

Canyon Rim Children's Center, Inc.



Parent Handbook

PARENT HANDBOOK TABLE OF CONTENTS



INTRODUCTION 3

PHILOSOPHY 4

CURRICULUM 4

THE BUTTERFLY 5

TYPICAL ACTIVITY SCHEDULE..... 6

THE DAILY PROGRAM..... 7

PROGRAM DESCRIPTION..... 8

HOURS OF OPERATION 8

ADMISSIONS..... 9

EMERGENCY CARDS 9

PROCEDURE FOR ARRIVAL AND PICK UP 9

PARENT/SCHOOL COMMUNICATION..... 10

ONLINE PARENT COMMUNICATIONS..... 10

WE SEND E-MAILS 10

OUR WEB SITE: 11

WHAT TO BRING FROM HOME 11

WHAT TO WEAR TO SCHOOL 11

LUNCH/SNACKS..... 11

FIELD TRIPS 11

PARENT PARTICIPATION..... 11

CHILDREN’S PICTURES..... 12

SCHEDULES AND FINANCIAL INFORMATION..... 12

SCHEDULES: 12

FINANCIAL: 13

PROGRAM: 13

TUITION PAYMENT OPTIONS (BIWEEKLY OR MONTHLY):..... 13

SCHEDULE CHANGES AND WITHDRAWALS..... 14

EASY PAY OPTION 14

COMMUNICABLE DISEASE MANAGEMENT 15

AND..... 15

HEALTH REQUIREMENTS 15

SICK CHILD POLICY AND PROCEDURE..... 15

MEDICATIONS 16

COMMUNICABLE DISEASES..... 16

INJURED CHILD INSTRUCTION FORM 16

DISCIPLINE POLICY 17

CHILD SAFETY..... 18

EMERGENCY PLAN 18

EMERGENCY TRANSPORTATION..... 19

TERMINATION OF SERVICES 19

MAJOR REASONS FOR TERMINATION..... 19

COMPLAINT OR PROBLEM RESOLUTION..... 19

POLICIES AND PROCEDURES..... 20

RELATING TO BITING..... 20

POLICIES..... 20

PROCEDURES 20

EMPLOYEES ARE NOT PERMITTED TO TRANSPORT CHILDREN 21

IMPORTANT DATES 21

Canyon Rim Children's Center, Inc.

"Dedicated to the Individuality of Children."

INTRODUCTION

*A*t Canyon Rim Children's Center (CRCC) the emphasis is on the two words "Children's Center". We are here for children. A child will learn while here, but they will also get dirty. At Canyon Rim, we make learning fun. As Bob Keeshan a.k.a. "Captain Kangaroo" once said, "*Play is the work of children. It's serious stuff and if it's properly structured in a developmental program, children can blossom.*" Just such an environment exists at Canyon Rim Children's Center. Since we opened in 1998, our center has provided a full day, year round, enrichment program for children ages two through six. Developmentally appropriate practices, as well as, a curriculum inspired by preschools in Reggio Emilia, Italy, provide the framework for our day-to-day program. We recognize that each child is a unique person with individual patterns and rates of growth. A Canyon Rim teacher's responsibility is to assist each and every child in growing to his/her full potential. The goal is to meet each child's individual emotional, social, cognitive and physical needs in a relaxed, loving environment, free from personal criticism and excessive competition. Activities are fashioned that facilitate transition from one developmental stage to the next. These include art, music, math, language, science, dramatic play, fine and gross motor development.

At CRCC, children are encouraged to develop habits of observation, questioning, and listening. A Canyon Rim child learns to make choices. They do not always have to conform so long as he or she stays within the limits of consideration for other people and things. This structured, yet open-ended program prepares each child to utilize his or her intellectual and creative abilities in future learning tasks. We know learning is a life long experience. Here we work to give each child the tools and the foundation on which to build a lifetime of inquiry and learning.

We strive to maintain class ratios lower than is required by state licensing. The ratios at CRCC are **four to one** for the two year olds; **seven to one** for the older twos and younger threes; **eight or nine to one** for the three and half to four and a half year olds; and **ten or eleven to one** in the pre-kindergarten class. Lead teachers are required to have at least an associate degree in child development. Many of our teachers hold baccalaureate degrees in addition to the required child development courses.

Parent and teacher communication is of the utmost importance. Parents are kept informed through written notices, e-mails, class newsletters, a parent information page on our web site www.canyonrimcc.com, and both formal and informal conferences. A formal Developmental Profile is completed for each child at the end of the regular term. A child must be enrolled in the program for a minimum of three months in order for us to provide an accurate profile.

We encourage all CRCC families to take advantage of our year round program. As a year round school, the Summer Term is an extension of our regular full time enrichment preschool program. It is supplemented by a strong emphasis on outside physical activities. Throughout the summer, there are special afternoon activities such as a super summer salad bar, spectacular science, exploding volcano extravaganza and lots of water play. Each year the Summer Term ends with an annual end of the year celebration.

PHILOSOPHY

The educational philosophy of Canyon Rim Children's Center, Inc. is based on addressing the developmental needs of the whole child in a secure and loving atmosphere. Our program strives to create a relaxed environment, free from criticism and competition. The philosophy of Developmentally Appropriate Practices is the framework around which our program is planned. We provide an environment and offer content, materials and activities that are coordinated with a child's level of development and for which the individual child is ready. Each child is a unique person with individual patterns and rates of growth. The CRCC teacher's responsibility is to provide experiences that match the child's developing and emerging abilities, at the same time provide some challenge for continued growth and expansion of interests. With this developmental learning philosophy, we work to meet each child's emotional, social, cognitive and physical needs.

Our program provides for the exploration of different learning experiences in an enriched environment involving a wide range of developmentally appropriate activities and learning centers. Within the center's daily schedule, each child has opportunity to create, explore, problem solve and learn personal interaction skills. We believe that it is necessary to teach young children using real materials and through hands-on, direct experiences. Children develop a positive self-concept through a balance of self-directed and teacher-directed activities. Opportunities for both solitary play and group activities are provided. We believe a good program also includes stability and regularity while remaining flexible. A familiar pattern enables the child to take part in routines more easily, and it allows for a sense of security. It is also important for the teacher to be in tune with the children's needs and desires, and to be willing to change when the child's needs change.

CRCC staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. We respect parents as the primary and most important provider of care and nurturing. We believe parents and teachers are partners in the care and education of children. We also believe that parent communication is a vital link in the development of each child. Our program coordinates various activities throughout the year to educate and inform parents. We also feel it is important to provide daily links between parents and teachers to aid in the transition between home and school.

CURRICULUM

Our activities and room structure reflect our philosophy. Just as the social, emotional, physical and cognitive development of a child overlaps and intertwines, so do the activities and arrangement of the rooms at CRCC. The physical environment of each classroom embodies a sense of beauty with a soft home-like atmosphere. This type of environment is specifically designed to enhance a child's learning by providing a comfortable setting and encouraging exploration. Important self-help skills are encouraged by teaching the children to care for and to respect our beautiful classrooms and the materials in them. Each room is set up to encourage independence and creativity. The children move freely throughout different learning centers and may use the materials to meet their needs. Respect for each other and the environment is always stressed. Each child has the opportunity to create, explore, problem solve and learn interpersonal skills with a variety of hands-on experiences.

A full curriculum is offered each day in the areas of art, music, math, language, science, dramatic play, fine and gross motor activities. Much of our curriculum is inspired by preschools in Reggio Emilia, Italy. Through this curriculum, we encourage children to express their ideas and insights during many different learning experiences. Elaborate and complex projects emerge from the ideas of the children and can extend over long periods of time. The teachers document the children's experiences in order to illustrate their ideas and the progression of their learning. Allowing children extensive time for

exploration while demonstrating respect for their ideas, the child's awareness and knowledge of the world around them is enhanced.

We have chosen this approach because we feel children learn best when they actively participate in the learning process. Children are more readily engaged if the curriculum emerges from curiosity and experiences that interest them, as opposed to a standardized, teacher controlled curriculum.

At CRCC we are very much dedicated to the individuality of children and we believe in meeting the needs of the whole child. Our goal is to co-explore the learning experiences with the children, to promote ideas and problem solving. Through meeting these goals we can focus on the continuous process of meeting the individual social, emotional, physical and cognitive needs of each child.



The Butterfly

"I remember one morning when I discovered a cocoon in the bark of a tree, just as the butterfly was making a hole in its case and preparing to come out. I waited a while, but it was too long appearing and I was impatient. I bent over it and breathed on it to warm it. I warmed it as quickly as I could and the miracle began to happen before my eyes, faster than life. The case opened, the butterfly started slowly crawling out and I shall never forget my horror when I saw how its wings were folded back and crumpled: the wretched butterfly tried with its whole trembling body to unfold them. Bending over it, I tried to help it with my breath. In vain. It needed to be hatched out patiently and the unfolding of the wings should be a gradual process in the sun. Now it was too late. My breath had forced the butterfly to appear all crumpled, before its time. It struggled desperately and, a few seconds later, died in the palm of my hand. That little body is, I do believe, the greatest weight I have on my conscience. For I realize today that it is a mortal sin to violate the great laws of nature. We should not be impatient, but we should confidently obey the eternal rhythm."

Zorba the Greek (Kazantzakis, 1952, p. 21).

At Canyon Rim Children's Center we believe this quote illustrates the potential danger of interfering with natural development and why, as early childhood educators, we believe that preschool programs should recognize each child's individuality and right to develop into his or her own person, at his or her own speed.

TYPICAL ACTIVITY SCHEDULE

The following is an example of a typical day at our center. Although each classroom's daily schedule will vary, activities alternate between quiet and active, free play, and total group experiences. It is important to note that; a classroom schedule may change in order to meet the needs of the children.

7:00-8:15	Arrival, warm greeting, free choice, table games Outdoor play Morning Meeting Free choice, art, dramatic play, blocks, & sensory A.M. Snack (Center provides) Outdoor Play Circle activities Lunch (Parents Provide) Prepare for Rest Time Bathroom, story, & soft music
12:30	Rest time begins
12:30-2:15	Rest time Wake up and transition from nap Snack (Center provides) Outdoor play Bathroom, circle, & songs Free choice, art, dramatic play, blocks, sensory
5:30-6:00	Stories, cleanup and get ready to go home

THE DAILY PROGRAM

When the children enter the classroom in the morning they are greeted by their teacher, then given the freedom to explore the various activities and learning centers. These centers are changed from week to week, day to day, and sometimes from hour to hour. Paint. Clay. Collage. Musical instruments. Wood construction, with real carpentry tools. Blocks. Books. Dolls to bathe. Suitcases to pack. Flour and salt with which to make play dough. There are enough learning centers and activities going on at one time that the children are motivated to explore. Always something new or some way that is new. However, enough things remain the same to provide the securities and comfort of familiarity.

Teachers are always nearby to lend support when needed-to help the children when they momentarily lose control of materials, equipment, or even their emotions. A teacher is always nearby to answer a question, offer a challenging question, or facilitate problem solving. The teacher is always considerate of each particular child's current level of achievement, interest, ability, and needs.

Perhaps a story, quiet music, or a gradual approach to a rhythmic activity. A dancing time of crawling and jumping and growing like flowers or blowing like the wind. We may go outdoors to run, climb, jump, walk on narrow boards, or balance on a beam. Time to grow. Time and room to explore, to experiment, and to discover. Time to play. Time to be an individual. Time to be a child.

We offer a Goal Directed Program

At Canyon Rim Children's Center you will see:

- ❖ No lines to stand in. Only games to play.
- ❖ No elementary school games. Only preschool games.
- ❖ No patterns to follow. Only materials with which to create.
- ❖ No complicated, abstract meanings the child cannot comprehend.
- ❖ Only ideas and things to talk about, relate to, compare with, match, fit into, try out, reinforce, invent, discover, enjoy.

In order to begin to read and perform other academic tasks, the children must first gather meaning from the world and develop an awareness of concepts. In order to gather meaning from the world, children must have many satisfying sensory and sensory motor experiences-they must touch, feel, smell, hear, and see. Perceptual development follows: This is how children interpret their sensory experiences, which is a prerequisite for developing their intellect.

The CRCC program is geared toward helping children develop habits of observation, questioning, and listing. It gives them an awareness of their own feelings and of their right to express those feelings by sometimes channeling them into other means of expression. They learn they are free to make choices so long as they stay within the limits of consideration for other people and things. A CRCC child does not always have to conform. An open-ended enrichment program such as the one at CRCC prepares children to utilize their intellectual and creative abilities in future learning tasks. We want them to learn how to learn.

PROGRAM DESCRIPTION

Canyon Rim Children's Center, Inc. is licensed by the State of California Department of Social Services Community Care Licensing. The number of children we are authorized to serve is stated in the license and is posted at the center. The laws and rules governing childcare are available at the center. Though the center is authorized to have 87 children attending at any one time, we never fill our classes to this maximum. Our average operational capacity is approximately 60 to 65 children. Therefore, child to teacher ratios are maintained below the State authorized levels.

The center accepts children from 2 to 6 years of age. Before and after school care is available for Kindergarten children up to the age of 6 years. Parents must provide transportation for children to and from elementary school sites to Canyon Rim Children's Center, Inc. Children who are 2 years old can be in diapers and/or ready for potty training. Children will be accepted to attend the center on a space available basis.

We believe strongly that the ratio of children to adults directly affects the quality of the early learning experience. Our child to teacher ratio is much lower than that which is required by state licensing. All of the faculty at CRCC are professionals in the field of child development with qualifications that exceed the basic requirements that the State of California has set forth. Lead teachers for each class are required to develop and implement age appropriate activities within the framework of our general curriculum. For this reason, we require persons in these positions to have at least an Associate Degree in Child Development. Many of our staff members have also attained a Baccalaureate Degree in addition to the required child development courses.

The center is committed abide by and to follow the rules and regulations that have been established by the State of California Department of Social Services Community Care Licensing. We feel these rules and regulations have been established to ensure that children are cared for in a safe environment. We also feel these rules and regulations represent only the minimum required of a childcare facility. At CRCC, we strive to go far beyond these standards to supply you and your child with the highest quality childcare and early childhood development activities.

HOURS OF OPERATION

Canyon Rim Children's Center, Inc. is open from 7:00 a.m. until 6:00 p.m. Monday through Friday year round. There is a late charge of \$1.00 per minute if your child is not picked up by 6:00 p.m. This late charge is payable directly to the staff member(s) who stayed late. Payment is due at the time of pick-up. If not paid at pick-up, an additional \$5.00 will be added each day until the late pick-up fee is paid. **Fees are doubled for chronic late pick-up, (defined as more than three times during a child's enrollment at CRCC.)**

The center will be closed on regular holidays, and four designated staff, professional development days. These are working days for the staff when the school will be closed for children.

❖ *A complete list of Important Dates is distributed with your enrollment materials and is available online at www.canyonrimcc.com. Additional copies are also available from the office.*

ADMISSIONS

Children must at least years old in order to enroll. CRCC does not discriminate against any race, color, religion, sex, national origin or ancestry. This applies to hiring of staff and admitting of our students.

A registration packet must be submitted at or before the time of first attendance. Each packet contains a Parent Handbook, Immunization Forms, Physician's Form, Parent and Center Agreement, Tuition Policy Agreement and other important forms to be read and signed by the parent or guardian. When all forms have been completed, and a registration fee is paid, your child will be accepted into the center on a space available basis.

The following forms must be current and are to be maintained in each child's folder:

- ❖ Tuition Agreement
- ❖ Parent/Center Agreement
- ❖ ID/Emergency Information
- ❖ Most recent Application Card
- ❖ Medical Consent Form
- ❖ Health History Report
- ❖ Physician's Report
- ❖ Immunization card
- ❖ Personal Rights (child's)
- ❖ Parent's Rights
- ❖ Developmental Profiles & any incident reports

EMERGENCY CARDS

Emergency cards are probably the most important forms you will be asked to complete and sign. Please ensure that all the names, addresses, and phone numbers of the persons you designate to pick up your children are kept current. If there is an emergency, the information on the card is the only means that we have of contacting you. It is critical that you keep the director informed as to any changes to your personal contact numbers and address or those of your designees.

PROCEDURE FOR ARRIVAL AND PICK UP

Your child must be delivered and signed into the classroom every day by an adult as designated on your registration form. Daily sign-in sheets are located in the front of the school; requirements include daily verification of student arrival/departure and must include a complete signature and time (initials are not accepted by the Department of Social Services). Anyone dropping off or picking up a child must be at least 18 years old.

If at any time a person other than a parent or guardian is to pick up your child, a note signed by the parent or guardian must be given to the teacher or the director. The person or persons picking up must have and present upon demand, a valid identification with a photo ID.

NOTE: In the event that a child has not been picked-up by 6:00 p.m. and a parent or guardian has not called the center by 6:05 p.m., the emergency numbers listed on the child's emergency card will be called. If by 6:30p.m., no one can be reached and a parent or guardian has still not called, the center will call 911 for the child to be transferred to Child Protective Services at the Polinsky Center.

PARENT/SCHOOL COMMUNICATION

Canyon Rim Children's Center believes that home/school communication is of the utmost importance to your child's success at school. We feel that ongoing communication will benefit not only the parent and teacher, but also add to the child's well being. We always strive to keep parents informed through written notices, posted signs, e-mails, class updates, etc. We encourage you to make use of the electronic communication option. When you place your e-mail address on file with the center you will receive regular weekly notices and special announcements electronically from either of these e-mail addresses CRCC98@aol.com or CRCC98@yahoo.com. Please add them to your e-mail address book in order to avoid having important information go to your junk mail folder. If you are certain that you have given us your e-mail address and you are not receiving regular notices, please let us know as soon as possible.

In addition to the electronic notices we always try to make certain parents receive a hard copy of important announcements in your family folder. Signs posted on the Parent Bulletin Board above the sign-in/out table and on the gates very often supplement these notices. It is important that you check your family folders and the bulletin boards when dropping off and picking up your children. To make it easier for you to recognize certain notices we will try to use consistent color-coding.

- ❖ Invoices and Billing Statements – Blue or White Paper
- ❖ Past Due Notices – Pink Paper
- ❖ Communicative Disease Notices – Green Paper
- ❖ Minor Incident (Parent Copy) – ½ White Sheet
- ❖ Parent Memos - White or Ivory Paper

Developmental Profiles, including teacher observations are performed at the end of each regular term. Developmental Profiles will only be prepared for children who have been enrolled for at least three months. Special conferences to discuss the results of the profiles and observations may be scheduled if either the parents or the director feel it is necessary.

Ad hoc conferences may be scheduled with the director at anytime. Teacher / Parent conferences are scheduled at the beginning of each regular term. In addition CRCC teachers welcome parent conferences and informal discussions of a child's progress, throughout the year. Parents are welcome to visit the school at any time. Appointments are not necessary, but are certainly advantageous if there are specific issues to be addressed.

The center staff may consult with specialized agencies as needed regarding your child. Any outside consultation involving your child will be first be discussed with you. Parents having any concerns about their child's development are encouraged to discuss these with the child's teacher. If needed, outside agency consultations will gladly be arranged.

ONLINE PARENT COMMUNICATIONS

We Send E-Mails

In addition to posting signs and putting flyers in Family Folders and sending out announcements, we communicate with our CRCC parents via E-mail and the center web site www.canyonrimcc.com. We make every reasonable effort to protect parent's e-mail addresses and not release them to any unauthorized persons. **REMINDER:** If you use anti-spam software, please adjust the filters on your computer to allow messages from CRCC98@aol.com. When you completed your registration packet there was an optional line for e-mail addresses on the Application Card and Identification and Emergency Information Form. If you did not complete this and now wish to be included in our distribution list or if your e-mail address has recently changed, you should take this opportunity to make sure we have an up to date one on file for your family. Many of our families have also found e-mailing to be a convenient and easy way of letting us know about things relating to their

child's health and/or schedule. Each week we send out an E-mail listing the next week's activities and a link to the online weekly snack menu.

Our Web Site:

We also encourage families to make use of the special CRCC parent information pages on the web site. The online Parent Bulletin Board will provide reminders of upcoming events, access to a copy of the weekly snack menu, and center forms that may be downloaded for your use.

WHAT TO BRING FROM HOME

Each child needs to bring an extra change of clothes to school that includes socks and underwear, for any accidents that might occur during the day. **All clothes that are brought to school must be clearly labeled with the child's name.** For younger children who are not fully potty-trained, diapers and a box of wipes should also be provided as necessary. Our Butterfly Class (Pre-K, 4-6yrs.) is the only class that requires children to keep their belongings (extra clothes, etc.) in a backpack to be carried to and from school. All other classes (Frog, Caterpillar and Fish) will provide a cubbie for each child's belongings. Please see your child's teachers for their classroom specifications.

WHAT TO WEAR TO SCHOOL

Please send your child to school in comfortable play clothes that you don't mind getting dirty. If your child is potty trained or in the process, please be sure to send him/her in pants that are easy for the child to manage. Children should wear shoes to school that are comfortable and safe for running. Tennis shoes are preferred. **No flip-flops please.**

LUNCH/SNACKS

Snacks will be provided for mornings and afternoons. Parents are responsible for providing a well-balanced, nutritional lunch. Due to the potential risks associated with severe allergies, **CRCC IS A NUT FREE ZONE.** This means that we do not allow, items containing peanuts or tree nuts on the premises. Products that state "may contain traces of nuts" or "may have been processed in a facility that also processes products with peanuts or tree nuts", are prohibited from being included in children's snacks or lunches. From time to time, a teacher may have additional nutritional requests or rules in order to meet the needs of the children in their classroom. Please check with your child's teacher if you have any questions or concerns about what to bring in your child's lunch.

REST TIME

All children will be offered an opportunity to rest from 12:30-2:00 each day. A small blanket and sheet must be provided for your child if they are to be staying at the center during rest time. **All bedding should be labeled with the child's name.** Bedding is to be taken home at the end of each week for laundering and returned ready for the next week of use.

FIELD TRIPS

The center does not usually schedule field trips because of the exceptionally high cost of providing liability insurance for the participants. Parents will always be notified in advance of any field trips that have been planned. A permission slip must be signed for each field trip. Parent volunteers are always needed and are very welcome.

PARENT PARTICIPATION

Parents are always welcome to join in our program, at any time. Parents are encouraged to share personal interests, including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parents may volunteer in the classroom or help around the center as needed.

CHILDREN'S PICTURES

Children's pictures are sometimes used by the center for advertising, education/training and/or class projects. Photos of center activities may also be posted by staff on the center's facebook page.

Photos shall always be in good taste and children are never identified by full name without written approval of the parent/guardian. Written notice must be given to the Director if a parent/guardian **does not** want their child included in publicity or informational material.

On occasion, family members may wish to take photographs and/or videotapes of some special event such as their child's birthday, end of year parties, Halloween parade, etc. Because of privacy issues relating to other enrolled children who may be in the photographs and/or videos we must require that any individual not an employee of CRCC taking pictures of children on the grounds of CRCC sign an agreement that the images are only for their personal use. A copy of which will be placed on file in the CRCC office. Written notice must be given to the Director if a parent/guardian does not want their child included in these pictures.

SCHEDULES AND FINANCIAL INFORMATION

The Director and the Canyon Rim Children's Center, Inc. Board of Directors, determine all fees. The rates are based on the needs of the center and are competitive with those charged by programs of similar quality.

Schedules:

CRCC is a full time, full day enrichment preschool as opposed to simply a day care center. The distinction being that throughout the year and each day our teachers have the children participate in a planned curriculum of developmentally appropriate learning activities. We only offer full-day schedules at all levels. Rest time (naps) begins at 12:30 p.m.. Therefore, if a parent wishes to have their child drop in for only half a day on a day they are not regularly enrolled, they should be aware that a half day ends at 12:00 Noon regardless of the time the child arrived at the center. A drop-in option is also provided on a space available, limited time basis for those families who are already registered. Fees vary according to the amount of time that children are scheduled and the age of the child.

Tuition rates are priced on a weekly basis and are to be paid bi-weekly in advance. Upon request, the center will convert the charges to a once a month rate. With the exception of monthly tuition that is due on the last business day of the month prior to the month of attendance, tuition is normally due on the Friday prior to the beginning of each two-week session. Drop-in charges, Extra Day charges, Late Fees and any miscellaneous fees for no sign in/out and insufficient funds will be included on the billing invoice.

Tuition is charged for center holidays, the days the center is closed or any days the child is absent. The center does not give tuition waivers for absences due to illness or vacation.

Though the center distributes schedules, reminders and courtesy invoices, parents are responsible for remembering the due dates and for making tuition payments on time. If a holiday, staff development day or center closure date falls on a Friday, tuition payments are then due the day (Thursday) prior to the closure. Late fees are applied to unpaid balances as of the close of the first business day following the due date.

We are occasionally asked why we require families to pay tuition for days when the center is closed. There are two answers to this question. One is financial and the other relates to the quality of our program.

Financial:

Our operating budget is set up on a 12-month basis that is pretty much divided into 26 segments. That is to say, we collect tuition on a bi-weekly basis (26 times per year) and we pay our staff on the same bi-weekly basis (26 times per year). Our payroll is always paid on the Wednesday following the Friday tuition is due. In addition to staff salaries, our other major fixed expenses: rent, utilities and insurance must be paid monthly whether we have children in attendance or not. CRCC does not receive any subsidies other than a few gifts and contributions most of which are designated for special purposes and cannot be used for general operating expenses. Therefore, our only significant source of income required to meet operating expenses is tuition.

We could have developed our operating budget, allowed for the loss of income during dates of closure and then determined our tuition rates. Simply put, our weekly rates would have been higher because we would have to collect the same amount of income over 23 or 24 billing periods as opposed to 26. We elected to spread the cost over more periods (26) to keep our weekly rates more affordable. Therefore, when you signed your tuition agreement you were asked to agree to pay for services even when the center is closed (this includes emergency closures). Your cooperation in this is very much appreciated.

Program:

When we established Canyon Rim Children's Center we made the decision we would recruit and hire only professionally qualified staff; maintain lower than required child to teacher ratios; and that our programs would be of the highest quality. To accomplish this we have to be able to pay competitive wages, offer reasonable benefits and provide some assurance of continued employment. The positive result of this decision is demonstrated in the fact that all of our teachers have credentials that exceed those required by the State of California. Our lead teachers have completed degrees in Child Development or related fields. We strive to maintain a child to teacher ratio in all of our classes that is smaller than required for licensing. That means we hire more teachers. Our staff expenses account for approximately 75% of our annual costs.

Recruitment and retention of professional staff is always a challenge in preschools. High staff turnover results in inconsistent programming and can be detrimental to the quality of those programs. We work very hard to recruit and retain the highest quality staff at CRCC because we know that you are entrusting us with your most precious asset. Being able to provide paid time off and professional development days for staff are very important contributors to our being able to accomplish this.

Tuition Payment Options (Biweekly or Monthly):

The regular tuition for children attending Canyon Rim Children's Center is stated on a weekly basis. Tuition is traditionally paid bi-weekly (two weeks) in advance. As previously stated, for the convenience of those families who request it, we are happy to set their weekly payments up on a monthly schedule.

Occasionally, this conversion of a weekly rate to a monthly rate results in the question: "***Why is the monthly rate not the same as simply multiplying the weekly rate times four?***" The answer is that because there are 52 weeks in a year, but only 12 months an average month consists of more than four weeks. Actually, an average month consists of 4.333 weeks. (52 weeks ÷ 12 months = 4.333 weeks.) Therefore, when the conversion from weekly to monthly is calculated the amount to be paid covers four and one third weeks (4.333).

Over the course of a year or of the regular or summer term, the family that pays by the month will pay the same amount of tuition as those who pay bi-weekly.

E.G. \$100.00 weekly tuition, paid biweekly = \$200.00

\$200.00 X 26 bi-weekly pay periods = \$5200

versus

\$100.00 weekly tuition X 4.33weeks = \$433.33

\$433.33 monthly tuition X 12 monthly pay periods = \$5200

SCHEDULE CHANGES AND WITHDRAWALS

A four-week written notice to the Director is required to make a change in schedules or withdraw a child from the program. The notice period will not begin until this written notice is received in the office. Verbal notices or written notices to teachers will not suffice.

Parents are responsible for the contracted rate for these four weeks, whether CRCC services are used or not. If it is necessary for the center to terminate the contracted agreement, the parent will receive two weeks notice in writing. Forms for withdrawals or schedule changes are available in the office of the center.

EASY PAY OPTION

(Paying Tuition & Fees by Credit Card)

Canyon Rim Children's Center, Inc. (CRCC) offers "Easy Pay". This allows you to authorize us to regularly (biweekly or monthly) charge your tuition payments and related fees to a Visa or Master Card.

Quick Pay avoids late fees and keeps you from writing us a check every two weeks. You can authorize us to do so by completing a "Credit Card Authorization." There is no additional service charge for this recurring authorization. All information is retained in a secure file and is considered confidential. Quick Pay Credit Card authorization cards may be obtained from the CRCC office or downloaded from the web site www.canyonrimcc.com.



Canyon Rim Children's Center, Inc. *Credit Card Payment Authorization*

Date: _____

I (Print name as it appears on the card): _____

authorize Canyon Rim Children's Center, Inc. (CRCC) to charge my biweekly tuition payments in the

amount of: \$ _____ to my (Circle One) **Master Card** **Visa**

Card No.: _____ Expiration Date: _____ / _____ (MM/YY).

Address at which credit card bills are received: _____ State: ___ Zip: _____

The authorized credit card payments shall be processed every **two weeks or monthly** (circle one) beginning _____ and then every billing period thereafter on the business day tuition is due in accordance with the tuition payment schedule published by CRCC. This authorization shall remain in effect unless cancelled by me in writing. I further understand and agree that any additional charges that may be incurred will be invoiced and paid separately as they occur.

Card Holder Signature

COMMUNICABLE DISEASE MANAGEMENT AND HEALTH REQUIREMENTS

Keeping children healthy is a partnership between parents, childcare providers, children themselves and the medical provider. Sound health policies go a long way toward keeping all children and staff at the Center healthy.

The State of California Department of Social Services requires a physical examination, TB test and proof of all required immunizations prior to enrollment in school. No exceptions may be made.

Sick Child Policy and Procedure

Children must be in good health to attend Canyon Rim Children's Center. Children who are observed to be in ill health upon arrival will be asked to return home.

Please make sure you have updated all phone numbers on your child's emergency card and form that are filed with the center. Parents of children who become ill while at the center will be called to pick them up. **A parent/guardian or a reliable back-up person must be available to pick-up a child who becomes ill while at the center. Arrangements must be in place to have the sick child picked up within thirty (30) minutes of being notified.**

1. When your child is ill, please keep him/her at home so they can rest properly and recover.
2. A staff member trained in First Aid and Communicable Diseases observes each child daily before he or she enters a group. Children will not be allowed to attend if he/she has:
 - ❖ A fever of 100 degrees or greater.
 - ❖ A low-grade fever with behavior changes and/or other signs of illness.
 - ❖ Undiagnosed or untreated skin rash other than a localized diaper rash.
 - ❖ Uncontrolled diarrhea. Stools running out of the diaper or the child unable get to the toilet in time.
 - ❖ Vomiting while at the Center or having done so 2 more times in the previous 24 hrs.
 - ❖ Evidence of lice infestation or scabies.
 - ❖ Untreated earache
 - ❖ Persistent coughing, difficult or rapid breathing or wheezing.
 - ❖ Impetigo.
 - ❖ Strep throat.
 - ❖ Shingles.
 - ❖ Conjunctivitis or Pink Eye
 - ❖ Mouth sores with drooling.
3. Other reasons to exclude a child from the center are an observed illness that prevents a child from participating comfortably in routine activities or may require more care than the staff is able to provide without compromising the health and safety of the other children.
4. Children must stay away from the center until they are fever free for 24 hrs. before they can be readmitted. At a minimum, if CRCC sends a child home with a documented fever, they may not return to school the next school day. If on antibiotics, the child must be on them for 24 hrs. before returning to the Center.
5. Reasons to exclude a child from the center do not require a medical diagnosis by a physician.
6. The final decision whether to exclude a child from the center will be made by the staff member responsible for the child.

Medications

The Director will decide if the center will take the responsibility for administering any medications, prescribed or over-the-counter, to a child. Upon agreement between the Director and parent/guardian, the center will require written parental permission. Medication may only be administered to a child upon the parent's completion of a Medical Authorization Form. The medicine must be delivered to school in the original container.

Communicable Diseases

Any child suspected of having a communicable disease is isolated immediately in a room or portion of a room not being used for childcare but within sight and hearing of an adult. The child will be provided a cot and the use of a blanket. The parents or emergency contacts will be to pick the child up. When there are no signs of disease present for 24 hours, the child will be readmitted to the center.

If your child has been exposed to a communicable disease, please inform the school immediately. Parents will be notified by the center if your child has been exposed to a communicable disease while at school.

When a staff member exhibits any sign of communicable disease, he or she leaves the center and a substitute is called to replace the ill staff member.

Outside play is an important part of the child's day. If a child is too ill to participate in outside activities on a particular day, it is recommended that parents keep them at home.

Please inform the center of any allergies that your child may have. Include any sensitivity to insect stings, grass, certain foods, etc.

Injured Child Instruction Form

Occasionally a child may sustain an injury that requires special accommodations. For example, a broken limb, severe cut, stitches, staples or minor surgery etc. If your child is injured to this extent, regardless of whether it happened at the center or elsewhere, it will be necessary for the treating physician to complete and sign an Injured Child Instruction Form. The form must specify that it is safe for the child to participate in preschool and must list any limitation in activities, and if possible, the estimated duration of the limitations. Once this form is on file the injured child may, with the director's permission, return to the center. Forms may be obtained online or from the CRCC office. Alternatively, a form supplied by the attending physician may be used.

PLEASE NOTE:

We know this is redundant, but the emergency information sheets and quick reference cards are very important forms that parents will need complete and sign. Please ensure that all names, addresses, and phone numbers of the people designated to pick up your child are legible and always kept current. If your child is sick or gets injured at school, the information on this card is the only means that we have of contacting you.

DISCIPLINE POLICY

Our goal is to use positive direction and redirection to build a positive self-concept. We try to show children what to do rather than what not to do. Future success in school and life depends on being able to handle various social situations and interactions. We believe that our attitude will have a very positive influence on the children. Mutual respect will always be demanded. Each teacher will be responsible for handling problem situations within his or her classroom. If the problem persists, the Director will be notified. The following steps are to be followed when trying to help a child handle a difficult situation:

- ❖ The children will be encouraged to settle disputes by expressing emotions (i.e. "I'm angry" or "I don't like that").
- ❖ A child will be reminded of the rules in the center in a positive manner ("You can walk inside and run outside").
- ❖ The child will have the situations explained ("After you pick up the blocks you may play with the puzzle").
- ❖ The child will be given a choice ("Keep the water in the water table or you will have to pick a different area").
- ❖ The child will be told to sit quietly with an adult in order to gain composure.
- ❖ If the child is endangering the safety of another child, he or she will have the situation explained with emotions expressed ("Look at his face-How do you think that made him feel?") and will be asked to participate in finding a way to make the other child feel better.

For younger non-verbal children

- ❖ If in danger, immediately stop behavior.
- ❖ Express emotions ("That really scared me—I don't like that").
- ❖ Demonstrate correct behavior ("Tommy, soft touches" and use the child's hand to demonstrate a soft touch).

AT NO TIME WILL ANY TYPE OF CORPORAL PUNISHMENT BE USED for this is a violation of the child's personal rights.

If the staff has continually tried to use the above methods to help a child without positive results, and the child continues to be disruptive or abusive or endangers the safety of another child, staff member or himself/herself, as a last resort, the parent or guardian will be called to pick up the child.

CHILD SAFETY

A top priority of our center is to provide a safe place for you to leave your child. In order to assure that our center is safe, we have adopted the following policies:

1. A childcare staff member in charge of a child or of a group of children is responsible for their safety.
2. When a parent or guardian brings a child to the center, they must tell the staff member that the child is present at the center and be certain the staff member acknowledges the child.
3. No child is ever to be left alone or unsupervised.
4. We have monthly fire and earthquake drills at varying times each month. A record of the drills is located in the center's office.
5. We have medical, dental and fire emergency plans posted in the center's office.
6. When a field trip is taken, a person trained in first aid along with a first aid box is taken. The child also has identification attached to him/her containing the center's name, and phone number. The classroom ratio or lower, will be maintained on field trips.
7. An emergency plan is posted in each classroom. The plans include diagrams showing evacuation routes.
8. If a child is injured while attending the center, the child's teacher must complete an incident report form. The report will be given to the parent or guardian on the day of the incident. Copies of the reports will be retained on file by the center for one year.

EMERGENCY PLAN

1. The first aid kit is located in the center's office.
2. A list of the students with home and emergency numbers is in each student's file. Each child's emergency medical release is in his or her file in the file cabinet in the center's office.
3. If there is a actual emergency, we call 911 and then the parents.
4. If a child is involved in an accident or becomes ill, the teacher completes an incident report.
5. If a child exhibits any of the symptoms of a communicable disease, the child will be isolated. An adult must always be with the ill child.
6. Fire extinguishers are located in each room for adult use only.
7. Doors are marked clearly for fire exits.
8. The Director and all of the teachers are all trained and certified in first aid and CPR.
9. In case of fire or earthquake, the children will move to the center's parking lot and/or the church. The staff will remain with the children until emergency personnel arrive. The staff will assume their pre-assigned emergency duties to care for children until parents or guardians can pick them up.

EMERGENCY TRANSPORTATION

*T*he center obtains written emergency transportation authorization from each parent or guardian before the child begins attending the program. CRCC will not accept any children whose parents or guardians refuse to grant permission for emergency transportation.

If a child is injured and needs treatment immediately, or if after a reasonable effort a responsible parent or guardian cannot be contacted the center will call 911 for assistance transporting the child. A staff member will go to the hospital with the child and will take the child's records. The parents will be called to meet the child and staff persons at the hospital. Parents are responsible for any costs incurred as a result of having the child transported.

TERMINATION OF SERVICES

*T*he rights and responsibilities of the consumer were examined very closely when this termination policy was being developed. Your child may be terminated from the program based on abuse and neglect of the parent rules and guidelines. In most cases parents will be given notice of the violation and requested to take the appropriate action to correct the situation. However, in certain cases, violation of the published rules and policies of Canyon Rim Children's Center, Inc. shall be sufficient grounds for immediate suspension and/or dismissal.

MAJOR REASONS FOR TERMINATION

1. Nonpayment of Tuition and Fees.
2. Chronic late payment and/or returned checks.
3. Required Medical Information missing or not up to date.
4. Chronic Behavioral Problems (significantly disruptive or abnormal).
5. Failure to adhere to the operating policies of the Center.

COMPLAINT OR PROBLEM RESOLUTION

*C*omplaints or problems should be resolved directly between the parents and the staff member(s) involved. If the issue is not resolved to the parents' satisfaction, the parent or guardian should bring the complaint or problem to the attention of the Director. The next step will most likely be the convening of a meeting of all concerned parties with the goal being to reach an acceptable solution.

POLICIES AND PROCEDURES RELATING TO BITING

Though biting is common in all programs for young children, it can be especially prevalent in programs for two-year-olds. These very young children can be impulsive especially when they are upset or may not be feeling well. It is part of our program at CRCC to make every effort to assist children through each phase of their development. However, when a child bites another individual it is an incident that requires special handling. In this respect, it is important that parents are aware of our policy and our procedures for dealing with biting.

Policies

- ❖ In the case of a bite the teacher completes a Minor Incident Report. Copies are placed in the children's files and are provided to the parents of both the injured child and to the parents of the child who is the biter.
- ❖ Every effort is made to protect the confidentiality of the children involved. The name of the individual children involved will only be released to each of their respective parents.

Procedures

- ❖ As a child bites another individual, the first step subsequent to the occurrence will be for the CRCC staff member who observes the incident to verbally caution the biting child using terms such as: "That hurts"; "Use your words"; or "I can't let you bite another child."
- ❖ CRCC staff, and child who is the biter, will make an effort to give comfort to the child who has been bitten. This is done not only to care for the injured child but also to help instill a feeling of empathy and compassion in the other child.
- ❖ If biting or attempts at biting continue, CRCC staff will intensify their observation of the child. During these observations, they will attempt to document the circumstances that appear to result in these biting incidents. Based on the findings, the teacher will take appropriate action. Depending upon the circumstances this may include, but not be limited to actions such as, contacting the parents, dividing the group, or alter the general classroom environment to limit these circumstances.
- ❖ If in the judgment of the teacher and the Director the biting becomes chronic, a conference with the parents of the child will be requested. The purpose of the conference is to engage the parents in determining the appropriate course of action for dealing with the situation. Options that may be considered include having the child temporarily excluded from specific activities, having a parent or other authorized person agree to be available to pick up the child if called, securing, at the parent's expense, an aid to provide individual coverage for the child while at the center, or a combination of the above.
- ❖ In the event that a parent conference is requested and neither parent is able to make themselves available in a timely manner, usually considered to be within one to three days, the child will be excluded from attendance at CRCC until such time as the parents are available and the conference completed.

OFF DUTY EMPLOYEE CHILDCARE SERVICES

The center does not encourage nor does it promote the provision of childcare services by off duty CRCC employees. Parents of children attending CRCC may request to have teachers and/or assistant teachers who are employees of the center provide childcare services during the respective employee's own time. It must be understood and agreed by the Parent/Guardian and the CRCC employee that such an arrangement is solely between the individuals and in no way involves or obligates the CRCC. The parents and the employee shall sign a release prior to the provision of such services. Release forms are available in the CRCC office. The Director or the Director's designee must approve a copy of this form bearing the legal signature of the Parent/Guardian and the Employee. Copies of the signed release will be placed in the files of the child and the employee.

EMPLOYEES ARE NOT PERMITTED TO TRANSPORT CHILDREN

Our insurance carrier has informed the center that because of significant liability issues, we cannot permit CRCC staff to transport children to and from the facility. The exception to this is of course the need to transport a child to a healthcare provider in the event of a medical emergency. We regret any inconvenience this ruling may cause you, but we have no choice in this matter. Please do not place employees in a difficult situation by requesting they provide this service.

IMPORTANT DATES

Parents may view and download a current copy of the CRCC Important Dates Calendar that includes information such as registration deadlines, holidays, center closures and tuition due dates by going to: <http://www.canyonrimcc.com/preschool-parent-information/important-dates/>



Thank you for selecting Canyon Rim Children's Center for your child's care and preschool

Canyon Rim Children's Center, Inc.

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