



# Parent Handbook

Preschool/Toddlers/Infants



Congratulations! Your child is about to embark on a wonderful new journey of exploration at World of Fun. We are very excited about all the adventures in learning that we have planned. At World of Fun, we believe that play is a child's work. Discovery learning is fun! It is just the beginning.

One of our most important goals for the coming years is to create classrooms that teach the children to enjoy learning. When children are eager to learn, they can accomplish anything. We have included in our academic expectations for the children that they develop a willingness to seek out answers without giving up, the perseverance to keep on trying, and the desire to always do their best. When coupled with a diversity of learning environments, these skills will take them far.

Open communication between school and home is of the utmost importance to us. If you should ever have any questions, concerns, and need to relay any information that is relevant to your child's success, please feel free to contact us. We look forward to getting to know the whole family better.

We believe that all students have the right to quality education where information and skills are presented using a variety of methods. It is our responsibility to present lessons that gain the interest of the students and motivate them toward and beyond their potentials. Families also have an important role in their education. They are responsible for having the children come to school in clothes they can get dirty and shoes they can run in, that they are well rested and fed, and ready to take advantage of ALL learning opportunities.

Let's work together to provide your child with a strong foundation and memorable learning experiences and growth.

## **Mission Statement**

At World of Fun we are dedicated to serving the whole child including their physical, emotional, social, and cognitive needs. Our goal is to establish a safe place where children can take the risks necessary to grow, while developing a love of life long learning.

## **Philosophy and Goals**

Preschool children need our guidance to learn the positive social skills that will assist them in a successful academic future. Learning to be social and social cues are paramount to feeling comfortable in all areas of their life. Communication and problem-solving techniques are therefore as important a component to their education as academia. Building a solid academic foundation is equally important. Play is a preschool child's work. We provide hands on experiences where children can learn through their choices as well as academic leveled teacher interactive lessons. The children will learn at their own pace and maturation level, while encouraging their continual growth along the preschool standards continuum.

Our goals include:

- ❖ To provide a safe, comfortable environment for all children.
- ❖ Systematic and continual academic growth at the child's pace.
- ❖ Reading and Math readiness.
- ❖ Exposure to the Arts and Sciences.
- ❖ Problem-solving in work and play.
- ❖ Foster an understanding of social cues.
- ❖ Communication skills.
- ❖ To show initiative and responsibility.
- ❖ To develop fine and large motor skills.
- ❖ To feel safe to take risks in learning.
- ❖ To discover their own personal gifts, likes, and dislikes.
- ❖ To feel empowered to be themselves.

## **Hours**

Monday – Friday from 6:30 AM to 6:00 PM

After 6:00 PM, a \$2.00 per minute late fee will be due upon arrival.

**We offer year round care, with the exception to the following holidays:**

**Holiday closure dates:** (May vary each year. Calendar will be posted annually.)

New Years Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.

## Schedule

*The following are tentative schedules that are subject to change for special activities and the needs of the children:*

### Preschool Program:

6:30 – 9:00: **Daycare activities: Welcome to the day!** (May include center time, quiet activities, small motor activities, sports, and outside play.)

8:45: **Preschool Program:** Free Play as we welcome non-daycare students.

9:00: Clean-up

9:05: Circle time (Calendar, days of the week, weather, and letter of the day.)

9:25: Learning Centers (Math, science, literacy, manipulatives, blocks, creative play, art.)

9:50: Potty/Hand washing

10:00: Snack

10:15: Outside Play

10:45: Story/Sharing/Music

11:15: Learning Centers (Math, science, literacy, manipulatives, blocks, creative play, art.)

11:45: Dismiss Preschool Children/Potty and hand washing for daycare.

12:00: **Daycare:** Lunch

12:20: Outside play

12:50: Story/Quiet Music

1:00: Nap/Rest time

3:00: Transition from nap (Wake up, clean-up, shoes, potty, hand washing.) Music, story, or alternate activity to join as they are ready.

3:30: Snack

3:45: Outside Play

4:30: Free play in centers (Manipulatives, blocks, creative play, art.)

6:00: School Closes

### Infant Program:

The infant program is directed by the individual needs of your child. By filling out a Needs and Services Plan and discussing what makes your child unique with your child's teacher, our program begins with the health and well being of your child. But it doesn't end there. Your child will be provided with experiences in sensory education that include all aspects of emergent learning: language, music, creative arts, social/emotional, science, and mathematics. With coos and cuddles, songs and rocking, our bonds with your child help them to feel safe and loved while you are away.

### Toddler Program:

The toddler program is also directed by the individual needs of your child, in conjunction with their Needs and Services Plan. But these busy active learners will be on the go, learning through their play, group activities, and continued sensory exploration.

6:30 – 9:00:	Arrival activities: Welcome to the day! (May include center time, quiet activities, small motor activities, sensory stations, push and pull play, or just wake up cuddles.)
8:30:	Circle time: music and movement
8:45:	Individual exploration games
9:15:	Learning Lesson (Emergent math, science, literacy, creative art, creative play, or art.)
9:45:	Hand washing and clean up
10:00:	Snack
10:20:	Clean up
10:30:	Story/Dramatic Play
11:00:	Outside Play
11:30:	Hand washing and cleanup
11:45:	Lunch
12:15:	Cleanup
12:30:	Quiet activities
1:00:	Nap/Rest time
3:00:	Transition from nap (Wake up, clean-up, shoes, potty, hand washing.) Music, story, or alternate activity to join as they are ready.
3:30:	Snack
3:45:	Learning Lesson (Emergent math, science, literacy, creative art, creative play, or art.)
4:30:	Outside Play
5:00:	Afternoon activities: Welcome to the day! (May include center time, quiet activities, small motor activities, sensory stations, push and pull play, and more.)
6:00:	School Closes

## **Field Trips**

We have chosen not to offer field trips at this time, as we feel that the children in our care benefit better from the safety and consistency that our program provides.

## **Ages of children to be enrolled**

World of Fun offers programs for children that are 6 weeks old through 5 years old. There will be a certain amount of openings during school vacations for school age siblings of our enrolled students. These openings will be on a first come basis and decided upon at the school's discretion according to our ability to accommodate their needs.

## **Signing In and Out**

The sheet that you sign your child in and out of is considered a legal document and must be filled out completely. Only those authorized by you on your admissions forms may sign this form. Please understand that this is only the first step that you will take in bringing and retrieving your child.

When arriving in the morning, please allow enough time to bring your child to their teacher for check in. No child will be accepted without contact between the person bringing him or her and the school staff. Once we determine that the child is well and ready for the day with us you may continue with the sign-in procedure.

When retrieving your child, please connect with us first and then your child so that we can verify that it is you. Unfamiliar persons will need to show a picture I.D. before we will release your child to them. Please allow enough time for your child to clean up, collect his or her things, and connect with the school staff.

### **Nap/Rest time**

All full time daycare students will be given the opportunity to sleep or rest each day from 1:00 – 3:00 PM. All mats, sheets, and blankets will be provided for and laundered by the school.

Infant/Toddler children will be given rest periods according to their needs and services plan.

### **Admission Agreement**

The following will be given to you:

- ❖ A copy of the Admission Agreement
- ❖ The Parent Handbook
- ❖ The Notification of Parent's Rights form
- ❖ The Personal Rights form
- ❖ Identification and Emergency Information form
- ❖ Consent for Emergency Medical Treatment form
- ❖ Child's Preadmission Health History – Parent's Report
- ❖ Physician's Report
- ❖ Immunization requirements
- ❖ CA. Department of Education enrollment form (CCAFP)

All forms must be filled out completely with original signatures and presented to the school PRIOR to your child's admission. All children will receive the same care and be assigned a classroom that best suits their age and needs according to availability. We reserve the right to perform periodic reviews of classroom placement that may result in classroom changes. All children and parents will meet with the Administrator to determine placement before enrollment.

### **Programs**

World of Fun offers a variety of programs to meet the many needs of our community.

Preschool and Daycare program: (6:30 – 6:00 PM)

5 full days - \$155.00 a week

3 full days - \$130.00 a week

2 full days - \$105.00 a week

Preschool program: (8:45 – 11:45 AM)

5 half days - \$ 12.00 a week

Infant/Toddler program: (6:30 – 6:00 PM)

5 full days - \$225.00 a week

3 full days - \$200.00 a week

2 full days - \$175.00 a week

Infant part time program: (8:45 – 11:45 AM)  
5 half days - \$190.00 a week

There will be a 10% discount for siblings.

The yearly registration fee of \$100.00 is due upon enrollment and will be prorated from April through August.

### **Meals**

World of Fun does not provide morning or mid-day meals. We will expect that your child will arrive having eaten a healthy breakfast. In addition, all toddler and preschool students will be required to bring a healthy lunch from home each day in an appropriate sealed container with their name on it. Parents of infant children will be expected to provide all correctly mixed formula in their own labeled bottles, as well as any solid foods in their original packaging that their infant is being introduced to each day. Our staff shall not prepare infant formula from basic ingredients, therefore all formulas must be premixed or of the commercial type that has clear labeled instructions.

The following are the "Recommendations for Infant Feeding Practices" by the Department of Human Services concerning the sequence for the introduction of solid foods to infants from birth to 12 months.

<b>AGE</b>	<b>FOODS</b>
<b>Birth-12 months</b>	Breast milk, iron-fortified formula, or evaporated milk formula
<b>At 4-6 months</b>	Infant cereal (dry type)
<b>At 5-7 months</b>	Vegetables, fruits and their juices
<b>At 6-8 months</b>	Protein foods (cheese, yogurt; cooked beans, meat, fish, and chicken; egg yolk)
<b>At 10-12 months</b>	Whole egg

\*\*\* Authorities recommend that honey not be fed to any infant for the first year of life. Honey may carry botulism spores that can be harmful to young infants and has been known to cause infant botulism.

Morning and afternoon snacks will be prepared by our staff and be served at approximately 10:00 AM and 3:30 PM. All food allergies should be made clear upon admission, as these will be posted and a substitute snack will be arranged for your child.

Water is readily available at all times without prior approval.

### **Diaper Changing Needs**

Parents of children who are not potty-trained will be required to bring their own supply of disposable diapers and wipes to accommodate the correct size and needs of their child. These children should also be supplied with additional changes of clothes each day.

## **Medication**

World of Fun will administer required medications to your child. All medications must be labeled with your child's name and have unaltered labels with a date that is prior to expiration. Written authorization for all medications (prescription or over the counter) by the child's parent or guardian is required before dispensation. All prescription medication must also have a doctor's release. Instructions for administration may not conflict with the label directions and may not extend beyond the recommended doses. A record of medication administration will be kept in your child's file.

## **Emergencies, bumps, and bruises**

In the case of a medical or dental emergency, our first priority will be to attend to your child. Proper medical treatment will be expeditiously sought. Every attempt to contact you will be made. It is very important, therefore, that we have updated emergency information from you at all times. If paramedic help is required, a copy of your child's emergency card will be given to them, and a staff member will accompany your child if you are not available.

In the case of minor injuries, such as minor scratches, skinned knees, bumps, and bruises, an "Ouch Report" outlining the injury and treatment will be placed in your child's cubby for you to review upon pick-up.

## **Illness**

State licensing regulation 101226.1(b) mandates that that: 1) No child shall be accepted without contact between the staff and the person bringing the child to the center, 2) The center shall require that the person bringing the child to the center must stay until the child has been accepted, and 3) All children, after being determined that the child is not ill, must be signed in by the custodian daily.

Should a child appear ill, have a fever, sore throat, stomachache, be vomiting, have diarrhea, lice, a runny nose, pink eye, a rash, or other illness symptoms, they will not be admitted and you will be asked to take them home. A parent or guardian will be called and asked to pick up their child within one hour if symptoms of an illness should appear during the school day. If you cannot be reached, we will continue to call your emergency contacts. For the health and safety of all children and staff, sick children may not remain on campus. What may seem like a mild illness to some may be dangerous to other students, such as students with asthma or diabetes. Children may return 24 hours after all symptoms have disappeared. We reserve the right to request a doctor's note for reentry at our discretion.

## **Allergies**

All allergies should be listed on your child's emergency card and brought directly to the Administrator's attention. This includes all plant, animal, medical, and food allergies.

## **Transportation**

World of Fun does not provided transportation services at this time.

## **Discipline Procedures**

As in everything we do in our classrooms, self-esteem preservation takes precedence in the discipline procedures. All attempts to talk out problems and redirection techniques will always be the first course of action as problems occur. When these courses of action do not work, and the disruption of classroom activities persist, a child may get a verbal warning, be required to sit on a time out (one minute per age of the child), or be separated from the class in a less distracting environment. The Administrator will notify you should a severe situation occur or an inappropriate behavior continues in the classroom or on the playground. Your cooperation and support will be appreciated should this occur. This may include the need to conference with the school Administrator and/or your child's teacher.

**Please Note: Corporal or unusual punishment is prohibited at all times.** This includes staff members AND parents alike. Such actions such as physically striking a child, verbal or emotional abuse, or exhibitions of prejudice toward the children will not be tolerated. This includes a child inappropriately mistreating an adult or peer. Such actions will result in you or your child being asked to leave the premises immediately.

**Despite all efforts to remedy every situation, the Administrator of the World of Fun reserves the right to suspend or dismiss any child for unsatisfactory conduct or concerns beyond the expertise of our program. The Administration reserves the right to determine whether or not the environment is suitable for the success of the individual child.**

## **Termination of services**

A two week handwritten notice is required in the case of termination of your contract services for your child. Tuition payments will remain due and payable whether or not your child is able to attend.

Our services may be terminated if one or more of the following occur:

1. Repeated late or no payment of fees.
2. Consistent returned checks.
3. Failure of parent or guardian to honor the obligations as laid out to them at admissions.
4. Two or more late arrivals in a one month period.
5. Falsified information.
6. Failure to sign in and out.
7. Concern for your behavior and/or your child's behavior that might endanger themselves or others.
8. Any disrespectful or threatening nature to the staff or children of the school.
9. The Administrator in her sole and unfettered discretion determines that it is not in the best interest of the child, due to unwanted or inappropriate behavior, and/or it is determined that the school is unable to meet the developmental, emotional, social, and/or physical needs of the child.

## Licensing Requirements

According to Community Care Licensing, Title 22, Section 101200, representatives from the licensing department have the authority to enter our facility, inspect, audit, observe the physical condition of the children, interview children and/or staff and may examine and/or receive copies of any and/or all children's files upon demand and will often conduct an unannounced site visit without the prior consent of anyone. We work closely with CCR and encourage their participation and comply with all their mandates. The health and safety of the children is our primary concern.

I, \_\_\_\_\_, have read and understood the World of Fun Parent Handbook and Admissions Agreement and agree to abide to the rules set forth within them. I understand that termination of my contract will take place should I choose not to adhere to the policies and procedures previously stated in each.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Relationship to child \_\_\_\_\_

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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