



# PARENT HANDBOOK

North Hills - Infant Care (6 weeks to 24 months) and Preschool (2 years to kindergarten)

Canoga Park - Toddler Care (18 months to 36 months) and Preschool (3 years to kindergarten)

Santa Clarita - Infant Care (6 weeks to 24 months), Preschool (2 years to kindergarten)  
and After School (6+ years - 12 years)

## PROGRAM PHILOSOPHY AND MISSION

### Our Philosophy and Mission

At Tiny Thinkers Preschool, we believe that children learn best through an engaging and diverse classroom environment. Our program blends the Montessori method with a play-based approach, allowing children to explore materials with purpose while also learning through imagination, creativity, and social interaction.

Our goal is to provide a variety of meaningful learning experiences in a safe, stimulating, and nurturing setting. Each classroom is developmentally appropriate and designed to encourage independence, problem-solving, hands-on exploration, and cooperative play. We support every child in reaching their full potential mentally, emotionally, physically, and socially.

Children are given opportunities to explore age-appropriate educational activities using their five senses, fostering a sense of accomplishment and building self-confidence.

Our mission is to develop a **teacher-guided, child-centered** curriculum that brings out each student's creativity, talents, and strengths within a developmentally structured environment.

### Program Goals and Objectives

- To provide a safe, high-quality, nurturing, and stimulating environment where all children can learn and grow.
- To prepare children for kindergarten by equipping them with the educational, social, and physical skills needed to become successful lifelong learners.
- To build strong partnerships with families by offering opportunities for input, feedback, volunteering, and active participation in all areas of the program.
- To identify and refer children and families to appropriate community agencies based on health or social service needs.
- To provide a developmentally, culturally, and linguistically appropriate educational program that is inclusive of all children, including those with special needs.
- To routinely assess and evaluate children in order to plan and implement age-appropriate and developmentally appropriate lesson plans and activities.
- Investing in our staff by providing relevant training and ongoing professional development opportunities.

## GENERAL INFORMATION

### Confidentiality

Confidentiality plays a vital role in promoting respect and trust within our school community. Tiny Thinkers Preschool takes privacy seriously and strives to protect each family's information. All communication between staff and parents regarding children must remain confidential. Conversations about a child's behavior or any incidents should be conducted in private, never in front of the child or others. Hallway discussions should be kept brief and respectful. If a parent has a question or concern, they are encouraged to contact the Director directly via email or in person to schedule a private meeting.

### Admissions Policy & Ages Served

Tiny Thinkers Preschool is a for-profit childcare center committed to providing high-quality early childhood education. We welcome all children regardless of race, sex, creed, or color.

Our programs serve the following age groups:

- **North Hills:** Infants through entry into kindergarten
- **Canoga Park:** Children aged 18 months through entry into kindergarten
- **Santa Clarita:** Infants through kindergarten entry, plus after-school Program

Enrollment is accepted year-round. Admission is based on a **first-come, first-served** basis and is subject to availability within your child's age group and program.

Tiny Thinkers Preschool is proud to operate as an **equal opportunity employer**.

### Inclusion of All Children

We value diversity and welcome all children regardless of race, color, national origin, religion, gender, disability, or handicap. Children are admitted to Tiny Thinkers Preschool if the program can meet their individual needs and those of other children enrolled. Children must not pose a danger to themselves or others and must be developmentally ready for a group setting.

We are committed to making **reasonable accommodations** for children with disabilities and special needs, in accordance with the Americans with Disabilities Act (ADA).

### Child/Teacher Ratios

Tiny Thinkers Preschool maintains the following child-to-staff ratios:

- **Infant Program:** 4:1
- **Toddler Program (Canoga Park):** 6:1
- **Preschool Program:** 12:1
- **School Age Program:** 14:1

## Open Door Policy – Unlimited Access

We maintain an **open-door policy**. Parents of enrolled children have unlimited access to their child(ren) and to all written records during school hours, as long as the child is in our care. Parents are welcome and encouraged to visit and participate in classroom activities at any time.

## Days and Hours of Operation

Our Infant, Toddler, and Preschool programs operate **year-round**, Monday through Friday, from **6:30 AM to 6:00 PM**.

## School Holiday Closures

There will be no refund or proration for absences due to vacations, illness, holidays, or school closures. The school is closed on the following holidays:

Martin Luther King Jr. Day

Presidents' Day

Good Friday – Closes at 2:00 PM

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Break – Thursday & Friday

Christmas Eve – Closes at 2:00 PM

Christmas Day

New Year's Eve – Closes at 2:00 PM

New Year's Day

Staff Development Day – One day before the start of the new school year

These holidays will be billed as if care were provided. Please refer to the current school calendar for exact dates. If a holiday falls on a weekend, it will be observed either the Friday before or the following Monday.

## What to Bring on Your Child's First Day

Please **label all items** with your child's full name:

- Fitted crib sheet (28" x 52")
- Small blanket
- One full change of clothes (seasonally appropriate)
- Any required paperwork not yet submitted
- Lunchbox, backpack, outerwear (coat, sweater, etc.)
- Sturdy, protective shoes (no sandals or Crocs®)
- Comfortable clothing suitable for play and messy activities
- Weather-appropriate layers for outdoor play

## Extra Clothing

Every child should have a complete change of clothes at school. As a hands-on, activity-based program, messy play is part of the curriculum. Parents are asked to provide **seasonal clothing** (pants, shirts, socks, underwear) to be kept at school.

## Nap/ and Quiet Time

Children have a daily nap or quiet time from approximately **12:00 PM to 2:30 PM**. Each child should bring a **crib-sized fitted sheet and blanket**, labeled with their name. These items will be sent home **every Friday** for washing.

To reduce the risk of sudden infant death syndrome (SIDS), **children under 30 months of age** will be placed on their backs when sleeping.

## Lost and Found Items.

Lost and found items will be displayed daily. Items not claimed within **two weeks** will be donated to a local church or social service organization.

## Toys from Home

All educational materials and equipment are provided by Tiny Thinkers Preschool. Children do **not** need to bring toys from home, except for comfort or nap items when needed. Occasionally, teachers may request that children bring items for sharing during circle time. Please **do not send toys related to violence**, such as guns, knives, tanks, Ninja Turtles, Transformers, etc. Tiny Thinkers Preschool is **not responsible** for lost or damaged personal items brought to the center, including toys, games, and books.

## Cell Phone Policy

Drop off and pick up time is all about communication with your child and the teaching staff and we want to give you our full attention at these times. We prefer you to finish all cell phone conversations before you enter your child's classroom. Cell phone conversations inside the classroom detract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

## ENROLLMENT PROCEDURES AND REQUIREMENTS

The number of children enrolled at Tiny Thinkers Preschool is based on the licensed capacity of each individual program

### Tuition and Admissions

Families participating in our program may be responsible for paying full tuition. If there are no immediate openings, interested families will be placed on our **first-come, first-served** waiting list. Admission is granted based on availability.

Families will be notified by **phone or email** when an opening becomes available.

### Required Enrollment Forms

The following forms must be completed and submitted **before a child may begin attending**:

1. Personal Rights (LIC 613A)
2. Consent for Emergency Medical Treatment (LIC 627)
3. Identification and Emergency Information (LIC 700)
4. Physician's Report (LIC 701)
5. Copy of immunization record
6. Child's Preadmission Health History – Parent's Report (LIC 702)
7. Parent Rights (LIC 995)
8. Admission Agreement
9. Emergency Preparedness Form
10. Infant/Toddler Needs and Services Plan (if applicable)
11. Child Enrollment Form
12. Parent Handbook Signature Page
13. Medication Authorization Form (if applicable)
14. Pre-Enrollment Orientation with the Director

#### 1. Personal Rights (LIC 613A)

Each child enrolled at Tiny Thinkers Preschool has specific rights as outlined by the Department of Social Services.

#### 2. Consent for Emergency Medical Treatment (LIC 627)

Authorizes the center to provide emergency medical treatment if necessary

#### 3. Identification and Emergency Information (LIC 700)

Includes contact information for a physician or dentist to be called in case of emergency.

#### 4. Physician's Report (LIC 701)

This form, completed by a physician, must be on file within **30 days** of enrollment.

Children without a completed report after 30 days will be temporarily denied admittance until it is submitted.

#### 5. Immunization Records

California law requires current immunization records prior to your child's first day of attendance.

These records must be updated as your child receives new vaccines.

If updates are not submitted by the required due date, your child may be excluded from school.

If your child is exempt from vaccinations and an outbreak occurs, you may be asked to keep your child at home until the outbreak has passed..

#### 6. Child's Preadmission Health History-Parents (702)

- List any allergies or medical issues on the back of the form; this is critical in emergencies.
- Emergency contacts should be nearby, familiar to the child, and available to pick up your child if needed.
- Children will only be released to individuals listed on the Emergency Form unless written authorization (email or signed note) is provided in advance.
- It is the parent's responsibility to keep this information **current**.

#### 7. Parent Rights Form (LIC 995)

This form outlines your rights as a parent, including your right to observe the facility at any time during operational hours.

## 8. Admission Agreement

This agreement details the responsibilities and expectations between your family and Tiny Thinkers Preschool.

## 9. Emergency Preparedness Form

Outlines procedures for notifying parents in the event of a school closure or emergency.

You will be contacted via **text message** and/or **phone call**/or via **Class Dojo**. Please ensure your contact information is always current.

- Let the office know if your emergency contact number cannot receive texts.
- If a school-wide text cannot be sent, phone calls will be made by staff members.

## 10. Infant/Toddler Needs and Service Plan

Completed enrollment and updated every three months until the child turns two.

The parent/guardian and teacher/director must initial and date all changes

## 11. Child Enrollment Form

Gathers key information about your child's personality, preferences, and interests to support a smooth classroom experience

## 12. Tiny Thinkers Preschool Parent Handbook Signature Page

Confirms that you have received and reviewed our Parent Handbook

## 13. Medication Authorization Form

Medications may be administered at school under these conditions:

- The form must be signed by both the parent and the child's doctor.
- Prescription medication must be in its **original pharmacy-labeled container**.
- At least **one dose must be given at home** before being administered at school.
- Over-the-counter medications must be in original packaging with dosage instructions.
- A measuring spoon or medicine cup must be provided by the parent.

## 14. Required Pre-Enrollment Orientation

Before a child's first day, a meeting with the Director is required.

This orientation includes:

- Classroom visit to meet the teacher and peers
- Overview of the program, policies, and daily routines
- Discussion of your child's readiness and adjustment plan

If your child cannot attend the orientation, a **minimum 15-minute classroom visit** is required before the first day.

During the first few weeks, staff will observe your child to ensure a smooth transition. If any concerns arise, the Director and Classroom Teacher will meet with you to discuss strategies or referrals for support if necessary.

## CURRICULUM

The curriculum at Tiny Thinkers Preschool is designed to promote school readiness by enhancing early learning across developmental domains.

We use an **integrated, emergent approach** that:

- Builds on each child's strengths and interests
- Supports developmentally, linguistically, and culturally appropriate learning
- Encourages exploration, creativity, and problem-solving
- Embraces diversity and inclusiveness

**Emergent curriculum** allows learning activities to evolve from the children's natural curiosities, actions, and unplanned moments, ensuring that learning is meaningful and engaging.

Our child-centered curriculum reflects the mission and goals of Tiny Thinkers Preschool and supports the holistic development of every child socially, emotionally, physically, and cognitively

## Enrichment Activities

We offer a variety of enrichment activities throughout the year that enhance children's learning and deepen their understanding of specific themes or areas of interest. Our main emphasis is on bringing meaningful experiences into our center. These may include special guest presentations, such as a visit from the fire department to talk about safety. We will communicate these events in advance through flyers and newsletters.

## Reporting and Documenting Absences

If your child is not going to attend the center on the day he/she was scheduled to attend, you must contact the center by 8:30 am to report your child's absence and the reason for the absence.

## Parent-Teacher Conferences

Parent-teacher conferences provide an important opportunity to discuss your child's strengths, preferences, learning style, and developmental progress. Together, you and your child's teacher will set goals for continued growth. These conferences are crucial in ensuring a strong partnership between home and school.

As part of our program requirements, parents are expected to attend an introductory conference within 60 days of enrollment, and then every six months thereafter. Conferences will be scheduled during regular center hours at a time that is convenient for you.

Please feel free to discuss any concerns with your child's teacher or the Center Director at any time, and you may request additional conferences as needed.

## OUR STAFF

### Professional Qualified Teaching Staff

Tiny Thinkers Preschool hires qualified educators who meet or exceed all state requirements. All staff hold the appropriate California Child Development permits. Teachers must possess a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing. In addition, our staff undergo fingerprinting and background checks through the California Department of Justice (DOJ) and the Child Abuse Central Index (CACI). They also must provide TB clearance, pass pre-employment physical, and complete thorough reference checks.

All lead teachers hold an associate, bachelor's, or higher degree and have completed a minimum of 24 units in Early Childhood Education. Our staff reflect a wide range of ages, experiences, and cultural backgrounds, mirroring the rich diversity of the children in our care.

### Staff Development

Tiny Thinkers Preschool supports ongoing professional development. We regularly assess staff needs and provide relevant training opportunities, such as workshops and community events, to promote continuous growth. Internal communication is maintained through emails, phone calls, and staff newsletters to ensure everyone is well-informed and equipped to fulfill their roles.

## ATTENDANCE INFORMATION

### The Importance of Daily Attendance

Preschool is a critical time in a child's development. Consistent attendance helps build strong routines and allows children to benefit fully from our program. Early education lays the foundation for future academic, social, and emotional success. Regular attendance promotes:

- Language and literacy development
- Letter recognition and writing skills
- Math and science exploration
- Social-emotional growth
- Cognitive development
- A love of lifelong learning
- Strong connections between home and school

### What can I do to ensure my child attends daily?

- Commit to having your child attend school every day, on time.
- Communicate with the teacher if your child is hesitant to attend.
- Establish predictable daily routines, including bedtime and wake-up times.
- Allow enough time in the morning so that neither you nor your child feel rushed.
- Ensure your child gets a good night's sleep.
- Speak positively about school and staff. Encourage curiosity and a love of learning.

### Attendance Records (Sign in and Out Procedures)

Per state regulations, parents or authorized representatives must sign their child in and out each day, recording the exact time and using a full legal signature.

#### Arrival and Dismissal Arrival:

- Attendance sign-in: Upon arrival, please record time and signature on your classroom attendance sheet.
- Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.
- You must escort your child into the classroom and make sure that the teacher knows that your child has arrived.

#### Dismissal & Pick-Up

- Attendance sign-out: Upon arrival, please record time and signature on your classroom attendance sheet.
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please notify us via telephone, programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way. If you are late picking up your child, you will be charged a dollar a minute. Payment will be made upon arrival at the office.

#### **Parking Lot:**

- Please make sure to park the car in marked parking spots at TINY THINKERS' PRESCHOOL entrance.
- Drive slowly through the parking lot. There are children and parents who may be walking & be considerate & use one parking space.
- Drivers of large SUVs should be especially careful, since small children can be very hard to see, and they can dart around quickly in a parking lot.
- It is against the law to leave unsupervised children in your car in the parking lot at any time.

#### **FAMILY FEES AND TUITION**

##### **Tuition**

- Tuition payments for each month are due on the 1st of the preceding month, as noted in the admission Agreement, whether your child is in attendance or school is in session.
- A late fee of \$35.00 will be charged if payment is received after the 5<sup>th</sup> and for the 2<sup>nd</sup> half of tuition for the 20<sup>th</sup> of each month.
- Tuition payments may be mailed or submitted to the office.
- Sibling Discount: Each older sibling receives a 10% tuition discount.
- We reserve the right to terminate enrollment should an account become overdue.
- Two weeks of last month's tuition are due at the time of enrollment. Last two weeks' tuition is refundable if all the payments are current.

##### **Insufficient Funds**

If a tuition payment is made via a personal check and the check is returned by the bank due to insufficient funds, a \$35.00 return check fee will be assessed to your account. Personal checks will no longer be accepted for the duration of the fiscal year: payments must then be made in cash, by cashier's check or money order.

##### **Payment Options**

Tuition payments can be made with a Check, Cash, Credit card, Money Order or you can pay online via [MyProcare.com](http://MyProcare.com).

##### **Registration Fee & Annual Material Fees**

Upon enrollment, a non-refundable registration fee of \$150 is required. Each September, an annual material fee of \$120 is charged, continuing every year for as long as the child remains enrolled at the center.

Please note that the registration fee is non-refundable. The material fee is due every September, and if enrollment occurs outside of September, the fee will be prorated accordingly. Per month we charge \$10 per student for materials.

##### **Late Pick Up Fees**

Please arrive early enough to pick up your child and exit the center and surrounding grounds by 5:50 pm. If it is unavoidable to be late, please call the center to let us know when to expect you. The center closes at 6:00 pm and if you are late picking up your child you will be charged \$1.00 for each minute you are late. Payment of late pick up must be paid the day of or the following day. Repeated instances of late pickup may be the grounds for disenrollment.

##### **Extended Care Fees**

Please ensure your child is enrolled in the Extended Care Program if they arrive before 7:30 AM or are picked up after 5:30 PM.

Children who are not enrolled in Extended Care must adhere to their regular drop-off and pick-up times. Early drop-offs or late pick-ups outside of scheduled hours are not permitted and will incur a \$5.00 per minute late fee.

##### **Tax Identification:**

Tiny Thinkers Preschool North Hills's federal tax ID number is 82-1165794.

Tiny Thinkers Preschool Canoga Park's federal tax ID number is 85-1603698.

Tiny Thinkers Preschool Santa Clarita's federal tax ID number is 91-1755325.

##### **CCRC or other Government Programs**

All parents participating in the CCRC, or other Government programs, must complete their timesheet on a daily basis and parent signature on the last day of the current month. It will be the parents' responsibility to pay for the childcare services if the timesheet is submitted late and/or if there is a lapse in payment from the agency. A co-payment may be included if the hours your child attends exceed the time approved by CCRC.

If the time sheet is not signed at the end of the month there will be a \$35.00 fee.

##### **Changing or Adding Days**

If your child has assigned days they come to school, it is not permitted to change or swap days. Make-up days are also not permitted. If you would like to add, an extra day of care there is a rate of \$150 for Infant, \$125 for Toddler and \$100 for Preschool child per day, will be added to the tuition payment.

## MEALS, BIRTHDAYS and CELEBRATIONS

Tiny Thinkers Preschool participates in the Child and Adult Care Food Program (CACFP) and provides breakfast, a hot lunch, and an afternoon snack daily at our North Hills and Canoga Park locations. At our Santa Clarita location, parents are currently responsible for packing their children's lunch while the school provides AM and PM snacks.

The nutritious meals and snacks served are culturally and developmentally appropriate for the children enrolled and meet the nutritional requirements specified by the CACFP program. Menus are developed by Tiny Thinkers Preschool's Nutritionist, offering a variety of foods including seasonal fruits and vegetables. The weekly menu is posted on the classroom parent bulletin board or near the attendance sheets and rotates on a four-week cycle. Copies are available upon request from the Site director. Please be sure to advise the center staff of any food allergies your child has. Substitutions can be made to accommodate your child's special dietary needs. At mealtime children and teachers sit down together in a family style and children serve themselves with guidance.

Breakfast is served at 8:30 am. If you drop your child off before 8:00 am the child needs to be fed a small snack at home, you may bring a small nutritious snack if you feel your child needs to eat something before breakfast is served. Lunch is at 11:30 AM and afternoon snacks are served at 2:30 pm

Meals are served at no separate charge to participants regardless of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, in full compliance with 7 CFR 226.23(d) and USDA Civil Rights regulations.

Tiny Thinkers Preschool will be offering infant formula (Enfamil Neuro-Pro Formula) and infant cereal (Gerber Cereal for Baby Rice; Gerber Cereal for Baby Grain & Grow Oatmeal; and Peach-Nut Oatmeal Whole Grain Baby Cereal) since we are participating in the Child and Adult Care Food Program (CACFP) we are required to offer at least one infant formula which meets the definition of infant formula according to federal guidelines, unless breast milk is being provided by the infant's mother. The provider or center has selected a formula that complies with the federal guidelines. In addition, infants who are developmentally ready to consume solid foods must be offered according to the CACFP meal pattern. Written statements are needed from a parent or guardian who chooses to provide an alternate infant formula, acknowledging that they are declining the CACFP Operator's infant formula.

### No Nut Policy

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. Tiny Thinkers Preschool has adopted a "No Peanuts or Tree Nuts at School" policy. We ask parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected. Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almond," "Manufactured in a plant that processes peanuts," and so forth. Rule of thumb: if in doubt, make another choice.

### Birthdays

We enjoy celebrating children's birthdays and welcome you to come and join the party! Please talk to your child's teacher at least a week in advance if you would like to provide a special healthy snack for your child's classroom. Because a child's body is still growing and developing, proper nutrition is of the utmost importance in all the celebrations we have at the center. We apply the same healthy food policies to all our events to promote a healthy lifestyle and role models for children and families.

### Celebrations

Tiny Thinkers Preschool celebrates holidays and special occasions, such as Thanksgiving, Mother's Day, Father's Day, Fall and Spring Festivals. We embrace diversity and believe it enriches our curriculum. If you have any family/cultural holidays or celebrations you would like us to include, please let us know. If you do not wish for your child to participate in any of these holidays or celebrations, please let us know that as well.

## HEALTH AND SAFETY

### Emergency Preparedness

We practice both fire and earthquake drills on a regular schedule, so children become accustomed to the sound of the alarm and the procedures for exiting the classroom to a safe location. All Tiny Thinkers Preschool centers have emergency food and water to last 72 hours for all children and staff. First Aid kits are in all classrooms, offices, and outdoor playgrounds. All staff are CPR and First Aid certified, and every 2 years staff go through training to remain current on all lifesaving procedures.

### Authorized Persons to Pick Up

The center maintains an Emergency Contact/Parental Consent form for every enrolled child. Persons (in addition to the parents) you authorize to pick up your child must be listed on this form. At the end of the day, a child will not be permitted to leave the center with anyone who has not been previously given authorization by the parent. If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact/Parental Consent form, then written advance authorization must be provided by the parent. In the event you are unable to provide written notification, the parent must call the center and speak directly with the Center director to advise us of your authorized pick-up plans. Anyone who is authorized to pick up your child must bring photo identification that lists his or her name and address (such as a driver's license). We reserve the right to request a photo ID of anyone that is not recognized or known by staff.

## Current and Updated Emergency Contact Information

It is essential that each child's Emergency Contact/Parental Consent be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is a change in your contact information, please notify the center promptly.

## Custody Issues

Tiny Thinkers Preschool cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to the center, which will be placed into the child's confidential file.

## Safety and Security

Your child's safety is a top priority at Tiny Thinkers Preschool. Children must be signed in and out upon arrival and departure, with the exact time and full signature as required by Community Care Licensing and the California Department of Education. Each classroom keeps a running count of the number of children in attendance as well as a list of each child by name. Teachers conduct a head count every 30 minutes and record and clearly post the number of children present on the wall. Children are counted before and after each transition within the classroom and the transitions from outside to inside. Visual observation of all children is always maintained by Tiny Thinkers Preschool staff members. At no time is a child ever left alone.

## Illness Policy

Each day, upon arrival, staff will complete a health check of each child, and your child will be asked to wash their hands before joining the classroom activities. It is especially important to us that each child is healthy and happy at school. We cannot admit or retain in care, any child whom:

- A. Is diagnosed as having a contagious disease only upon written instructions of a licensed physician or certified health care provider and/or the health department.
- B. Has one of the following symptoms, or combination of symptoms of illness within the past 24 hours:
  - Fever over 100.0 Fahrenheit
  - Diarrhea (more than one abnormally loose stool per day)
  - Vomiting in the past 24 hours
  - Nausea or severe stomach cramps
  - Severe cough
  - Unusual yellow color to skin or eyes
  - Draining eye (pinkeye or sinus infection)
  - Skin or eye lesions or rashes that are severe, weeping or puss filled.
  - Difficulty breathing or wheezing.
  - Complaints of severe pain
  - If a child is notably tired and / or irritable and needing one on one care

**IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.**

## **24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.**

- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school.
- We strictly observe this health department regulation for children (and staff) to protect the health of everyone at Tiny Thinkers Preschool.
- Parents must notify the office immediately if a child:
  - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other disease common to a school environment. The notification is important so that Tiny Thinkers Preschool can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that Tiny Thinkers Preschool will not release the name of the child or family involved. We simply post "There has been a case of \_\_\_\_\_ reported ...."
  - Has any allergies or if you have any concerns about any aspect of your child's health.
  - Is taking medication, as medicine may affect your child's behavior.
- If a child is absent for three days or more days due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

If your child has exhibited any of the symptoms above you must keep your child at home for a minimum of 24 hours, even if your pediatrician has given authorization for your child to return.

If your child exhibits these symptoms at the center, we will contact you immediately. You must pick your child up within 1 hour of notification. We regret any inconvenience these policies may cause but it helps us keep all the children and staff healthy.

## Head Lice

Tiny Thinkers Preschool follows the recommendations of the American Academy of Pediatrics (AAP) and the Centers for Disease Control and Prevention (CDC) regarding the management of head lice. We maintain a **no-live lice** policy.

The key components of this policy include:

- **Early detection** through routine screenings conducted by parents and/or caregivers
- **Timely treatment** for children found to have live lice
- **Distribution of educational materials** to staff and families on head lice prevention, nit combing, and proper treatment

If a child is found to have live lice while at the center, the parent or guardian will be contacted and asked to pick up their child for treatment. This allows time for treatment to be completed overnight. Upon returning the next day, the child will be re-examined and may return to class **only if no live lice are present**.

This policy helps ensure a healthy and comfortable environment for all children and staff.

## Injuries

Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his/her teachers, including first aid if necessary. If an injury is significant, an accident report will be made and placed on the child's daily attendance sheet. In certain situations, Tiny Thinkers staff may contact parents and, if necessary, emergency medical personnel.

If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital where emergency treatment is administered, if necessary. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

## Medication

Tiny Thinkers Preschool provides incidental medical services which includes administering prescription medications, inhaled medications, and Epi-pens. Should your child need medication administered at the center, Tiny Thinkers Preschool needs written authorization from you and the doctor on the required forms, which are available from the Site director. If you have not completed the required and necessary forms the staff will not be able to administer the medication. Medication must be brought in the original container. The doctor's and parent's authorization must be on the forms supplied by the center.

## Where to Report on Health and Safety Issues

If you have questions or concerns about any health or safety issues, please report those directly to your child's teacher or the Center Director. We encourage your feedback and appreciate your interest and ideas on how to make our center a safe and healthy place for all children.

## Mandatory Child Abuse Reporting

All Tiny Thinkers preschool program staff are mandatory child abuse reporters. This means if we have reason to suspect abuse or mistreatment or are told by a child they have been abused in any way, we are required by law to call and report this to Child Protective Services (CPS). We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. The report does not establish fact, but rather it is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the Site Director.

## Allergy Policy

If your child has any type of allergy, please notify the Site Director of the specific allergy and any medication or special directions that pertain to that allergy. If your child has a prescription for an Epi-pen medical form, (LIC 9221) will need to be signed.

## Sunscreen Policy

Sunscreen is considered a medication by the Department of Social Services and will require a one-time parent authorization form (no prescription required). Each family will provide their choice of sunscreen for their child. Please label the sunscreen with the child's full name.

## Refund Policy

The school is unable to allow make-up or substitute days for times that a child is absent. There will be no refund given for days not attended. In the case of withdrawing a child, if parents have paid for the month, a refund of tuition will be made after meeting the required two weeks written notice of intent to withdraw. We DO NOT prorate tuition for Vacation, Sick, Holidays or School Closures.

## Toilet Training

We provide toilet training based on your child's individual needs, and we can assist in the toilet training process or provide accommodation for your child's special needs. We require that you provide your child with multiple changes of clothing or adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the center.

## Positive Discipline Policy

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component and it helps children grow as successful, lifelong learners. Tiny Thinkers Preschool ensures that activities are child centered and promote positive social interactions. Teachers carefully create the environment, communicate, and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with the teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make a reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is an opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in excluding a child from attending Tiny Thinkers Preschool.

## Smoking Policy

In keeping with the school's intent to provide a safe and healthy environment, smoking is prohibited throughout the school. The policy applies equally to all employees, parents, and visitors.

## Behavior Policy Specific to Biting

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with Tiny Thinkers Preschool's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control.

## Clothing

Dress your child comfortably for active messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, painting, working with clay, water, glue, and sliding, climbing and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitate the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible. Please send your child in appropriate closed-toed play shoes. For the protection of your child, shoes must be tied or have Velcro. Sandals, flip flops, boots, or dress shoes limit your child's safety and should not be worn to the center. Please bring a set of extra clothes to be left at school. Please mark all clothing with your child's name with permanent ink.

## PARENT INVOLVEMENT AND COMMUNICATION

Communication between home and school is vital to a successful preschool program. We communicate with parents in several ways:

- o North Hills Emails [info.nh@tinythinkers.com](mailto:info.nh@tinythinkers.com) and Telephone # 818-892-2655
- o Canoga Park Email [info.cp@tinythinkers.com](mailto:info.cp@tinythinkers.com) and Telephone # 818-346-3035
- o Santa Clarita Email [info.sc@tinythinkers.com](mailto:info.sc@tinythinkers.com) and Telephone # 661-296-0175
- o Fax # 818-714-7177
- o Tiny Thinkers Preschool website – [www.tinythinker.com](http://www.tinythinker.com)
- o Parent orientation – Schedule time with the center director
- o Back-to-School Night
- o Notices sent home in children's backpacks.
- o Facebook message
- o Instagram
- o Parent Bulletin boards

## Parent, Provider and Visitor Conduct Policy

Tiny Thinkers Preschool is committed to creating an environment where employees, volunteers, parents, children, providers, or any other person who comes to Tiny Thinkers Preschool's offices, childcare centers, events or who has contact with Tiny Thinkers Preschool staff through any other means, is always treated with respect and professionalism.

## Parent Involvement

Parents are encouraged to participate in activities and to volunteer in the classroom whenever possible. There will be many ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child at home with the concepts we are studying (see monthly newsletter)
- Reading to the children
- Volunteering to help with projects or events (Holiday celebrations, graduation, etc.)
- Special Talent – if you have a hobby (carpentry, sewing, artist, pottery, cook, music) or career (doctor, nurse, veterinarian, fire fighter, etc.)
- Family Traditions, Cultures or Customs – We welcome having parents share family traditions, cultures, or customs with classmates. Activities could include (but are not limited to) cooking, storytelling, music, celebrations, etc.

## BEHAVIOR MANAGEMENT AND DISENROLLMENT

### Behavior Management and Discipline

All teachers at Tiny Thinkers Preschool manage behavior in their classrooms in a non-punitive, age-appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management. They are trained in the Teaching Pyramid process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example, "We walk inside the building" rather than "No running".

Children are encouraged to learn problem-solving skills and become self-correct. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers assist in pointing out logical consequences to both positive and negative behavior. Staff use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be active listeners and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the behavior management plan is crucial to the success of the plan. It is important that the messages the child receives at home and school are consistent.

### Grievance Policy

It is the intent of Tiny Thinkers Preschool to resolve all grievances at the lowest possible level. If a parent is having a grievance regarding Tiny Thinkers Preschool operations the parent should first speak with the staff person whom the grievance relates to and try to resolve the issue. If the problem is not resolved at this level, please address the issue to the Site director. If a resolution still has not been reached, a written grievance may be made to the owners. A written response to the grievance will be issued by the owners within 14 days.

### Disenrollment Policy

Tiny Thinkers Preschool reserves the right to dis-enroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program. Our priority is to provide quality care and early education for all children enrolled in our program but on rare occasions there may be a need to dis-enroll a child. Some of the reasons for involuntary dismissal might include:

- Failure to Adapt - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into the program, the child may be dis-enrolled so his or her parents can find alternate care for their child.
- Aggressive/disruptive behavior - If a child is aggressive or hurtful to others or if a child's behavior is disruptive to the classroom Tiny Thinkers Preschool will make every attempt to guide the child in respecting others and to behave in a socially acceptable way. If these behaviors continue the child may be dis-enrolled in the best interest of the other children enrolled.
- Failure of the parent or guardian to cooperate with an individual behavior management plan and/or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.
- Failure to pay tuition or Family Fees Tiny Thinkers Preschool reserves the right to immediately dis-enroll any child whose tuition or family fee is not paid per Tiny Thinkers Preschool's policies. Applicable notice periods will apply to subsidized children.
- Abusive/disruptive behavior by parents - Tiny Thinkers Preschool reserves the right to disenroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center as outlined in Tiny Thinkers Preschool's Conduct Policy.
- Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that Tiny Thinkers Preschool is unable to meet a parent's expectations, Tiny Thinkers Preschool reserves the right to disenroll the child to allow the parents to find an environment that better meets their needs and expectations.

#### **Withdrawal**

Families may withdraw their child for any reason after giving 2-week written notice to the Administration stating the child's last day and signed by the parent or guardian. Any outstanding balances must be paid in full prior to the child's last day. If a child is withdrawn without a 2-week written notice the parent is still responsible for paying the 2 weeks' tuition.

#### **Transportation**

Transportation is not provided to and from our facility.

#### **Department of Social Services**

As our licensing agency, Social Services has the right, by law, to interview children or staff as they may deem necessary; and to inspect and audit children or facility records without prior permission. The Department also has the right to observe the physical condition of the children and to have a licensed medical professional physically examining the children. Any proposed changes in the plan of operation shall be reported to the Department of Social Services for approval prior to implementation as specified in Section 101212.

Our goal at Tiny Thinkers Preschool is to work together with you to provide the best educational program possible for your children. Show your children you are interested and concerned about their school life. Take the time each day to talk to them about their experiences in school. Your consistent interest in their progress and personal development in school will motivate them to want to learn. Get involved at school by maintaining contact with your children's teachers/director. Feel free to ask questions. Attending parent conferences. Be supportive of the exciting school-wide activities held each year. Let your child know you are working together with the teacher/director and the school to help make your child's education beneficial in every way. When home and schoolwork together as a team, it can lead to a successful and rewarding school year for your child!

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*I acknowledge I have read the Tiny Thinkers Preschool Parent Handbook and agree to support the school rules as stated therein.*

I have read the Parent Handbook in its entirety and agree with Tiny Thinkers Preschool, policies, and Procedures:

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Childs Name: \_\_\_\_\_

\*These will be filed in the office to verify that the school rules have been read and understood by all parents.