



Parent Handbook

Plumfield Pre-School & Kindergarten
2112 E. Santa Clara Avenue
Santa Ana, CA 92705
Phone: 714-547-5771
www.plumfieldschool.com

TABLE OF CONTENTS

Section	Page No.
Philosophy	3
Curriculum	4
Staff	4
Daily Schedule	5
Eligibility, Admission & Attendance	6
Pre-Admission Criteria	6
Immunizations	7
ADMISSION AGREEMENT, POLICIES & PROCEDURES	
Arrival and Departure	8
Child's Portfolio	8
Extra Clothing	8
Snacks	9
Lunch	9
Naptime	9
Sharing	9
Health Policies	10
Discipline	11
Emergency & Disaster Plan	11
Spirit	12
Earthquake Emergency Procedures	13
Disaster Plan	14
Tuition Schedule	15
School Calendar	16

Parent Handbook

The parent handbook was written to provide important information that parents need when selecting an early education program for their child. We are a dedicated, caring staff and want your child to have the best possible early childhood experience. We want to thank you for entrusting us with that privilege and responsibility.



Philosophy:

Our goal is to provide a fully integrated program that fosters a child's social and emotional growth, as well as their physical and mental development. Our sequential learning program was developed with the goal of preparing children for kindergarten and beyond.

The purpose of the school is to guide each child in the aforementioned areas. All areas are given equal attention when preparing a curriculum to fit the needs of children. A child's self-expression, creativity and analytical thinking are worked out in learning through play. The teacher's role is to guide the child, while helping the child to build a positive self-image. We strive to develop habits of independence, encourage children to meet their own needs, and provide opportunities for children to build self-awareness and self-assurance.



Curriculum:

The early education curriculum is a discovery based learning experience that gives children the opportunity to move through our specifically designed learning centers. The focus is on learning basic concepts and skills through hands-on experiences and activities. Tools and materials are provided for a broad and rich curriculum which includes:

- Quality Literature
- Pre-reading
- Pre-writing
- Mathematics
- Science
- Music, Rhythm, Dance
- Art, Crafts
- Dramatic Play
- Cooking Experiences
- Cognitive Play
- Small Group Learning Activities
- Outdoor Play

Staff:

Our staff is composed of well trained professionals who have a love for children and a joy of being here. They are trained in Early Childhood Education and meet the California State Licensing requirements.



SCHEDULE

Daily Program Schedule:

7:00 – 8:30 A.M.	Greetings, free play with manipulative/cognitive materials, Clean-up time, story
8:30 – 9:30	Outdoor play, group games
9:30 – 10:00	Share and Tell, snack
10:00 – 10:45	Readiness time – letters, numbers, shapes, sizes, colors Calendar, Science
10:45 – 11:30	Art, Crafts
11:30 – 12:00	Toileting, hand washing, story
12:00 – 12:45	Lunch
12:45 – 1:00 P.M.	Outdoor play
1:00 – 2:45	Nap
2:45 – 3:15	Toileting, hand washing, snack
3:15 – 3:45	Outdoor play
3:45 – 4:30	Music, rhythm, dance
4:30 – 5:00	Literature, flannel board, puppetry
5:00 – 6:00	Circle time – group games, skits, educational video

*This is a sample schedule.

Your child may participate in various activities at different times of the day as we move to different areas which are specifically designed for each activity.

Eligibility, Admission and Attendance:

- Children 2 ½ through 6 years of age are eligible for admission.
- We are a private, non-denominational school, and we do not discriminate based on race, religion, color or creed.
- We do not accept children with physical, behavior, or emotional problems.

We offer a year round, full day program. Children may attend two, three, or five days a week. School is open Monday through Friday from 7:00 A.M. – 6:00 P.M.

Our teachers are paid an hourly wage and must be compensated if they have to stay beyond their normal working hours because a family is late to pick up a child. Therefore, late pick-up charges accrue at a rate of \$1 per minute.

Parents may elect to take two weeks vacation time during the year, when attending the full year. Because we comply with the California Department of Social Services staffing ratios, no other credit will be given for absences of any nature. Tuition may be paid weekly or monthly, in advance. We require two weeks notice upon withdrawal.

The tuition schedule and school holiday calendar are enclosed.

Pre-Admission Criteria:

Before starting school, children must be ready to separate from their parents and be able to positively interact with other children and adults. Toward this goal, we invite you to visit often with your child before enrollment, in order to determine your child's interest and readiness.

The following forms must be completed before admission:

- Children's and Parent's Rights
- Immunization Requirements
- Medical Assessment and TB Requirement
- Identification and Emergency Information
- Admission Agreement Acceptance
- Consent to Treat Form (optional but highly suggested)



All children must have current immunization records at the time of enrollment, and these must be kept up-to-date. The following is a list of required immunizations:

- Polio - 3 doses
- DPT/DT - 4 doses
- Measles Mumps, Rubella - 1 dose, on or after first birthday
- Hib - 1 dose
- Hepatitis B - 3 doses
- TB Test - within one year of school with a negative result

ADMISSION AGREEMENT, POLICIES, AND PROCEDURES

Arrival and Departure:

Parents must hold their child's hand while entering and leaving school.

Parents must see that their child's arrival and departure is acknowledged by a teacher.

It is mandated by the California Department of Social Service that each child is signed in and out by the person bringing him/her to and from school. We require a first and last name. Failure to sign your child in/out can result in fines imposed by the State of California.

If someone other than a designated person will be picking up your child, the school must be informed. Please call, fax, or e-mail vital information to the school prior to the time the child will be picked up. We will not release a child without written parental authorization and we will request a picture ID from the adult you designated for pick-up.

Child's Portfolio:

Each child has their own portfolio filed in their teacher's class box. Please check your child's portfolio daily for his/her school projects to take home, along with any notices/flyers. Look for our newsletter on the first of the month. The newsletter has an overview of the month's curriculum, parent suggestions, and special happenings.

Extra Clothing:

Please bring an extra set of clothing in a plastic bag with your child's name, to be kept at school if needed.

Snacks:

Children will be provided with a 10:00 a.m. morning snack and a 3:00 p.m. afternoon snack. Each snack will include unsweetened fruit juice or 2% milk, and one of the following: fresh fruit, vegetable, cereal, crackers, cheese, pretzels, or trail mix.



Source: U.S. Dept. of Agriculture/U.S. Dept. of Health and Human Services

Lunch:

Lunch is to be provided by the parent, in a plastic, dishwasher safe lunchbox marked with your child's name. Lunch shall include at least three of the food groups and a beverage. Please do not include sweets in your child's lunch. Healthy diets encourage better learning. Please help your child achieve his maximum potential by providing healthy foods.

Naptime:

Children nap from 1:00 p.m. until 2:45 p.m. on mats and sheets provided and laundered by the school. Parents are asked to provide a crib sized blanket marked with their child's name.

Sharing:

Books are always welcome at school. Please do not send toys or other items.



Health Policies:

Ill children will not be accepted at school. Children with a fever or colored nasal discharge will not be allowed in the classroom.

We do not dispense medications of any kind. If your child is on medication, it must be one that can be given by the parent before school, after school, and at bedtime. Please request this type of medication from your physician.



Minor injuries are treated with soap, water, ice, bandages and reassurance.

In case of illness or accident the school attempts to call the parents first, then, the contacts on the Emergency Information form. The child is removed from the class until a parent or designated person arrives.

In case of emergency the school contacts the parent or designated person, the paramedics, child's physician or dentist, depending on the situation. It is strongly advised that all parents have a "Consent to Treat" form on file at the school.

Statement of Discipline:

When a child is not functioning well in a group and there is conflict due to biting, hitting or disrupting the class in general, we acknowledge what the child is feeling, and engage the child in problem solving. We re-direct the child into a positive situation. If this is not successful, we have the child take a short time-out next to his/her teacher. Positive reinforcement is the only type of discipline we use. We do not use corporal punishment.

The limits we set and the expectations we have for our children, respect their ages and abilities. There are times when our best efforts are not successful, at which time we contact the parents and ask for their help. If it is determined that our program cannot accommodate the special needs or problems of a child, he/she will be asked to be immediately withdrawn from the school. Tuition would then be pro-rated and refunded.

Emergency and Disaster Plans:

Our school has emergency and disaster plans in place.

Staff members are First Aid and CPR certified, and at least one member is trained in Preventative Health Practices. They are prepared to handle an emergency.

The school has a fire alarm system and fire extinguishers throughout the facility. Exits are clearly marked with evacuation routes.

Each teacher has a Red Cross class emergency backpack.

The school is equipped with a radio, flashlights, food and water.

Please read the separate and detailed Emergency Disaster Plans included with this Parent Handbook.

Spirit:

We want your child's first school experience to be wonderful in every way. If you ever have a concern or problem, please contact us, so that together, we may find the problem and meet the need.



Our Licensing Agency:

California Department of Social Services
750 The City Drive
Suite 250
Orange, CA 92868
714-703-2800

The department of social services has the right to interview children or staff without prior consent.

Earthquake Emergency Procedures



The following Red Cross recommended procedures will be followed at our school:

In the even of an earthquake, the teacher will give the command, drop, cover, hold. The school will have had practice drills conducted in a way that will not frighten the child.

After the initial shock, the teacher will check her roll book to verify that all of her children are accounted for. She will then proceed to evacuate the building, using pre-determined routes. The teacher will take her class, her Red Cross backpack and her roll book to the lower playground, until it is determined that re-entry is safe.

All parents or designated parties who come for children must sign out. Teachers will take roll often to be certain of the safety of each child. The school will keep a record of children picked up by authorized adults.

Do not try to telephone the school. If conditions are not stable at regular dismissal times, children will remain at school until conditions are clear.

All parents arriving at school should try to remain calm, and obey all traffic guidelines.

NO CHILD will be left alone.

Disaster Plan

As per police recommendations, the school will be in lockdown mode.

Doors will be locked.

Windows will be covered, or children will be moved to areas away from the windows.

No one will be permitted to enter or leave the building.

If possible, an emergency e-mail will be sent to parents explaining the situation.

Lockdown will continue until the school receives an "all clear" from emergency personnel. Please do not call the school. The phone needs to be available for emergency personnel only.

We will notify you by whatever means possible when it is safe to do so.

We will try to contact you by telephone.

We ask those of you who have signed up for e-mail to be alert during the course of each day, just in case something should happen. We urge all parents to provide us with their e-mail addresses.



Tuition Schedule

<u>Number of days attending</u>	<u>Paying Weekly</u>	<u>Paying Monthly</u>
2 days per week	\$ 100.00	\$ 375.00
3 days per week	\$ 125.00	\$ 475.00
5 days per week	\$ 180.00	\$ 700.00

\$50 first time non-refundable Registration Fee

\$100 non-refundable Book Fee for Kindergarten

- All tuition is payable in advance of attendance.
- A 10% discount will be given for two children attending 5 days per week in one family.
- No discount is given for absence of any nature.
- A \$25 fee is charged for returned checks and parent will be required to pay in cash in the future.
- For families paying monthly, payment is due on the 1st day of each month. Payments received between the 5th and 10th of the month accrue a late fee of 10%.
- For families paying weekly, payment is due each Monday for that week. Payments made after Thursday will accrue a late fee of 10%.
- You will be asked to withdraw your child from school immediately if account is more than 2 weeks in rears.
- Two week notice of withdrawal is required. Tuition pre-paid past said two weeks will be refunded.
- Checks should be made payable to Plumfield School

Effective 10/1/06

Holiday Calendar

New Year's Day

President's Day



Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day



I have received and read the Parent Handbook for Plumfield Pre-School and Kindergarten and acknowledge my acceptance of the terms proposed therein.

Child's Name

Parent Signature

Print Name

Date

Please return this page with your Enrollment Package.