

Little Learner's PRESCHOOL

Where Learning is Child's Play!



272 South Glassell Street
Orange, CA 92866
(714) 532-5020

www.LittleLearnersPreschool.com

Billiet Child Development Center Inc.

Serving children ages 2½-6 years ☺ Monday- Friday ☺ 6:30am- 6:00pm



Our Philosophy and Parent Handbook

Little Learner's Preschool strives to provide a high quality, developmentally appropriate program to serve young children between two and six years of age. Our program is based on the philosophy that all children can learn the skills necessary to succeed in school. By providing a safe and nurturing learning environment where each child learns at his/her own rate, children at Little Learner's Preschool develop a positive self-image, confidence in their abilities, and the willingness to try new experiences.



At Little Learner's
EVERYTHING
is a Learning Experience!

Young children have special needs, a unique learning style, and boundless energy. So, as you might imagine, a classroom for these young children is a very special place. At Little Learner's our classrooms are highly specialized learning environments carefully planned to meet the needs of preschool children. Our Teachers excel at creating a classroom that is a unique, exciting, interesting place where active learning takes place from the minute a child first walks through the door. Children learn by doing. And at Little Learner's we strive to excite children about learning by giving them opportunities to make discoveries on their own about themselves and their world.

Our Teachers encourage children to ask questions and look for their own answers through experimenting and exploring. They help their students become aware of their own uniqueness and value themselves as important human beings. Children will learn to get along in the world with others. In addition to our quality curriculum that supports cognitive (our ABC's and 123's), physical (small and large motor skills), social (positive interactions with adults and children), emotional (positive self esteem), and language development (literacy rich environments); Our Teachers also model acceptance, tolerance, trust, and respect of all that we encounter.

Parents are an important part of the Little Learner's Family. We encourage Parent and Family participation in all aspects of our Center. We have incorporated an "Open Door" policy, so that Parents can visit anytime, without appointments. Our goal is to become acquainted with everyone in the child's family and thus help parents appreciate, understand and participate in their child's development. We understand that it is hard to leave your child in a new environment, however we have learned that due to the high quality, positive preschool experience that is provided at Little Learners, parents are happier and more productive at their work sites.



Important Information

About our Staff:

- ❑ Our warm and caring staff is chosen for educational qualifications, experience and their ability to provide their students with fun and educational activities in an open-ended safe environment. Every Staff member attends professional seminars and workshops, and maintains professional standards. Our Lead Teachers also meet or exceed the requirements of California's State Department of Social Services (title 22) for Professional Preschool Teachers.
- ❑ All Staff members are required to have current First Aide and CPR.

School Hours:

- ❑ Our School is open from 6:30am to 6:00pm, Monday-Friday.
- ❑ Our Part Time preschool hours are from 8:30-12:30 only! Children who arrive early or stay late will be charged the Full Time rate.

Late Pick Up Policy:

- ❑ There is a Late Pick-up Fee of \$1.00 per Minute for each student that is picked-up after 6:00pm (or scheduled school closure time). Payable in CASH at the time of Pick-Up. No Exceptions. As a courtesy to our Teachers, Please Pick-up your child on time... They Have Families Also!
- ❑ The preschool clock will be used to determine all times for this purpose.
- ❑ Fines are issued per Child. Repeated late pick-ups may affect your child's enrollment status.

Late charges can be avoided by planning ahead. If you are running late, call an authorized person to pick up your child. Also call the preschool office to let us know of your plan. Calling the office does not, in any way, negate the late charge. Emergencies do not exempt a parent from paying this charge. When you are fined you will be given a late slip and will be asked to sign the notice.



Applications:

- ❑ Applications are accepted year round. Placement of new children will be based on the availability of an age appropriate space for the child.
- ❑ You will not be added to the waiting list until you have taken a tour of the school and completed an application.
- ❑ Upon acceptance, a non-refundable registration fee is required to hold your space.
- ❑ Once you are accepted into our program, you must turn in a complete enrollment packet. Including your Doctors report and an updated TB test. All forms must be received BEFORE your child will be able to attend preschool.



Punctuality:

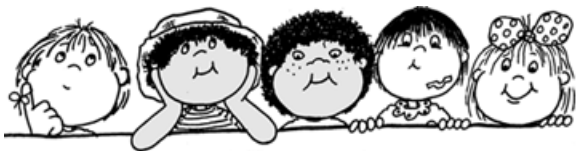
- ❑ It is very important that your child arrives on time. We begin each day with an opening greeting circle time. This time is designed to help your child feel welcome and secure in our classroom setting.
- ❑ Students need to arrive by 9:00am to be included in all of our fun activities. Students who arrive late do not receive the full benefits of our curriculum.
- ❑ Students may not come to school at nap time. Please drop them off by 11:00am at the latest.

Signing In and out:

- ❑ We are required by the State of California to have you "Sign-in" your child when you arrive at school, and "Sign-out" when you pick your child up.
- ❑ You MUST Sign in and Sign out every day! You must sign with your FULL signature!
- ❑ Failure to sign in and out with date, time and full signature, which are required by the State, will result in a penalty charge of \$15.00 for each omission.
- ❑ The sign-in clipboard is located on the wall in the office, above the white tuition box. Please look for your child's name on the bottom portion of their sign-in sheet; each child will have their own page.

Personal Items:

- ❑ Dress for FUN! Clothes should be comfortable, relaxing and washable for those messy projects and outside fun. Please send them in clothes that are easy for them to manage. No overalls or lots of buttons.
- ❑ Children will play outside in the play yard daily, except during inclement weather.
- ❑ Little Learner's Preschool is not responsible for lost or damaged items and clothing.
- ❑ Every child needs a change of clothes, including socks, placed in their cubby. These Clothes should be kept in a small well-marked zip-lock bag so that soiled clothing can be sent home, and should be appropriate for the season.
- ❑ Nap Time is from 12:30- 2:30, every child must have their own small blanket. Pillows are optional. Please take your child's blankets home every week for washing.
- ❑ All children must wear tennis shoes. No Flip-Flops, Crocs, or Sandals. This is for the safety of your child! Tennis shoes allow children complete freedom to enjoy all aspects of our program.
- ❑ Please put your Child's name on **everything** you bring to school: Lunch boxes, Clothes, Jackets, Blankets, Books, Toys, etc. We do our best to keep track of your child's belongings, but sometimes Items get "shared." By putting your child's name on their things, you'll be sure to get it back! Permanent marker works great!
- ❑ **Share Days are on Fridays only!!** Please do not bring Toys to school on any other days. Little Learner's Preschool does not assume responsibility for items brought to school, such as toys, jewelry, treats, money, etc. We prefer these items be left at home. ***Sharing Books is always welcome***



LUNCH MENU

**** \$2.00 per day for each child ****

All students who do not bring a lunch box will be served a hot lunch. The \$2.00 per day fees will be billed to your tuition account on Friday each week.

All Lunches include Fruit, Vegetables, and Milk

Monday: Macaroni and Cheese
Tuesday: Hot Dogs
Wednesday: Spaghetti
Thursday: Chicken Nuggets
Friday: Cheese Pizza

Authorization to Pick-up your Child:

- ❑ No Child will be released to a person not authorized by you, the Parent. Please be sure to list all persons that have permission to pick up your child in your Enrollment packet. If you need to add someone to your pick-up list, we must have a separate written authorization delivered to us by the Legal Parent or Guardian.

Open Door Policy:

- ❑ We consider parents to be a vital part of the educational process, and encourage families to share their time with us- no appointments necessary.

Separation:

- ❑ Separation Anxiety is a normal stage of development. Our teachers are well trained in nurturing children who are having difficulty separating. You can help your child by giving them a loving good-bye hug and keeping your drop off time to a minimum. An important bond needs to be established between your child and their teacher to make separation easier.

Changes in Policy:

- ❑ This Parent Handbook and Policies may be changed in any part upon thirty (30) days notice in writing to the parent by Little Learner's Preschool.

Birthday Parties:

- ❑ We do allow parents to bring in Birthday parties, however we cannot have Candles on Birthday Cakes or Soda. Juice and punch are great substitutes. If you can't make the Party, Bring in a disposable Camera and let your child's Teacher capture the Fun on Film!!



If you decide to bring your Child's lunch:

- ❑ The School will provide Milk with their Lunch and Morning & Afternoon Snacks
- ❑ If breakfast is brought with your child, it should be finished by 8:00am. We provide a bowl, spoon, and milk for cereal breakfasts. Please bring your own box of cereal with your child's name labeled on the side.
- ❑ Due to licensing requirements, we cannot heat individual "Home" lunches. Please bring self-contained lunches. For example: a Sandwich, Piece of fruit, Mini-Carrots and a little treat are a wonderful lunch from home.
- ❑ Please do not send these items to school:
 - Gum, Soda, Candy
 - Items that need to be Refrigerated

Health:

Your child's health is very important to us! Please notify us if your child is unable to attend on their scheduled day. We appreciate knowing whether their absence is due to illness or another reason. Notify us immediately if it is due to a contagious disease, we need to let others know. Thank You!

In addition to our standard health form in your child's file, a daily informal health check is given upon each child's arrival. The Parent bringing the child should be sure a Teacher greets the child.

We may call you at work if your child develops symptoms of illness while at school.



The Following are reasons children may not be able to attend school:

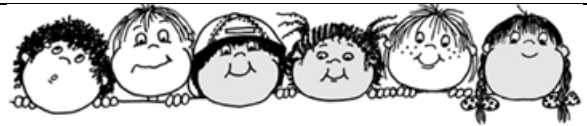
- If he/she has a Fever or have had one in the previous 12 hour period.
- If he/she has a heavy nasal discharge.
- If he/she has a constant cough.
- If he/she has been taking antibiotics for less than 24 hours.
- If he/she is overly tired, fussy, cranky, or not themselves.

*** Sending a Child home will be at the discretion of the Director ***

We do not want your child to have an uncomfortable day at school because they are ill. We will call the legal parents or Guardians first. If they cannot be reached, we will then call the persons' whom you have Authorized to pick up your child; as listed on the Emergency Information page of your enrollment pack.

***** Please Keep Our Information as Current as Possible *****

Our Preschool is a Well-Child Center; we are not licensed to care for ill children. If you are called to pick-up your child, you will have 1 hour to arrange for their pick-up. There will be a \$30.00 fee for every additional hour they stay at school, to cover their One-on-One Care.



Medication:

If it is absolutely necessary for your child to receive medication during school hours, You **MUST** complete the following steps...

1. You Must Fill out a "Permission to Medicate" form, which is located in the Front office. If the form is not completely filled out and signed, Medication will not be given. **A physician must also prescribe over-the-Counter Medications.**
2. All medications must have a prescribed label on the medication bottle with the name of the medicine, your child's name, and the dosage of the medication to be given. This information must be written in English!

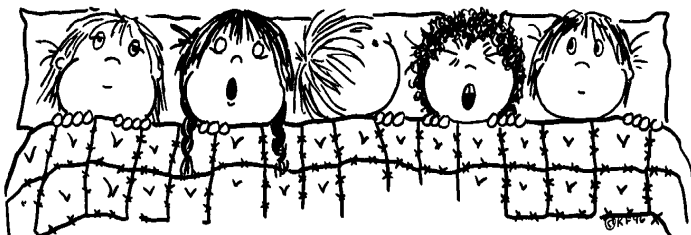
Medication will not be given if these steps are not completed!

** All parties recognize the fact that this service is not legally required by Little Learner's Preschool by signing the permission to medicate form. In so signing, they agree to hold the school and its personnel free from any and all suits, which might arise out of these arrangements. This agreement does not guarantee that medication will be dispensed. Due to unforeseeable events, personnel may not be able to administer medications at all times. Little Learner's Preschool accepts no liability for medications not administered. If your child must be given medication at unscheduled times or you need to guarantee that their medication is administered, it is the Parents responsibility to come to the school and administer the medication personally.*

Injuries:

The Teacher or Director will handle minor injuries sustained at the preschool. Soap, water, band-aids, first aid spray and ice will be the extent of first aid rendered. Minor injuries such as scrapes, cuts bruises and bumps are not regularly reported to parents. An Ouch Report will be filled out in duplicate for the preschool file and one for the parent to notify of any injury that requires attention and care at home. Parents will be notified in the case of severe bumps, cuts, bites, etc.

In case of a serious injury to a child, the parent will be notified immediately and/or the paramedics called. Each child must have an emergency consent form signed by the parents on file in the office.





The Conditions of this agreement provide protection for our parents as well as for our childcare center. In order to assure that we can provide the services to which your child is entitled, it is essential that the financial status of Little Learner's Preschool be stable. The Little Learner's salaries, licensing requirements and overhead expenses cannot be reduced because of "Absentee Losses" in income. In Essence, this agreement is a parental guarantee to Little Learner's Preschool that you will financially support the enrollment space guaranteed to your child.

Tuition

- ❑ We accept Check, Money Order, Visa, MasterCard and Discover Card.
- ❑ Tuition is Due every week on Monday. Regardless of the first day your child attends.
- ❑ If your tuition payment is received after Noon on Tuesday, there will be a late charge of \$10.00.
- ❑ Your Registration fee of \$100.00 is an annual fee due in September for the school year.
- ❑ Summer Activity Fee's are due for summer enrollment, and vary due to event schedules.
- ❑ In order to maintain ideal standards and quality service there may be periodic increases in tuition or changes in the school program. Clients will be notified at least 30 days in advance should such increases be necessary.
- ❑ If your tuition payment is not received by Friday, of any week, your child may not return to school until payment is made in full.

In the event that any payment is not made; parents will be responsible for the following fees: ANY and ALL costs associated with the non-payment, including but not limited to, accumulated late fees, return check fees (\$30.00), insufficient funds fees, collection fees, court costs, and substitute fees. Collection of any payments not made will begin 10 calendar days after the original due date.

Withdrawing/ Termination

- ❑ We require a 2 week written notice of your intent to withdraw from our school. If we receive the required notice, your last week deposit will be applied to the last week tuition.
- ❑ Due to Staffing, Anyone who does not give the required notice will forfeit their deposit.
- ❑ Termination/Refund Clause- If your child is terminated from our center; your last week deposit will be applied to the last week your child attended. If your tuition was paid, a refund check will be mailed to your home within two weeks. Our Teachers are highly skilled at guiding children away from aggressive behaviors, Termination of care is an absolute last resort, Please see our progressive guidance plan for more info.
- ❑ Child Care Service may also be terminated for the following reasons: Unpaid Tuition, Attending on unscheduled days, Parent Disruptiveness or Endangerment of a child, Aggressive behaviors, Failure to pick-up a sick child, or other inappropriate conduct.
- ❑ To reinstate a terminated student, the parent will have to pay all re-enrollment fees.
- ❑ Little Learner's Preschool serves students who are able to work positively in a group setting. If, in the professional judgment of the staff, a student is not able to be accommodated in the schools setting or if the program is not able to meet the child's individual needs, the family will be asked to withdraw from the school. The family does have the option of enrolling the child at another time.

Absences

- ❑ The preschool runs on an annual budget based on an annual tuition rate that is broken into weekly payments. We try to provide the highest quality program on a budget figured at the lowest possible weekly rate. In order to do this, **No Credit can be given for absenteeism or vacations.**



Returned Checks

- ❑ There is a \$20.00 fee for all returned checks in addition to a \$10.00 late fee that will be added to your tuition account.
- ❑ Repayment of Returned Checks MUST be made by Money Order.
- ❑ If we receive two returned checks within a 6-month period you will be required to pay by Money Orders for the following 6 months. Personal checks will not be accepted for any reason.

Days the School is Closed ~ School Year

New Year's Day	Independence Day	(4 th Thursday in Nov.) Thanksgiving Holiday
Martin Luther King Jr. Day	(Last Friday in August) Teacher In-service	(4 th Friday in Nov.) Thanksgiving Holiday
Presidents Day	Labor Day	(Dec 24 th) Christmas Eve Holiday
(Last Friday in May) Teacher Prep Day	Columbus Day	(Dec 25 th) Christmas Holiday
Memorial Day	Veterans Day	New Year's Eve Holiday

Permission to photograph:

We love to take pictures! We try to make sure that you never miss any of those special preschool moments!



In order to be able to take those special photo's, every family must give permission to photograph.

All photos are used for school projects; such as art, collage posters, displays, holiday cards/gifts, names tags, dance class, parties, or other such classroom uses.

Digital copies of the photos are available, please see the office for more information.



SCHOOL T-SHIRTS

School Spirit Day is on Friday and all students are encouraged to wear their School Shirt. Every student must wear their School T-Shirt on special event days. You may order additional T-Shirts at the Office.



FUNDRAISERS

We Need Your Help!!

Since we are a small preschool, it is very important that every family supports our fundraiser efforts. Normally, We have a Fall Catalog sale and a Spring Candy sale We ask that every family at least participate with \$80.00 in sales each fundraiser. Any family that does not participate will not receive their priority enrollment in the fall and will be charged a \$40 OPT OUT fee. Our Parents Night Out event, Parking for the Orange Festival, etc. are not required participation fundraisers.

Parent Volunteers:

Volunteer opportunities include bringing snack items throughout the school year, assisting in fundraisers, Working the Fall and Graduation Shows, or becoming a room parent. If you have a special talent – puppetry, musical instrument, singing, cooking, etc. or if you work in a field that interests children (Fire Fighter, Doctor, Veterinarian, Dentist, Police Officer, etc) please share it with the children by letting the teacher know.

We encourage parents to share their heritage and cultural background with the children (Special foods, Dress/Costumes, Songs, Languages, Stories, Pictures, Etc). We feel it is important that Parents are active members in our Preschool Curriculum.



The Purpose of these school-wide events is to bring our Little Learner's Community Together. You are invited and encouraged to participate actively in these events, which make Little Learner's Preschool meaningful to your family. Check your school calendar for the exact dates.

Assemblies...

Happy Hooves Petting Farm, Gio Nam Lion Dancers, Big John Fire Truck, Buckle up for love, Cool Critters Bugs and Reptiles, Bubble-Ology 101, Jules Concerts for Kids, Stranger Danger, Dinosaur Dig, Pony Rides, Choo Choo Train rides, Polynesian Luau Dancers, Puppy Party!

Fall Program... An All School Extravaganza!

We rent a large hall and The Children Perform a Song & Dance in "Custom Made" Costumes with Beautiful Backdrops!

Thanksgiving Feast...

We read a special story called "Stone Soup" which focuses on sharing. Every child brings a special item to add our "soup" or feast. Families are invited to bring a can of food to donate to our local food bank.

Spooky Spectacular...

Children come dressed in their Costumes and we have an all school Parade, Carnival games with prizes, "Bobbing for Ghosts" activity, & class potluck.

Spring Celebration...

Students are asked to bring a flower to school, and each child adds their special bloom to a large bouquet. The bouquets are donated to the local convalescent home.



Graduation...

To celebrate our Graduation all of our students put on a grand show before the graduating 4 & 5 year olds walk across the stage in their caps & gowns and sashes to receive their diplomas!

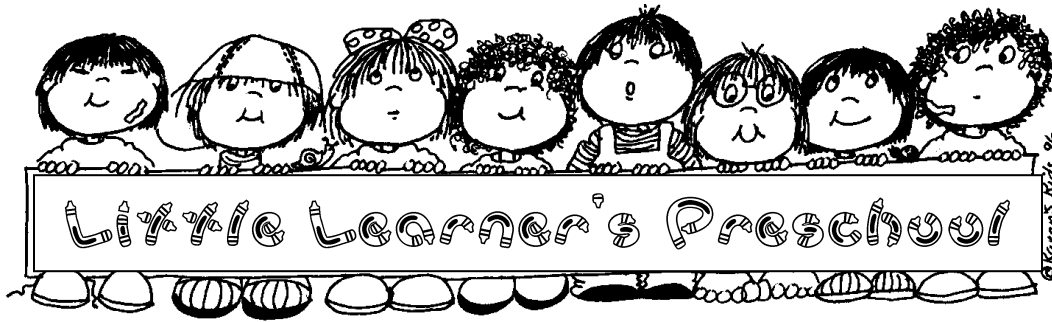
Class Parties...

We have class Parties for most holidays and the end of summer too!

Book Orders...

Scholastic Book Orders are an optional program that allows you to purchase books for your family at very reasonable prices. Make checks payable to the book club you are ordering from, attach the check to your order form and drop it in the white tuition box located in the office.





Progressive Guidance Plan

Dear Parents,

It is important to remember that aggressive feelings in young children are a normal part of the developmental process of growing-up. Each Teacher at our center strives to help our students develop self-control over those aggressive feelings while still building positive self-esteem. Most children's aggressive tendencies at preschool can be controlled by various techniques. Teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, Teachers intervene before physical disruption takes place.

However, excessive biting, scratching, kicking and hitting behaviors can jeopardize the safety of other children. Title 22 California State Licensing requirement 101223 states: "Each child shall have personal rights which include, but are not limited to, the following: ...to be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs."

Therefore, if aggressive behavior becomes excessive, Little Learner's Preschool will implement a progressive guidance plan that will include some/all of the following...

- Step 1: Communication with parents either through verbal conversations or an "incident" report will be filled out in duplicate explaining the situation. One copy of the report will be given to the parent or authorized representative and the other will be placed in the child's file.
- Step 2: Discussion with parents regarding the inappropriate behavior, redirection that has been effective at home, and agreed-upon procedures for when at school.
- Step 3: Continued occurrences may necessitate picking your child up from school immediately following an incident. Also, we may request that the child stay home the following day.
- Step 5: If the behavior pattern is still not changing, we may ask that you keep your child home for one week in an attempt to break the pattern of behavior.

If, however, after efforts between home, school and professionals are exhausted and the pattern of aggressive behavior continues, we will require that you withdraw your child from our center.

At Little Learner's Preschool we strive to provide the least restrictive environment possible for all children and, in our efforts to achieve this, the above progressive guidance plan is an important measure in providing a safe and healthy environment for your child, the other children and our Center staff.

We appreciate your cooperation in this matter.

Sincerely,

The Little Learner's Preschool Staff