Oaks Children's Center



Parent Handbook

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WELCOME PARENTS

We are glad you have chosen Oaks Children's Center for your child's early educational experience. Our purpose is to partner with parents and provide your child with an exciting and developmentally enriching program through activities that promote a love for Jesus and others, as well as kindness, generosity, security, and trust.

This handbook will assist you in understanding the policies and procedures of Oaks Children's Center, which the State of California requires. You must thoroughly read all the information provided in this handbook. Please read it carefully and let us know if you have any questions. There is a Parent Signature Statement in the enrollment packet for you to sign stating that you have done so.

MISSION STATEMENT

Our mission is to glorify God by sharing his love and grace through His Son, Jesus Christ. We fulfill this mission by the empowering of the Holy Spirit as we provide young children with a high-quality education and early learning experience.

STATEMENT OF FAITH

1. One God, who is infinitely perfect, exists eternally in three persons: Father, Son, and Holy Spirit.

2. Jesus Christ is the true God and the true man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of Majesty on high as our great High Priest. He will come again to establish His kingdom, righteousness, and peace.

3. The Holy Spirit is a divine person sent to dwell, guide, teach, empower the believer, and convince the world of sin, righteousness, and judgment.

4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.

5. Man was created in the image and likeness of God: he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the unrepentant and unbelieving is existence forever in conscious torment and that of the believer in everlasting joy and bliss.

6. Salvation has been provided through Jesus Christ for all men and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.

7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is a crisis and a progressive experience wrought in the believer's life after conversion.

8.Provision is made in the redemptive work of the Lord Jesus Christ to heal the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the church in this present age.

9. The Church consists of all who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which He has commissioned to go into the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together to worship God, edification through the Word of God, prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.

11. The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and premillennial. This is the believer's blessed hope and is a vital truth, an incentive to holy living and faithful service.

PROGRAM GOALS AND OBJECTIVES

Our ultimate goal for each child is that they would know and love God through the development of a personal relationship with Jesus Christ as their Lord and Savior. The program will seek to ensure that successive goals support this ultimate goal. Successive goals include the provision of a developmentally appropriate curriculum that would provide learning experiences in the following areas: spiritual, physical, cognitive /language, creative, and social/emotional. The following objectives are included to support the above-stated goals:

- **Spiritual Objectives:** Provide a daily Biblical devotion in the curriculum that is based on a practical Biblical truth that young children can understand, integrating this theme into learning experiences during group time as well as helping the children apply this truth throughout their day; also, provide a weekly "chapel" time – a time to focus on Jesus through a Bible lesson, worship (singing) and prayer; integrate prayer throughout the day as is appropriate to the children's understanding and needs.
- **Physical Objectives:** Schedule periods each day so that large muscles are exercised (climbing, running, jumping, riding bikes, throwing balls, etc.), helping to develop coordination and control and to build body fitness and awareness; provide activities to specifically exercise small muscles (drawing, painting, cutting, gluing, manipulative games, and puzzles, etc.) that are necessary for developing the ability to write, as well as in mastering the skills needed to accomplish many other daily tasks.
- **Cognitive Objectives:** Provide several choices throughout the child's day that will satisfy their natural curiosity and desire to explore their world – utilizing a wide array of sensory materials, allowing for hands-on experiential learning and problem-solving situations; also, facilitate mid-level cognitive abilities by providing activities involving matching, paired common relations, grouping (classification), seriation, temporal ordering, cause and effect, memory, and math facts.
- **Language Objectives:** Provide opportunities throughout the day to use language freely, allowing for self-expression; provide activities each day to exercise both expressive and receptive skills in language, experimenting with sound and rhythm of words, gaining increased sensitivity to their meaning, understanding symbolism, building vocabulary and the effective use of proper pronunciation and grammar; provide for the expression of ideas, wants, feelings, etc., with increased competence and social acceptance through training in how to successfully communicate with others; to be able to listen to others with increasing discrimination, being able to interpret and use what is heard with growing skill.
- **Creative Objectives:** Provide daily opportunities for creative expression, mainly through dramatic play and various art mediums such as drawing, painting, collage making, sculpting, play dough, block building, and dance. The emphasis will be on the process of the creative activity, not the end product. "Crafts" (art projects with specific products in mind) may be occasionally introduced to the children for particular occasions (such as making Easter baskets), but this will be the exception to the rule.
- **Social/Emotional Objectives:** Provide a safe environment for children to relate to peers and adults; build self-esteem and confidence through experience and achievement;

learn negotiation skills and how to resolve problems successfully; grow to trust, experience autonomy, and exercise initiative. Overall, the objective would be for each child to gain a sense of themselves as God's creation, unique and special, and accepted and successful member of society.

DAYS AND HOURS OF OPERATION

Oaks Children's Center will open its doors at 7:00 a.m. Monday through Friday is designed for children ages 2 to 6 years. The school day ends promptly at 5:30 p.m. Children can only be admitted into the facility after 7:00 a.m. Late fees will apply to any child picked up after 5:30 p.m. Our Half-day program starts at 8:15a.m and goes until 12:15 p.m. (Late fee information on page 9).

HOLIDAYS AND SCHOOL CLOSURES

A school calendar will be given out annually for your convenience when posting all school holidays. Please check this calendar for days the preschool will be closed. Fridays and Mondays will be substituted for holidays falling on Saturdays and Sundays.

- 1 week before the Fall Session (Staff In-Service & Facility Renovations)
- Labor Day
- Veteran's Day
- Day Before Thanksgiving (Close at 12:00 p.m.)
- Thanksgiving Day and the Day after
- Christmas Eve, Christmas Day
- New Year's Eve, New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- 2 days before the Summer Session (Classroom & Teacher Prep for Summer Session)
- Fourth of July

Please Mark These Days on Your Calendar. Exact Dates Vary from Year to Year. Each parent will receive a school calendar, which will be posted on the parent boards in the classroom.

ADMISSION POLICY

The State of California licenses us to care for children between the ages of 2-6 years. Each child enrolled at Oaks Children's Center must be at least 2 years old for our preschool program.sic

Enrollment at Oaks Children's Center is on a first-come, first-served basis. It operates nondiscriminatory without regard to race, color, religion, or ethnic origin. Each parent is given a copy of this Parent Handbook to read. Your signature on the "Parent Handbook Statement" in your enrollment packet confirms that you have read and understand its information. Each child enrolled is expected to be ready for the type of group experiences the school offers. Classroom situations can be overwhelming or over-stimulating for some children. Suppose a child is having problems adjusting to classroom interaction. In that case, we will work with the child and the parent to overcome the problem; however, if the situation continues, it constantly requires the teacher to be away from the other students. Removing the child from the preschool may be necessary until they are mature enough to handle a large group situation.

ADMISSION PROCEDURES

A parent/legal guardian inquiring about the center will be given a tour. Once the non-refundable registration fee is received, the parent/legal guardian will receive an enrollment packet. To be fully admitted and enrolled in our center, all of the items listed below must be completed and on file before the first day the children attend school.

- Application
- Admission Agreement
- Biting Policy
- Parents Report (LIC 702)
- Physicians Report/TB Clearance (LIC702)
- Immunization Record (all children must be current on their immunizations)
- Confidentiality of Information
- Consent for Medical Treatment (LIC 700)
- Notification of Parents Rights (LIC995)
- Personal Rights (LIC613A)
- Participation Permission Form/Sunscreen Permission Form
- Tuition Agreement
- Parent Handbook Statement
- Video and Photo Release
- Earthquake/Disaster Form with emergency pack**

**Emergency pack must be in the Center no later than seven days after enrollment

WITHDRAWAL AND TERMINATION

To withdraw your child from the program, we ask for a **two-week advance notice** to be given by submitting a written notice to the front desk.

Withdrawal: A child is withdrawn from the program when:

- The parent no longer needs or desires to continue the services and provides a two-week written notice. **The parent will be responsible for the two weeks of tuition if no written notice is given.**
- The child is absent, and the parent does not pay monthly tuition.

Termination: A child is terminated from the program when:

- The administrator and the staff have determined that the child has not adjusted to the environment, and continued enrollment would be detrimental to the child.
- The administrator and the staff have judged that the child is emotionally, socially, or physically unprepared to cope in the preschool environment.
- The parent fails repeatedly to pay school fees on a timely basis, or checks for payment are returned for insufficient funds. Three late or returned checks may result in the termination of the child's enrollment.
- Repeated late pick-up of a child results in the preschool staff having to stay past 6:00 p.m. Parents will receive written notice in the event of two late pick-ups. Three late pick-ups may result in the termination of the child's enrollment.
- A child or any member of the child's family can cause termination if they are disruptive, abusive, unruly, or uncooperative to the extent that their participation in this program seriously impairs the school's ability to provide services to the children enrolled in the classes. This action is subject to the approval of the school's administrator and OCC Board. A letter of termination with an effective date will be sent.

CONFIDENTIALITY

All staff agree to respect a code of confidentiality regarding information about all children and their families. We encourage you (the parent) to share any necessary information about your child with the administrator and teacher. This information will help us understand your child so we can effectively prepare and plan to meet their needs best. All information you share with us will be respected and held in confidentiality. All staff will be trained to respond professionally and uphold the code of confidentiality. In addition, financial information or other information concerning children and families will be limited to purposes directly connected with the administration of the Center. No other use of this information is allowed without the written consent of the parent/legal guardian (except for Child Protective Services inquiries). Only parents/legal guardians shall have access to a copy of their child's file.

VIDEO AND PHOTO-RELEASE

In your enrollment packet, you will receive a video and photo release form, which is optional. This form allows our program to use any pictures or videos that may, during the year, be taken as decoration for the indoor preschool area, promotion, or publicity of the preschool and preschool functions. These sources may or may not include the local newspaper, brochures, online newsletters, children's center website, or videos produced by the school.

TUITION/FEES/REGISTRATION

Monthly tuition payments are due on the first day of each month. **Tuition payments not received by the fifth of each month are considered late, and a $25.00 late fee will be assessed.** Tuition payments not received by the tenth of each month will result in the child being dropped from the center program. Parents are expected to keep all childcare accounts current and in good standing. The total monthly fee must be paid regardless of absences, including vacation. It may be helpful to consider tuition as you might rent an apartment. It holds a place for your child in the preschool. Just as a landlord cannot fill your apartment for a few weeks while you go on vacation, we cannot fill your child's space for a brief vacation period because our operating expenses remain constant.

You are charged for the days and times your child is enrolled in the program, regardless of whether they attend. ***There is NO reduction in tuition for holidays or days missed due to illness or vacation. No refunds or partial refunds will be made for the time missed by a child. When your child is absent from school, you may keep their place only by continuing the payment of the tuition fee. If you choose to EXIT your student for extended periods (a month or more), we cannot hold their enrollment spot. Suppose there is space available upon your request to return to the program. In that case, there will be a $50.00 Administrative Paperwork Fee for any student who exits our program and re-enrolls within a given school year.***

There will be a $25.00 charge for all returned checks. Evidence of payment must be confirmed within 48 hours of parent/guardian notification. Suppose a check fails to go through after a second time. In that case, a cashier check will be required for 6 months before personal checks are accepted again.

Any child leaving after 5:30 p.m. will be charged $5.00 for the first five minutes and $2.00 every minute afterward. This amount will be added to your monthly tuition or may be paid on the same day. We understand that, from time to time, families experience crises and financial hardships. If you cannot make your monthly payment, you must contact the administrator before the first day of the month to arrange a payment schedule. Delinquent accounts will be sent to a collection agency.

Parents will be given at least one month's notice before any tuition or rate change becomes effective. There will be an annual review of the admissions agreements. Payments of fees must be made in advance of services rendered and are due before the first of the month for which the payment is being made. There is an annual non-refundable registration fee of $100 for your first child and 50% off of registration for every additional child in the same family. The registration fee is due at the time of enrollment. A 10% discount is applied to the lowest tuition for families enrolling more than one child.

Each March, we offer our currently enrolled families a 50% discount on the registration fee for the following school year. Early registration for your child will save you money and

secure your child's spot in the program. There is also an annual curriculum fee per student per school year. The fee is $200 for the preschoolers and $125 for the toddlers.

ABSENCES

Make-up days are not allowed due to the number of children enrolled daily. The state of California requires that we enroll no more than our licensed capacity. Please do not assume your child can come on a day they are generally not scheduled to make up for the missed day. No credit will be given to the child's tuition for days absent. Tuition for *extreme illness* (extended hospitalization of two weeks or more) will be at the discretion of the administration and school board.

ARRIVAL & PICK UP

Oaks Children's Center steadfastly adheres to the policies and procedures that promote a safe and secure environment. According to state regulations (*Title 22, Div. 12, Chap. 1, Sec. 101229.1)*, the responsible person must **sign in/out the child daily, using a full first and last name.** Example: Mary Smith, as opposed to Mary or Mrs. Smith. This is done on the Brightwheel App with your finger. Please do your best to have a legible signature like the one in the example below.

Person Responsible for Child
Mary Smith or MS

No child under any circumstance will be released to an unauthorized person. All authorized persons must be indicated in the child's records. Suppose your child needs to leave the center with someone other than those mentioned on your emergency form. In that case, you must notify the administrator, and an **authorization form** must be signed. The person picking the child up must show identification before the child is released and sign out of the child, as shown above. These precautions are for your child's safety.

When you sign your Admission Agreement, you state the contracted hours your child will be in our care. Please be prompt when picking up your child. Children anxiously anticipated the arrival of a parent, and we appreciate your promptness. We know that situations will arise, and a parent may occasionally be late in picking up a child. If you find that you will be detained, please notify the preschool immediately so we can assure your child that you are coming.

It is the parent's/legal guardian's responsibility to notify the center if your child is to be absent or late. **If a child is not picked up by 5:35 p.m., and we have yet to hear from the parent, we will begin calling the emergency contacts listed on your emergency form. (Please make sure this form is current and accurate throughout the year.) Failure to receive parental notification by 6:00 p.m. will result in the staff contacting the Police Department. The police will attempt to locate the parents and the emergency contacts.**

SMOKING/ILLEGAL SUBSTANCES/GUNS

Oaks Children's Center is a non-smoking facility both inside and outside. It is against the law to smoke any substance in or around our facility. This includes the play yard and the parking lot. Children will not be released into the care of an adult who appears to be intoxicated or otherwise impaired, whether due to substance use, illness, or emotional crisis. Guns and weapons are not permitted at our facility. The only exception is if your occupation is law enforcement, and then we ask that you inform us that you have your weapon and keep it concealed.

TRANSITION

Starting a new school can be a challenging experience for a parent and a young child. We encourage parents and children to visit the preschool after the initial visit and before actual enrollment. One or more visits to the school during activity time allow the child to become comfortable with the new environment before setting off independently.

FIRST DAY OF SCHOOL

On your child's first day of school, they need to bring:

- A complete change of clothes, ***labeled,*** with extra underwear and socks.
- A ***small*** blanket, a pillow pet or travel-size pillow, and a small stuffed animal for rest time (full-day children).
- A reusable water bottle that is labeled with your child's name.
- If your child is not toilet-independent, you must provide diapers and wipes.
- The individual emergency pack.

DRESS CODE

Children will need to wear school and play-appropriate clothes to school. Please remember that your child needs to be free from the fear of getting in trouble with you for getting dirty at school. Your child's whole preschool experience is based on exploration and investigation. We will be offering many daily activities and opportunities for your child to experience the following media: glue, paint, markers, sand, water, etc…* Clothing should be easy for all children to undo and take off so that they can take care of their bathroom needs. Jeans that snap and zip, overalls, and under-alls (t-shirts that snap at the crotch) should not be worn unless your child can care for them. Blouses and shirts that do not cover the stomach or crop tops should not be worn. Children should wear tennis shoes or rubber-soled shoes. Sandals with straps are acceptable. Thongs, cowboy boots, dress shoes, tap shoes, slippers, or moccasins are unacceptable as they make climbing, running, and jumping a hazard. Please mark your child's outer clothing, such as jackets, sweaters, sweatshirts, hats, gloves, etc., with

your child's name. We cannot be responsible for anything your child has lost. We do our best to keep track of these items, but they sometimes get misplaced or taken home by another student. *Please pack and keep extra clothes for your child at school in case of accidents.

METHODS OF STAFF COMMUNICATION

To facilitate communication among parents and staff at all levels, we encourage parents to speak directly with our preschool staff. In addition, these other means of communication are available:

- **Parent Boards:** These are displayed in each classroom. These boards are used to display flyers regarding special events. Staff also displays daily schedules and classroom information.

- **Child Files:** Each child has a file in their respective classrooms. Please check daily for correspondence. ****Please note that any correspondence or items in these files must first be reviewed and approved by the OCC administration.**

- **Brightwheel Messaging System:** This will be done through group messages sent to the whole class or center or private messaging.

OPEN DOOR POLICY

Parents are always welcome in our classrooms. We want you to look into our busy, happy, noisy, creative classrooms and see your child at play. We want you to know, understand, and discuss our goals. To that end, the administrator's office door is always open. Please feel free to drop by and talk about your concerns, ask questions, or chat. We want you to realize the validity of what is being taught and what is being learned. Together, we can help your child develop to their full potential.
Parents are encouraged to visit classrooms informally at any time with the understanding that the teacher's primary responsibility is supervising the children. An advanced notice must be given if the parent desires a conference with the teacher.

PARENT INVOLVEMENT

Parent participation is a crucial component of our program. Parents entering Oaks Children's Center for the first time or currently enrolled must attend the Parent Orientation held each August. The Oaks Children's Center staff is committed to enhancing the children's development and the whole family's success. When parents are involved in their children's school, the children benefit and enjoy tremendous success, the families thrive, and a community of support develops. To this end, we encourage you to participate in as many events as your schedules allow.

SAMPLE OF DAILY SCHEDULE

Consistency is an essential characteristic of the daily schedule for both children and staff. Young children feel more secure when they can predict the sequence of events. They take great delight when they can tell the teacher, "Snack is next; or "Next, we go outside." The daily schedule will be developmentally appropriate.

7:00-8:15 Morning Childcare/Free flow Activities
8:15-8:20 Transition (prepare for clean-up)
8:20-8:30 Clean up Time/Hand Washing/Bathroom
8:30-8:40 Morning Snack
8:40-8:45 Transition to Circle Time
8:45-8:55 Morning Devotion/Prayer/Memory Verse
8:55-9:00 Transition to Playground
9:00-9:45 Morning Outdoor Activity Time
9:45-9:50 Transition to Classroom
9:50-10:00 Hand washing/Bathroom
10:00-11:25 Instructional Education
(10:00 Monday/Thursday Chapel)
Circle Time - Calendar, Shapes, Numbers, etc.
Pre-Kindergarten Readiness Activities
Music and Movement
Creative Art Activities
Discovery Centers
11:25-11:30 Transition/Clean Up/Hand Washing
11:30-12:00 Lunch
12:00-12:25 Storytime/Bathrooms
12:25-12:30 **Transition to Rest Time**
12:30-2:00 Rest Time/Lights Out/Soft Music
2:00-2:10 Transition to Restroom/Hand Washing/Snack
2:10-2:55 Afternoon Snack/Indoor Activities
2:55-3:00 Transition to Playground
3:00-3:30 Afternoon Outdoor Activity Time
3:30-3:35 Transition to Classroom/Restroom/Hand Washing
3:35-5:30 Afternoon Childcare/Free Flow Activities

(Actual daily schedules are posted on the classroom parent board)

CHAPEL

Chapel is held every Monday & Thursday morning from 10:00 to 10:30 a.m. Those not enrolled on Mondays will attend chapel on Thursday morning instead. Our chapel service is designed for preschool-aged children and consists of worship songs, Bible skits, and guest speakers. The children will also watch Lil'K, an interactive multimedia-based Christian curriculum for children of the preschool age. The teaching video features Lil' K and host Kai on a journey of discovery as they explore the lesson objective for the day and how they can live out God's word. The topics will typically go along with the Bible theme of the week. Parents are always welcome.

ILLNESS

We ask that you be sure your child feels well before bringing them to school.

Suppose your child is not feeling well enough to play outside or participate in daily activities. In that case, you will be called to pick them up from school. Your child will not be admitted for any of the following illnesses: an apparent cold that is making the child feel out of sorts (yellow/green mucous is a strong indication that your child is ill), continuous cough, congestion, sore throat, fever, sniffles, reddened eyes, headache or abdominal pain. Rest at such times may prevent the development of serious illness. **Please notify the school immediately if your child is diagnosed with a communicable disease.**

If your child has had a fever, vomiting, or diarrhea within 24 hours, please do not bring them to school. We strongly discourage administering medication to treat symptoms and sending the child to school. If your child becomes ill at school, they will be isolated, and you will be notified to pick them up as soon as possible. Upon returning to school from any communicable disease or illness, the preschool administration must first clear the child.

Please note: Depending on the illness, you may be required to bring a doctor's note stating that your child is no longer contagious. We follow the regulations the Department of Health set up about communicable diseases. If your child should come down with an infectious disease such as chicken pox, measles, strep throat, ringworm, pink eye, head lice, etc., please notify the preschool as soon as possible so that a notice can be posted for the benefit of other parents. (Names of children will not be published)

The following are guidelines when sending your child back to school after an illness.

Infectious Conjunctivitis: (Pink eye) at least 24 hours after starting treatment. The eye must be clear with
no redness or discharge.

COVID-19: **Children must stay home if they have COVID-19 symptoms** until they have not had a fever for 24 hours without using fever-reducing medication AND other COVID-19 symptoms are mild and improving.

Ringworm: After 48 hours of treatment.

Head Lice: 24 hours after treatment and ***free of nits.***

Strep Throat: 24-48 hours after treatment (antibiotics), and the child is free from fever.

Chicken Pox: All lesions are scabbed, and no new lesions for 24 hours.

Fever: No fever for 24 hours without using fever reducing medication
Vomiting/Diarrhea: No symptoms for 24 hours.
In case of illness and accident occurring while the child is at our preschool, the following procedure will be observed:
(A) Parent called immediately
(B) If a parent cannot be reached, the administration will decide the next step according to the circumstances and seriousness of the situation. We may do any of the following:

1. Contact the person listed by the parent on the child's emergency information form.
2. Call the doctor listed by the parent on the child's emergency information form.
3. Call Emergency personnel.

INFECTION CONTROL

Oaks Children's Center personnel have been trained to practice sound hygiene and sanitary practices to limit the spread of infection from child to child. This is particularly important in the toddler area. Staff wash their hands in a prescribed manner after toileting, changing or checking diapers, changing soiled clothing, blowing and cleaning noses, before and after administering first-aid, after handling items used by a child who has become ill, and whenever necessary. In addition, should the teacher's clothing become soiled while performing a task involving bodily discharge, waste, or vomit, the teacher will change their clothes immediately. The children will be taught to flush the toilets when used and wash their hands after using the toilets and before meals. When a child's clothing becomes soiled, they will be changed into dry clothing as soon as possible. Soiled or wet clothes are placed in plastic bags and sent home with the parent the same day or evening. The following are routine procedures designed to provide a clean and healthy environment for the children and staff:

- Preschool cot sheets and blankets are sent home to be washed weekly. If soiled, bedding is changed immediately and sent home for laundering.
- Diapering areas are disinfected after each use.
- Janitorial service clean and disinfect restrooms bi-weekly.
- Classrooms and restrooms are cleaned daily, and floors swept daily. Floors are waxed, and carpets are shampooed every two years.
- All equipment is maintained safely, cleanly, and in good repair.

MEDICATION

The State of California directs that the administration of prescribed medication may be given by school personnel only if there is a completed current medication form on file. This form is available at the front desk and must be filled out each time your child needs a new medication. All prescription medication will be administered only according to doctors' orders. All medication ***must be*** in its original prescription container labeled by the pharmacy with your child's name. If the doctor tells you to give non-prescription medicine to your child, you must bring a note from the doctor. Under no circumstances will the staff give your child non-prescription aspirin, throat lozenges, cold medication, or cough syrup without a doctor's written approval. If you bring medicine to school, you must:

1. Make sure it is in the original prescription, a child-proof container (inform the doctor before they authorize the prescription). NO OTHERS WILL BE ACCEPTED!
2. Fill out a Request to a Medical Dosage Release Form stating what the medicine is, when it will be given, for how long, and how much. This must be done each day the child receives the medicine. Forms can be obtained at the front desk.
3. Please give the medication and form to the person at the front desk. Please inform your child's teacher of the need for medication and the time to be provided.

Medications need to be handed to a staff member and not left unattended.

NUT-FREE SCHOOL

Since we have several students at Oaks Children's Center with allergies to peanuts/nuts, we have a "Peanut/Nut Free Preschool." Students with severe peanut allergies can have a life-threatening reaction to any kind of contact with this food. We ask that you help us by not packing these items in your child's lunch, goodie bags, or party donation items.

MEALS

Oaks Children's Center will provide a morning (8:30 a.m.) and afternoon (2:30 p.m.) snack. Parents will be responsible for providing their child's lunch and sending it to school daily. Lunches are to be packed and brought from home. Please ensure all lunch containers or bags have labeling on them. The am and pm snack menu will be posted in the main entry at the reception desk. OCC will also post the snack menu on the Brightwheel app. If your child has food allergies, please inform the Site Supervisor and the child's teachers of their allergy. If your child has severe food allergies, please monitor the school snack menu and send a snack from home for your child on the days the school does not meet your child's needs.

NUTRITION

Nutrition and cooking experiences are an active part of our curriculum. Cooking activities enhance cognitive development, enabling the child to experience hands-on pre-math, pre-reading, science, and motor perceptual skills. But more importantly, we endeavor to provide an example of good nutrition with wholesome foods in the four primary food groups. We do this because we know that the foods children eat affect their growth, development, learning ability, and general behavior. We recognize the necessity of allowing for special diets and allergies. The parent must advise the staff of their child's specific food allergy.

DISCIPLINE POLICY

Corporal punishment is ***never allowed***. Belittling or yelling at a child is ***never allowed***. Withholding food or any other unusual punishment is ***never allowed***. Our goal is to prevent undesirable behavior by training our staff in effective classroom management, anger management, early intervention, and redirection techniques before a crisis develops. **All teachers and staff will use gentle verbal warnings and redirection techniques as the primary source of discipline.** Children must be given choices and opportunities to make

decisions and understand consequences to develop self-discipline. Staff will use positive guidance with children to help them learn appropriate behaviors. Teachers will set clear, consistent, and age-appropriate limits. Teachers will model appropriate behavior by listening to the child and redirecting undesired behavior. Children will show mutual respect, fairness, and acceptable behavior.

Occasional intervention from the Site Supervisor is needed to help assist the child in the redirection of their behavior. Parents will be notified if a child consistently endangers the health and safety of their selves or others. The parents will meet with the teacher and Site Supervisor to formulate a behavior plan. In rare cases, some children may need to be removed from the school due to their lack of self-discipline.

BEHAVIORAL CONSIDERATIONS

While some disruptive or aggressive behavior is normal in young children, occasionally, a child has difficulty adjusting to group care. In these cases, the classroom teachers and the Site Supervisor will try to work with the parents to assist the child in modifying their behavior. If the behavior is not modified, the Site Supervisor and classroom team may conclude that the center cannot meet the child's needs.

BITING

Biting is a normal developmental behavior for infants and toddlers. However, because biting is a health issue, Oaks Children's Center has developed a procedure to deal with excessive biting. Suppose a child bites another child more than three times in a week or forms a pattern of biting over the course of 3 weeks. The classroom staff will initiate a two-week daily observation record in that case. The classroom team will conference with the biting child's parents, and an age-appropriate goal will be set. For these reasons, if the child continues to bite after 4 weeks of initial documentation, the Administration and classroom team may conclude that the child is not ready for group care. If a child is asked to leave our program, and the parents would like to enroll the child later, we would welcome the child back after a two-week trial period and assessment that determines that the child is ready for group care. Each biting incident will be handled individually, and all information shall remain confidential.

TOYS FROM HOME

Please do not bring toys from home for your child to play with at school. We understand that children may want to bring them to school and that allowing them to do so can make your day smoother. However, personal toys from home brought to school tend to cause classroom disruptions and unnecessary quarrels between children. OCC has sufficient toys and activities to keep your child engaged throughout their school day. Our staff provides many choices, and there are always activities for them to participate in.

REST TIME

An opportunity for resting/napping is provided daily from 12:30 p.m. to 2:00 p.m. Each child has a cot with a cot sheet and a ***small*** blanket from home. The cot and cot sheet will be labeled with the child's name. Children may bring one item from home to rest with. These will not be used at any other time or by other children. Parents will take all bedding home each week to be laundered and return it to school the following week. Children will be required to sleep with their shoes on for safety purposes.

BIRTHDAYS

We recognize that sharing birthdays are an essential and recognized event, and the center will allow a child's birthday to be celebrated. If you wish to celebrate your child's birthday at the center, please inform your child's teacher. **If you choose to bring a food item, it needs to be packaged from a store or bakery – no homemade items will be served at school.** We recommend cookies, miniature cupcakes, brownie bites, donut holes, or a healthy snack alternative. Remember, celebrations do not require food. You may do a special activity. Example: You may come to read a story, sing songs, or make a special craft with children.
As a supplement to the celebration, we would like to offer families the following birthday option and, at the same time, an opportunity to help build the school library. You can consult with your child's teacher for book suggestions. To avoid hurt feelings, we ask that if you find it necessary to hand out birthday invitations at school, please include all the boys, all the girls, or the entire class.

VISITORS

Individuals and groups wishing to visit Oaks Children's Center must have the prior approval of the Site Supervisor. All visitors must sign in at the front desk and wear an identification badge.

FIELD TRIPS

OCC has chosen not to take preschool children on off-campus field excursions for liability and safety purposes. However, we understand the educational value and learning experiences that field trips provide young children. At OCC, we bring the field trips to our facility. We have what we call "On-Campus Field Trips". Several times throughout the school year, we invite community helpers and other public agencies to bring the field trip to us.
Some examples of our On-Campus Field Trips are the Kern County Fire Department, Bakersfield Police Department, Pumpkin Patch, and Bounce Houses/Waterslides. The children enjoy these On-Campus Field Trips days.

DISASTER PREPAREDNESS

Emergency Disaster Drills are scheduled twice a year. All staff members are trained in First Aid and CPR. Each staff member is assigned a designated area of responsibility in case of an actual emergency. Earthquakes and emergency supplies are in classrooms and the preschool storage room. In a lockdown situation, all outer doors are locked, and the curtains and blinds are closed until the emergency ends. Teachers will continue to remain calm and to continue in a normal fashion in the classroom. We will contact the local police, and they will inform us as needed. In the event of a chemical spill or other emergency that requires immediate school evacuation and departure, all students will be taken to Old River Elementary, 9815 Campus Park Drive, (661) 664-7009, and parents will be notified for immediate pick-up. **Each parent must supply an emergency care package for their child. This pack will need to be inspected and updated annually.** An emergency preparedness list will be given to you during registration.









JUST PLAYING
by Anita Wadley

When I'm building in the block room, please don't say I'm "Just Playing." For, you see, I'm learning as I play about balance and shapes. Who knows, I may be an architect someday.



When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "Just Playing." For, you see, I'm learning as I play; I may be a mother or father someday.





When you see me sitting in a chair, reading to an imaginary audience, please don't laugh and think I'm "Just Playing." For, you see, I'm learning as I play; I may be a teacher someday.



When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "Just Play." For, you see, I'm learning as I play; I may be a scientist someday.



When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted. For, you see, I'm learning as I play. I'm learning to solve problems and concentrate; I may be in business someday.





When you see me cooking or tasting food, please don't think that because I enjoy it, it is "Just Play." For, you see, I'm learning to follow directions and see differences; I may be a cook someday.





When you see me learning to skip, hop, run and move my body, please don't say I'm "Just Playing." For, you see, I'm learning as I play; I'm learning how my body works; I may be a doctor, nurse or athlete someday.



When you asked me what I've done at school today, and I say "I just played," please don't misunderstand me. For, you see, I'm learning as I play; I'm learning to enjoy and be successful in my work; I'm preparing for tomorrow.

TODAY, I AM A CHILD, AND MY WORK IS PLAY.







