



Boys & Girls Clubs of Garden Grove

Family Campus Preschool Handbook

## **W**elcome to the Family Campus!

On behalf of the Board of Directors, Administration, and Preschool Staff, we would like to extend our greetings to you. The Mission of the Boys & Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Family Campus is a one of a kind facility. Walking through the building, one can notice all of the vibrant colors: blue, red, green, purple, and yellow. This reflects the great cultural diversity that we share in Orange County. Each classroom has large print books, art materials, and dramatic play items to foster your child's imagination and development. Continue outside and see our new Little Tikes Playground, with a colorful rubberized surface, which exceeds State requirements! Did you know our outside planters were designed for parents and children to sit and enjoy our beautiful surroundings?

Our role is to guide and build upon the growth, development, and learning of children. We also feel your child should be comfortable exploring and growing in this spacious, safe, and nurturing environment. Our staff respects individuality of each child. Therefore, we will provide developmental, cultural, and linguistic experiences in a positive and caring atmosphere.

Please let us know how we can better serve you!

Romy Cisneros  
Family Campus Preschool Director  
714-741-0970

## **Mission Statement**

The mission of Boys & Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

## **Vision**

Our vision is to assure that the children and youth who attend our programs become competent adults, caring parents and responsible citizens.

In support of this, we are committed to:

- Offering safe, enriching activities with professional, caring adults in a positive environment.
- Making achievement in school a priority and a reality.
- Focusing on the development of the whole child through family foundations and community partnerships

## **Program Methods and Goals**

The Boys & Girls Clubs of Garden Grove believes in providing a high quality preschool program for your child and family. Currently, the Family Campus Preschool is open for well children only from the ages of 18 months to 5 years old.

### **Characteristics of a High Quality Childhood Program**

- Children in the program are generally comfortable, relaxed, and happy and involved in play and other activities.
- There are sufficient numbers of qualified teachers and staff with a formal education and specialized early childhood education training.
- Teachers and Staff recognize and respect individual differences in children's abilities, interests and preferences.
- All areas of the child's development (cognitive, social, emotional, and physical) are considered important.
- The Preschool Program is planned and evaluated regularly by the Teaching Staff.
- Families have the opportunity to observe, discuss policies, make suggestions, and participate in the work of the program.

### **The standards and policies of our center are based from the following groups:**

1. The National Association for the Education of Young Children (NAEYC)
2. The National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE)
3. The State of California, Department of Education
4. The State of California, Community Care Licensing Division

### **The Family Campus Preschool is committed to:**

- Appreciating childhood as a unique and valuable stage of the human life cycle
- Basing our work on knowledge of how children develop and learn
- Appreciating and supporting the bond between the child and family

- Recognizing that children are best understood and supported in the context of family, culture, community, and society
- Respecting the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respecting diversity in children, families, and colleagues
- Recognizing that children and adults achieve their full potential in the context of relationships that are based on trust and respect

(NAEYC Code of Ethics)

## **Program Descriptive**

**Greetings** – During this time children are arriving for their day at school. This is a transitioning time as they depart from their parent/guardian. Children should be greeted by name when entering the classroom by the teaching staff in attendance.

**Transitioning** – During this time the children are moving from one activity to another. Some classes, depending on their age, may take more time to transition. They are using listening skills during this time.

**Clean-Up Time** – The children are encouraged to assist with cleaning up in the classroom and/or during outside time. This is an opportunity for children to work together as a team. They can learn sorting as they put toys away and listen and follow directions. They also have an opportunity to show ownership in their classroom and school by helping to keep it neat and tidy.

**Restroom & Hand Washing Time** – During this time the older children are using the toilet independently to take care of their bodily needs. They are learning healthy habits as they wash their hands and use paper towels to dry them.

**Meal Times** – This is a wonderful time for the children to learn to serve food, pouring milk or juice, good manners and to gain social skills. They will also have an opportunity to learn names of foods, nutritional value, colors, and shapes. During this time the children are also learning fine motor skills as they use utensils to eat. This is a time where children can talk and share with one another about their day and home experience.

### **Free –Time Choices**

- **Inside** – During this time the children make choices to play, explore, and interact in the classroom centers. The centers include but are not limited to House/Home, Science, Art, Blocks, Manipulative, Quiet /Book Areas, and Music activities. During this time children are learning gross and fine motor development, social skills, independent play, creativity, cognitive skills, role playing, language skills, etc...
- **Outside Time** – During this time the children have an opportunity to use their large motor skills. They can do physical activities that promote running, jumping, climbing, skipping, hopping, riding a tricycle, pulling, pushing, balancing, and pumping a swing. They can do exercises and use materials, such as balls, parachute, and play games to promote building a strong healthy body. During outside time we also offer quiet areas with books or manipulative toys and areas to build fine motor skills as they use sand, water, and art materials. Our outdoor playground offers areas that are soft and hard. There are cement, rubberized soft areas, sand areas, and grassy areas. Children have an opportunity to be social or to play solo. The children also do a multitude of role playing and socializing during this time.

**Large Group Time** – During this time children have the opportunity to do a multitude of activities. From music and movement to story time, this time is a social time with the teacher taking the time to allow the children to work as a whole group to interact with one another. During this time the children are given the opportunity to ask questions, answer open ended questions, use language skills, share thoughts and ideas, learn songs that promote cognitive skills, do music and movement, learn rhythm and rhymes, role play, and hear a variety of stories that will expand their imagination.

**Dance Room Activities** – This room is more than just the dance room. The teaching staff will use this room to bring the children to do gross motor activities, music and movement, video time, games, and social activities.

**Computer Time** – The computers are also located in the Dance Room. The children will work individually or in small group on computer activities that will promote their cognitive skills and to have a fun time.

**Closing Time** – During this time children are released to a parent or appointed adult. Teaching staff should make sure the children have items that need to go home. Staff should be aware of children leaving and say good-by to them by name.

## **Toddler Program (18 months - 36 months)**

### **“Ready Or Not, Here I Come!”**

How do you schedule a day for a toddler? Whether we have one toddler, several toddlers, or a mixed-age group, setting up the center environment is half the secret. The other half of the secret is that the teacher must remain flexible and patient. Here is (Keeping in mind that flexibility and spontaneity are the ingredients that make a special environment for toddlers) an example of our daily schedule for a toddler group that combines individual recognition with some general activities:

### **Bumble Bees Schedule Ages 18 months – 2.5 years**

<b><u>Time</u></b>	<b><u>Scheduled Activity</u></b>
6:30 - 7:15	Open Center / Greetings / Welcome Breakfast / Free Time (Ladybugs Classroom)
7:15 - 7:30	Clean-up
7:30 - 8:30	Outside Time - Toileting, Diapering
8:30 - 9:00	Wash face & hands / Toileting, Diapering / A.M. Breakfast
9:00 - 9:15	Clean up / Transition to next activity
9:15 - 10:15	Outside Time - Toileting, Diapering as needed
10:15 - 11:15	Inside Centers & Table Activities / Toileting, Diapering / Clean up
11:15 - 12:00	Toileting, Diapering / Wash face & hand / Lunch
12:00 - 12:30	Clean-up / Transition to Nap Time / Toileting, Diapering
12:30 - 2:30	Nap Time with Quiet Music
2:30 - 2:45	Wake up / Put away beds / Wash face & hands
2:45 - 3:15	P.M. Snack / Toileting, Diapering
3:00 - 5:00	Outside Time / Clean up
6:00 - 6:30	Wash face & hands / Small Snack / Large Group Activities - Toileting, Diapering (Ladybugs Classroom)

## **The Preschooler Program (30 months - Five Years Old)**

Preschoolers are usually most responsive to activities in which they are involved in a “hands-on” manner. Our teaching staff designs their classroom spaces with “learning areas” where children can freely choose whether to participate and for how long. The teaching staff rotates and adds materials frequently to maintain and extend the child’s interest. Young children seem to learn best when trained teachers build on their interests and abilities. The Family Campus Preschool curriculum promotes non-pressured child-centered activities guided by an adult trained in child development and strong problem solving skills. We also value our relationships with each family. The preschool curriculum includes activities centering on socialization, communication, science, math, social studies, music, art, and large and small motor development. Dramatic play opportunities reinforce learning of practical life experiences. In addition, we want the children to learn more about the local community through guest speakers and field trips.

### **Ladybugs Schedule Ages 2.5 - 3 years**

<b><u>Time</u></b>	<b><u>Scheduled Activity</u></b>
6:30 - 7:15	Open Center / Greetings / Welcome Breakfast / Free Time (Ladybugs Classroom)
7:15 - 7:30	Clean-up
7:30 - 8:30	Outside Time - Toileting
8:30 - 9:00	Wash face & hands / Toileting / A.M. Breakfast
9:00 - 9:15	Clean up / Transition to next activity
9:15 - 10:15	Inside Centers & Table Activities / Potty Training, Toileting / Clean-up
10:15 - 11:15	Outside time - Potty Training, Toileting as needed
11:15 - 12:00	Toileting, Diapering / Wash face & hands / Lunch
12:00 - 12:30	Clean-up / Transition to Nap Time / Toileting
12:30 - 2:30	Nap Time with Quiet Music
2:30 - 2:45	Wake up / Put away beds / Wash face & hands
2:45 - 3:00	P.M. Snack / Toileting
3:00 - 5:00	Outside Time / Clean up / Transition to inside
5:00 - 5:30	Free Flow Centers / Story Time / Toileting
5:30 - 6:30	Wash face & hands / Small Snack / Large Group Activities - Toileting (Ladybugs Classroom)

## Monkeys Schedule Ages 3 years – 4 years

<u>Time</u>	<u>Scheduled Activity</u>
6:30 - 7:15	Open Center / Greetings / Welcome Breakfast / Free Time (Ladybugs Classroom)
7:15 - 7:30	Clean-up
7:30 - 8:30	Outside Time
8:30 - 9:00	Wash hands / A.M. Breakfast
9:00 - 9:15	Clean up / Transition to next activity
9:15 - 10:15	2 Groups Outside Time 1 Group Inside Centers / Large Group & Clean-up
10:15 - 11:15	1 Groups Outside Time 2 Group Inside Centers / Large Group & Clean-up
11:15 - 12:00	Toileting / Wash hands / Lunch
12:00 - 12:30	Clean-up / Transition to Nap Time
12:30 - 2:30	Nap Time with Quiet Music
2:30 - 2:45	Wake up / Put away beds / Wash hands
2:45 - 3:00	Snack / Toileting
3:00 - 5:00	Outside Time / Clean-up / Transition to inside
5:00 - 6:00	Free Flow Centers / Story Time / Toileting
6:00 - 6:30	Wash face & hands / Small Snack / Large Group Activities - Toileting (Ladybuds Classroom)

## Kinderfrogs & Kinderbears Schedule Ages 4 years – 5 years

<u>Time</u>	<u>Scheduled Activity</u>
6:30 - 7:15	Open Center / Greetings / Welcome Breakfast / Free Time (Ladybugs Classroom)
7:15 - 7:30	Clean-up
7:30 - 8:30	Outside Time
8:30 - 9:00	Wash hands / A.M. Breakfast
9:00 - 9:15	Clean-up / Transition to next activity
9:15 - 10:15	2 Groups Outside Time 1 Group Inside Centers / Large Group & Clean-up
10:15 - 11:15	1 Groups Outside Time 2 Group Inside Centers / Large Group & Clean-up
11:15 - 12:00	Toileting / Wash hands / Lunch
12:00 - 12:30	Clean-up / Transition to Nap Time
12:30 - 2:30	Nap Time with Quiet Music
2:30 - 2:45	Wake up / Put away beds
2:45 - 3:00	Wash hands / Snack
3:00 - 5:00	Outside Time / Clean-up / Transition to inside
5:00 - 6:00	Free Flow Centers / Story Time / Toileting
5:15 - 6:30	Wash face & hands / Small Snack / Large Group Activities - Toileting (Ladybuds Classroom)

## **Family Campus Preschool Teaching Staff**

We select our staff carefully in order to provide the best possible care and education for the children. The Family Campus Preschool Director oversees the administration and quality of the Preschool Program and is responsible for the daily operations of the Family Campus Preschool. Rosie Achong has an extensive background in early child development and working in preschool programs. We are proud of her dedication and expertise!

The Family Campus Preschool employs people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers. Each staff person meets the State educational requirements for working in an Early Childhood Program. All staff have been fingerprinted with the Department of Justice, and their references have been checked. We also require our Boys & Girls Clubs team members to participate in regular development training to learn and share ideas.

## **Non-Discrimination Policy**

The Family Campus Preschool of the Boys & Girls Clubs of Garden Grove operates on a non-discriminatory basis, affording equal treatment and access to services without regard to sex, race, ethnicity, national origin, religious beliefs, medical condition, disability, marital status/family structure, sexual orientation, or other affiliations. Children with disabilities or other special needs, as defined by the Americans with Disabilities Act (ADA), are welcomed into the program and reasonable accommodations in the best interest of the child are made as necessary. As each child's situation is unique, every student will be addressed on an individual basis. Parents are encouraged to work together with the Family Campus Preschool Director, the Family Campus Preschool Administrator, and staff to determine at least restrictive and supportive environment for their child.

## **Family Campus Admission Requirements**

1. The parent must complete ALL paperwork required by the Family Campus Preschool before the child may be admitted.
2. Children enrolled full-time will be given priority over part-time attendance.
3. A record of all immunizations is required by the State of California must be on file. However, the exemption of a child from immunization requirements is permitted for medical and personal beliefs. The documentation of the exemption will be required. The child's Immunization Record must be up-to-date or a written plan of compliance must be submitted and updated according to health regulations. Tuberculosis test or Chest x-ray is required if the child's physician identifies TB risk factors are present. Exclusion from the program will result in non-compliance.
4. A physical examination signed by a physician stating the child is able to participate in the program must be on file before the child's entry except being able to show the appointment date and submit the report within one month. Failure to submit the report will result in exclusion from the program. The State of California requires the following information:
  - Dietary Restrictions and Allergies

- Instructions for action to be taken in case the child’s authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency.
- A signed consent form for emergency medical treatment unless the child’s authorized representative has signed the statement specified in Section 101220(f) Child Care Center; Title 22; Division 12; Chapter 1.

5. Completed the Child Care Food Program Meal Benefit Form if applicable.

**Change in Enrollment/Attendance/Eligibility**

Parents are expected to notify the **Family Campus Preschool Director or the Family Campus Preschool Administrator** when there is a change in any information given on registration forms. Failure to notify the appropriate authority of any status change may result in immediate termination. Changes of address or phone number of home or work is essential for the safety and well being of your child.

**Hours of Operation**

The Family Campus Preschool is open Monday through Friday from 6:30 AM to 6:30 PM. We require that all children be at the Family Campus by 9:30 AM. Our half-day program ends at noon.

**Holidays**

It is the policy of the Boys & Girls Clubs of Garden Grove to observe certain holidays. The Boys & Girls Clubs of Garden Grove offices and facilities are closed for the observance of the following holidays:

- Memorial Day**
- Independence Day**
- Labor Day**
- Thanksgiving Day**
- Day after Thanks giving**
- Christmas Eve**
- Christmas Day**
- New Year’s Eve**
- New Year’s Day**

If a holiday should fall on a weekend, the “closed” day will still be taken and parents will be notified of the “closed” date. General rule: if a holiday falls on Saturday, the Family Campus Preschool will be closed on Friday; if s holiday falls on Sunday, the preschool is closed on Monday.

**Arrival and Departure**

The parent or his/her designee must accompany the child into the Family Campus Preschool and take him/her to his/her classroom. Be sure that a teacher knows that your child has arrived, and when picking him/her up, let the teacher know that he/she is leaving.

Upon arrival and at departure, the parent or designee must sign in/sign out the child on the designated attendance sheet. Sign in sheets, which are a record of each child’s attendance, must be completed daily. The parent or his/her designee must record the time of arrival and the time of

departure using their full signature in legible handwriting and in ink both times. Children will also be logged on by computer.

For the child's protection, he/she will be released only to persons authorized on the emergency card by the enrolling parent. If someone other than the authorized persons must pick-up your child, they must have written permission signed by the parent. Legal documents delineating a child's custody or release must be on file at the center and updated as needed. If needed, we will ask to see photo identification of the person picking up a child in order to ensure every child's safety.

We request that all children arrive by 9:30 AM in order that the child is included in all daily activities. On those days when the child will not be following his/her normal schedule, please call the center at 714-741-0970 to notify us of the change.

At the end of the day, please make arrangements to arrive with enough time to gather up your child's belongings, speak to the teacher, and check in a timely manner.

### **Late Pick-Up Policy**

Our program hours are from 6:30 AM to 6:30 PM. We do not have staff on the premises before or after these hours. We rely on parents to pick up their children promptly at 6:30 PM. Should parents be late for any reason, the following policy will be in effect:

- **1st incident:** Friendly reminder of our program hours.
- **2nd Incident:** Your child will not be able to attend the program following day.
- **3rd Incident:** Your child will not be able to attend the program for 5 days.
- **4th Incident:** Your child will be terminated from the program.

When a child is left at preschool past the preschool's closing time, these procedures will be followed by the preschool:

1. Attempts will be made to contact the parents by phone.
2. Attempts will be made to contact the persons listed on the child's emergency card.
3. If the child has not been picked up within ½ hour of closing, and no one on the emergency card can be contacted, Child Protective Services may be contacted and an "Abandoned Child Report" will be completed.
4. Child Protective Services will contact the police; the child will be picked up and taken to the Orangewood Children's Home.
5. The parent will be responsible for picking the child up at:

ORANGEWOOD CHILDREN'S HOME  
401 City Drive South,  
Orange, CA 92706  
Phone: (714) 935-7584

### **Attendance and Absences**

Children gain the greatest benefit from regular attendance in our program. In the event that the child's attendance is irregular or contract hours/days are being over or under used, the contact will be reviewed and adjusted to reflect the family current need.

When the child is absent, parents are asked to call the school. When the child returns, please check the sign-in/out sheet and indicate the reason for the child's absences or verify that the reason was placed there and initialed by the center staff.

If a child is absent for longer than one contract week, and the family has not contacted the center, steps will be taken to issue a termination notice.

### **Sick Days and Absences**

Our club expenses are based upon the number of children enrolled. The absence of your child does not reduce the expenses of the daily program. We are unable to allow deductions, credits, refunds, or make-up days.

### **Emergency Telephone Numbers**

Parents are required to supply the program with a current telephone number every day on the sign in/out sheet. In addition, parents must notify the program of any changes in their emergency card, particularly the emergency telephone numbers. Any temporary or one-time changes of location of the responsible parent during the time of a child's care must be indicated on the sign in/out sheet located in the front office.

Notice of any permanent change must be submitted to the Family Campus Preschool Administrator. Failure to report changes within five (5) days of any change will result in termination of child care services.

### **Registration Fee**

A **non-refundable** registration fee will be required with each year on the date of your child's enrollment.

### **Payment Policies**

As a non-profit organization, we are dependent on the committed support and prompt payments from all of our Club families. Payment is due in advance for services provided. Responsibility for timely payment is that of the parent or guardian.

Fees are due each Monday in advance, or on the first day of the week your child is in the program. Receipts for fee payment are available. An account balance not paid by Wednesday of the week due will be charged the late fee of \$10.00.

Major credit cards (Visa, MasterCard, Discover, and American Express,) ATM cards with a Visa/MC symbol, personal checks, money orders, and cash are all accepted.

The Boys & Girls Clubs of Garden Grove utilize the services of TeleCheck. All personal checks and credit cards/ATM cards with a Visa/MC symbol will be run through the machine for approval. If you prefer not to use the machine, please bring in either money orders or cash.

A service charge of \$25.00 will be made for each check issued to the preschool that is returned by the bank for any reason. If more than one check is returned within a calendar year, you will be required to pay in cash or money order for the next 12 months. If your check is NSF to TeleCheck, there will be a \$25.00 service charge.

The Boys & Girls Clubs of Garden Grove cannot carry past due accounts. All current account balances must be cleared prior to registration for each year. Families are encouraged to make appointments with the Family Campus Preschool Director to address financial issues in a confidential atmosphere.

## **Refund Policies**

The absence of the child from the center does not result in a tuition refund because it does not reduce the expenses of the daily program. This includes days during which the center is closed, such as holidays. Rather, it insures that your child's spot in the program is maintained. **We are unable to allow deductions, credits, refunds, or make up days.**

All families may request a Student Vacation Request to indicate that the family intends to take vacation. All families are granted 10 days of vacation time per year without tuition charges if office is given two weeks notice.

## **Financial Aid**

Families may qualify for financial aid through the following programs:

- Sliding Fee Application
- CalWorks
- Extended Opportunity Program Services (EOPS)
- Cooperative Agencies Resources for Education (CARE)
- Children's Home Society of California, Child Care Assistance Program
- Orange County Department of Education, Child Care Services
- State-funded Child Development Services

Information about these opportunities may be obtained from the Family Campus Preschool Director or the Family Campus Preschool Administrator.

Agency staff determines eligibility for these programs. An application process will include submission of required documents that may include the following:

- Applicant's employment identification and wages
- Income documentation, including paycheck stub, most recent income tax statement, copy of quarterly tax statement if self-employed, notarized self-declaration of income, etc.
- Verification of ages and family size, including copies of birth certificates and social security identification of all family members

## **Sliding Fee Application**

A Sliding fee application is available for financial assistance. It is important that all the information requested is provided at the time you submit your application. If your application is incomplete, it will be returned to you until the appropriate paperwork/information is provided. The sliding fee will not go into effect until your application has been approved. The process takes approximately 5-10 working

days. As your financial needs change, please resubmit your application to adjust your fee. Sliding fee applications are renewed with each registration date.

### **CalWorks/EOPS/CARE/CHS/OCDE**

Parents/guardians are responsible for communication and related paperwork (i.e. verification of enrollment, training, looking for work, incapacitation of parent) submitted between the College / Employment Coordinators/ Agencies and the Family Campus Preschool. Children will not be enrolled until all conditions of enrollment have been met and any required payments are received in full.

### **State-funded Child Development Services**

Please contact the Family Campus Preschool Program Administrator for the details.

### **Health Issues at the Family Campus Preschool**

The Family Campus Preschool operates for well children only. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so that children do not become too cold or overheated. Light sweaters and jackets should be made available.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when the child is ill, but after 30 minutes we will notify the emergency contacts indicated by the parents.

**Parents are requested to pick up their child within 1 hour of being notified.**

**The Family Campus Preschool reserves the right not to accept your enrolled child for the following reasons:**

- A fever of 101 F or above.
- A fever of 100 F - 100.9 F if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore

### **Children may be readmitted:**

A. With a physician's statement that the child is free from communicable disease, and that returning poses no risk to the child or others

**OR**

B. If visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/ diarrhea for 24 hours while on a normal diet

The Family Campus Preschool retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the Family Campus Preschool policies. Please notify the office immediately if your child has an infectious or communicable disease. When any student in a child's class has a communicable disease, parents are informed in writing within 24 hours.

All certificated staff are current in CPR and First Aide training. The staff will handle minor injuries sustained at school. Staff are only allowed to use soap, water, a first aide cream, and Band-Aids. Parents will be notified of these incidences on a "Member Incident Report." If there is a serious injury to a child, the parent will be contacted immediately. If we cannot reach a parent, the child will either be taken to the Children's Hospital of Orange County (if available) or 911 will be called and the child may be transported to the designated emergency center, if necessary. Each child must have an Emergency Consent Form, signed by the parent, on file in the office.

Allergies of any kind should be brought to the attention of the center staff and any specific instructions noted.

### **Health Issues at the Family Campus Preschool - Medication**

It is extremely helpful when you can administer medication before or after Club hours. There may be times, however, when your child needs medication during the day. Boys & Girls Clubs of Garden Grove staff who are trained will administer medication prescribed by your child's health care provider if you have completed both "Parent Release / Physician's Request for the Administration of Medication by Club Personnel" and "Parent Consent for Administration of Medications and Medication Chart" and follow our policy. Please see your Family Campus Preschool Director for more details.

Prescription medication must have a prescription label with the child's name and date on it. Unless authorized by parents, all medications will be returned daily. Diaper rash medications need a parent's written instructions and permission. Such items mentioned must be labeled and given to the classroom teacher.

### **Diaper Policies**

It is expected that parents will provide a sufficient supply of disposable diapers for their child. They need to be in a container labeled with the child's name. Parents will work with teachers to monitor the available supply on a daily basis.

Children will be potty trained in the Ladybugs classroom. Parents are expected to provide pull-ups or training pants for the children.

The Preschool will maintain a supply of regular diapers/pull-ups which will be used on an as needs basis. Please contact your child's teacher or the Family Campus Preschool Director if you have any questions about this or any policy.

### **Discipline**

Our staff views discipline in a very positive way. We provide a warm, caring environment in which children are allowed to experience all feelings and at the same time begin to learn to deal with these feelings in appropriate ways that lead to the development of self-control. Teachers maintain clear,

consistent, fair limits, which are age-appropriate. Children are encouraged to “use their words” to express their feelings. Staff members are gentle but firm and do not administer corporal punishment.

We ask you to support us in encouraging positive behavior with all children at our Clubs and to use appropriate language and attitude while visiting our Clubs.

## **Behavior Management**

### **Biting**

We realize that children can and will bite others when they become frustrated and/or angry. Our staff will try to help your child find other means of releasing tension through activities and/or feedback. The Family Campus Preschool wants the best environment for all children. *Part of that involves understanding that there are appropriate ways to express one’s emotions and needs in a situation.*

1. After the first biting incident, a staff member, preferably the person who witnessed it, will notify the parents of the child and incident. Parents will be given information regarding how to handle biting behavior. A record of the incident will be retained in our files.
2. After the second biting incident, the parent will be expected to meet with the Family Campus Preschool Director or to discuss the matter, including a plan for how to resolve it. A record of the incident will be retained in our files. We will also inform Community Care Licensing of the incident.
3. Following the third biting incident, the Family Campus Preschool reserves the right to terminate the enrollment of the child immediately.

### **Aggressive Behavior**

As children acquire self-control in the preschool setting, they may resort to methods that include aggressive behavior toward others: hitting, fighting, hurting, or attempting to hurt others. This kind of behavior is viewed as unacceptable and will be addressed by staff in at least two fundamental ways: 1) the behavior will be stopped, and the child will be told that it is unacceptable; 2) the child will learn how to handle conflict in socially acceptable ways.

Parents will be invited to provide additional support in the home, and they will be kept informed of progress at school.

In the event that such behavior does not respond to positive methods of behavioral management, it may become necessary to restrict the child’s participation in the preschool until the behavior can be brought under control.

*The Boys & Girls Clubs of Garden Grove, Inc. reserve the right to terminate the child’s enrollment as a final step in handling aggressive behavior and for the protection of all children.*

### **Verbal or Physical Abuse**

Verbal or physical abuse by you or your child to other children or to our staff is inappropriate behavior that will not be tolerated. If your child should display such behavior, the staff will complete an Incident Report. The Family Campus Preschool Director or the Family Campus Preschool Administrator will review it with you to identify possible solutions. If the behavior continues, we may dismiss your child.

This dismissal will apply to all Clubs in our organization. Under certain circumstances, a follow-up interview may be conducted to review the status of yours or your child's behavior to gain acceptance to be re-admitted to our organization at a future date.

### **Child Abuse Reporting**

The Boys & Girls Clubs of Garden Grove **is required by California State Law to report suspected child abuse.** A written report is also sent to the Registry and kept on files in our organization.

### **Insurance Information**

If your child is injured while at any of our Club sites and requires immediate attention, your health insurance will be primary source responsible for payment of the cost of treatment for your child. If there are charges for treatment that are not paid by your health insurance, Boys & Girls Clubs of Garden Grove has a secondary insurance policy that will pay for treatment for your child only to the extent that such costs are not covered by your primary health insurance.

### **Parking & Safety Issues**

The speed limit in the parking lot is 10 miles per hour. You may enter the Family Campus from its main entrance on Chapman. There are exit signs against the brick wall showing the way out to Nutwood via the public alley. Please be mindful of other cars and delivery trucks, which use the alleyway. Please follow the flow of traffic.

**Parents who drive recklessly and endanger others will be warned by the Boys & Girls Clubs Staff. The Family Campus Preschool Director will meet with the parents or guardians for second offenses. The third time, the Boys & Girls Clubs reserves the right to terminate all services with the offender.**

We ask that parents/guardians closely supervise their children in the driveway, lobbies, and else where at the Family Campus. Be mindful of your car speed upon entering and exiting the Family Campus. Children are hard to see in the parking area. When you park your car, do not leave any child unattended in the car. Keys need to be out of the ignition and car needs to be turned off and stopped. Also, we would like the parents to hold their child's hand as they enter and exit the facility. When departing from the center, please resist having the child run to the car while the parent signs them out. When going to the classroom, the family is asked to stay together. We appreciate your cooperation!

The Family Campus is regularly patrolled by the Garden Grove Police Department. We also have 24-Hour security monitoring for fire and other emergencies.

### **Smoke-Free Environment**

We maintain a smoke free environment. We ask that you do not smoke at our Clubs or in the view of the children/youth, as you drop off or pick up your child.

### **Emergency Drills**

Both earthquake and fire drills are conducted regularly at the Family Campus Center and records are kept of each drill.

## **Emergency Evacuation of the Center**

If the Family Campus Preschool is evacuated for an emergency, staff will remain with the children at all times. Children may be taken by our buses to our other facility:

Boys & Girls Clubs of Garden Grove  
9860 Larson Street  
Garden Grove, CA 92844  
714-537-1465

## **Organizational Structure**

Our program and the preschool staff are under the direct supervision of the Family Campus Preschool Director. The Family Campus Preschool Director reports to the Chief Professional Officer (CPO) of the Boys & Girls Clubs of Garden Grove. The CPO reports to the Board of Directors. The Boys & Girls Clubs of Garden Grove has designated the Family Campus Preschool Director, Associate Director of Community Programs, Senior Director, and Chief Professional Officer to act as agents for the Preschool and set policy.

## **Complaint Procedure**

Anyone making a complaint will be protected from retaliatory behavior and assured that the matter will be handled with confidentiality. A complaint regarding the Family Campus Preschool will follow the chain of command, following the organizational structure (as outlined above,) and starting with the person closest to the source of the complaint. The Family Campus Preschool Director will be notified of all complaints. Your child's teacher and the Family Campus Preschool Director are immediately available to meet with you to resolve your concerns.

All parents are given a statement of their rights as parents of children enrolled in a preschool program licensed by the State of California. Please keep this paper handy for your reference.

## **Religious Worship or Instruction Policy**

There will be no religious work or religious references in instruction practices in the classroom. All effort will be made to recognize holidays that reflect the cultures of the children and families enrolled in our program while withholding any and all religious symbols or content from our planned activities and instruction.

## **Dress Code**

Children should be dressed appropriately for active outdoor activities. Light sweaters and jackets should be made available for weather permitted. Open toe shoes are not allowed at the preschool and on field trip.

## **What To Bring From Home**

**Attention all parents: Please check with the classroom staff as well! For your child's safety, strings on hooded sweatshirts/ jackets/hats must be cut or removed please! Your child may choke if the strings are caught on the playground equipment.**

### **Toddlers:**

- Photo of your family
- Sheet to fit cot with a small dufflebag/backpack, labeled \*\*
- "Pull-up" disposable diapers and wipes, labeled on package

- Box of gallon size Ziplock Plastic bags
- 1 or 2 changes of clothes, labeled\*\*
- Sweater/jacket and warm hat, labeled
- Shoes and socks - no sandals or boots please!
- Naptime toy/pacifier, labeled

#### **Preschoolers:**

- Photo of your family, labeled
- Sheet to fit cot, labeled\*\*
- Box of gallon size Ziplock Plastic bags
- Shoes and socks - no thongs and sandals please!
- 1 change of clothes, labeled\*\*
- Sweater/jacket, labeled
- Naptime toy

**\*\*Notes: Sheets need to be taken home at the end of the week and returned to their cubby washed on the following Monday. Soiled clothes will be placed in Ziplock bags and returned to child's family.**

#### **Personal Items**

The Boys & Girls Clubs of Garden Grove is not responsible for lost or stolen personal items, including but not limited to clothing and shoes. To avoid items being lost or stolen, please label your children's clothing and shoes or leave all personal items at home.

#### **Parent Education**

Parent Education is an important component of the Family Campus Preschool of the Boys & Girls Clubs of Garden Grove philosophy. Each year, various parenting classes, seminars, workshops, etc. are provided by the center and are adapted to the specific needs of the parents.

#### **Parent/Family Participation**

The Boys & Girls Clubs of Garden Grove motto is "From Diapers to Diplomas, The Positive Place for Kids." We want you to share in all of the special moments during your child's formative years. Families are welcome to visit the Preschool facility at any time during the program's operation hours. Each family is also encouraged to actively participate with your child. Here are some ideas how you can become involved:

- Reading with your child and other students in the classroom
- Having lunch with your child
- Taking enrichment programs (Dance, Art, Music, Computers) with your child
- Helping at the Family Campus or in the classroom
- Attending monthly Family Campus Advisory Meetings

#### **\*\*Parents/ Guardians\*\***

**If you would like to participate regularly as a volunteer at the "Family Campus Preschool," the State of California requires both a criminal record clearance and health clearance for tuberculosis be on file with our school.**

## **Parent Advisory Committee**

The Family Campus Preschool Parent Advisory Committees will meet every month. Each class will have one parent representative who will serve on the Advisory Committee. The purpose of the committee is to involve parents in the awareness and support of children's services.

## **Nutrition**

We serve nutritious meals in accordance with the Child Care Food Program. Your child will receive morning snack, lunch, and afternoon snack depending on the contract schedule. For the Full Day Program, the children will receive all meals served. All meals must be eaten on site and cannot be taken home. Our monthly menu is available at the front desk and also posted on the parent board in the lobby and hallway to the classrooms.

**Children are only allowed to bring breakfast from home into the classroom by 8:00 a.m. The food and beverage must be met U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. (The information is available at the front desk.)**

## **Child's Assessment: Desired Results Developmental Profile (DRDP)**

Family Campus Preschool staff use the DRDP to look at child's growth and development. The DRDP informs teachers of a child's progress and provides information for planning the child's learning activities. The child's assessment record is confidential. Classroom teaching staff and Program Administrator will access to individual child's assessment. The child's parents/guardians have rights to access their child's file upon their request.

## **Share Day**

Share day is **Friday**, unless otherwise specified by the child's teacher. On this day only, a child may bring a toy from home to share with friends during the appropriate time. When a toy is brought to school for sharing, it is to be left in the "Home Box" in the child's classroom until the appropriate time to share it. It will not be made generally available during free playtime inside or outside.

At all other times, the Preschool discourages bringing toys from home. The school provides all children with equipment and materials which the developmental curriculum is based.

## **Birthdays**

All children will be recognized on their "special day." If you would like to celebrate your child's birthday, please make arrangements with the teacher.

## **Special Events**

We have special events during the year. Parents are always welcome to participate in the events. When you bring food from home for sharing among children, food must be either whole fruit or commercially prepared packaged foods in factory sealed containers.

## **Field Trips**

Parents are asked to sign a general permission slip covering walks around the neighborhood. All field trips involving transportation require that a separate form, stating the purpose of the trip, and all details, be given to the parent and a separate permission slip to be signed. **Tennis shoes must be worn on ALL field trips. Sandals are not permitted.**

**Parents may not transport children to or from field trip locations. No exceptions will be made.**

## **Termination Policy**

Please be aware that should the following situation arise, we may ask that your child be withdrawn from our program.

- **Verbal or physical abuse by your child to other children or to staff**
- **Failure to report a change in student status and/or to supply required documentation**
- **Failure to pay your child's fees in full and on time**
- **Failure to provide immunization records on documented date needed**

## **Confidentiality**

All student records and related information are confidential and updated as required. All records are subject to on site review by officials representing Community Care Licensing, The State of California Department of Education, The Health Department, and local police authorities in the event of suspected child abuse or neglect. Written permission from parents will be obtained for the release of confidential information and for permission for photographs or videotapes taken of the children while they are in the center or related trips if these will be either published or used in public.

## **Notification of Parents Rights**

A parent has the right to enter and inspect the child care center without advance notice whenever children are present. A parent has all the rights outlined in the Notification of Parents' Rights and Personal Rights as declared by the State of California – Community Care Licensing Division (a copy of both forms in the registration packet and on the parent board.)

In closing, our role is to guide and build upon the growth, development, and learning of children. We feel your child should be comfortable exploring and growing in this spacious, safe, and nurturing environment. **From Diapers to Diplomas!**