



Parent Handbook

2475 Fourth Street
Livermore, CA 94550
(925) 449-1531
www.storylandschool.com

Welcome to Storyland School!

Below is information for you to reference regarding our processes and procedures. Please feel free to contact us anytime with questions at 925-449-1531 or at info@storylandschool.com.

TUITION SCHEDULE

Our tuition schedule changes each year in September. Each month's tuition is due in advance and payable on the first and fifteenth of the month. There is a \$10.00 charge each month for late payments. After a third late payment, your child may be immediately dropped from our program. There will be a service charge of \$25.00 for each returned check. After a second returned check, you will be required to pay in cash, credit card, cashiers check or money order each time thereafter.

Extra hours or days may be added when available, in addition to your child's regular program, for an additional fee.

To maintain a quality program, MAKE-UP DAYS are not permitted and no credit is given for holidays, illnesses, and other days your child is not in attendance. Holidays and days closed are taken into consideration in the determination of monthly tuition. Switching days is not permitted.

A **two week notice and appropriate payment** is required to withdraw your child from school, whether your child attends or not. Vacation time during the year is not refundable.

CLASSROOM TRANSITION

The majority of children are transitioned from one classroom to the next as a group according to when the children are eligible to enter Kindergarten. Children in our program are considered for transition according to their developmental abilities and maturation level as well as upon space availability in the next classroom.

Each of our classrooms follows a basic schedule. The schedule is the same for each class; only the time frame is different. We do this so as a child moves from one class to the next class, they are familiar with the routine and only the classroom and the teacher are different. Because we do many large group activities, your child will become familiar with our entire staff.

CENTER REGULATIONS

SIGNING IN AND OUT

Parents are required to record the child's arrival and departure times at Storyland School each day – parents must sign their child(ren) in and out each day with a Storyland assigned PIN number. Teachers will release a child only to the parent or someone authorized by the parent. If pick-up is to be done by someone other than the regular person (person on file), please notify a staff member. If it is the first time an authorized person picks up a child, a form of identification will be requested. This includes parents if they have not been at the school prior. Please understand that this is for the safety of the child(ren).

UNDER NO CIRCUMSTANCES WILL YOUR CHILD BE PERMITTED TO LEAVE WITH ANYONE OTHER THAN THOSE PERSONS DESIGNATED IN WRITING ON THE PROPER AUTHORIZATION FORM IF WE ARE NOT NOTIFIED.

IMPORTANT NOTICE

The manner in which a parent leaves a child is very important. Starting the day in a positive manner will assure a good day for both the child and the teachers. Please take the time to bring your child into the classroom, and then spend a few minutes with your child before you leave.

LATE PICK-UPS

Storyland School closes at 6 pm each day. A late charge of \$1.00 for each minute will be paid by the person picking up their child after 6:00p.m. This fee is payable to the teacher in charge of closing, at that time or the next morning at the latest. All late fees must be paid in cash. You may be asked to withdraw your child from the program after the 3rd late pick-up.

MEDICATIONS

Any orally and topically PRESCRIBED medications will be administered to your child only if the following steps are taken:

*Parents need to bring the original container/prescription bottle with the direction about dosage and when to administer or a note from the doctor with directions if you only wish to bring in a single dosage.

*Parents need to fill out and sign the "Medication Authorization Form" consenting to the medication being administered to the child.

*A parent consent form is signed for chronic conditions.

CHILD DISCIPLINE

Storyland School will refrain from any punitive disciplinary measures. A child will be free from corporal or unusual punishment, yelling, embarrassment, threats or mental abuse. Taking away of food, naptime, or bathroom use will be strictly forbidden for disciplinary measures. Mishandling of children will not be tolerated.

Our purpose is to help the child express his or her needs and wants in an acceptable manner. Staff members will help a child learn to ask for things he or she wants with love, patience, and understanding. It will be acceptable to remove a child from a disturbing occurrence and talk quietly with him or her. The child will sit quietly for one to five minutes, in the view of the teacher, to regain control of his actions. The Director may be called upon for any advice or help when dealing with a problem that must be resolved.

CLOTHING

Children should be dressed in comfortable and washable clothing while at Storyland School. Playing involves such materials as paint, water, clay, and glue which ultimately can end up on the children's clothing. Please dress your child accordingly. Long dresses, bare legs and feet, as well as wobbly footwear (i.e. open-toe sandals, crocks, boots, etc.) are not allowed because they often cause a child unnecessary injury. Please note that inappropriate footwear causes a child to spend much of their outside playtime removing sand and tan bark from their shoes. Please dress your child in clothing that will allow them to go to the bathroom without assistance. Clothing such as overalls and leotards cause children problems. Please dress your child for safety and comfort.

Mark all clothing with indelible ink or name labels. This includes underwear, socks, sweaters, jackets, hats, shoes and mittens. We believe an important part of a child's learning experience consists of being able to care for their own clothing. We are unable to take responsibility for unmarked clothing that is lost at school.

Parents are asked to keep an extra set of clothing at the school at all times. This will ensure that your child will be in dry clothes in case of accidents or water play.

Parents will need to supply an ample amount of diapers and wipes for those who are not potty trained.

IN ADDITION

Things such as candy, gum, toys from home, money, balloons and play guns are prohibited and should be left at home. Some classrooms have a sharing day during the week where the children may bring a favorite toy from home to share. Please check with your child's teacher for details. Storyland will not be responsible for any lost items.

BIRTHDAYS

If you wish to celebrate your child's birthday at school, please make arrangements with your child's teacher at least one day in advance.

MEALS

Storyland School provides a midmorning snack and mid-afternoon snack each day. The parents must provide a simple and nutritious lunch each day. Sodas, gum or an over abundance of sweets are not allowed.

Breakfast is your child's most important meal of the day. Please make sure they eat something to get them started. We ask that you limit donuts and sugary rolls for the weekends when they have a time to eat a more balanced breakfast with their goodies. We do have a morning table set aside for children to sit and have a simple breakfast from home until 8:00 a.m.

ALLERGIES

Please make certain that the Director and teachers are fully informed about your child's allergies (an accurate list of these foods or substance will be noted in each classroom). In more sever cases, a treatment plan and consent from your child's doctor will be requested.

ILLNESS

Children should be kept at home when they are ill. Should your child become ill during the school day, we will call you or your designee, so arrangements can be made for your child to be picked up from Storyland School.

We understand that many children in a group setting do have frequent colds. If the symptoms are mild (no fever, serious congestion, respiratory infection, vomiting, or diarrhea), the child may be brought to Storyland School. Children with fever must be fever free for at least 24 hours before returning. An assessment on whether a child is well enough to participate in our program is left to the discretion of Storyland School staff.

Children suspected of having contacted a contagious disease will not be re-admitted without a doctor's release. Children may not attend until the Physician indicates in writing that neither that child, nor the other children are in danger.

If a rash becomes visible on your child, he or she will be sent home. They will be allowed to return the same day with a doctor's note stating the rash is not contagious.

EMERGENCY CARE

Storyland School personnel are authorized to use their discretion to secure the necessary emergency services for any child at parent's expense. This includes emergency medical treatment, paramedic services, and ambulance services. Parents are responsible for any related costs associated with care needed.

PARENT COMMUNICATION

We value input tremendously, and urge you to speak with your child's teacher and the Director often with any suggestions you might have or important information we should know to help us in caring for your child. We are more than happy to discuss your child's day with you whenever possible.

While we realize the limited amount of time you may have to become involved in your child's life at school, we would like to emphasize that your communication and/or participation is very important. It will enhance a feeling of a partnership in the education of your child. We are dedicated to working with you to provide a learning environment, both at home and at school, which most clearly matches your child's developmental needs.

Please feel free to share any concerns you have with us, i.e., changes that occur in your family, a Grandparent's visit, a new baby, a family crisis, etc. we will share our concerns with you. We look forward to getting to know each family. All information shared will be strictly confidential.

ADMISSION POLICY

Storyland School provides full-time and part-time care for children 18 months to first grade entry. Enrollment is granted without discrimination in regard to sex, race, color, creed or political belief.

All potential clients will be screened during an initial interview and program tour with the Storyland School Director to determine if Storyland School will be able to meet the child's needs.

The child and family will be on a one month probationary period at which time the Director will decide based on the needs of the child whether or not the child will be enrolled on a permanent basis

Reason for dismissal may include one or more of the following:

- The parent has not kept the tuition payments up to date.
- The child has shown some extreme or dangerous behavior
- Because the child's emotional make-up, a different type of program would better meet his/her needs.
- The parent(s) have behaved inappropriately while at Storyland, or with Storyland staff members, students, or other family members.

In order for a child to be dismissed from school, the following procedure will be followed:

- The Director will discuss the reasons for dismissal with the parents.
- The reasons for dismissal will be documented.

- The parents will be given 5 school days to make other arrangements for their child.

The following forms must be completed by parents before the child can be admitted to Storyland School:

- Identification and Emergency Information Form
- Admission Policy
- Health History Form
- Notification of Parent's Rights
- Consent for Medical Treatment
- Personal Rights Form
- Website Publishing Policy & Parent Authorization
- Physician's Report (includes immunization info and health/physical evaluation)
- Contract agreement

PROGRAM STATEMENT

Our teaching staff is composed of experienced, qualified teachers and support aides for each age group. Storyland School maintains a maximum teacher to child ratio of:

- 1:6 for Toddlers
- 1:12 for 2 ½ - 6 years

Storyland School is licensed by the California Department of Social Services. Licensing has basic requirements dealing with staff qualifications, student/teacher ratios, facility specifications and program parameters. The philosophy of Storyland School is to exceed these basic standards where possible to assure the highest quality child care program.

We are extremely pleased to have your child with us and we are looking forward to an exciting and enriching school year.