

Charter Oak Day School

Parent Handbook

Charter Oak Day School is operated for the benefit of the parents and children of the community. We strive to assist parents in developing the child's total personality. We believe in the uniqueness of each individual child and that he/she has the right to develop in the freedom of a wholesome environment.

Our philosophy is to motivate the child to achieve their fullest potential. We propose to help the child achieve this potential by developing competency in the basic skills with quality childhood experiences that will prepare him or her for life. Our goal is to grow together in an atmosphere of love, understanding and togetherness among children, parents, teachers and community.

Charter Oak Day School admits all children regardless of race, color, nationality, or religious background. We want to exchange thoughts and information on your child whenever necessary. The school supports the philosophies and techniques of the National Association for the Education of Young Children, an early childhood organization, headquarters in Washington, D.C.

Established in 1968, the school has grown to be an inter-denominational and multi-cultural organization. We are licensed by the State of California (Title XXII), offering Infant and Preschool programs for families with children between the ages of 6 weeks through 5 years old. As part of the school's enrichment program and daily curriculum, the creative arts and a basic lesson in Christianity are presented.

This booklet serves as a Parent Handbook. An Enrollment Packet is separate and only distributed when a \$100 Enrollment Fee is paid, which reserves your child's place. Enrollment must take place by the designated date written on the Enrollment Packet to remain valid. Fees are non-refundable.

Enrollment/Registration

Please contact the school's office for an enrollment appointment and to insure space is available for your requesting schedule. Enrollment is completed by an administrator with a parent or guardian. Please provide the following to start and complete the process:

- 1. Enrollment/Registration fee. (\$100 non-refundable)**
- 2. Birth Certificate of child(ren)**
- 3. Updated immunization record, including TB test**
- 4. State issued ID of parent(s)/guardian(s)**
- 5. Names, addresses and telephone numbers of persons who can pick up child(ren) and who can be contacted in case of emergency**
- 6. Current photo of child**
- 7. Physician's Report (Blank form to take to child's physician is located on last page). Please make sure it is filled out completely and stamped by their office**

Note: For continuing students, there is an annual renewal registration fee of \$100, per child, due every July. For re-enrolling students anytime throughout the school year, a re-registration fee (non-refundable) is required to secure space.

Responsible Party for Enrollment

The parent signing the paperwork for registration is, for Charter Oak Day School purposes, the responsible parent. If any changes or amendments are needed due to personal choice or legal matters, the responsible parent will be informed and must come to the school's office to discuss the matter and/or change paperwork.

Directors

There is a Director for each program. Directors serve as master teachers, curriculum developers, and communication contacts for their students. Along with excelling in "Early Childhood Education" studies, our directors have firsthand experience in the classroom and hold the responsibility and privilege of your child's overall developmental environment while at school. Our curriculum is based on the combined philosophies of Early Childhood & Early Care Educators.

Teachers

As we assume the responsibility of guiding your child, be assured that we regard it with high trust. Our teachers, who are trained in "Early Childhood Growth and Development", will be alert to the mental, physical, and intellectual growth and development of your child. Being with us and associating with other children of his/her own age will be a most rewarding experience.

Attendance Information

Children might be dropped off and picked up any time between 6:30 a.m. and 6:00 p.m., Monday through Friday, January through December. Children are to be taken directly to his/her classroom.

For part-time students, we do not offer floating days during the week or floating or alternating weeks. We require the same days of attendance each week as agreed upon during enrollment.

10 Hour Days

The school is open from 6:30 a.m. to 6:00 p.m. Parents may choose a 10 hour block within this time period. You are expected to keep the same block of 10 hours until you request a schedule change from your program's director. Attendance beyond your child(ren)'s 10 hour block, even if earlier than closing time (6:00), will incur a charge of \$15 every 15 min., per child. Please see Administration if you need beyond 10 hours, to make agreements of an additional weekly tuition rate (generally \$20 for the week).

Sign In/Out Process

Children must be signed in on the form provided for this purpose, this form is in the Parent's Sign In/Out Area. Under No circumstances will the school be responsible for a child not properly signed in. Violation of not signing in your child could result in a fine of \$250 from the Dept. of Social Services. This fine will be passed on to you if your lack of proper signature causes the fine.

Children must be signed out before leaving the school for the day. We will only release a child to persons listed on the Identification and Emergency Information form. No child will be released unless the individual picking up the child displays state issued identification.

If you have an emergency or wish to inform us of who (listed) will be picking up your child, we may return your call on a listed phone number to insure authenticity before a release is granted. Any additions or changes to the IEI form must be done by the enrolling parent with your child's program director.

Gates To Playgrounds

It is very important that gates to the playgrounds be closed after being opened and that only a parent or adult touch the gate latches. Please be sure the gate is properly latched. We encourage all parents to take a few moments to read any postings on gates.

Absences

Because our program and licensing requirements mandate us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent.

Child Safety

The Department of Social Services or Licensing Agency shall have the authority to interview children and to inspect and audit child records without consent: And/Or The Department of Social Services or Licensing Agency shall have the authority to observe the physical condition of the child/children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child/children. Children are covered with Accident Insurance for emergency accidents. We reserve the right to deny enrollment of any student at our sole discretion.

The State of California requires that all members of day care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The Charter Oak Day School, therefore, is obligated to report to the State any suspected cases of child abuse and/or neglect.

Immunizations

Beginning 2016, a school law (SB 277) no longer allows parents to submit a Personal Belief Exemption. Updated immunizations are required for enrollment and records are checked annually. It is your responsibility to keep immunization records current and updated. Failure to provide the school updated immunization records can result in dismissal from the school by a State Health official.

Nutrition

The day school will provide nutritious mid-morning and mid-afternoon snacks. Children should bring a lunch daily. A meal may be purchased, if need be. We ask that you purchase/inform teacher of a lunch need before 10 a.m. for count purposes, please. Any sack lunch food that the child does not eat will remain in the child's lunch box for parent observation.

If an infant is on formula, the parent must provide the Infant Center with sufficient amount of premade formula to feed the child or sufficient bottles with water measured along with measured dry formula.

No Glass Containers or bottles of any sort, please.

Tuition

Tuition is due every Monday upon entrance or the first day of the week that your child attends school and is payable in advance, by the week or month. Tuition is not prorated for absences due to illness, vacations or holidays. Tuition is set on an annual average. Please set your budget to meet the weekly tuition rate until the end of your child's experience with us, a two week notice has been given and paid until the end. Thank you.

If paying by the month, count the Mondays in the month and multiply by the weekly rate for the entire monthly rate. Your cancelled check is a receipt for paid tuition. Be sure to get a written receipt for any cash payment. Receipts for check payments are given only if required for reimbursement from employers as part of a payment program. If tuition is paid by check or money order, please write in the memo area your child's name and the dates that it covers.

There is a \$5 per day, per child, late payment fee for tuition not received on your designated day. Please add late payment with tuition when you pay as it will be added to your child's account and create a balance due.

There is a \$35 charge for all returned checks. A 30 day notice will be given prior to a tuition increase.

Payment Methods

1. Checks - payable to Charter Oak Day School (include child's name and dates it covers)
2. Cash (always get a receipt from the office or program director)
3. Money Orders
4. Credit Cards – Visa, Master Card, American Express and Discover Card

Bad Check Law

Assembly Bill NO. 1226-Bad Check Law-authored by Assemblyman Richard Katz (California Civil Code, Chapter 522, Section 17-19) became effective January 1, 1984. The law provides that any person who writes a check which is dishonored for lack of funds is now civilly liable and can be sued in small claims court or any appropriate court for three times the amount of the check, (up to \$500.00), plus face value of the check.

Subsidized Funded Tuition

We work with Pomona Unified School District and Los Angeles County Department of Children and Family Services as a Child Care Provider of their subsidized funded programs. Parent/Guardian is responsible for any tuition difference not paid by an agency. Please pay particular attention to our tuition rates as you are held financially responsible for day care balances that PUSD does not cover.

Illnesses

State regulations require us to maintain a medical record on each child and for the child to have a physical examination within 3 months prior to his/her admission to the day school.

For the protection of all children, your child must be kept home free and clear of the following for at least 20 hours if they have the following symptoms: (we cannot accept your child at the day school)

- **temperature higher than 100.4** because it indicates a contagious stage and shedding of germs
- **diarrhea more than 2 times in a day or vomiting** because the germs are highly contagious and your child is miserable

Children can attend after obtaining a doctor's clearance note if exhibiting the following:

- **a rash** because it indicates a possible contagious virus.
- **pink colored eye** because Conjunctivitis is very contagious.
- **eye discharge**. There are various reasons for such. Some are contagious

Parents should exercise every precaution and keep their child home should unusual symptoms occur. If the child has been exposed to a contagious disease he must be kept home and the fact of his condition should be reported to the day school. (Strep throat, pin worms, viral infections, hand-foot-mouth disease, scarlet fever, etc., are among those conditions categorized as "highly contagious"). Again, a doctor's note is required for a student to return to school after showing signs of any contagious infection.

Holidays

We are closed on Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve or the Friday before Christmas Eve at 3:00 p.m., Christmas Day, the day after Christmas, New Year's Eve or the Friday before New Year's Eve at 3:00 p.m., New Year's Day, Dr. King's Day, President's Day, Good Friday at 3:00 p.m., Memorial Day, and Independence Day. *NOTE: When any holiday falls on a Saturday or*

Sunday, we will be closed the previous Friday or the following Monday and/or Tuesday. Please refer to the annual calendar for clarification. Tuition is not prorated due to holidays.

Medication

Over-the-counter medicine such as aspirin, cough medicine, etc. must be accompanied by a written notice from the child's doctor.

For prescribed medicine, the bottle must show: name of the child, prescription number, name of the doctor, dosage, and how many times a day the medicine is to be given.

Please give the program director any medication, with instructions, intended for your child. The director will place it in the medicine refrigerator.

The parent must fill out the necessary information on a Parent Consent for Administration of Medications and Medication Chart.

For asthmatic children, a completed Nebulizer Care Consent/Verification form of authorization is required to allow staff to administer treatment.

Major Medical Emergencies

In the event of a major medical emergency (seizure, unconsciousness, fever excess of 103 degrees, visual broken joint or bone), we will contact the Emergency Response Unit (911) and then the parent. If your child is transported off campus, a caregiver or teacher will go with the Emergency Response Unit to a local hospital. We will contact you from the Emergency Consent Card information you provide us. Please make sure we have current phone numbers at all times.

Minor Injuries/ Accidents

When a minor injury or accident occurs at the day school, that we are aware of, an "Ouchy" Report is filled out and provided to you in the sign in/out book when you pick up your child. If an injury is sustained that is not a major medical emergency but is an unusual incident, we may contact you ahead of time, by telephone, allowing you to make the medical-attention-needed decision. It is at the discretion of the director or an administrator to make such calls.

Evacuation/Disaster

If we must evacuate from the building and can stay in the community, we will go to St. Louise Catholic Church on the corner of Covina Blvd. and Bonnie Cove. If we must leave from this community, we will follow the direction of the authorities.

Clothing and Shoes

Children must wear properly fitted closed-toe shoes and socks. Water Shoes are required during summer water play. Preschoolers are encouraged to wear shoes that they can put on by themselves.

Play clothes that encourage self-help and that cover the knees are best for year round wear by both girls and boys. Please remember that children are taken outdoors daily. Hooded jacket with strings are not permitted at any time. Parents must provide their infant with disposable diapers. All clothing should be marked with child's name.

For adults entering campus: At a minimum, shoes, shirts that cover shoulders and bottoms that measure to the knee are required, at all times. We teach modesty and ask your modeling of such when on campus.

We are NOT responsible for lost articles such as jackets, shoes, toys, etc.

Rest Periods/Nap Time

Please provide one appropriate size and warmth blanket for your child to use at rest/nap time. Preschool children are not required to sleep but are to quietly stay on their mat during the designated time.

Lesson in Christianity

There is a basic lesson in Christianity included in the daily programming of each class. The level of teaching will coincide with the age level of the group. This program will not teach doctrine of in-depth religion. It will only be the basic teaching of love for Humanity and Christ, and will not go into cults or denominations.

Annual Major Fund Raiser

There are a few fund raisers throughout the school year. Your participation will be appreciated. Please look for the Annual MAJOR Fund Raiser near the beginning of spring. All children are required to participate and complete the minimum individual goal of this fundraiser or make a \$60 donation during the fund raising project's timeframe. Funds are used to purchase supplies for children.

Volunteers

We welcome mothers and fathers on field trips, during class time when you may wish to share your talents with us, or help with various projects to benefit the children. Please note, a copy of immunizations reflecting Tdap and MMR for adult volunteers is required starting September 2016 (School Law: SB792).

Birthdays

Parents are welcome to send store bought goodies to share with their child(ren)'s friends on birthdays or special occasions. Please let your child's teacher know in advance that you will bring a treat. Fruits and vegetables are highly encouraged. For the safety of our children, we cannot allow balloons as a special treat be given in a treat bag. Please remember we are a peanut free school.

Off Campus Activities

Although we value and support your child, it is against our school's staffing policy for staff members to attend birthday parties or other off campus activities designated for students. If you have any questions or concerns, please contact the office for clarification.

Curriculum Calendar

A monthly curriculum calendar is available to inform parents of activities, themes and focuses happening in the classroom.

Newsletter

Our school newsletter, Charter Oak Chatter, is published monthly and distributed through email. Please keep us updated with your current email address. It is a great tool to keep informed as to what is happening in the classroom and around our school. It may also contain information on community activities or public policies affecting early childhood education.

Photographs and Publicity

Photographs of the children participating in our programs may be taken from time to time and may appear on the parent's bulletin board, posted on a gate or in our newsletter. Your permission of use and/or duplication of these photographs to be used without compensation is understood and agreed upon signing the Registration and Policies agreement.

If photographs are to be used in public newspapers, magazines, brochures or profit making material outside of our website, newsletter or brochure; you will be contacted for permission of use by that organization.

We ask that you only photograph YOUR child, if desired, during the school day or on birthdays, etc. Please note, however, photographs of children during special events, i.e. Christmas Program, Graduation, Open House, is permissible. Although we do not encourage the use of photographs in social media, with modern technology so prevalent, please be aware that we will not be held liable for photographs taken, used and/or posted (Facebook, Instagram, etc.) of children at any time.

Classroom Parents' Bulletin Boards

This is the most important communication area at the school. It is used to display information, newspaper and magazine articles, certificates and messages directed to parents. If a particular message is for a parent, the letter or note will be placed in your child's sign in/out page.

Children/Parent Activities/Support

There are certain programs in which we request that the parent participate/support as well as the child. Such programs are Christmas Program, Graduation and Open House. We suggest the parent/child participation because it has been proven to give the parent a feeling of sharing a part of his/her child's educational, emotional and social development.

Parent Night and Conference times are designed for parents/adults only.

We support, at our discretion, the participation of Youth Employment Consortiums, ROP students and class observations from Early Childhood Education students.

Conference With Teachers And Director

Please make appointments with the director to discuss progress or challenges of which we share common goals and concerns. We welcome such contact with parents.

During school hours, the teacher's time and attention belong to the children and parent conversation should be limited to necessary instruction for the welfare of the child. Please call or contact the school's office when we can be of help to you.

For your child's welfare, we ask that you never discuss your child's progress or challenges in front of him/her or other children or parents. Please make an appointment with the director to discuss sensitive concerns in a private setting. Parents are encouraged to visit the child's classroom to observe or participate at any time.

Restrooms

Parents are not permitted to use the restroom designated for the children for their own personal use. If it is necessary, please contact the school's office for direction. Staff rest room is for the staff only.

Field Trips

Field trips are nature walks which are considered an important part of the educational program. Preschoolers may take walking field trips periodically. The day school will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the day school. Your permission for your child to participate in such excursions is part of this agreement.

Parking

Parents are encouraged to park on the North side of campus, entering and exiting from Cienega Avenue. Please observe the EXIT and ENTER signs, and the HANDICAP SPACES.

California law states that children under 7 years of age are not allowed to be left alone in a car. Please refer to Kaitlin's Law, Senate Bill 255. Although the age is 7, please use your judgment with this and protect even older children that might be left out of sight.

Withdrawals or Schedule Changes

Parents may withdraw a child from the school at any time. A two-week written notice addressed to the administration office is required prior to withdrawal or schedule change in order to allow the school time to fill any vacancies. Notes and letters can be put in the locked tuition box. Failure to give a two-week notice to the administration office will result in the parent's liability for tuition to cover that two-week period. Re-enrollment will entail a new registration fee and is contingent on available space.

Termination of Services

A child's enrollment may be terminated for any of the following reasons:

1. Falsified information on the application/enrollment forms.
2. Immunizations not up to date.
3. Tuition fees not current.
4. The child has been absent for 10 days without notification.
5. The child is found to be unsuitable for the program and/or the program cannot meet the needs of the child.

The school will endeavor to give a two-week advanced notice; but it is absolutely the school's discretion to terminate enrollment even immediately if need be. We (the school) reserve the right to relinquish the responsibility of child care at our own discretion.

Closing Time

The Day School is scheduled to close at 6:00 p.m. We ask parents to cooperate in picking up their child(ren) before 6:00 p.m. If for some reason a parent should be delayed, please call someone on your Identification and Emergency Information form to come pick up your child before 6:00 pm. A late charge for each minute after 6:00, per child, will apply. While we understand that emergencies do arise we request that parents keep the 6:00 p.m. closing time a priority. Our staff is hired until that hour and continuous tardiness to pick up a child on the part of a parent will necessitate (5 times in any 4 week time period) our requesting that the child be withdrawn from the day school. If your child is not picked up by 8:00 p.m., we will contact the proper authorities to assist us. The authorities contacted will be LA Co. Sheriff Department San Dimas Station Phone (626) 332-1184 or (909) 599-1261. Please make a note of this for your records.

Updated: May 2018

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)
Charter Oak Day School . This Child Care Center/School provides a program which extends from 6 : 30
(NAME OF CHILD CARE CENTER/SCHOOL)
a.m./p.m. to 6:00 a.m./p.m. , 5 days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____
Vision: _____ insect stings: _____
Developmental: _____ food: _____
Language/Speech: _____ asthma: _____
other: _____

Other (Include behavioral concerns):

Comments/Explanations:

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY (HAEMOPHILUS B))	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
 Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
 ___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____ Date of Physical Exam: _____
 Address: _____ Date This Form Completed: _____
 Telephone: _____ Signature _____

Physician Physician's Assistant Nurse Practitioner