

# PARENT HANDBOOK



## AceTots Preschool

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# 1 INTRODUCTION

This Parent Handbook has been designed to provide important information that parents or guardians (referred to in this document as “parent” or “parents”) need when selecting the childcare program for their child at the Ace Tots Preschool.

Please take the time to read all the following information to help you better understand our program. If you have any questions, please feel free to contact our staff.

# 2 PHILOSOPHY

Ace Tots Preschool program is designed to serve, Toddlers (18-30 months), Preschool children (2 to 6 yrs) Our preschool is committed to the concept of whole child by providing programs and learning activities appropriate in a Challenging, Creative and Motivating environment.

We believe that every child is a unique individual and possess different learning style. At our preschool we take this into consideration and provide a high quality, developmentally appropriate program in which children are encouraged to develop and blossom. Our daily practices have consistency and incorporate emergent curriculum which stimulates each child's unique interests, curiosity and sense of discovery.

The best atmosphere for learning is one of acceptance, mutual respect, pleasure, fairness, consistency, clear limits and expectations, and encouragement. A predictable, organized environment, with caring adults, clear expectations, and appropriate consequences supports the whole child. The outdoor play environment is an extension of the classroom, requiring the same level of adult planning, supervision, and involvement with the children.

Families are considered an integral part of our program. Daily communication and collaboration between families and teachers are stressed. Support, encouragement, and assistance are vital in helping to ensure personal and professional success for working parents and student parents.

# 3 HOURS OF OPERATION

**Monday through Friday 6.00 am – 06.00pm**

We offer flexible programs and fees to accommodate a wide clientele.

### OVERTIME CHARGES

Additional childcare with prior arrangement is charged \$12/hr. If there is no prior arrangement it is considered late pick-up. After a 10-minute allowance, a late pick-up is charged \$20.00 for every 10 minute delay.

### LUNCH CHARGES

USDA Breakfast, Lunch and snack is provided at no extra cost.

### PAYMENT OF TUITION

Tuition is payable every first day of the month. If the first day falls on a weekend/holiday the tuition is due on the working day preceding the weekend/holiday. A late fee of \$20.00 is added on the 5th day of the due date and \$30.00 on the 10th day. With the consent of the Director a Biweekly Payment plan arrangement can also be worked out.

### SECURITY DEPOSIT

At the time of admission a 2-week security deposit (equal to the half of enrolled program's monthly tuition fee) is required. If the security deposit is waived off, parent will have to sign a security deposit waiver in the admission agreement.

### OTHER FEES

Application fees: \$25.00 (non-refundable)  
Annual Registration fees: \$75.00 (non-refundable)  
Returned checks: \$30.00 per bounced check

### DEFAULT IN PAYMENT

If a parent fails to notify the preschool of their child's absence for two weeks or if tuition is not paid within 2 weeks after the due date, the child will only be re-admitted after paying the balance due and registration fee of \$75.00.

Please bring all payments to the front office and obtain a receipt of payment. Teachers are not to collect money from parents.

## **4 ADMISSION POLICY**

Ace Tots preschool does not discriminate on basis of Race, Color, Ethnic origin and religious beliefs in its administration of preschool policies.

As part of the admission process, all parents must have a pre-admission interview with the Director before enrolling their child into the program. The Toddler group will be separate from other groups and can move to the preschool program at twenty-four months with written permission from the parent/guardian.

Before a child starts the program, the following documents must be submitted:

1. Application for admission
2. Registration Form
3. Notification of Parent's Rights (Licensing Form 995)
4. Personal Rights Form (Licensing Form 613A)
5. Identification and Emergency Information (Licensing Form 700)
6. Consent for Emergency Medical Treatment (Licensing Form 627)
7. Child's Pre-admission Health History (Licensing Form 702)
8. Physician's Report (Licensing Form 701)
9. Immunization record
10. Copy of birth certificate
11. Child abuse pamphlet
12. Parent Handbook Agreement Form

## 5 WAITING LIST

Applicants from the waiting list will be placed as space becomes available. When parents are notified, they will have a week to respond to preschool's offer of a space. The waiting list remains active only through the preschool year for which the application is submitted.

## 6 TERMINATION POLICY

In certain circumstances, it may be necessary for the Preschool to temporarily or permanently terminate child care services. Termination of enrollment may be the result of any of the following:

1. The preschool's inability to meet the child's needs
2. Payment is delinquent.
3. The child threatens the safety, health and/or well-being of others.
4. Child has or develops Medical condition which puts the child or other children at health risk.
5. The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
6. Use of abusive, foul, insulting language such as cursing, racial or sexual slurs or any inappropriate language
7. The parent's behavior is disruptive or abusive to any staff member, property or other children in the Preschool.
8. The parent fails to cooperate with the staff, the policies or the procedures of the Preschool.
9. It is advised by a physician or child psychologist.
10. Enrollment was under fraudulent circumstances.
11. Parent repeatedly forgets to clock their child in and out every day.
12. Failure to keep Immunizations and/or required paperwork current.
13. Parent is often late in picking up the child from the Preschool.
14. Any other policy violations as defined by the Preschool.

If a student attends one day or more of school during any month, the full month's tuition will be owed. Students who are suspended, expelled, or withdrawn from school will receive no refund for the portion of the month they did not attend.

## 7 HEALTH

**(Followed strictly for the health and safety of all children.)** Children are to be in good health while attending preschool. If illness is suspected or a child is ill, the preschool should be notified and the child will stay at home. Children must be free of fever and without medication for 24 hours before returning to preschool after an illness. Parents will be asked to remove their child from the preschool when staff suspects a contagious disease. The child may return with a written physician's release.

At the time of admission, TB test, done within a year, is required and students must have all requisite immunization. Children must have a complete physical examination certificate of good health including evidence of immunizations on file in the preschool records.

If a child becomes ill while at the preschool, the preschool will contact the parents. Your child will be isolated in the office until you can pick them up. It is the parent's responsibility to pick the child up within an hour. In case the parents are unavailable at the time of contact, the preschool will make all efforts to reach the designated, authorized guardian of the child. It is the guardian's responsibility to pick the child up within an hour following the communication between the preschool and guardian.

Some of the most common symptoms that require a child's removal from preschool are:

1. The child must be fever free without medication for 24 hours before returning to preschool.
2. Conjunctivitis or "pink eye". Physician's clearance is required to return back to preschool.
3. Vomiting needs to cease for at least 24 hours before the child can return to preschool.
4. Lice or nits infestation. Children are to be lice and nits free to return back to preschool.
5. Unexplained allergy or rash. Physician's clearance is required to return back to preschool.
6. Impetigo or other contagious skin disease. Physician's clearance is required to return back to preschool.
7. Diarrhea. The preschool follows the criteria of 2 bowel movements before calling the parents. The child needs to be diarrhea free for 24 hours before returning to preschool.
8. Keep your child home when an antibiotic is prescribed until the medication has been given for at least 24 hours. Many illnesses are considered non-contagious after administration of antibiotic for 24 hours.
9. Any new medication, never prescribed before, should be given for 24 hours before returning to preschool.
10. Keep your child home if he or she has flu, severe cough or colored discharged from nose.
11. Other communicable diseases such as strep throat, continuous cough, ringworm, chicken pox, etc., must have a physician's clearance to return to preschool.
12. Signs of non-specific illnesses. The child may look and behave differently. There may be unusual paleness, unusual tiredness, irritability or lack of interest. The child requires more attention and care than our teacher to child ratio permits and

may need assessment by a physician.

Parents are advised to notify the preschool immediately of any contagious or serious illness in the family and to keep children at home if they are not well enough to participate in all activities at the preschool (including outdoor activities). An anonymous notice will be posted at the preschool so that staff and other families can be vigilant for symptoms.

In the event of an injury to the child at the preschool, we will use the emergency numbers provided by you to contact you to pick up your child as soon as possible. As parents you are responsible to notify the preschool of any changes in the emergency contact numbers.

In event of a serious injury or illness the preschool will call the EMS 911 emergency number. After EMS has been called, the child's parent shall be notified.

## 8 MEDICATION POLICY

It is our general policy **not** to administer medication to children while in our care. However, we understand that there may be special circumstances when it is necessary to administer medication. Special circumstances will be determined on an individual basis by the director of the preschool. If it is necessary for the preschool to administer non-injectable medication the following procedure will be followed:

1. Parent must fill out the Medication Permission Form.
2. Medicine must be in its original container with the original label.
3. Our staff will administer medication to children.
4. Prescribed medicine must have the child's first and last name, physician's name, name of medication and strength or prescription number, the date the prescription was filled, the medication's expiration date, legible dosage directions, and dosage.
5. Non-prescription medicine must also be appropriately labeled and will not be administered without a written physician's request.
6. Any Inhaled medication requires letter from the doctor with special instructions.

To ensure medicine is given in accurate dosages, parents should provide an appropriate medicine dropper or measuring spoon. Medications not brought home will be discarded every Friday.

The parents must handover the necessary medication to the staff and not put in child's bag. This is to protect children from opening the bags and finding medication and other harmful objects. It also ensures that the staff knows the child needs medicine.

## 9 ATTENDANCE

Regular attendance is essential. An adult must be assigned to drop and pick the child up from preschool. The adult will sign their full name while dropping and picking their child. Children will not be picked up by any other person other than the parent or legal guardian unless parents provide a written consent and inform the preschool of changes in such arrangements.

Parents are responsible for notifying the preschool of their child's absence or late arrival. When a student is ill, parents should call the office as early as possible to report the absence. Parents should contact the staff regarding the illness and the number of days the child may be out of preschool.

## **10 WITHDRAWAL**

A minimum of two-week written notice in advance is required before a child can be withdrawn from preschool. Failure to comply with this policy will result in forfeiture of the security deposit.

After a withdrawal, the family may request to be placed on the waiting list for future semester, but will not receive priority as a currently enrolled family and will also have to pay another enrollment fee. This policy applies to summer session, as well as, fall and spring semesters.

## **11 INCIDENT REPORTS**

We will document every injury to children. The incident report **MUST** be signed by the parent/guardian and returned to your child's teacher (a copy will be given to the parent if requested).

## **12 DISCIPLINE**

We believe in nurturing and caring for the children. Yelling, shouting and putting children down are strictly forbidden. We do not use any form of corporal punishment. We use time-out and believe in communicating to the child, pointing their mistake and explaining the situation.

When dealing with conflict, we always try to keep the child's developmental characteristics in mind. Preschoolers are still usually self-centered. They are also struggling for independence and control. We acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits we set and expectations we have for our children respect the ages and abilities of the children.

School age children will be encouraged to learn problem-solving skills and become self-correcting. Staff will assist children in creative problem solving by helping children to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. Teachers will assist in pointing out logical consequences to both positive and negative behavior, and give children choices in solving problems.

However, there are occasions where our best efforts are not successful in resolving an issue. When this occurs, we will contact parents and ask for help. Usually, parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent-teacher conference will be necessary. Any discussions with staff will be strictly confidential. If it is determined that our program cannot accommodate the special needs of a child, he/she will be asked to withdraw from the preschool.

## **13 ARRIVALS AND DEPARTURE**

California State Law requires each child to be signed in and signed out by whoever brings him/her to preschool and picks him/her up. Time of day is also noted as part of the Drop Off and Pick up Procedure. It is imperative that you follow this law. When you drop your child off, make sure that you make personal contact with the staff. Please do not just drop off or pick up and go. We want to make the transition to and from preschool a positive one for both you and your child.



**Please be on time!** Even a short delay can seem endless to a child who is waiting. Prompt arrival/pick-up ensures confidence within children and assists teachers.

If someone other than a designated person will be picking up your child, the preschool **MUST** be informed. We will not release a child without written parental authorization. We will also ask for a picture I.D. and password from the adult you designate for pick-up.

Come 5 to 10 minutes early if you want to spend time with your child and talk to the teacher before leaving. If you arrive right at closing time, the teachers will not be able to help you and your child leave.

## 14 DRESS CODE

Children must be fully dressed when they arrive at preschool. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. Shoes and socks are required. No open toed shoes, sandals, jellies or cowboy boots are permitted. Little toes are easily hurt and children have a difficult time on the playground. We also prefer that children do not wear jewelry.

As we encourage children to explore, there may be times when he/she may become messy or ruffled. For this reason, every child needs to always have a complete change of clothing including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. Parents are to be sure to label all articles of belongings.

Parents must also provide two spare sheets and blankets. **Special Note:** If your child loses any article of clothing, misplaces any shoes or any personal item, it is not the responsibility of the center to refund or repay any item in any manner or form.

Parents of children who are not toilet trained must provide disposable diapers and wipes. We request that they be brought in medium size quantities and left at preschool. They will specifically be used for your child only.

## 15 OUTDOOR POLICY

Weather permitting, all children, will spend from 15 minutes to three hours per day in daily outdoor play. It is necessary that children have freedom of movement, so it is requested that children are dressed accordingly.

Children will be outside unless the temperature is below 38 degrees or above 100 degrees, weather conditions permitting. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside, is probably too sick to be around other children.

## 16 MEALS

Morning breakfast, lunch and afternoon snacks are prepared and provided by the preschool at no additional cost. Menus are generated every week of the month. A copy of the menu is posted on the parent board (located in the main entrance).

### FOOD ALLERGIES

Modified or special diets prescribed by a child's physician as a medical necessity may be provided at an additional cost.

- The licensee shall obtain and follow instructions from the physician or dietician on the preparation of the modified diet.
- A child shall not be served any food for which the child's record indicates he/she has an allergy (Licensing Regulation 101227).

Please be advised that we DO NOT serve peanut butter in the preschool. Also, due to food allergies and hygiene reasons, children will not be allowed to share foods.

## **17 NAP TIME**

There is a rest period during the day from 12:15-2:15 pm. for all children enrolled in Full Day and Extended Programs. Each child sleeps on an individual mat; parents provide sheets for each child, Also we request that you provide a blanket and small pillow if desired.

## **18 TOILET TRAINING**

Our preschool accepts children that are not yet potty trained in our Toddler & two's preschool programs. Children who seek enrollment into our Pre-K preschool program must be completely potty trained. They must be able to use the bathroom independently. Otherwise they might be considered for Beginners Preschool or Toddler program.

## **19 HOLIDAYS AND VACATIONS**

Enrolled students are allowed one week vacation period per year at no cost. The vacation must be taken in a one five day segment. Vacation forms must be signed and returned one week prior to the vacation date.

The preschool will observe all Federal holidays. (See Holiday List)

## **20 FIELD TRIPS**

Occasionally we will take official field trips. Parent's written consent is required for each field trip. Parents are encouraged to show interest and participate in field trips. Each family will be notified about the trip, the price (if any), and how the child will be transported. Each child will be required to have a signed permission slip.

## **21 TRANSPORTATION POLICY**

### **Transportation School-Age**

Ace Tots Preschool will not transport School-Age children from home to school, school to home, or from other places to our preschool for daily attendance at our preschool. Parent/Guardian will be

responsible for transportation of their children.

### **Transportation-preschool**

Ace Tots Preschool will not transport preschool children from home to preschool, preschool to home, or from other places to our preschool for daily attendance at our preschool. Parent/Guardian will be responsible for transportation of their children.

## **22 PHOTOGRAPHING POLICY**

At various times through out the year, we will be taking photographs and videotapes of the children for administrative, educational, public relations, and decoration purposes. There will be no compensation paid for such photography or videotapes. Please be aware that we do not allow parents or visitors to photograph or videotape children at preschool.

## **23 CURRICULUM**

Our program is developmentally appropriate and our daily schedule provides a balance of emergent/teacher-directed activities. Each day provides numerous opportunities for cognitive, physical, social/emotional and linguistic development. We recognize the importance of play and provide children with activities that enable learning through play.

### **PARENT INVOLVEMENT**

Parents and families are an important part of our program. We will do our best to keep you informed of you child's activities at preschool. Notices will be sent home indicating what snack food or general supplies we would like you to contribute. Parents are always welcome to visit the preschool. We encourage parents to observe and participate in activities with their children. We especially enjoy parents sharing a talent, occupation, or hobby with the group.

## **24 EMERGENCY AND EARTHQUAKE PREPAREDNESS**

Staff members are First Aid and CPR certified and prepared to handle an emergency. To prepare for the eventuality of a natural disaster, Ace Tots Preschool will take the following steps to make the preschool and staff more disaster ready:

1. Schedule preschool-wide fire, earthquake and lock down drills throughout the year.
2. Equip each room with a backpack for teachers containing emergency supplies. Prepare detailed maps of the preschool identifying evacuation routes and utility locations.
3. Work with the Local Police Department to develop an Emergency Operations Plan for the preschool.
4. Offer staff training in the Standardized Emergency Management System (SEMS)

### **COMMUNICATIONS DURING MEDICAL/DENTAL EMERGENCY**

The parents will provide the preschool with specific information regarding where emergency medical and dental services should be obtained in case of an emergency. For some children with chronic or

special care needs, the information will include medical specialists who need to be contacted for emergencies.

The parent is required to authorize a doctor and hospital within the proximity of the center (within the community or nearby town) that can be contacted in the event of an emergency.

Even very young children can sustain injuries to the mouth that can require dental care. In cases where the family does not have a dentist or the parent has not yet secured a dentist for the child, the parent needs to authorize a dental office within the proximity of the center (within the community or nearby town) that can be contacted in the event of an emergency.

In event of such an occurrence, the Preschool will call the parent first and contact the emergency contact numbers listed in the emergency identification form, if the situation is severe, and requires immediate attention the preschool would call EMS 911 emergency number. After EMS has been called, the child's parent shall be notified.

### COMMUNICATIONS DURING DISASTER

Follow the communication plan:

1. Ask three or four people who are usually home during the day and are listed on the child's emergency card to pick up the child.
2. Verify ID in order for the child to be released.
3. Call out-of-state contact and other guardian or care-taker approved by the parents/ guardians of the child.

### EVACUATION PROCEDURES

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the magnitude of the incident, the preschool may be closed until further notice. For Emergencies that require Students to gather outdoors, students will evacuate in the Preschool parking Lot and wait to be released to a parent or authorized person. Student WILL NOT be released to any individual not listed on their Emergency Card. **NO EXCEPTIONS.**

## **25 SECURITY**

### FENCE

A securely fenced yard provides a healthful and safe environment for the children while they are playing outside. It provides the children with freedom to exercise and enjoy outdoors activities. A 5ft tall secure fence ensures that no body either enters or wanders away from the facility premises.

### SECURITY CAMERAS

Installation of security cameras outside and inside the facility helps secure the property and also bring peace of mind to parents.

# **PARENT HANDBOOK AGREEMENT FORM**

**Parent Handbook available at: [www.acetots.com](http://www.acetots.com)**

I have read, in its entirety the Ace Tots Preschool Parent Handbook. In doing so, I have explained the relevant contents of this document to my child. By signing, I acknowledge and agree to the policies and regulations set forth therein by preschool, and will require my child to comply with the policies which apply to children.

I also realize that during my child's enrollment at the preschool I will be informed from time to time, formally or informally, of various changes in preschool policies. I understand the preschool reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

Child Name: \_\_\_\_\_

\_\_\_\_\_  
Signature                                      Name                                      Relationship                                      Date

\_\_\_\_\_  
Signature                                      Name                                      Relationship                                      Date

**Dear parents,**

**Please help us to reduce paper consumption and keep the Earth Green. Please return the handbook after you have read it.**



**Recycle Today for a better tomorrow**



# CHILD PICK-UP FORM

A. The following people HAVE permission to pick-up the child/children named below from the Ace Tots Preschool. It is the parent's responsibility to notify in writing of any changes:

Child's Name	DOB (MM-DD-YYYY)	Sex (M/F)
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1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 PASS WORD: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

B. The following people MAY NOT pick-up my child(ren):

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Any person unfamiliar to the preschool will be required to show proof of identification and state the pass word. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

This form is legally binding, so by signing it, you agree that all of the information provided herein is correct. False Information will result in termination of contract, and you will forfeit your childcare retainer.

\_\_\_\_\_  
 Signature Name Relationship Date

\_\_\_\_\_  
 Signature Name Relationship Date