



Family Handbook

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State License #330901543



Welcome to Anne Sullivan Preschool! We have prepared this booklet to acquaint you with day-to-day life at Anne Sullivan. It addresses parents' most frequently asked questions, so we hope you will keep it handy for easy reference.

Reminder: Anne Sullivan Preschool is a smoke-free area, both indoors and outdoors. No smoking on the school property.

This school is an equal opportunity provider.

PHILOSOPHY

Our program works closely with parents to build a foundation for lifelong learning. Underlying all educational endeavors is the belief that children are unique individuals who develop in distinct developmental stages and that the child's sense of wonder and reverence for life, coupled with respect for others and joy for learning, is to be continuously nurtured.

MISSION

Anne Sullivan Preschool is a nonprofit, interracial, nonreligious, nonsectarian institution dedicated to enriching children's lives by creating an environment in which the children as well as families and staff have the opportunity to develop into their full potential. Our school is a community of children and adults that fosters attitudes and ways of relating that make a better world.

HOURS OF OPERATION

The school is open from 6:45 a.m. to 5:30 p.m., Monday through Friday throughout the year, except for established vacation days which are listed yearly on the School Calendar. Children enrolled in the half-day program will attend from 8:15 a.m. to 12:15 p.m.

Late Fee: The school closes promptly at 5:30 p.m. Parents are requested to come by 5:20 p.m. to have time to greet your child and teachers, pick up belongings, and sign out. If your child is picked up after the closing time of 5:30 a fee of \$10.00 every fifteen minutes per child will be charged. The late fee also will apply if a child who is enrolled in the half-day program is picked up after 12:15 p.m., the scheduled time.

TUITION AND PAYMENTS

Tuition is due in advance of service and is charged weekly. An invoice is issued at the beginning of each month for payment due for that month. A daily diaper fee will be charged for children who are using diapers. Parents will receive an invoice each month for this fee based on the number of days attended.

Payment schedules may be established on a weekly, bi-weekly, monthly basis. Regardless of payment schedule, tuition rates are calculated by the week. If a parent falls behind on tuition payment, the child will not be allowed to attend the school until payment is brought up to date including the late fee paid. Checks (not cash) for tuition payments and other notes are put through the slot on the wall if the office door is closed. Receipts are given immediately for cash payments. Receipts for checks are filed in the Parent File if requested. Tuition will be charged for all absences. An exception is absences due to illness. Please refer to “Absences Due to Illness” section on this document.

* One week’s tuition is charged as a deposit before a child starts in the school. This deposit will be held until the child leaves the school, at which time it will apply to his/her final week of tuition.

* Two weeks’ notice is required before withdrawing a child from the school. If this notice is not given, tuition will be charged for those two weeks.

DROPPING OFF/PICKING UP CHILDREN

Arrival at and departure from school is an important transition for the young child. The teachers and families can work together to make it a meaningful time.

Dropping off: Please have your child wash his/her hands upon arrival at the classroom. Also, please direct your child to one of the teachers so they can greet each other, and alert your child’s teacher of any circumstance that might influence the child’s day at school (changes in

the family, visiting grandparents, new pet, death, loss of job, nightmare, etc.) The teacher will perform a daily health check at this time.

Picking up: You can check the whiteboard for daily activities or other news in the classroom so you can ask your child about them. Please, check your family file and attendance sheet for messages from the teachers. If team teachers are not present at this time to discuss any concerns, you can contact them by telephone or send a message through the app. Supervising teachers are present to answer immediate questions or relay messages to team teachers.

Signing in/Out

State regulations require that the adult who drops off or picks up a child sign him/her in and out. A sign-in sheet is made available near the front entrance of each room. Parents should fill in their full legal name and the time.

Authorized Pick Up

NO unauthorized adult will be allowed to pick up a child. The following are approved authorizations:

- Persons whom parents have included on their child's registration papers under the section "PERSONS AUTHORIZED TO PICK CHILD UP FROM SCHOOL."
- Persons for whom the parents have provided written permission. Written permission will be posted by the attendance list. If something unexpected comes up, you may send written permission, either with the person you are authorizing, by FAX (951) 678-0897 or email.

Any adult, including authorized persons, will be asked to show appropriate identification if they are unfamiliar to the staff member releasing the child. Please check at the office with the appropriate ID for clearance.

PARKING LOT SAFETY

Please drive safely in the school parking lots, remembering that children are often present. Always park in marked parking spaces to allow for free passage of emergency vehicles. Children are to be accompanied by an adult in the school parking lots. Please leave your car's motor turned off. When your car is idling, it emits harmful emissions that are linked with asthma

attacks, lung disease, allergies, and even cancer. If you need a car seat to take a child home, Anne Sullivan Preschool has one available for you to use.

*** Be present in those precious minutes with your child. Please do not use your cell phone during drop off or pick up.**

SCHOOL CLOSINGS

LEGAL HOLIDAYS (tuition due):

- Labor Day
- Veterans' Day
- Thanksgiving, Thursday and Friday
- Christmas Eve and Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Thursday and Friday before Easter
- Memorial Day
- Juneteenth

SCHOOL VACATIONS (no tuition charged, specific dates to be provided)

- * Winter break: One week at the end of December
- * Spring break: One week in Spring
- * May: One week for Teachers' Conference
- * Summer break: Three weeks in Summer

FAMILY VACATIONS

Each child receives one week of vacation during the twelve-month period from August to June. No tuition will be charged for that week, and parents may use them any time during the academic year, but it must be taken as consecutive days, not individual days. Parents are asked to inform the staff and office of their vacation plans. A child's days of attendance may be reduced during the summer.

ABSENCES DUE TO ILLNESS

The policy for absence due to illness is the following: One week of tuition will be credited after 15 absences within one school year for children who come 5 days a week; 12 absences within one school year for children who come 4 days a week; 9 absences within one school year for children who come 3 days a week; 6 absences within one school year for children who come 2

days per week. The absences need not be continuous. Parents are required to give a written note to the office of any absence due to illness. If your child is diagnosed with a communicable disease, please inform the administration.

MEALS AND FOOD

The food served at school is homemade and prepared on the premises. Children who attend full days receive a midmorning breakfast/snack, a hot lunch and an afternoon snack daily. Children who attend half days will receive a midmorning breakfast and a hot lunch. If there is a need, children who arrive at the school before 8:00 a.m. may bring breakfast with them and eat it at the school.

Lessons about good nutrition are part of the curriculum for children to develop healthy eating habits for life. At the same time, we are committed to meeting the nutritional needs of all young children. Anne Sullivan participates in the Child and Adult Care Food Program (CACFP) which allows children to bring food from home only with a proper medical consent. For children with severe allergies, disability, or medical conditions, parents make a nutritional plan in the office. Then the plan is communicated to the teachers and the cook.

Teachers monitor what children eat and if they don't eat the food served, they are given a choice of bread, cheese, crackers, or cereal. Any other accommodation will be dealt with on an individual basis after including the input of the parents, teachers, and administration.

Children who are intolerant to cow milk can bring other milk or drink water. The milk substitute must have nutritional value of cow's milk. Please mark special milk with the child's name and make it available for meals.

FOODS BROUGHT FROM HOME FOR SPECIAL EVENTS

The following guidelines will be implemented for special foods brought from home to celebrate birthdays, holidays, and other events. Families are welcome to bring:

- Food and drinks that contain natural fresh fruits and vegetables
- Food and drinks that are made with low fat, low salt and low sugar
- Food and drinks that do NOT contain high fructose corn syrup and trans fats

- Foods that all the children in the classroom (including those with diet restrictions) can eat. For example, PEANUTS or any food that contains peanuts need to be avoided in some classrooms.
- Foods that do not pose a **choking hazard** for the age of your child and his or her classmates. Food posing a **Choking Hazard** for children under 4 years of age are: hot dogs, whole or sliced; whole grapes; nuts; popcorn; hard pretzels, carrots or meat larger than can be swallowed whole, spoonful of peanut butter, raw peas.

The above guidelines apply to “Goodie Bags” if there is food in them.

Examples of food to bring for celebrating that include 2 different food groups required by the CACFP (California Adult and Child Food Program):

- Fresh fruit salad with low fat yogurt
- Mini bagels with low fat cream cheese
- Cupcakes or cookies made with natural ingredients such as fruits, vegetables, apple juice, oats, olive oil, raisins.
- Cheese with whole wheat crackers or pretzels; low fat frozen yogurt with shredded almonds on top
- Baked tortilla chips with low fat bean or avocado dip
- Fruit smoothie with low or non-fat milk, frozen Go-Gurts, sugar free pudding cup, fruit and cheese kabobs, applesauce cups.

Examples of food NOT to bring:

- Frosting and icing
- Sugary, fatty cupcakes and cakes
- Candy
- Popsicles with sugar
- Sugary Juices
- Peanuts

FAMILY COMMUNICATION

Families are provided with a file in the classroom marked with the child’s last name. This file is used for communication between the administration and the classroom teachers to the

parents. This communication includes accident reports, notices, and reminders. Parents are invited to use this file to communicate with the parents for such things as birthday party invitations and thank you notes. If you wish to communicate with the classroom teachers, there is a file marked "Teachers." The parent file is not to be used for solicitations. The "Administration File" is for surveys and communication with the office. Also, teachers communicate with parents through an app. They post notices, photos and any other relevant information. Please, ask your child's teachers to give you access to the app.

ILLNESS

Parents should not send children to school with contagious illnesses such as cold or flu. In case of illness, the child needs to be picked up by a parent or parent-approved adult within an hour. A child cannot stay at the school if s/he:

- Has a fever of 100 or higher taken under the arm, 100.4 taken on the forehead with an infrared no-touch thermometer, or 101 taken orally
- Has an infection of the eyes, such as conjunctivitis, or of the upper-respiratory system
- Complaints about not feeling well
- Vomits or diarrhea that is not associated with changes of diet and cannot be contained by the child's ability to use the toilet
- Cries inconsolably
- Has severe coughing and/or sore throat or difficulty swallowing
- Has a skin rash accompanied by behavior change or fever that has not been identified by a phone call or in writing by a physician
- If the child manifests less serious symptoms of illness, parents will be informed and asked to remain in close contact with the school in case the condition worsens.

To return to school a child must be fever free. Please take your child's temperature before administering fever reducing medicine such as acetaminophen. If antibiotics have been prescribed, they must be used for a full 24 hours before the child returns to school.

MEDICATION

In accordance with state law, staff can administer medication to children only when it is accompanied by specific instructions signed by a physician. Medications, including those that are over the counter, must be in the original bottle, marked with the child's full name, and, in

the case of liquid medications, be accompanied by a measuring device. Nebulizers require a Consent/Verification form which is available in the office. Parents will be asked to fill out a “medication slip” which indicates the days, time and amount of medicine to be given. Medications will be placed under lock and key.

WHAT TO BRING TO SCHOOL

Please bring the following items:

Jacket/Coat/Sweater (seasonal): CLEARLY MARKED

Please take all outer garments home at the end of each day.

Bedding: CLEARLY MARKED

Bedding consists of two articles: a small crib-fitted sheet to cover 2 feet by 5 feet cot. The top may be a small sheet or blanket of your choice that fits in the child’s cubby. Please take bedding home periodically, at least every 5 days the child attends school, to be laundered.

Extra Clothing: An extra set of clothing should be brought and left at school. It should include underpants, socks, and a complete change of outer clothing. When soiled clothing is sent home, parents should bring a clean set to replace it.

WHAT TO WEAR

Children have daily opportunities for outdoor play, weather, and air quality permitting. Please dress your child appropriately for the weather. As there is often a wide temperature variance during the day, it is advisable that you send your child to school with clothing layered for warmth in the early morning that can be taken off as the temperature warms up. Messy art, interactive and creative activities are planned every day, and your child will want to participate, so send your child in clothes that can be washed.

We encourage children’s independence. Velcro or slip-on sneakers that your child can manage are most appropriate. For their safety, please send children with shoes in which they can run, jump, and play actively. Please avoid open-toed shoes. PLEASE NO FLIP FLOPS OR BACKLESS SANDALS.

WHERE TO FIND THINGS

Children’s work: In children’s file boxes.

Written Communication between school and parents (including announcements of special events, tuition invoices when not sent electronically, and notification of minor accidents): Under the child's last name in the "Parent File Box" near the front door of each classroom.

Weekly menu: Posted on the bulletin board of each classroom.

School closing: Distributed at the beginning of each school year. This handbook, "Yearly tuition and Vacation Schedule," newsletter, notices in each classroom, and on the web site.

Medications: Under lock and key, please check with classroom teachers. Parents are requested to review the medication permission slip to find out when the medicine was administered and by whom. Please, take home expired medication and replace it.

Soiled clothing: Hamper in the children's bathroom. A clothes pin marked "Clothing" will be clipped to the sign-in and out sheet.

Educational material for sharing: In a special place for this purpose in each classroom.

Information on community events: The bulletin board at the entrance of the school next to the office.

Information on parenting and parenting classes: Our library has resources for parents, including a variety of articles, CD's, videos and books on guidance, child development, special needs, etc. Consult the Educational Director.

WHERE TO PUT THINGS

Jackets, coats and sweaters: Hooks in each room (All outer wear brought to school should be marked and have a loop or other means for hanging.)

Bedding: In individual cubby.

Medicines (accompanied by permission slip): Give them to a teacher who will place them in a locked medicine box. Please inform if the medication needs refrigeration.

Note: All unmarked jackets, sweaters or unclaimed toys will be removed from the school for 2 weeks and held in storage for an additional week, after which they will be donated to a charitable organization.

PARENT PARTICIPATION

Anne Sullivan Preschool and Kindergarten has an open-door policy: Parents and family are welcome to visit at any time at your convenience and spend some time with your children and participate in classroom activities. However, planned visits are also welcome. Each child's home environment is a vital resource for the children's learning experiences. We enthusiastically encourage parents, family members and friends to come to the classroom and share their knowledge, abilities, interests and customs with us.

While teachers are conducting inside classroom activities, parents are welcome to converse or socialize outside the classroom, so as not to interfere with the normal functioning of inside activities.

ONGOING COMMUNICATION WITH FAMILIES

Parents are welcome to contact the teachers daily to briefly transmit information about the child or classroom events. If you wish to give us special instructions for the day, please put your request in writing, dated, and signed.

Parents are welcome at any time to schedule an appointment to speak with the classroom teacher or Educational Director. Teachers will plan conferences with each child's family to facilitate a good relationship among the parents and teachers, to create a greater understanding of the family's ethnicity and the child's needs and characteristics, and to share observations and assessment results of the child's development and learning. If parents wish to receive electronic texts or messages or written feedback on a daily basis, they may make arrangements with the teachers regarding how this will be carried out.

ASSESSMENT OF CHILD'S PROGRESS

Team teachers are trained in In-Services and college courses on how to conduct assessments based on authentic observations of each child. Observations on all areas of children's development and learning are done during the daily routines, planned activities, group games, circle times, individual conversations with the children, dramatic play and other forms of play. Teachers write anecdotal records, complete check lists, take pictures of children, select work samples, and document observations of behaviors. These are compiled in the child's portfolio and are kept confidential. Preschool teachers use these informal assessments to inform the written progress reports given to parents, as well as the formal assessment tool they use during the year, Teaching Strategies GOLD™. This is offered to parents to review and contribute with their knowledge of their children.

PHOTOGRAPHS

Each fall the children are photographed by a professional photographer. There is no obligation to purchase these photographs.

POLICY REGARDING CHILDREN'S PHOTOGRAPHS

Anne Sullivan Preschool requires all parents to request authorization from the office if they wish to publish any photograph taken at the school, including pictures of their children's school friends, on the Internet or other public places. For confidentiality reasons, some parents have not given authorization for their children's photos to appear in any public site, display, newsletter or movie outside the school's walls.

PARENT RESPONSIBILITY

Please assume direct responsibility for supervising at all times by sound and sight all children whom you bring to school who are not enrolled. Parents and those authorized by the parents are also responsible for the children coming to and from school and in the parking lot. Please keep your child by your side when accompanying him/her from the car to the classroom until the supervising teacher takes over.

ON BRINGING TOYS FROM HOME

The school is equipped with toys, games, books and learning materials for the children's enjoyment and development. Play has been defined as a "child's work." The latest research has found that when children are trained in socio-dramatic and/or fantasy play they increase their ability for perspective taking, group cooperation, social participation and impulse control. Young children commonly wish to bring toys from home. Since this is an educational setting, we ask you to keep at home toys that are highly structured, realistic toys with features that can be used only one way. Your child can bring to school educational materials that encourage creativity, symbolic play, skill development, tool mastery and cooperation. Your discernment is essential in determining when your child is ready to share with his/her companions.

The following are examples of things to bring:

- A small stuffed toy for nap time
- A photo album

- A book, song or story appropriate for young children that would enhance the topic the children are studying
- Things from nature like shell or rock collections in unbreakable containers
- A didactic game, card or table game that reinforces counting, sorting, association, or science skills in a nonviolent way
- Open-ended material that can be used in multiple ways, such as a set of blocks or art materials
- Items from family's ethnic, cultural background to awaken interest and initiate discussion of your cultural background

Examples of things that stay at home:

- Realistic toys with features that can only be used one way
- Toys or other materials that stimulate imitation and trigger repetitive violent or aggressive play
- Toys with many small pieces that can easily get lost
- Delicate and breakable items
- Makeup

BIRTHDAYS AND HOLIDAYS

We try to make the child's birthday and holidays a special day, but we also respect cultural or religious diversity. Should they wish to do so, parents are welcome to provide something special for the children, such as an activity, craft, or a healthy and nutritious lunch or snack. Please follow these safety guidelines to avoid choking: Children younger than age four are not served hot dogs, whole grapes, nuts, popcorn, hard pretzels, spoonful of peanut butter, or chunks of raw carrots or meat larger than can be swallowed whole. Please consult with the teachers about children with allergies. See "Health Guidelines" for healthy treat suggestions.

GUIDANCE AND DISCIPLINE

Children are treated with dignity and respect. To support the children in their cognitive, emotional and behavioral self-regulation, teachers create a predictable and developmentally appropriate environment and schedule, and are consistent, trustworthy and responsive to each child's strengths and needs. Classroom rules help set limits and make children feel safe and

secure. Teachers use positive guidance strategies to promote the development of self-regulation. These include modeling language to express needs and emotions, redirection, changing the environment to meet specific needs, offering choices, and conflict resolution skills. Specific interventions will be created by the teachers together with the family when a challenging behavior persists.

CHALLENGING BEHAVIORS

At times, a child's behavior may become significantly disruptive or pose a risk to themselves, other children, or the classroom environment. When this occurs, the following steps will be taken:

- **Initial Communication:** Teachers will notify the child's parents or legal guardians about the behavioral concerns and describe the strategies being used to address the behavior. A follow-up meeting will be scheduled within two weeks to develop a collaborative plan of action.
- **Plan Development:** The Educational Director and teachers will meet with the parents to create a behavior support plan tailored to the child's needs.
- **Monitoring Progress:** If the challenging behavior continues after two weeks of implementing the plan, the Educational Director and teachers will meet again with the parents and recommend that they seek professional support for their child at the school.
- **Parental Response:** Parents are expected to respond to this recommendation within one week. **Failure to pursue professional help may result in the child being disenrolled from the program.**
- **Immediate Risk:** If the child's behavior presents an imminent safety threat, parents will be asked to pick up their child from the premises immediately.
- **Safety Concerns:** **The third time parents are called to pick up the child** because the child's behavior poses a serious safety risk to themselves, staff, or other children, we'll ask parents to disenroll the child from the program.

TELEPHONE DIRECTORY

Parents are invited to make their telephone numbers and email addresses available to other parents who may request them for play dates, meeting each other, or for planning special events.

CONFIDENTIALITY

All records and information concerning your child are shared with the Administration, teaching staff, hired professional consultants, and regulatory authorities. Disclosure of children's records beyond family members and anyone mentioned above who has an obligation of confidentiality shall require written familiar consent (except in cases of abuse or neglect).

We shall maintain confidentiality and respect the family's right to privacy, refraining from disclosing confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

Assessment information and screening results are in custody of and used by the Administration and Staff of Anne Sullivan Preschool solely for the welfare and development of the child.

GRIEVANCE PROCEDURE

When a parent has a concern or complaint about some aspect of our childcare program, the following steps should be taken to help resolve the issue as promptly as possible:

If applicable, the parents should discuss the issue with the teacher involved. If no resolution is reached with the teacher, the parent should then discuss the issue with the Educational Director. The Educational Director will receive all the facts from both the parents and any staff members that are involved with the issue. If the director's decision is unsatisfactory to the parent, the parent may request a mediation session with one of the officers of the Board of Trustees of the school. Anne Sullivan Preschool will make every effort to resolve complaints expeditiously, keeping the safety and well-being of the children and staff members a priority.

To report a complaint or concern you may report to the California Department of Social Services (CDSS) hot line: 1-844-LET-US-NO. (1-844-538-8766). All staff members have a Criminal Record Clearance from the FBI and DOJ. A staff member accused of abuse or maltreatment will

be placed on administrative leave from their position until an investigation is completed. If the charges are found to be true, employment will be terminated.

To report a perceived Civil Rights Violation, obtain a USDA Program Discrimination Complaint Form from the office.

HEALTH GUIDELINES

Besides providing a healthy and safe environment in which children learn and grow, Anne Sullivan Preschool introduces healthy living habits to the children. Exercising the mind and the body in appropriate ways and eating nutritional foods can lay a healthy foundation which will affect them throughout their lives.

Physical activity is important for children's healthy growth. Moving supports the healthy development of the entire body: hearts, lungs, muscles, and bones, as well as the neural pathways which children later use to read, write, spell and do math operations. All children need, and benefit from, at least sixty minutes of physical activity every day. In our ample and shaded play yard, the children find many activities that help them enjoy physical activity such as walking, climbing, riding tricycles, skipping, hopping, running, playing catch and jumping rope. These activities also stimulate their imaginations, develop social skills and encourage creative play.

For these same reasons, Anne Sullivan Preschool limits the use of videos, television, and computer games. New research has shown that these electronic entertainments overstimulate children's nervous systems and block their neurological development.

SUGGESTIONS AND FEEDBACK

Communication among parents, staff and administration is one of our foremost concerns. Feel free to contact administrative staff by phone, e-mail, or by visiting the office. For questions and suggestions regarding registration, payments, vacation weeks, extra days, health, safety and maintenance contact Patricia Lagler, Administrative Assistant.

For questions and suggestions regarding your child's adaptation, special visitors, relationships with staff, parents, and children, curriculum and assessment of your child's progress, resources and referrals, contact Alicia Vai, Educational Director.

U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

