanding and adding the Before and After School Program the center was renamed "The Beginning Zone" in 2017. "TBZ" has been an active voice in the community, providing a safe and family friendly environment where children are excited to come and explore stress free surroundings. "TBZ" have been featured in the Los Angeles Times as having one of the most prominent after school programs. Being recognized for their loving and supportive staff that thrives to always give 100 percent of themselves.

4 Our Mission Statement

The Beginning Zone provide early educational guidance and support to under privileged inner-city children with age appropriate hands-on academic and learning strategies, utilizing community resources, supports, mentoring and collaborations to meet the needs of each child.

5 Affiliations

"TBZ" is affiliated with:

- Crystal Stairs.
- Gardena Child Development Program,
- Comprehensive Child Development Inc.

6 Purpose

"TBZ" Purpose is first and foremost to provide an atmosphere of a welcoming, loving, supporting, and non-judgmental environment for the children, parents/care providers, and families, supported by a well-rounded and trained staff. Providing a place in which children can be taught and nurtured. We aim to build a foundation that leads to furthered education and growth for all children.

7 Educational Philosophy

"TBZ" uses the Creative Curriculum, where children and teacher learn collaboratively and each child is encouraged to make independent, impulsive, and sometimes teacher supported decisions being creative in learning and use of materials and activities.

8 Waiting List

A waiting list will be created. Service will be rendered upon availability of age allowance or severity of need.

9 School Tour

A center tour is permitted with authorization from the director.

10 Registration

There is a **non-refundable** registration fee of \$125.00 annually.

- ❖ Registration is by **appointment only**. It includes a brief interview with the director, at which time preschool policies and procedures will be reviewed and signed by parent/caregiver.
- ❖ Registration forms can be downloaded from our Web site (Reynoldsfamilydaycare.com). All forms must be completed and submitted in full of all additional required documents or forms at time registration to prevent entry delay.
- ❖ The enrolling child(children) **must** accompany their parents/caregiver before or during time of registration. To schedule a visit or to register, contact the office.
- ❖ **Under NO circumstances** will a child be able to start or continue to attend without a complete folder.
- ❖ All children are required to have health insurance at time of enrollment.
- ❖ All the above information will be kept confidential and will only be released to authorized persons such as but not limited to: Administration, State licensee, police department, Health, and Social services.

11 Admission Policies/ Wellness Check

"TBZ" operates year-round during the academic terms of fall and spring. Children ages 6 weeks to 5 years may be enrolled in our center. Children are accepted on a first come, first served basis. The core hours are 6:00am to 6:00pm, Monday through Friday.

***Per Covid-19 guidelines, all students and staff are required to complete a daily Wellness Screening prior to entering any TBZ entrances. Students will receive a wellness check which includes**

temperature check and visual check while parent/ guardian is present. At no time will a child's personal or privacy rights be violated during a wellness check.

12 Hours of Operation

Our hours of operation are from 6:00am to 6:00 pm.

We provide Full and Part Time sessions

- Full Time: Five days a week between the hours of 6:00am – 6:00 pm
- Part Time: Three full days or 5 half days to be picked up by 12:30 pm

13 Sign-In & Sign-out

It is mandatory that you sign your child in/out of the center each day. Writing your complete name, not using initials, or nicknames TBZ staff assumes responsibility for your child once they are signed into the center. You are to walk your child to his/her teachers. Acknowledge teacher upon arrival and pickup.

14 Authorization to Release Child

Your child must be picked up by an adult who is at least 16 years old and listed on your emergency card and have a form of Identification with picture. Only those individuals listed as authorized pick-ups can pick up your child. For your child to be released to a person other than parent/legal guardian or authorized pick-up, permission must be given to the teacher in writing the morning of or day prior. Verbal permission is not enough but, we can accept texts from your personal cell phone.

15 Class Placement

Each child will be placed within their developmental age group. The teaching staff are well round in their understanding of early stages of growth and development of young children and how they learn.

16 Program CURRICULUM

TBZ favor the Creative Curriculum approach to learning, which is a comprehensive, rigorously researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child. Each classroom environment is set up around learning centers:

- Creative Art - The Creative Art Area is a place filled with materials that children can enjoy on a purely sensory level. Here children can create and represent their ideas in a visual form. Creative art is another language children use to express what they know and what they feel.

- Library/Writing Center - In the Library Area children develop the motivation and skills necessary to read and write.

- Dramatic Play - In the Dramatic Play Area, children break through the restrictions of reality. They pretend to be someone or something different from themselves and make up situations and actions that go along with the role they choose.

- Blocks - Blocks naturally appeal to young children because they feel good to the touch, are symmetrical, and invite open-ended explorations. When children construct, create, and represent their experiences with blocks, they grow in each area of development.

- Science/Discovery and Math - The Science Area is a place to find answers to questions. It is a place to spark curiosity and wonder using new and interesting materials. Children use their senses to touch, feel, taste, smell, and visualize. They can act on objects and observe what happens next as you increase or decrease items. Children respond by using their thinking skills to investigate and explore. In the Science Area, all areas of development can be enhanced.

- Music and Movement - By including time for music and movement, it provides an outlet for a child high spirits and creative energy. Music and movement experiences help develop both sides of the brain, and contribute to child social/emotional, physical, cognitive, and language development.

- Sand and Water - Play with sand and water involves sensory experiences that appeal to young children. They need little introduction to playing with these materials. While sand and water play can delight the senses, it also can challenge a child mind and promote all areas of development.

**This information was taken from the Creative Curriculum for Preschool, a curriculum program used by ECEC. Dodge, Diane Trister, Colker, L., and Heroman, C. (2002). The Creative Curriculum for Preschool. Washington, DC: Teaching Strategies, Inc. We utilize the Creative Curriculum's learning objectives, which are aligned with national Core Curriculum objectives.*

17 Tuition Rates and Payments

Tuition fees are based on a weekly rate and are paid on Mondays. No refunds can be made due to illness, holidays, inclement weather, staff in-service training days or other legitimate conditions beyond the control of the Daycare.

Tuitions are paid by way of cash and money orders only

Rate chart provided in enrollment packet.

18 Tuition Late Charge

Tuition is to be paid every Monday of each week or by any other agreement stated on the parent contract. A late fee of \$ 20.00 will be charged to your account for every day tuition is late. If payments are not received within 5 days, the current tuition and all outstanding fees must be paid-up in full before your child can return to the center.

19 Return check fees

There will be a fee of \$ 30.00 for each check returned for any reason. Fee must be paid before your child can return to the center.

20 Late pick up policy

TBZ hours of operation are from 6:00am to 6:00pm. If your child is picked up more than 2 minutes past his/her scheduled pick-up time without being approved by the director, there will be a fee of \$1.00 per minute charge which is due directly to the teacher on duty at the time of pick-up or at the beginning of the next scheduled attendance day. This is not part of the tuition payment.

21 ADDITIONAL COSTS TO YOU

Anything broken as a direct result of child misbehaving the parents will pay full replacement costs of the item(s). Small claims court fees, my lawyer fees, and any other miscellaneous fees, will be charged to your account if we must settle a payment dispute this way. This also includes all applicable late charges.

22 Calendars /School Closures

Listed are all state calendar dates and center scheduled closure dates for the year. You will be given a two (2) weeks' notice of changes or additional dates needed.

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Abraham Lincoln's Birthday
- George Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Two (2) to four (4) Staff Training Days (dates to be announced two weeks in advance.)

- Provider takes 2 weeks' paid vacation yearly
- 5 personal days
- Tuition is due in full for provider vacations and personal days (NO EXCEPTIONS)

23 Absences

TBZ ask that you please notify the center in advance if your child will be absent for whatever reason. If your child is absent due to a communicable disease, a "Return to school" note from a doctor will be required before he/she may return. If your child is out with a fever, runny nose with green mucus or returned home for any medical reason, they will need to be without said sickness for 24 hours before returning to school. (Without taking medicine for fever). if sick for more than 3 days they must seek medical treatment and be released to return from their doctor in written form.

Tuition credit is not given or extended due to sickness.

24 TRANSPORTATION/FIELD TRIPS

By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities associated with the daycare whether on or off the premises.

Field trips and walks away from TBZ are a regular part of the curriculum. Children enjoy the opportunity to explore and learn from the resources throughout the community. • Methods of transportation include TBZ transportation vehicle, the community transit and shuttles system, and walking. • For all fieldtrips, a sign-up sheet is posted in the parent area notifying parents of the date, time, destination, and means of transportation at least 3 days in advance. • Written parental permission is required before your child may participate in any field trip. • All fieldtrips are approved by the Director and are planned to ensure a positive experience for the children at TBZ.

25 Holidays, Vacations and Leave of Absences

TBZ request that you give the school a two weeks' notice of extended holiday time, vacation, or Leave of Absence.

Tuition credit is not given or extended for Holidays, extended Holiday time-out, vacations, or Leave of Absences.

If your child will be away from the center for more than one (1) week, his/her tuition must be paid in advance to continue to hold his/her spot.

26 Lunch and Snacks

Lunch and snacks are included in the tuition. A monthly menu will be posted in each classroom and near the sign in book. A copy of the menu will be given upon request. If you want to send a lunch or snack to school for your child, candy and other sugary items are not permitted.

27 Special Diet

It is your responsibility to notify the center if your child has a known food allergy and/or a specific diet. Please provide an original signed doctor statement to put in your child's file. For parents who prefer their child on a certain diet, we ask that you provide meals and snacks for your child on the days that they attend. (For example, vegetarian or religious preferences.)

28 Trial Period and Withdrawal

There is a two-week trial period for each family. Either party may terminate this agreement within this period, via phone, in person, or letter, with or without cause. NO REFUNDS will be given during this time. After the initial trial period, a 2-week written notice with pay will be required to terminate care. The center requires a two-week written "Notice of Intent" to withdraw your child. Your account must be paid up to date upon departure. Any item(s) left behind will be held for one (1) week only.

29 Staff

TBZ is a licensed facility through Community Care Licensing (CCL). Being in full compliance with staff regulations and certification requirements of Title 22. Our teacher/child ratios are 1:6.

All staff must/have completed a Criminal Offender Record Information (CORI) background check, Child Abuse Background Check and a Department of Children and Families (DCF) form. These forms must be/are on file before any staff can begin working here at the center. All staff members are placed on a probationary period for six weeks, during which time their physical and psychological competence with working with children are overseen and evaluated.

30 School Event

All Parents are expected to participate in the following:

- ◆ Attendance at parent meetings including parent/staff orientation held during the second week of September each year.

- ◆ Participation in all fundraiser events which provide needed financial assistance to the operation of the preschool as fees alone does not cover the full cost of operation.
- ◆ Participation in such projects such as playground and fall/spring planting and clean-up, small painting projects, and other selected projects suggested by parents and staff.
- ◆ Participation on a committee, donating a mandated four hours per month.

31 Parent Meetings/Conferences

Parents are welcome to observe their child's classroom. However, please do not interrupt the teacher or take her time if she is occupied with the children. Parent Conference notices will be scheduled with the parent, giving time and date of meeting. We feel daily communication is an important part of operating a quality program. A parent bulletin board is located by the front entry. Important notices and information will be posted. It is each parent's responsibility to keep informed. Please check for information daily.

Conferences are held once per term (every four months). Parents will have an opportunity to meet with the teacher. A progress report will be prepared by the and given to the parents before the meeting. This will be used as a guide for discussion. Parents may request to meet with the teacher at other times during the year as well. A copy of the report is maintained in the child's folder. For children with disabilities, the teacher will prepare a progress report every three months and provide copy to parents along with a conference time. Our expectation is that you partner with us and attend the conference for your child/children to maximize your children's learning experience and prepare them to enter grade school with the necessary school readiness skills. The teacher will also notify parents with information regarding special problems or significant developments as.

32 Discipline

At TBZ we try to arrange the environment to avoid problem situations. We tailor our expectations to fit the development levels of the children to minimize frustrations and inappropriate behavior. Teachers receive ongoing staff training in positive approaches to discipline, and strategies to use with challenging behaviors. Children are rehearsed in establishing school rules and policies as appropriate. These rules are posted at the preschool. Teachers will intervene and redirect if needed; we do not use corporal punishment, or spanking. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or force feeding as a form of punishment. A child is never punished for wetting, soiling, or not using the toilet. (These are in accordance to licensing regulations.) We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. The goal of discipline at the center is to help children

develop inner self-controls, whenever a conflict arises we support children in finding their own solutions, while also promoting the development of self-control and empathy within each individual child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children. Discipline is an important part of early childhood training. At times, a child will be placed in time out when necessary. Stickers, praise, and special treats are used at time to reinforce positive behavior. Respect and obedience to those in authority and peers is the standard of life.

33 FAMILY GRIEVANCE AND DISMISSAL POLICY

TBZ is committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern regarding the behavior of a teacher, or another child, that concern should be discussed with the director if not resolved after with the teacher. If a family has a concern regarding the behavior of the director, they should speak directly to the director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to Community Care Licensing (CCL) The CCL will respond in writing to the parents and schedule a meeting if necessary. TBZ reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs. A two-week written notice will be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family. In extreme situations, the immediate removal of a child or family from the Center may be necessary. Reasons may include health and safety issues for the child, children, or staff.

Reasons for Dismissal:

- Child or parents needs cannot be met by the center.
- Child appears to be a danger to himself, other children, or staff.
- Behavioral issues cannot be resolved through a support process:
 - ✓ a. Documented concerns
 - ✓ b. Meeting with child's parents/guardians to develop a behavioral plan
 - ✓ c. Follow through with action plan which may include bringing in an outside specialist
 - ✓ d. Follow up meeting to discuss child's progress and subsequent actions
 - ✓ e. Continued enrollment or dismissal
- Nonpayment or habitual late payment of fees
- A family owing tuition at the end of the school year may not re-enroll their child until the balance due has been paid. A tuition hold may be placed on student parent records
- Not completing and returning required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc.
- Physical or verbal abuse or intimidation of staff or children.
- Habitual late pick-ups

34 Change of Address/ Phone

The Director should be notified as soon as possible of any changes in information that affect your child. Change of address, home, cell or work telephone numbers, emergency contacts, etc. If we do not have the current phone number and it is difficult to notify you should an emergency occur, and if we cannot reach you, we will try to contact one of your emergency contacts or send the police to your residence, place of employment or class.

35 Emergency Pick –up

Only individuals that are listed in the child’s file are authorized to remove them from the premises. No child will be allowed to leave TBZ if proper documentation is not presented. Written documentation must be given to discontinuation / resume authorization of Pick-up from someone on the authorization list.

36 Newsletters

TBZ provides a monthly newsletter highlighting past and upcoming events. We welcome and encourage parent submissions.

37 Volunteer Opportunities

Classroom volunteer hours are coordinated with supervising lead teacher. Chairperson of committee will contact all members to coordinate who will be doing what and when as well as to prepare a monthly calendar of volunteers with activities listed.

Families are always welcome and encouraged to volunteer and spend time in the center. We ask that families assist the teaching in promoting our policies. Disciplining of any child, including that family’s child, must be left up to the teacher to ensure consistency with our positive guidance policy. In the event a family is inappropriate in the classroom, or is not following program policies, they may be asked to immediately leave the center, and this will be left up to the Director’s discretion. Ways for families to help include:

- Volunteering in the – make sure to coordinate with your child(children)’s teacher(s) to ensure that you have something to do while in the classroom (reading to the children, working on a project, helping with a walking field trip, etc.)

- Washing laundry for your child(children)’s classroom
- Making things like play dough, “welcome” door signs, etc. for your child(children)’s classroom
- Cleaning the playground
- Donating items (recyclables, extra stationary, etc.)

38 Attendance

We urge that you bring your child to school every day at their scheduled time. Attendance plays a very important role in the development growth of your child.

39 Arrival and Departure

Children may arrive to the center no more than five (5) minutes before or (10) minutes after their scheduled time. Unless necessary for an appointment. Call the office if there will be a delay.

40 CHILD ABUSE REPORTING REQUIREMENTS

Any contracted, licensed, or certified agency, individual, or employee is responsible to document and report abuse, sexual abuse, sexual exploitation, neglect, maltreatment, and exploitation according to California state law. They do not have to prove that abuse is occurring, just that there is reasonable cause to believe abuse or neglect is occurring and it must be reported.

- Any person will immediately report abuse, sexual and sexual exploitation, neglect, maltreatment, or exploitation by contacting the Department of Child and Family Services within 24 hours and cooperate fully in any resulting investigation.
- All reports and documentation made regarding situations will be made available upon request, or with court order when required by federal regulations, to appropriate personnel and law enforcement.
- Immunity from Legal Action states "Any person making a report in good faith is immune from liability, civil or criminal." • Failure to Report states that "any person who willfully fails to report child abuse or neglect is guilty of a class B misdemeanor punishable by up to \$1,000 fine and six months in jail." • All injuries to children (explained or unexplained) shall be documented in writing and immediately reported to the director.

41 Immunization Check List

All children are required to have a completed physician's examination form, a physical exam, and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the California immunization guidelines schedule. Record of a physical is required every year. Health records are required which document the child is current for routine screening tests and immunizations according to the schedule recommended and published by the California Department of Public Health states that children in the program must:

- be fully immunized, or
- be in the process of becoming fully immunized according to the approved schedule, or
- have a physician's statement that immunization is contraindicated for medical reasons or a note from the parent stating that the child is not immunized due to religious beliefs.

All children must be current on their immunizations and a copy of their records will be needed for their files. If you opt out of having your child immunized the center must

have a current Personal Exemption Form from the Board of Health on file. Those who choose personal exemption will be informed about health issues at the center and must assume all risks that result from communicable diseases that are passed in a group environment.

42 Clothing

- ❖ Wear sneakers or other closed toed shoes with rubber soles.
- ❖ Students are to be in uniforms daily unless otherwise specified
- ❖ Dress shoes, crocs, sandals, or any form of open-toed shoes are not permitted because they present a safety hazard
- ❖ Special or dressy clothes should be reserved for use elsewhere. This type of clothing often inhibits a child from taking full advantage of the program and may become permanently damaged. TBZ is not responsible for any damaged or lost clothing.
- ❖ A complete change of clothing is essential – please label all clothing with your child's name.
- ❖ Parents should apply sunscreen and insect spray before dropping off their child during the warmer months
- ❖ Copies of sunscreen and insect spray information are provided to parents.

43 Share items/ Toys

Bringing toys from home is encouraged when authorized . Share days are on Fridays only and the school will not be responsible for the loss of any shared items.

44 Lost and Found

Any item or clothing that is left behind will be turned into the lost and found container located near the front entrance.

45 Naps/ Bedding

We provide mats or cots for all children. Children take a two-hour nap or quiet rest daily. Parents are required to provide a blanket/cover. They are to be taken home each Friday, laundered, and returned on Monday. (Bulky blankets and large pillows are not permitted). Label all bedding. We ask that there are no drop-offs or pick-ups between the hours of 12:30pm-1:30pm, as this time is critical in easing the children into a restful state. Parents

may enter the room but are reminded that any loud disturbances may wake the children. Blankets and soft toys must be taken home and washed weekly.

46 Birthdays

Birthdays are very special and important for children. You may celebrate this special day at the center. Please discuss with your child's teacher the appropriate time for the celebration. Keeping it simple is advisable. Invitations to parties outside of school cannot be distributed at the center. If you choose to celebrate at the center, no outside children or extended family can attend, the center can only accommodate the children on the roster staying in content of licensing teacher child ratio.

47 Accidents / Injury

TBZ will notify you immediately of any accidents or injuries to your child, providing an incident report upon your arrival at time of pick-up.

48 ALLERGY POLICIES

Although TBZ strives to be a nut free/allergy free environment, we cannot guarantee our center to be a food allergen free zone. We ask that **all** parents to exclude **all nut products** from your child's lunch. If nut products are found in your child's lunch, we will not serve that food to your child and do our best to supplement with snack items. We will make sure to have all pertinent allergy information in your child's classroom and posted in the kitchen food prep area, with specific procedures if a reaction does occur. TBZ and its staff cannot be held responsible for any allergic reactions caused by contact with any allergen while a child is in the care of the center, whether it occurs inside or outside the facility.

49 Emergency Procedure

When a child becomes sick or an accident occurs, teachers determine the severity of the situation and contact the parent/authorized person and/or arrange for transportation to the hospital (Call for an ambulance). One staff member (teacher or director) will accompany the child to the hospital along with his/her folder. Remaining with the child until the parent or alternative pick-up arrives. If parent cannot be reached, a designated person on the child's permission form will be contacted.

During field trips, first aid kit and a copy of each child's emergency form will be brought along and follow same instructions as above will pursue. A name tag will be placed on each child with the centers contact information and the Gardena Fire Department (310)324-4993 ("My name is _____. If lost call the Gardena Fire Department (310)324-4993.) At least one staff member will have a cell phone always when off site, First Aid Equipment and Supplies are checked and replenished on a regular basis. The first aid kits are in on the second shelf in the front bathroom closet. First aid kit is taken

to the playground, gym, field trips and nature walks. First aid administered by any staff trained in first aid/ CPR (teacher preferred).

Contents of First Aid Kit:

- Gauze bandages
- Scissors
- Band-Aids
- Triangular bandage
- Cotton
- Thermometer
- Rubber gloves (next to box)
- Instant Ice Packs (freezer)
- Tweezers
- CPR face mask

50 OPEN DOOR POLICIES

TBZ carry an open-door policy – you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child's behavior, and they may "act up" while you are here. Also, if your child is having separation problems, it might make it difficult for them when you leave.

51 School Pictures

At the time of enrollment parents will be given a Parent Photographs Release Form. Media images (i.e. photographs, videotaping) are used by the center for documentation, DRDPs, advertising and news reports. On the enrollment forms, parents are asked for permission to use media images of their child. It is understood that photographs and/or videotapes of activities made by parents are only for their own home use. Center keepsake pictures are taken yearly.

52 Plan for Evacuation

TBZ are required by state licensing to do fire drills monthly as well as other disaster drills once every 6 months. Fire drills are held on random days and times. We practice evacuating the center safely and quickly. We discuss the importance of the drills with the children and talk about any fears they may have. We will attempt to contact parents or emergency contacts for all children to notify you of where your child is located should we have to evacuate the center. Children will remain with their teacher unless otherwise instructed by the Director. We are prepared to care for children for seventy-two (72) hours if necessary. IN accordance with license requirements:

- TBZ keeps a log of each drill in book next to the phone; the effectiveness of each drill is noted along with notes evaluating each drill, date, time and staff in charge. Extra measure is taken to ensure every child and staff participates.
- Evacuation plans are posted at every exit.
- Teacher retrieve the Daily attendance record book.
- Teacher guides the children out of the building to the designated safe area.
- Everyone meet at top of driveway next to the evacuation sign for a head count, injury check and further instruction by the teacher.
- The director arrange fire drills every month (at different times of the day)
- Child (children) or staff with a disability may require additional assistance. Each student is to be equipped with an earthquake kit. (Provided by the parent within 30 days after admittance.)
- The school performs earthquake drills every quarter so that students and staff can be prepared for all emergencies.

Responsibility

1. SCHOOL – The school will retain responsibility of all children on premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official

evacuation center, in which case selected staff will remain with the children until they have reunited with their families.

2. EMPLOYEES – All employees will remain on the premises as service workers, as designated by law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge and may not leave the premises until the same person or persons in charge give them official permission to do so.

3. PARENTS – Parents should not telephone the school; they should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions relayed by officials via the radio. If parents can reach the center without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons known to them or to their parent/ guardians.

53 HEALTH RELATED ISSUES



For your child to attend TBZ, he/she must be well enough to eat the meals and snacks provided by the center or brought from home. They must also be able to go outdoors. If your child exhibits

When Your Child is Sick

1. Have plans for back up child care. If your child exhibits symptoms of illness (fever, vomiting, diarrhea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, Conjunctivitis (pink eye) etc.) during the 24-hour period prior to scheduled attendance at the center, your child should be kept home until the symptoms mentioned have disappeared or a note is obtained from your physician stating that your child does not have a contagious condition. Children must wait 24 hours after the last fever, vomiting and diarrhea episode. Please note with Conjunctivitis your child cannot attend the center until he/she has been on medication for 48 hours. Sick Child Pick-up Children who are mildly ill and do not exhibit any of the following conditions may attend. Children must be able to participate in activities (which includes outside time, as well as gross movement activities.) If children develop any symptoms while at ECEC, the child will be separated from the other children and parents will be contacted. Arrangements should be made to pick-up children as soon as possible. If you cannot be reached within 15 minutes, an authorized person from the registration forms will be called to pick up your child. Please make sure your registration forms are updated. TBZ is required by the state to exclude a child from care if the following symptoms exist:

- The child has an oral or rectal temperature of 100 degrees F or greater
- Diarrhea,
- Vomiting in the previous 24 hours
- Mouth sores associated with the inability to control his/her saliva
- Rash with fever or behavior change
- Infected eyes
- Infestation (scabies, head lice, pinworm), until after first treatment with a medicated product.
- Impetigo, until 24 hours after antibiotic treatment has begun
- Strep Throat, until 24 hours after medication started
- Ringworm infection, until 24 hours after medication started
- Chicken Pox, until one week after the onset of rash, or until all lesions have dried and crusted.

- If child becomes sick without obvious symptoms. In this case, the child may look or act different. There may be an unusual paleness, tiredness, irritability, or lack of interest.
- ✧ Children needing individual one-on-one care teachers and/or director may turn away children who exhibit any of the required exclusion illnesses, so please have a reliable back up childcare plan for the possibility your child may become sick. We must take illness very seriously. Parents are asked to call the center at (310)324-5195 by 8:15am should a child not be able to attend.

54 Injuries

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An "Accident/Incident Report" will be filled out and given to you to sign. You will receive the top copy of the report, and the bottom copy will be placed in your child's file. If the injury is serious, you will be notified by phone. If, in the opinion of our staff on duty, the injury warrants emergency treatment, an ambulance will be called, and your child will be taken to the nearest medical facility. You will then be notified immediately. Parents will be responsible for any costs incurred due to any emergency treatment. In case of serious injuries requiring medical attention, the center will notify the Bureau of Child Care Licensing within 24 hours.

55 Medication

If your child does have an illness that requires medication, the following policy will be in place. No over-the-counter medicine will be dispensed. When visiting the doctor for your child's illness, please request medication that can be administered in the morning before child care and the evening after leaving child care. In the event your child is placed on prescription medication that needs to be administered during the day the following will be applied:

- ✧ All medication must be given to the teacher upon arrival at the center and will be stored out of reach from children. No medications should be left in cubbies.
- ✧ Prescription medication must be in the original containers, with the child's full name, have the original pharmacy label and date clearly marked on the prescription. No expired dated medication will be given to the child. Medication must have a child safety cap.
- ✧ Medications must be accompanied with a medication permission form. No medication will be administered if there is not a current form signed with date and submitted.
- ✧ Medication will only be given by the director or director designee between 12:00 and 1:00. This coincides with lunch time. Other doses must be arranged to be given at home.

If medication must be taken, you must arrive at least fifteen (15) early to properly instruct the teacher on how to administer the medication or use of equipment. (Ex. Inhaler)

57 The Beginning Zone Parent Policy and Procedure Contract

NO enrolled child or their family will be discriminated against based on Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry.

I hereby agree to and understand the following policy:

- 1) To give TBZ center two (2) weeks days' notice from said date in a written notice if I will need to withdraw my child. If I fail to comply with this requirement, I will be charged two (2) weeks tuition to cover any monetary loss incurred by the preschool.
- 2) To give TBZ director any changes in my child's schedule by making an appointment at the center office two (2) weeks prior to the effective needed change in schedule.
- 3) Fees are based on a weekly rate and no tuition refunds due to illness, inclement weather, labor strikes, power and/or water outages, holiday closings or other legitimate conditions beyond the control of the center or director.
- 4) Tuition is to be paid every Monday of each week, A grace period of two (2) days will be given. A \$5.00 late fee will be charged if not paid by 5:45pm Wednesday. If your tuition is received within 10 days past the due date, a late fee of \$ 20.00 will be charged to your account. The current tuition and all outstanding fees must be paid-up in full before your child can return to the center.
- 5) An overtime charge of \$1.00 for every minute late in picking up my child after ten (10) minutes past scheduled time. Payment is due immediately on pick up and child cannot return until fee is paid. (Lateness will be judged on the center clock.)
- 6) Charges for additional pre-approved extra hours will be computed by the director and added to the monthly tuition check.
- 7) To give a minimum of four (4) hours a month on one of the parent committees (except during the Summer Program). A description of each committee is included in the parent handbook. I will select a committee within seven (7) days after my child is enrolled.
- 8) I have received a copy of the parent handbook and agree to abide by all the rules and regulations.
- 9) I understand the policy to keep my child at home according to the centers health care policy. Children too sick to participate in full program (indoor and outdoor) need to be kept at home. Parents are to call the in advance should the child not be attending. The centers number is 310.324.5195
- 10) To notify the staff when my child is ill or any family member has a contagious disease.
- 11) To provide a complete set of labeled extra clothes,
- 12) To provide information on how to contact me in an emergency (including address, phone number, employment, and other emergency information) which I will update when changes occur and every four months.
- 13) I give permission to print parent name, _____, address, and phone number for the preschool directory. (Child's name will not be included.)

- 14) To notify a teacher and sign in writing my complete name and out every time I, or someone I authorize, enters the center to drop off or pick up my child.
- 15) To discuss any concerns, I may have with the teacher and or director.
- 16) I will be asked to sign a written permission for each field trip be taken by the center.
- 17) I understand that in the case of inclement weather or at the discretion of the teacher, or director the center staff may walk my child around the community.
- 18) I will submit all required registration forms and documents before my child can attend.
- 19) To obtain health assessments for my child annually or requested by center.
- 20) To notify the center director when my child is scheduled for routine health visits and obtain a health form and immunization record to complete and return. School health forms and immunization records must be updated annually to meet requirements.
- 21) To cooperate with the teacher in the follow up of any medical, dental, or developmental needs of my child.
- 22) To complete a medication consent form when requesting medication administration.
- 23) As a parent, I will be provided with information, either verbally or in writing, about my child's development and learning on at least a quarterly basis and with written reports at least two times per year.
- 24) I understand that my child's teacher will conduct a developmental screening within three months of enrollment and that the results will be shared with me.
- 25) I understand that the center will keep ongoing assessments (DRDP) of my child as an integral part of the center. Assessments are gathered through a variety of methods including observations, checklists, and anecdotal records; all information gathered therein will be collected and maintained in my child's portfolio, which is available to me at any time.

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect". If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. The Beginning Zone reserves the right to make any policy or financial changes at any time when it is in the best interest of the center and will not compromise the quality of the Children's care. There will be a two(2) weeks notification of any changes.

58 Signature Page

I _____, have received a copy of The Beginning Zone
CDC Parent Handbook on _____.

I _____, have read and agrees to adhere to The Beginning
Zone Policy and Procedure Contract effective _____.

Parent's Signature: _____ Date: _____