



Parent
HANDBOOK

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Dear Families,

Welcome to PLAY Preschool!

We are so excited to partner with you and look forward to creating a productive and warm relationship with you and your family. The first 5 years raising your child offer tremendous joy as well as questions. At PLAY we excel in making these years as smooth and enjoyable as possible. We offer an excellent program inspired by Best Practices in Early Childhood education in a new facility for your children to learn and grow in. We further support and enrich your experience by offering parenting classes and school wide events. This Handbook will give you information about our philosophy, curriculum, expectations, various policies, calendar and general questions you may have.

Administrative Staff:

Gabriel Ross Director

Annie Gekozyan Assistant Director

Mission Statement

PLAY preschool is committed to nurturing the development of children, families, and staff in our community. We create a safe and loving environment where children can make connections while they explore their world through scaffolded learning. We encourage and extend children's inquiries by asking open-ended questions and support our students as they collaborate with peers in their play. To help support our enrolled parents PLAY offers parenting classes and bi annual parent teacher meeting. We support our staff by leading several development days to ensure everyone is continuing to learn and grow both individually and as a team.

Vision

We believe every human that comes into this world has the ability to change it for the better, as long as their biological blueprint is fostered, nurtured and stimulated appropriately. It is our goal to help our students care to develop empathy and care for their family, friends and society as a whole. We hope to inspire our families to build a solid community of caring that will contribute to a better world.

Philosophy

Research shows that children learn best through play and so here at PLAY preschool we take a play based approach to learning. We offer an environment that encourages children's natural instincts to explore and ask questions as they make sense of their world. Through activities in both individual and group activities, inspired by Early Childhood Education's Best Practices, we support each child in developing the skills needed to be well rounded, happy and productive members of society. We want children to develop important skills that include independence, communication and creativity, as well as respecting themselves and others around them.

Admissions Policy

PLAY Preschool is a for-profit childcare center. We accept all children regardless of race, sex, creed or color. Our program serves children from 3 months to 5 years of age. Enrollment forms are accepted year-round. Children will be admitted into the center on a first-come, first-served basis depending on the availability within your child's age group and requested program.

Hours of Operation

PLAY Preschools hours of operation are from 7:30 am – 6:00 pm, Monday- Friday excluding Holidays. Please take a look at our application for the program/schedules currently offered.

School Calendar

Our school calendar is available on our website's homepage. PLAY offers a year round program with a fun curriculum program being offered for preschool children from Sept - June.

Summer camp offered in July and August. Families must maintain enrollment year round to maintain your space.

We do not offer discounts or credits for vacations taken by families outside of PLAY Preschools posted holidays.

Holiday's Closed

Martin Luther King Jr. Day	President's Day
Independence Day	Labor Day
Memorial Day	Cesar Chaves Day
Veterans Day	Thanksgiving (Thur & Fri)
Winter Break	Summer Break (4 th of July week)
Spring Break	

PLAY reserves the right to take up to an additional 5 days off for Teacher In Service Days.

Enrolling in PLAY

PLAY Preschool accepts families year round on a first come first serve basis. Should a family decide they would like to enroll and have a space held they must submit a completed Registration Packet along with a nonrefundable registration fee of \$750 and first month's tuition.

Registration Packet Includes

- Registration information forms
- Contract for Enrollment
- Required California State Licensing Forms

Please include a copy of your child's immunization records when submitting registration forms.

Requesting Changes in Schedule

Once enrolled, families at PLAY wanting to change programs may do so by requesting a written change in schedule at least 30 days prior to the month when the desired change is to occur. Changes in schedule are strictly done on an individual basis. Requests may not be granted if desired programs are full or unavailable. The Administration must approve all requests before the change begins. Changes can NOT BE MADE during the last 30 days of written notice to cancel enrollment at PLAY.

Fees for Enrollment

- \$750 New Families non-refundable registration fee (Due at enrollment)
- \$500 Returning families annual registration fee (Due by 3/1)
- \$500 non-refundable yearly building/maintenance fee (Due by 9/1)

Tuition Payments

All payments must be made in advance of provided services. Automatic tuition payments are made through our billing software. This is an automatic payment program that allows PLAY to withdraw payments electronically from a checking/savings bank account. Enrollment is Mandatory. Parents may wish to submit a written check for the month's tuition prior to the 1st should they not want tuition to be auto processed. Your banking information will be kept confidential and not be shared with anyone.

Tuition is automatically collected on the 1st of every month. Parents may submit a request in writing for a delay in tuition processing. This request comes with a fee of \$25 per day. Parents may request a delay up to 5th of the month. Care will not be provided after the 5th of the month where payment has not been made. Parents are limited to 2 requests per school year. Three late payments may result in the termination of your child's enrollment.

Non-Payment Policies

A charge of \$25 will be assessed each time an account payment is declined in addition to late fees. If a payment is late (due to NSF checking or savings account), payment must be made within five days after the parent receives the notice. That payment must include the current tuition and the associated late fees. If payment is not received the student will be placed on a "hold-out list" (withheld from program) on the following day(s) and may no longer receive services. Three late payments may result in the termination of enrollment. If payment is made prior to being sent to collections, services may be resumed, but only for the first-time delayed payment situations.

Acquaintance Time

Acquaintance time is an opportunity for enrolled families to visit PLAY and meet the staff/ spend time on the playground and become comfortable with your child's new classmates. We strongly encourage that you schedule a minimum of two-acquaintance time visits prior to your child's 1st day, as this will ease the transition into their new routine. For our Limes, we only schedule one acquaintance time. We ask that you schedule your visits within the time frames listed below:

- Limes (3 to 12 months) visit time from 12 to 1pm
- Lemon (12 to 24 months) visit time from 3:30 to 4:30pm
- Preschool (2 - 5 years) visit time 3:30 to 4:30 pm

Signing Your Child In/Out

California state law requires parents/caregivers to sign their child in upon arrival and out upon pick up. PLAY Preschool uses a digital four-digit code. Every family is provided a unique four-digit front door code to enter the preschool. Preschool parents may sign their child in up to 5 minutes before their scheduled start time without adding early morning drop off fees. Please note that there is no grace periods for pick up times. The regular preschool day ends at either 12:30 for half-day enrollment or 4:30 for regular day enrollment. If your child is late getting signed out our computer system will automatically add a drop in fee for extended

care. Families that pick up after 6PM will be charged a late fee of \$2 per minute starting at 6:01PM, \$10 minimum.

First Day of School

On the first day, you should bring the following items:

- A lunch box with your child's name written on it, including an ice pack to keep the food cool. Families enrolled in the infant program may place their child's lunch box in their child's classroom refrigerator.
- Parents of Lime infants who use bottles are asked to bring 1-2 labeled bottles to be kept at the center. It is common practice for children in the Lemon classroom to drink from sippy cups instead of bottles. Please provide an extra bottle of formula and one extra clean bottle in case of emergency.
- Infant and toddler parents should send bibs and burp cloths for meals as well as hats for sunny days.
- A canteen/ thermos or reusable water bottle with your child's name written on it.
- 3 complete changes of clothes packed in individual and clearly labeled gallon sized zip lock bags.
- Parents MUST supply sunscreen and include the attached permission slip. Sunscreen will NOT be applied on infants younger than six months of age. A doctor's note MUST be provided in the event you want us to apply sunscreen to younger infants.
- Diapers, wipes and diaper cream (if needed). These items will stay at school.
- 2 changes of clothes in case your child gets dirty/ has an accident.
- If you child still naps please send: a small toy/lovey, a small pillow and blanket. Please avoid bulky and large items.

A great option for parent is an all in one nap sheet/ pillow combo



Click image to open expanded view

Dress your child in comfortable, practical and weather appropriate clothing so they can easily engage in messy indoor and outdoor play. Dress-up shoes that have slick soles, flip-flops and shoes with heels are dangerous and inappropriate for active play. Children's clothing should be easy to put on and take off to enable them as much autonomy as possible when using the bathroom and when needing to change. Please label all of your child's belongings clearly with their first and last name.

Other Items

If your child uses a pacifier, please label it clearly and provide one spare in the cubby. Children in the infant room who use pacifiers will have them on an as-need basis throughout their day.

Children in the Toddler room who use them will have a pacifier only at naptime or when needed for soothing them. We do not recommend sending pacifiers for preschool aged children.

Daily Schedules

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child.

- Ages 3 months – 12 months varies based off of the needs of the child.
- Ages 12 months – 5 years old are set schedules. You can find each classroom schedule posted in their classroom on the Parent Board Corner.

Meal Ideas & Meal Time

PLAY currently has a nut free policy. Please refrain from sending any tree nuts as well as peanuts. When packing your child's meal for the day, think of it as meals, not lunch or snacks. Many of the snack items available today are mostly empty calories without proper nutritional values for children's development. We are more than happy to warm up meals for your children, so feel free to send foods that are best enjoyed warm.

Some of the most important components to young children's diet are:

- Healthy fats (many products are low fat; this is a real challenge when putting together good food for our children. Healthy fats are essential for brain development).
- Complex carbs (this is literally the fuel that keeps us going)
- Fruits and veggies
- Proteins (plant based is great as are animal proteins; Most Americans consume way too much protein so it is not likely your child is missing out here).

Meal Ideas

Fats (nuts are left out as we are a nut free school)

- Whole milk yogurts and cheeses
- Avocado
- Sardines
- Salmon
- Tahini
- Seeds

Whole Grains/Complex Carbs

- Whole grain tortillas and breads
- Rice (basmati, wild, brown are all good options)
- Potatoes (sweet or regular)
- Whole grain pasta

Infant/Toddler Program

Our youngest infants will be fed on cue. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. During

lunchtime, infants not yet eating table food should be served cereals and jarred foods. As your infant grows and becomes more adept at eating, he/she will be using their fingers for eating “finger foods” and working on using infant utensils. We recommend introducing all new foods at home and only send foods to school your child has already been introduced to.

Bottles

Parents of bottle-fed babies will need to provide 2-3 labeled bottles, nipples and lids. If you are breast-feeding your child, all breast milk must be dated and have your child’s name on it. Fresh breast milk will be stored for one day in our refrigerator. Milk that is present at the end of the day will be discarded. Contents remaining in any bottle must be discarded within two hours. Only breast milk, formula or water will be placed in your child’s bottle. No bottles will be served with cereal or any other food product in them. Bottles are warmed using our bottle warmer.

Lemon Students

Children 12 months to 2 years old have their own scheduled snack and lunch breaks. For this age group we encourage them to eat independently.

Preschool Program

Children ages 2 to 5 years old all have their own scheduled snack and snack breaks. PLAY provides snacks twice a day for the preschool program. AM snack is offered between 9:30 and 10 am and PM snack is offered at 4:40pm.

Nut Free Policy

PLAY has a number of children with confirmed or suspected allergies to peanuts and/or tree nuts. To keep our school safe for all of our students, we have adopted a nut-free policy for all age groups. Please do not bring any foods containing peanuts and tree nuts. This includes products processed in facilities that also process nuts. Please read all food labels carefully!

Birthday Celebrations @ PLAY

Birthdays are a wonderful opportunity to celebrate together as a community. We invite all of our families to come in and celebrate your child on their birthday with the class. PLAY is available for rent on weekends. You are also welcome to celebrate during the school day. Parents are encouraged to bring fruit, popsicles, muffins or the like. We ask that everything is free of nuts due to allergies in the school. Please check with our admin team to make sure there are no other allergies in your child’s classroom. Parents who do not want their child to participate in Birthday School celebrations are welcome to opt out. We strongly discourage goody bags, regardless of the content (treats and toys alike), and recommend you instead donate a gift to the classroom. We encourage families to invite the entire class as children may feel left out should they not be invited.

Show & Tell

Every Friday is show and tell day for the Kiwis, Strawberries and Pineapples. Each child is encouraged to bring a special object from home. During circle time the children take turns sharing information about the object they brought. It is a great opportunity for children to

experience public speaking, learning how to project their voices and being introduced to new vocabulary as we ask inquiring questions about their objects. Show and tell also helps the development of empathy as the children become aware that different people feel differently about different things and how something may be important to one person but not to another.

Nap/Rest Time

Preschool Program

The Blueberry and Kiwi children start their nap/rest time between 1145 and 12PM. Most children still need to nap at this stage of development. Strawberries nap and rest depending on their individual needs.

Every other Friday all nap items are sent home to be washed.

Infant Program

Infants nap according to two schedules, two naps a day or one nap a day. When a child reaches 12/13 months, we transition away from cribs and introduce them to the cots we use for the toddlers and preschoolers. Sheets for infants and toddlers are provided and are washed every Friday. Children who are on cots may bring their lovies for comfort. No child is allowed to sleep in its car seats. In the event your child falls asleep on the way to school, you have to take them out and transfer to a crib or cot as per licensing regulations.

Every Friday all nap items are sent home to be washed.

Diapers/ Potty Training/Clothing

Diapering for Infants/Toddlers

Parents must provide disposable diapers and wipes for their child. It is the parent's responsibility to provide a sufficient supply and to replenish as necessary. Your child will be changed at regular intervals throughout the day and as needed. We encourage parents to provide a good diaper cream we can use in the event your child develops a diaper rash.

Potty Training / Soiled Clothing

Potty training is a big milestone. We do not assist with potty training in the infant/toddler center. Once children enter the Blueberry classroom in the preschool we offer to help and support you through this stage. We wait for the children to be ready for this stage. Some children are ready soon after entering the blueberry classroom; some children may need more time. There is no pressure to potty train by a certain age in our Blueberry and Kiwi classrooms. We do not wash clothes that are soiled from urine or fecal matter. If clothing is salvageable we will put it in a plastic bag for you to take home and launder. Please provide 5 changes of clothes during potty training, be sure to replenish as needed.

Clothing/Shoes

Please send no less than 2 complete changes of clothes labeled with your child's name. These will be kept in his/her cubby. Please include a light sweater/jacket, as our yard is often cool in the winter. Remember to label all sweaters; hats and outerwear that your child wears on cool days.

Please provide your child with shoes appropriate for outdoor play. Shoes must fit the child's foot and closed with Velcro, buckles or shoelaces. Absolutely no flip-flops, heels or shoes that otherwise are not appropriate for play.

Infants in the Lime classroom spend the majority of their time exploring and playing on the floor. As such we offer a shoe free environment in the Lime classroom to keep the floor as clean and safe as possible for the babies.

Getting Messy

Keep in mind that children use paint and glue, and other messy materials. Dress your child in clothing that can be worn during messy play. Children need to feel free to use all materials. We offer smocks, but even with a smock, clothes may inadvertently become wet, dirty or stained. Although we purchase washable paint, it may cause permanent stains.

Lost & Found

Our staff will do their utmost to prevent children from losing or misplacing their belongings. Please refrain from sending precious or very expensive items to school. We ask that toys and other non-clothing items are ONLY sent for show and tell on Fridays. Please **LABEL everything**. Most labeled items are recovered. Lost and found items that are not claimed by Dec 1st or June 1st will be donated to charity.

Parent Involvement – Preschool Program

PLAY preschool's staff are committed to providing a high quality education and nurturing for your child(ren). This alone does not ensure a successful experience for your child(ren). Your involvement with your child's education is extremely important both in their individual success and to overall success and well being of our school community. Parents can volunteer their time and talents in many ways and we encourage you to take the time to get involved. We have an open door policy for all preschool parents and you are encouraged to ask your child's teacher how you can volunteer and support the children's growth and learning. We kindly ask that parents of Blueberry, Lemon, and Lime classrooms not volunteer as changes in a young child's schedule may be difficult to overcome.

Communication with the School

Preschool Communication

Our teachers are available to answer questions during their working hours via our app. Our administration is available by phone or if you need to reach for non-urgent matters please email us.

Daily Verbal Communication

Pick up and drop off times are both a wonderful time to briefly connect with your child's teachers. This is a great time to update staff on how your child slept, if they ate as usual or if something unusual happened. Whenever you feel like you need a more in depth conversation with the staff please schedule a meeting with us so we can give you the time and attention needed.

Brightwheel - Communication App

We use an App called Brightwheel. Brightwheel is a way for us to communicate incident reports, log diapers, food, naps, pictures and messages to you. Brightwheel is not for questions regarding tuition or enrollment, please email us regarding those topics.

School wide Family events

We have several school wide family events throughout the school year. Please check our calendar for dates and times. We enjoy potlucks, sometimes the children have prepared songs to sing, and we might have a carnival and the like. These events are a wonderful opportunity to get together and really build our community, while strengthening the bond between home and school.

Transitions & Saying Goodbye

The smooth transition of children from home to school, class-to-class, or preschool to elementary school is accomplished through the interaction of staff, parents and children. We are here to guide and support you through this process.

Saying Goodbye

Some children are ready to say goodbye right away, other children need a slower transition. We recommend that you either make yourself or another caregiver available the first week of school in case your child needs more support transitioning or they need a shorter day. We do our best to make transitions smooth and easy and we keep you updated as of how your child is doing throughout their day.

When preparing to say goodbye, we recommend it to be short and sweet. Coming and going or wavering in your goodbye routine is confusing and often upsetting for young children. Be clear when it is time to say goodbye, and even if your child begins to cry, follow through with the goodbye ritual. We will hold and comfort your child and we will call you if your child is inconsolable.

Please do not ever sneak out, in an attempt to avoid making your child upset when leaving. It will cause your child unnecessary anxiety and a lack of trust, and this will make transitioning more difficult in the long run.

At your orientation we will discuss more in detail how to proceed with transition and establish a goodbye routine.

Transitioning to Kindergarten

For our eldest group, the Pineapples, we talk about the new and exciting transition to Kindergarten over the course of the school year.

Infant / Preschool Developmental Issues

PLAY Preschools staff is trained and has substantial experience in early childhood education and child development. We are trained to notice when behavior, development and milestones fall outside of the typical range, and we will contact you as soon as we notice any concerns, and will guide through the steps that follow.

Many challenging behaviors fall within the typical range of young children's developmental stages; Biting, hitting, pushing, kicking, pinching and scratching all fall within the typical range at different stages. However, frequency, intensity, lack of empathy after having hurting a friend, the situation in which it happens, what came before may indicate that we have to look deeper.

If and when we are concerned these are the following steps we take:

- We will first contact you and inform you of our concerns and invite you to come meet with our director.
- We will begin observing and possibly have a teacher shadow the children if the behaviors in question are potentially harmful and or dangerous for the other children.
- We will use various assessment tools
- After observing and assessing for 1 to 2 weeks we will meet with you and share our findings
- Sometimes we can help the child past the challenge but sometimes we will need help from outside
- We may ask you to contact regional center (0-3 years old) or the LAUSD (3 and up) for an assessment or you can choose to do private assessments
- If the children is engaging in dangerous behaviors we may ask families to provide a behavior therapist while assessments and treatments plans are put in place
- In very rare cases we may not be able to accommodate a child's needs. In that case we will help you find an appropriate setting.

When Toddlers Bite:

It is quite common and typical behavior (however not appropriate and potentially dangerous) for toddlers to bite their peers. It is most often out of play, if they want an object another child has or they try to kiss a friend. It happens very quickly, and it is unfortunately impossible to completely prevent in a childcare center.

If a child bites we do the following:

- Letting the biting child know in words and manner that biting is unacceptable.
- Avoiding any immediate response that reinforces the biting, including negative attention. The teachers will tell the child that "Biting hurts" and the focus of caring attention in on the bitten child. The biter is talked to on a level that she/he can understand. The teacher will help the child who is biting to work on resolving conflict or frustration in more appropriate manner, including using language if the child is able.
- If biting is excessive we implement the above-mentioned policies: shadowing, observing, assessing, etc.

PLAY Staff

Our entire staff is made up of highly educated, loving and competent early childhood educators. All staff must have a minimum of 12 ECE units, however the majority of our staff have completed their bachelors or are working towards it. We take professional development very seriously and require staff to attend five annual staff development days as well as pursuing a higher degree, participate in conferences and stay updated with the newest research in Child Development and Early childhood education. All of our lead teachers have their Bachelor degree or several years of experience.

Safety

Safety always comes first. Our staff is CPR and First Aid certified. The first teacher on duty every morning will make a visual inspection of the classroom and the playground to ensure everything is safe and ready for the children's arrival.

Fire Procedures

As per licensing requirements we conduct a once per month fire drill. A log is kept in the office. Our primary exits are clearly marked with green battery backup EXIT signs. We ask that all parents and caregivers familiarize themselves with our emergency exits in the event an emergency occurs while you are on campus. We have fire extinguishers in all classrooms and our staff is trained in our emergency and disaster policies once a year. In the event of a community emergency/ earthquake and PLAY is deemed unsafe for habitation PLAY Preschool students are assigned to 2 nearby facilities. The first is Ivanhoe elementary school 2828 Herkimer St and the second is Griffith Park Recreation center 3401 Riverside Dr.

Accident or Emergency Procedures

If your child becomes injured at the center, the teacher in charge will administer simple first aid, such as washing the injury, applying ice, and bandaging. The teacher will then fill out a digital incident report and you will be notified on our app when the injury is minor. In the event of a more serious injury occurs that may require medical services, the following procedure will be followed:

1. Call parent or guardian
2. If a parent or guardian cannot be reached we will call one of the persons listed on the emergency list
3. Call the child's physician for his/her advice
4. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to the emergency room. A staff person in the paramedics van or ambulance will accompany the child.
5. If an injury is severe we will call 911 first and then attempt to reach you and/or your emergency contacts.

**Any and all expenses incurred under #4 & #5 will be borne by the child's family or guardian. If an injury is severe, procedures 1-3 will be waived and 911 will be immediately summoned. **

Sick Policies & Attendance

One of our first priorities here at PLAY is always providing a safe, healthy and clean environment. Our rooms are deep cleaned every day. High temperature steam is used to sanitize the infant center daily.

As young children build their immune systems, it is common for them to get sick frequently. This is a necessary, yet challenging, part of raising young children. It is important that you have alternative care plans when your child is not well and that you provide us with emergency contacts in the event you are not available to pick up.

Our sick policies are a combination of licensing requirements and our own philosophy of when we feel that children are not well enough to be in school. If a child has no fever but is inconsolable, acting unlike their usual selves or has less appetite and sleep patterns are different we may ask you to pick them up.

If a child has a runny nose, regardless of the color of mucus, and they seem unwell we may also send them home. However, we will talk to you to see if teething or allergies are the culprit, in which case they may stay.

If a child has a fever, diarrhea, or throws up they must be symptom-free for at least 24 hours before returning WITHOUT the use of fever reducing medications. If antibiotics or any other medications are prescribed your child may return with a doctor's note confirming when they can return. If you need us to administer medications you must provide a doctor's note with clear instructions and fill out a form in the office. We prefer not to give children medications, but will if the dosage is needed when they are with us.

We reserve the right to ask for a doctor's note in any case of a child not being well.

Hand Washing

Hand washing is one of the best ways to cut down on transmission of viruses. Teachers in the classrooms follow proper hand washing protocols throughout the day- including but not limited to: before and after eating or handling food; before and after feeding a child; before and after diapering; after handling or cleaning body fluids- after wiping noses, mouths, bottoms, sores; after outdoor activities; upon entering the classroom. We ask that you help your child wash their hands upon arrival to school.

General Disinfecting

Toys that have been mouthed in the infant/toddler classrooms are disinfected throughout the day. Teachers will place a toy into a container after a child has mouthed it to be cleaned. At the end of the day, all equipment and materials will be cleaned as well. The diaper changing area is disinfected after each use. A sanitizing solution of Lysol is used for general disinfecting. Steam is used for equipment and toys.

Medications

In the event your child is prescribed a medication you will need to complete and hand in a Medical Release Form (available in the school office). You must also provide a written note from your pediatrician with diagnosis and directions as per licensing regulations. All

medication must be in its original packaging with clear dosage, time and directions. We do NOT administer pain or fever reducing medications without a note from your doctor as per licensing regulations.

Allergies

Allergies are common and varied. If your child has an anaphylactic allergy we need a note from your pediatrician explaining how to administer the epi-pen and any allergy medications and inhalers. For milder allergies we need a medical release form to administer any medication necessary, with detailed information regarding dose, frequency and times as per licensing regulations.

Lice Policy

You must notify us if your child has lice. When we are notified of a case of lice we will do a school wide lice check. If your child is sent home with nits and lice, he/she will NOT be allowed back to school until all nits and lice have been removed. Children who have had lice or lice nits must be checked and cleared through the school office prior to returning to their classroom.

Attendance/Absences & Special Circumstances

Arrival & Dismissal

We recommend arriving during our drop off and pick up times. We understand that due to appointments and special events that you may sometimes drop off late and pick up early. We do ask that you notify us on Brightwheel so we can be ready to welcome your child and have them ready for you when you arrive.

Absences

Please notify the school when your child is absent, and the nature of the absence, especially if your child has a communicable disease, so that we can alert other families.

Special Circumstances

Please keep us advised of any special home situations such as new siblings, vacations, parental absence, illness in the family or any other changes in your family routine so that we can help and support your child adjust, as well as offer you guidance

Fresh Air/ Outdoor Play

We spend much time outdoors every day. If the temperature climbs above 90 or drops below 50 we will go inside where we have HVAC units. We go outside in all other weather, rain or shine and we ask that you send adequate clothing for your child. It is wonderful for young children to experience all kinds of weather and outdoor play promotes many aspects of their overall development. Our youngest group, the Limes, do not go outside in the rain.

If you feel your child is not well enough to go outside they should be kept home and return to school when they can participate in the full program.

Picture Day

Professional pictures are taken of all enrolled children once a year. Pictures are typically taken in April or May. Parents will be given an opportunity to see the pictures before purchasing. To purchase, you can mark off on the envelope and bring a check and/or buy online. Parents are not obligated to purchase any pictures.

Late Pick Up Policies

A child who is left at the center after their assigned pick up time is considered late. Families will automatically be charged for the next pick up period. Families picking up after 6pm will be charged \$2 per minute however we have a \$10 min fee. This fee will be assessed by the time you clock out via Brightwheel and charged to your Tuition Express account.

** Please have a back-up plan for days you are running behind or stuck in traffic, as these are non-excusable reasons for being late.**

Termination of Enrollment by Parents

Parents may terminate their contract upon 4-weeks/31 day written notice. Notice must be given on the first of the month. For example: If notification is given Jan 2nd, then parents are responsible for Jan and Feb tuition. If notification is given by Jan 1st the parents are responsible for January tuition only.

Termination by PLAY

We will make every effort to work with you and your child to have a successful school experience. Unfortunately there are sometimes circumstances where we have to terminate a family. PLAY reserves the right to terminate enrollment by all reasons listed but not unforeseen in this contract.

Licensing & Accreditation

The State of California, Department of Social Services, and Community Care Licensing license PLAY preschool.

Non-Discrimination Statement

PLAY preschool is for profit private preschool. We do not deny services to any person on the basis of religion, color, ethnic group identification, sex and age.

CA Department of Social Services - Child Interviews

The Licensing Program Analyst, from the State of California Department of Social Services Community Care Licensing Division, will make periodic visits to the school and at such time may interview several children as part of the licensing requirements. School parents will be notified if their child was interviewed. (The interview consists of questions to the child regarding how they view our school.) The visit and the interview are not scheduled in advance. The Department of Social Services and the Licensing Agency, per Title 22, Division 12, Chapter

1, Section 101200, "Shall have the authority to interview clients, including children, or staff, and to inspect and audit client or facility records without prior consent."

Confidentiality of Records

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purpose directly connected with the administration of the program. PLAY shall permit the review of the basic data file by the child's parent(s) or parent authorized representative, upon request and at a reasonable time and at reasonable place. PLAY shall share information if necessary for the administration of Community Care Licensing and the Department of Public Social Services.