



Wiseburn Unified School District

**Wiseburn Preschool
Enrichment Program
Parent Handbook**

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Wiseburn Unified School District

Dear Parents:

It is with sincere warmth and excitement that we welcome you and your child to the Wiseburn Preschool Enrichment Program. We are so happy to have you and your child as a part of our program.

Our program has been carefully planned to provide a quality child development educational experience for students in the Wiseburn Unified School District. Educators in the district came together to develop a strong early childhood program focusing on the foundations for life-long learning.

This handbook has been designed to explain our program and answer questions regarding Wiseburn Preschool Enrichment Program policies and procedures. Please feel free to contact us at any time regarding information in the Parent Handbook. We also welcome your comments and suggestions.

You are an important part of your child's educational experience. You are always welcome to visit because we value parent involvement.

Once again, WELCOME! We are looking forward to working with you and your child.

Sincerely,

Karen Chapkhaneh, Preschool Enrichment Site Supervisor

Kim Jones, Executive Director of Special Educations

Wiseburn Preschool Enrichment Program

MISSION STATEMENT

The Wiseburn Preschool Enrichment Program subscribes to the belief that children benefit from educational experiences inside and outside of the classroom. There is an integrated balance in pre academic, play, recreational experiences and social-emotional experiences. Recreational experiences promote physical, moral and emotional growth. Educational experiences provide opportunities to gain necessary life skills and foster the love of learning. Learning occurs during pleasurable and playful experiences. The Wiseburn Preschool Enrichment Program carefully facilitates these experiences to create a nurturing and joyful environment for children.

HISTORY

In June 2013, the Wiseburn Unified School District was pleased to have the opportunity to open the Wiseburn Preschool Enrichment Program. This huge undertaking was supported by Wiseburn community and District staff in an effort to provide our children with the opportunity to be involved in a program that meets the school District's highest standards. School personnel and parents have embraced the development of the program and it has proven to be successful evidenced by the growth we are seeing in children.

PHILOSOPHY STATEMENT

Wiseburn Preschool Enrichment Program fosters a strong home – school connection, serving as an extension of the child's family through an integrated program of quality preschool education and childcare. We feel that the philosophy of our program affects not only how the program is organized and implemented but influences the kind of staff we hire and how they interact with children. We provide an emotionally secure environment to help the children develop to their full potential.

PROGRAM DESCRIPTIONS

The Wiseburn Preschool Enrichment Program offers a Preschool Program. The preschool program is located at 12501 Isis Ave Hawthorne CA, 90250.

The Preschool Enrichment Program includes curriculum-based instructional activities and developmentally appropriate field trips to provide students with community-based instruction. The program is tailored to meet the needs of students based on age and grade level. Enrichment activities during both the morning and afternoon are created by the teachers to support the development of peer interactions, intellectual reasoning, self- awareness, community relationships, and independence skills.

Wiseburn has Preschool Enrichment classes. The ultimate goal of the Preschool Enrichment Program is to provide learning opportunities that prepare them to be successful learners upon entering kindergarten. The daily schedule for the preschool classes is structured to ensure that students are involved in activities that promote pre-academic, motor, social-emotional, and adaptive development. Parents are provided with a calendar of target instructional activities and a newsletter, so they are well informed on program events. The Preschool Enrichment Program uses the Creative Curriculum aligned with the California Preschool Foundations and practices from the National Association for the Education of Young Children. Parent volunteers enrich the program by teaching students about cultural differences and diversity.

ABOUT THE PROGRAM

Goals:

Our program goals are to maintain a child's safety, assure their psychological security and happiness within the context of developmentally appropriate child development activities. Program Goals Include:

- Foster independence by giving children choices and freedom within structure.
- Provide an environment that encourages growth and positive self-esteem.
- Provide an environment that gives opportunities to demonstrate effective social and interpersonal skills through social interaction.
- Provide a loving atmosphere that develops respect for property and safety.
- Support children as they learn to work in systems and cooperative groups.
- Provide developmentally culturally, and linguistically appropriate practice that nourishes all aspects of a child's being.
- Provide education, support, and encouragement.
- Support children as they learn to recognize and own feelings of like and dislike.
- Provide staff with support and education in their interactions with children, peers and parents.
- Guide staff, parents, and children in collaboratively working with each other to understand diverse backgrounds.
- To provide necessary preparation for staff to be able to provide high quality services.
- To inform parents through parent orientations and parent conferences the program rules, regulations, student progress, and outside agency services.
- To ensure that children receive nutritious, developmentally, and culturally appropriate meals.
- To administer the Desired Results Developmental Assessment Tool for each child in the preschool center program.
- Provide on-going staff development on educationally related best practices.
- Children will develop emerging awareness and practice safe behavior.

Hours of Operation:

8:00 am - 12:00 pm Monday–Friday
8:00 am - 5:00 pm Monday–Friday
7:30 am - 8:00 am Monday–Friday (Extended Day Program)
5:00 pm - 5:30 pm Monday–Friday (Extended Day Program)

Daily Schedule:

The Wiseburn Preschool Enrichment Program has developed daily schedules and routines that are consistent but flexible according to the needs and ages of the children enrolled. A balance of indoor and outdoor activities is planned each day. The Wiseburn Preschool Enrichment Program schedule offers enrichment opportunities to help ensure Kindergarten success.

Behavioral Expectation and Philosophy:

For children to grow and prosper both socially and emotionally, they need the support of a warm, nurturing environment where adults make them feel secure and appreciated. They need to be encouraged to grow toward self-guidance as they participate in setting limits and claiming ownership of those limits.

The goals of social-emotional development in our program are to help children build their own self-control and gain experience using language to negotiate with one another. Children are encouraged to verbalize their thoughts and feelings and are guided toward an acceptable compromise. Through this process, they will ultimately be able to incorporate values and standards into their lives in order to interact respectfully and responsibly with others in predictable, mutually satisfying ways.

The teacher will share specific school/program rules and behavior consequences with parents. Corporal punishment will never be used in Wiseburn Preschool Enrichment Program. Parents of a child who displays consistently inappropriate behaviors, identified by the teacher, will be called to collaboratively (with the teacher) devise a plan to modify the inappropriate behavior.

Goals in Behavior Management:

- Maintain consistency in expectations.
- Develop the child's understanding of his/her limits.
- Set appropriate expectations to avoid frustration.
- Provide a stimulating and challenging environment to avoid boredom.
- Encourage children to make appropriate choices for themselves and others.
- Develop the child's understanding of appropriate and inappropriate behavior.
- Recognize there is a reason for a child's behavior.
- Allow children to experience natural consequences for their choices.

Behavior Management Procedures:

Wiseburn Preschool Enrichment Program assumes responsibility for providing a safe environment for all children. When a child is not functioning appropriately within the group setting, the following procedures will occur:

1. A verbal warning is given by the teacher to the child to stop the behavior.
2. The child is removed from one activity and asked to choose another one. The teacher will talk with the child about the incident and appropriate choices related to the situation.
3. The child is provided a quiet area to sit for an age appropriate period of time.
4. If the child continues to display the same disruptive behavior, she or he will be removed from the classroom and taken to the director's office.
5. The director will talk with the child and notify the child's parents.
6. If the child's behavior continues to be disruptive, he or she will be dismissed from Wiseburn Preschool Enrichment Program.
7. CORPORAL PUNISHMENT IS NEVER USED AT ANY TIME.

Incident Reports:

The Wiseburn Preschool Enrichment Program takes seriously a child who exhibits behavior that is injurious to herself or himself, peers, and adults and is continually destructive to school property. Such a child may require special assistance and supervision that the center may not be able to provide. Continued enrollment without intervention places the center in violation of Title 22 of Health and Safety Code:

1. If an incident occurs as described above, an incident report will be completed and given to the parent.
2. The site Director will call parents to discuss the events of the incident.

3. At any time a conference will be arranged between the director and the parents to discuss the incident report and review the behavior expectations and philosophy. This will help to establish workable solutions for the child.
4. The Wiseburn Preschool Enrichment Program reserves the right to dismiss a student from the program if behavior becomes too disruptive.

Handling of Confidential Information in Incidences of Children's Inappropriate Behavior:

In a social setting where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, it is not unusual for incidences of aggression to occur. When incidences are harmful or injurious to self or others, parents/guardians of the children involved are informed of the incident in writing. The Site Director will discuss specific information pertinent to an understanding of the situation. The information shared typically includes the details of the incident itself (e.g., the time and the place, the preceding and subsequent events, the steps taken specifically to comfort the child who was hurt, and more generally to handle the situation etc.) The plans that are put into place to teach more appropriate interactions and to prevent the recurrence of the harmful or injurious behavior are also shared with parents/guardians. However, the identity of the child who engaged in harmful or injurious behavior is NOT REVEALED.

Biting:

Biting is a normal stage of development, commonly seen among infants and toddlers, but sometimes even among preschoolers. It is something that almost all children will try at least once. Brief episodes of biting do not mean that a child is having a social or emotional problem. It does mean that your child is going through that particular stage in his or her development and like all stages children go through, biting typically ends. If biting becomes a reoccurring event a conference will be held. An incident report will be completed for the child who was bit.

When biting happens, our response will be to care for and help the child who was bitten, to help the child who bit learn other behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment for biting, but on effective techniques that address the specific reason for biting. The child does not understand a delayed punishment at home. A First Aid Notice will be written for the child who was bitten and who bit. The name of the child who bit will remain confidential.

Nutrition:

Our program follows the USDA Child Care Food Program and the State Licensing guidelines in its nutrition program. Three of the four basic food groups should be offered by the parents at snack and lunch times. These lunches/snacks will be varied and balanced.

Nutrition education is part of our program. Cooking experiences are a favorite activity. Concept development occurs when measuring, pouring and counting is included in snack preparation. The children enjoy the participation and experience of the "hands on" activity. Healthy foods and good nutrition reinforce the children's learning. The Parents of Wiseburn Preschool Enrichment Program will provide one morning snack for all preschool children and one afternoon snack for children who attend the aftercare program.

Breakfast:

Breakfast is not served, but parents may bring in breakfast. In order to ensure children have sufficient time, children with breakfast must be at the center by 7:30 a.m.

Lunch and Snacks:

Parents are responsible for providing a balanced lunch and snacks. We are unable to warm up lunch items.

1. Include a juice box or water (No sippy cups).
2. Please include healthy and nutritious lunch items.
3. Please do not include sugary foods (donuts, cupcakes, candy, or soda).
4. If you have questions about what foods to pack, see your child's site director for suggestions. Examples are posted in each room for reference.

CONDITIONS FOR SERVICE

Eligibility:

Enrollment in our center is open to any child without discrimination in regard to sex race, color, creed, national origin, or ancestry. Enrollment is open to any child who meets the following criteria:

- Children enrolling in the preschool program must be fully potty trained, self-sufficient, and able to participate in all aspects of the program.
- Children with special needs will be accepted if it is determined the child can interact positively with the other children in the center, the child will benefit from the program, and the staff is able to meet the special needs of the child along with the needs of the other children in the center.
- Each child will be evaluated on an individual basis. We will work with the parents to determine if the child will be successful in our program.

Special Needs:

Wiseburn Preschool Enrichment Program takes pride in the inclusive nature of its program. In the Wiseburn Preschool Enrichment Program, all children have opportunities to learn and play together. Information about a child with special needs should be shared with the Site Director. The Site Director will convene a meeting with the family to determine how to best support the student. Wiseburn Preschool Enrichment Program has a collaborative relationship with the Wiseburn Unified School District and will make families aware of resources within the Wiseburn Unified School District or district of residence for children who may require a different school environment in order to make progress.

Admission Procedures:

Parents are required to attend an orientation with the Site Director. The Site Director will discuss the philosophy, curriculum, and policies with the parents. Parents and children are invited to tour the center and explore the environment. If it is determined that the program offered meets the particular needs of the child, the parent is given orientation materials and an initial application packet.

The Department of Community Care Licensing and The Wiseburn Preschool Enrichment Program require the following forms to be updated yearly throughout a child's enrollment in the center:

- Registration and Emergency Information

- Enrollment Contract
- Statement of Consent
- Consent for Medical Treatment
- Identification and Emergency Information
- Child's Preadmission Health History-Parent Report
- Medical Emergency and Field Trip Permission Form
- Admission Agreement
- Acknowledgement of Compliance with All Policies
- Bike/Skate/Scooter Form
- Receipt of Parent Handbook
- Completed Red Card

HEALTH & SAFETY

Health Requirements:

The California State Department of Social Services and the State Department of Health determine health regulations. For the protection of all children enrolled in our program, the following requirements are necessary. *Please read these requirements carefully.*

Child's Health Records:

- Parents must complete a Pre-admission Health History and Record Form.
- Parents must keep the center Director apprised of any medications the child is taking. All medical, physical, emotional and mental health issues must be discussed with the Director. Failure to comply will result in termination.
- Students must have a current medical form and immunization record to attend.
- Consent for Emergency Medical Treatment.
- Identification and Emergency Information.
- Medical Emergency and Field Trip Permission Form.

Daily Health Inspection:

Each child must be healthy enough to participate in the program's regular activities.

Our teachers will check each child daily upon arrival in the program for symptoms of colds, over-fatigue, rash, diarrhea, and contagious diseases, including head lice. You will be called to pick up your child if he/she shows any signs of illness, including a temperature reading of 100 degrees or above.

You will be required to pick up your child within one hour of notification.

Illness:

Parents should follow these guidelines when determining if a child is well enough to attend school. Please watch for these symptoms, and if your child exhibits any of them, please keep him/her at home until symptoms have cleared as shown. We care about your child and want him/her to remain healthy.

Your child has any of these symptoms:	Child must remain home until. . .
Fever of 100 or above	Temperature has returned to normal for at least 24 hours.
Cold/Flu Symptoms	Thick yellow or green mucus discharge is no longer draining from the nose and coughing has subsided.
Diarrhea/Vomiting	Loose stools and vomiting have subsided and the child has returned to normal eating without stomach upset for 24 hours. A Doctor's note may be required.
Ear Ache/Sore Throat	Until the child has been seen and treated by a doctor or symptoms subside. A Doctor's note may be required.
Head Lice	Until the child has been treated at home and been cleared by the Site director with no visible nits or live lice.
Red, Watery Eyes	Eyes return to normal, are no longer red and burning or itching. A doctor's note may be required.
Rash	Until the rash disappears, or it is determined that the rash is not a result of a communicable disease. A Doctor's note may be required.

If a condition or illness requires a physician's examination, a note from the physician will be required before reentering into the program.

Communicable Diseases:

The Site Director must be notified immediately if your child contacts a communicable disease so that incubation dates can be verified and the health of all children in the center protected. ***Strep throat, pinworms, head lice, measles, mumps, chicken pox and impetigo are among the conditions categorized as "highly contagious"***. We must notify all parents and the local Health Department of a communicable disease. A Doctor's note will be required for your child to return to the center.

Medication:

Our staff is authorized to administer medication under the following conditions:

1. A current written prescription from the prescribing doctor, detailing the amount, method, and time schedule by which the medication is to be administered accompanies the medication, in its original container. Please get this from your doctor at the same time he/she is writing the pharmacy prescription.
2. Regular or on-going medication treatment must have a note signed by the physician requesting this treatment by center staff.
3. The parent has completed Permission to Administer Medication Form for each day that the child is to receive medication. Staff will record time, date and dosage of medication is administered.

Our staff is not authorized to administer over-the-counter medications, including aspirin, cough medicine, throat lozenges, etc. without a note signed by the physician requesting this treatment by center staff and a signed permission to administer medication form.

Injuries and Accidents:

Minor injuries sustained in the program are treated at the site and are reported to parents on an accident report form. One copy is placed in the child's file. The other copy is given to the parent. Parents are called immediately in the event of any serious or questionable injury, including any injury to the head. If the parent or guardian cannot be reached and an emergency exists, the Site Director will seek medical care as needed and as designated by the parent on the Emergency and Identification form.

Alternative Child Care Arrangements for Sick Children:

All parents should make alternate arrangements for care in the event that their child becomes ill. It is difficult to make emergency care plans at the last minute.

Allergies:

Parents are expected to notify Wiseburn Preschool Enrichment Program regarding children's food or environmental allergies. A list of children's allergies is posted in the child's room and staff is trained to familiarize themselves with the allergy lists.

Emergency Procedures and Natural Disaster Plan:

In the event of an emergency or natural disaster, all children will be kept at the center until they are picked up by an authorized person as indicated on the Emergency and Identification form. If you are able to pick up your child during such an emergency, you must notify the staff that you are taking your child home before you leave the site; otherwise, we may believe your child is missing, thus adding additional stress to the situation.

Ample food, water and first aid supplies are on site to care for all children for up to 72 hours.

School sites are emergency disaster centers.

Should it be necessary to evacuate children from the center, the location of the emergency shelter will be posted on the main entrance door for the center. Every effort will be made to notify parents of an evacuation.

OPERATING POLICIES AND PROCEDURES

Calendar of Holidays:

The Wiseburn Preschool Enrichment Program will **NOT** operate during the Thanksgiving Break. We will also be closed certain days each year for legal holidays, staff development, center preparation, and cleaning. Parents will be given notice before these closed days. The closure dates are indicated on the monthly fee schedule. Parents also will be given reminder notices before these closed days.

We respect and support the beliefs of our staff and families. We promote thankfulness through sharing, caring, and giving. Wiseburn Preschool Enrichment Program celebrates cultural diversity in the community. We provide an enriching environment of understanding and awareness for all beliefs, cultures, and traditions.

Arrival and Departure:

It is each parent's responsibility to be sure that they acknowledge a teacher during their child's arrival and departure. Children should never be left unattended in the classroom or on the playground. Parents should allow enough time to ensure smooth transitions for the child at arrival and departure time.

- **Upon arrival**, parents should help children place personal belongings in their respective cubby.
- **Upon departure**, parents need to check for parent notices, artwork, or other projects and newsletters. Parents are responsible for reading newsletters and being on time for activities and field trips. When a parent signs the child out, the center is no longer responsible for the child.
- Parents must call and notify a Wiseburn Preschool Enrichment Program staff member if their child is going to be absent.
- Children are released only to parents or other authorized **adults** listed on the Child Information and Emergency card.
- All information on emergency cards must be kept current and complete at all times.
- Any changes are to be reported to the Site Director immediately.
- ***Children will not be released to a minor child or any adult suspected of intoxication from alcohol or drugs, even if their names appear on the Child Information and Emergency card.***
- ***Picture identification can be required by a staff member at any time.***

Sign-in and Sign-out Procedures:

The Department of Social Services requires parents to sign each child in and out of the center daily noting the arrival and departure time with the parent's full signature.

All Wiseburn Preschool Enrichment Program students must be signed in by a parent in the morning and must be signed out by a parent or other designated person when leaving the site.

Vacation and Illness Procedures:

The center must provide adequate staffing and meet operational costs for the total number of children enrolled at all times.

- Parents are required to pay tuition fees for each month their child is enrolled in the center whether or not the child is in attendance.
- Parents must notify the office on a daily basis when children are absent from the center.

FEES

Registration Fee:

A \$150 annual non-refundable Registration Fee is paid upon the enrollment of each child and upon re-enrollment.

Tuition:

Tuition fees are paid on a monthly basis. Monthly tuition fees are due on the first day of each month during the school year.

Tuition payments received after the first of the month will result in termination notification and loss of preschool and childcare services. Please refer to the Annual Fee Schedule for exact rates.

Payments:

All payments must be paid through **MySchoolBucks**

Late Tuition Fee:

- Tuition, Crystal Stairs timesheets or Connection for Children timesheets received after the first of the month will be assessed a **\$50.00** late fee.

Late Pick Up Fees:

- The center closes promptly at 5:30 p.m. A late charge of \$50.00 is assessed for each fifteen minutes per child or portion thereof beginning at 5:31 p.m.
- After 5:30 p.m. our staff will attempt to contact parents by phone to make suitable arrangements for the child's departure.
- The clock used to calculate late fees is the school clock at the Wiseburn Preschool Enrichment Program.
- Late fees must be paid the day of or before the child returns.
- Parents are responsible for full payment of all days for which they signed up, whether or not their child attends.

Field Trip Fees:

- Field trip costs are an additional fee.
- Field trips and activities are a privilege for children at Wiseburn Preschool Enrichment Program, and not a right. If any child cannot be safe or jeopardizes the safety of other children during any field trip or activity, Wiseburn Preschool Enrichment Program reserves the right to take appropriate steps to ensure the safety of all children. A child posing a safety risk may be excluded from field trips or activities.
- Parents must have their children at the center by 8 a.m. on field trip days. This policy is to ensure the safety of the children so they can be assigned groups, review field trips and bus rules and for sun screening. Any children dropped off after 8 a.m. cannot be guaranteed a space on the field trip.

Withdrawal and Termination Procedure:

- Parents must notify the Site Director in writing 30 days in advance of a child's withdrawal from the center.
- Wiseburn Preschool Enrichment Program may terminate childcare by giving 30 days written notice during the school year.
- Wiseburn Preschool Enrichment Program may terminate preschool or childcare immediately if not appraised of any medical, physical or mental health conditions of the child.
- Immediate termination may result if emergency card information is not current.

Special Events or Classes:

Throughout the year the opportunity may exist for your child to participate in special enrichment programs or classes such as dance, science, computers, and gymnastics. Fees for the enrichment classes are paid separately by the parents directly to the firm conducting the program.

GENERAL GUIDELINES**Clothing:**

- To maximize participation and enjoyment, children should arrive at school wearing comfortable, washable clothes suitable for active and messy play.
- Children must wear socks and closed toe shoes.
- An extra set of clothes must be provided and kept at school.
- Appropriate outerwear should be available for chilly or cold afternoons. A painting shirt is optional. Space is provided for all children's personal items.
- All articles of clothing need to be clearly marked with your child's name.

Lost Items:

The Center is not responsible for any lost, damaged, or stolen personal items your child may bring from home including toys, clothing, electronic games, or any other personal items.

Program Nap Sheets:

Each Preschool child is issued one nap sheet upon enrollment. Parents are required to wash and return the sheets each Monday. If the child does not have a clean sheet, a new sheet will be issued for the cost of \$20.00.

Photographs and Publicity:

Photographs are taken of the children for use in the classrooms only. Parents are notified prior to any use of photographs for publicity purposes.

Parents are cautioned to avoid posting pictures of children involved in center activities to social networking sites. We understand memorializing your child's school experience with photos but please exercise caution when sharing these photos.

PARENT INVOLVEMENT AND COMMUNICATION

Parents may visit the Center at any time. Participation in classroom activities, Parent Advisory Committee Meetings, and parent education meetings is encouraged. From time to time, parents will be encouraged to share any special skills or talents they may have in order to enrich children's experiences and to be of assistance to the Center. Volunteering should be arranged through the Site Supervisor.

Parents are requested to advise the Center of any changes at home that may affect their child's behavior. This includes divorce or separation, a death in the family, a change of residence, etc., so that staff can be sensitive to the child's special needs during stressful times.

Parents receive monthly newsletters and snack menus. Special notices are posted on the parent bulletin board. **Parents are responsible for reading newsletters, snack menus, and all schedule change notifications.** Parent conferences are available upon request at any time.

PARENT NOTES ABOUT THE PARENT HANDBOOK

Please ask the Site Director if you have questions about anything in this Parent Handbook. The Site Director can provide clarification if you do not understand some of the policies or explain in more detail if you need additional information about policies and/or procedures.

RIGHTS OF LICENSING ENTRY

Under Title 22 of Department of Community Care Licensing- a Licensing Analysts may enter at any time to inspect and interview staffing, children and view the facility.