



# JUNCTION PRESCHOOL

License # 455404720  
JESD Tax ID #68-0174779

Introduce your child to the  
love of learning!

9087 Deschutes Road  
Palo Cedro, CA 96073  
(Portables, Room 104 and 105)  
*tbrock@junctionesd.net*  
(530) 547-3267

7:30am – 3:30pm  
Monday - Friday

Miss Terry - Director/Teacher  
Miss Alyna – Teacher  
Miss Ryan - Teacher

## Family Handbook 2025 – 2026

All children ages 3 to 5 years, independent in the bathroom are eligible to enroll.



Depending on availability, vacancies will be filled first with returning students, next with previous preschool family's siblings, and then qualified children in order of placement on the waiting list (if applicable) and receipt of enrollment paperwork.

Subsequent month's tuition is due on the first day of each month. Billing is issued monthly on the 25<sup>th</sup> day of each month. Payments can be paid with cash, check or money order in preschool (no fee). Credit/Debit payments can be made through our Smart Care App (for a small processing fee). Tuition paid after the 10th of each month will incur a \$25.00 penalty unless other arrangements have been made and approved by the Director. *Please make checks payable to Junction Preschool.*

There will be no refund of fees or adjustment for days the child does not attend. The months of August, November, December, January, February, April and June will be adjusted due to partial months and holidays. A pro-rated tuition schedule will be provided to you upon enrollment.

Accounts that are not paid in full by the last day of the month will constitute grounds for termination, unless other arrangements have been made and approved by the Director.

In the event of a change in tuition rate, you will be given at least 30 days' notice prior to implementation of the change.

### **Billing and Account Information**

Upon completion of the enrollment paperwork, your information will be entered into our Smartcare database. You will then receive an email with a link to Smartcare (which is an app you can download to your phone or access online with your computer). You will have access to your personal account information and account balance information through the App. Payments can be made through the App and automatic payments can be set up, if you desire.

### **Immunization / Health Report**

An up-to-date Immunization Record and Physician's Health Report is required before your child may attend Junction Preschool. All immunizations required for your child's age must be administered prior to enrollment.

### **Withdrawal / Termination**

The Director must be informed 2 weeks in advance if you plan to withdraw your child. If tuition is charged for the month and you give notice after the charge is posted, you will be responsible for the tuition for that month (no partial refunds will be issued). Please inform the Director of any special circumstances to be considered.

If a child displays behavior that is continually disruptive to other children and teachers, the Director will discuss the issues with the parents/guardians. If behavior does not improve, the child's enrollment with Junction Preschool will be terminated

Junction Preschool reserves the right to terminate your child’s enrollment, without notice, due to excessive behavior and/or safety issues at the sole discretion of the Director. Tuition refunds may be granted, depending upon timing of termination and extenuating circumstances, at the discretion of the Director. Registration fees are non-refundable.

## **Procedures**

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### **Daily Schedule**

<b>7:30am</b>	<b>Doors Open</b> Children Arrive (wash hands, complete jobs, free play)
8:30am	Circle Time (including Pledge of Allegiance/Flag Salute)
9:00am	Outside Play (weather permitting) (Rainy days – songs and dance, games, active play)
9:45am	Wash Hands / Morning Snack
10:15am	Large Motor Movement (outside or in the gym)
10:25am	Wash Hands / Bathroom Visit Audio Book
10:45am	Group Time / Centers
11:25am	Clean Up the Classroom
11:30am	Wash Hands / Bathroom Visit
11:40am	Lunch for full-day
<b>11:45am</b>	<b>Half-Day Pickup</b>
12:00pm	Nap Time
2:00pm	Lights On! / Blankets Put Away / Bathroom Visit Library Time / Coloring
2:15pm	Story Time
2:30pm	Outside Play (weather permitting) (Rainy days – songs, dance, games, play)
3:00pm	Wash Hands / Bathroom Visit Afternoon Snack Library Time / Puzzles
<b>3:30pm</b>	<b>Full Day Pickup</b>

### **Arrival / Departure**

Our doors open at 7:30am. The preschool program begins at 8:30 a.m. Please be prompt. Preschoolers do not regroup very quickly or effectively.

Parents provide all transportation to and from preschool. Parents are to park and walk their children into the preschool upon arrival and departure. *PLEASE remember to sign in and out each day.* Full signature is required.

Children will be allowed to leave with an authorized adult listed in the enrollment packet. California State Law requires that we check identification of the person picking up if we are unfamiliar with that adult.

### **Late Pick-up Policy**

A parent picking a preschooler up after the scheduled pickup time will incur a \$25.00 late penalty fee and will be charged \$1.00 per minute thereafter. If you anticipate being late for any reason, please let us know as soon as possible. Late pickup fees may be waived, at the discretion of the Director.

In the event that Junction Preschool staff cannot locate a parent or another authorized person to pick up the child, the Shasta County Child Protective Services will be called at 5:30 p.m.

### **Parent Information**

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Our Parent Information Board is a source of reference for you and your family. It includes our curriculum calendar, lunch/snack calendar and other important information. Our Junction Preschool Daily News easel lists the day's activities and books to be read. Be sure to take a look each day to see what your child will be working on.

### **Change in Information**

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Parents are responsible for advising the Director of changes in address or phone number(s) and changes in people authorized to pick up your child. It is critical to keep contact information up to date in case of an emergency. Please make these updates in writing.

### **School Closure**

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Should Junction Preschool be closed due to inclement weather or other emergency, you will be notified via the radio station KQMS or television station KRCR. If Junction Elementary School is closed, Junction Preschool will also be closed.

### **Nutrition**

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Please be sure your child has had a healthy breakfast prior to coming to preschool.

Junction Preschool participates in the lunch program operated by Junction School District. Hot lunch is available at no charge for every preschooler. You also have the option to bring your child a lunch from home. All children enrolled in our full day program must either choose a hot lunch or bring a lunch from home. When needed please keep your child's lunch box clean and sanitized. *Please do not send candy or sweet treats in your child's lunch.*

Nutritious snacks are provided twice daily at 9:00am and 3:00pm. Snack menus are posted on the Parent Information Board. *Please notify Junction Preschool of allergies or special dietary needs in writing. Parents will be responsible to provide gluten free or special food for their child.*

Please provide your child with a labeled water bottle filled with water only and ice (if desired) each day.

## **Health and Medication Policies**

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If your child is sick and has a fever or undiagnosed symptoms, your child must be kept home. *Children must be symptom free for 24 hours minimum in order to return to preschool.*

For the sake of our teachers, parents and all other children, *please keep your child home for fevers, vomiting, diarrhea, persistent coughing, unusual rash or yellow/green mucus.* Children with colored mucus must be checked by a doctor for infections. Children who become sick at preschool will be isolated in the preschool until parents arrive to pick them up.

### **Medical Emergency Procedure / Accidents**

Injuries of a minor nature (small cuts, bruises, bumps, etc.): Staff will give necessary first aid and will complete an "Ouch Report" to notify parents about the injury.

Serious injuries: Staff members will call 911 and then make contact with parents or other emergency contacts as listed in the enrollment packet. Staff will provide first aid until EMT arrives. Accident reports will be sent home following any injury.

A report will be filed by Junction Preschool to Child Protective Services in the event staff suspects child of being abused in any way (physically, sexually, emotionally). We are mandated by the state to file such a report.

### **Incidental Medical Services Plan**

The providers at Junction Preschool prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child. *Medications will be only administered when prescribed by a physician, and over the counter medications will be administered only when accompanied by a doctor's note.*

Junction Preschool staff is not allowed to apply any type of over the counter creams, lotions, or sunscreen on your child. You child may apply lip balm or other topical item independently, with your permission. Please inform staff if this is needed.

## **Fire Drills / Emergency Evacuations**

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Fire drills are held monthly throughout the school year. The Emergency Disaster Plan is posted on the Parent Information Board. You may request a copy, if needed.

## **Dress Code**

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Please dress your child for a day of PLAY! Shoes must have back straps for safety reasons. Hats, caps, visors may be worn outside only. Dresses and shirts must have minimum width of 2 fingers or require undergarments. All dresses in preschool require shorts or leggings to be worn underneath. Please dress your child appropriately for the current weather. *Always send a coat or sweatshirt with your child to preschool (with name clearly written on the inside label).*

## Birthdays

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Classroom parties are welcomed and take place at our 9:00am snack time. Please schedule at least one week in advance. Please see the Director or staff for specific details. Due to state regulations, we cannot accept homemade foods for classroom parties. All food must be store bought and contain no nuts. Breakfast muffins are preferred due to the time of celebration.

## Holidays

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Holidays are acknowledged in our program and are made a part of our curriculum in a way to learn about what the holiday is celebrating. We do not include religious information of any kind in our stories or crafts, yet we encourage your child to share their own stories and experiences with us. Should you have a preference of any kind regarding how holidays are treated regarding your child, please be sure to make your wishes known to the Director. Our staff will respect all family wishes/preferences.

## Personal Items

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Children are required to bring a backpack with an emergency change of clothes (shirt, shorts/pants, underwear and socks). Please exchange the clothing items as the weather changes so there is an appropriate option, if needed. Please keep your child's backpack clean and sanitized. No bottles or sippy cups are allowed.

Full day children: Lunches from home can come in brown bags or a lunch box. Napping items (blanket, small pillow and one stuffed animal) are welcome. Be sure your child's name is on all personal items. *All items must fit in child's backpack and be completely zipped up at all times.*

A child may bring a book related to our preschool themes, letters, colors, numbers, shapes or nursery rhymes to share with the class. ***Please leave personal toys at home.*** We cannot be responsible for items being lost or broken.

## Rules of Discipline

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We believe in using positive discipline strategies with our preschoolers to help nurture a positive self-image in all children. Positive discipline begins with consistent expectations that are developmentally appropriate, including clearly communicating expectations, teaching behavior that is more appropriate, and supporting children in using behavior strategies during conflict situations. Positive discipline continues when adults respond to typical interaction problems with positive, helpful strategies: redirection, active listening, I-messages, natural or logical consequences, conflict resolution, recognizing and dealing with strong emotions, and withdrawal from emotion-laden situations. However, the core of positive discipline strategies is helping children save face and preserve their dignity in discipline situations.

At Junction Preschool, we praise positive behavior. A child exhibiting unwelcome behavior will be giving a warning first. Secondly, the child will be removed from others and placed at the "able" table. When "able" the child may return to activity, circle time, etc. *Junction Preschool will not tolerate corporal punishment.*