
###### Family Handbook

Fifth Edition

2023-2024

1150 Manzanita Ave. (530) 343-2028

# Chico, CA 95926 Innovativepreschoolchico@gmail.com

#  **Policy No.**

**Welcome 1**

**Mission and Vision Statement 2**

**Program Philosophy 3**

**Licensing Information** 4

 Governmental Licensing 4.1

**Agency Contact Information 5**

**Enrollment 6**

**Tuition** 7

 Payment Schedule 7.1

 Late Payments 7.2

 Subsidized Care 7.3

 Multiple Child Discounts 7.4

**Transportation 8**

**School Calendar 9**

**Arrival Procedures** **10**

 Notification of Absence 10.1

 Agency’s Right to Refuse Admission 10.2

 Cell Phone Policy 10.3

**Pick Up Procedures** 11

 Late Pick Up 11.1

 Persons appearing to be impaired 11.2

 Emergency/Alternate Pick-up Forms 11.3

**Curriculum Information**  12

 Daily Schedule of Activities 12.1

 Curriculum Content 12.2

 Integration 12.3

 Class Assignments 12.4

 Staff to Child Ratios 12.5

 Nap/Rest Time 12.6

 Educational/Personal Care Supplies 12.7

 Birthday and Holiday Celebrations 12.8

 Family/Teacher Communication 12.9

 Graduation 12.10

**Behavior Management 13**

**Toys from Home 14**

**Dress Code 15**

 Children 15.1

**Field Trips 16**

 **Policy No.**

**Family Participation/Volunteering 17**

**Health and Safety 18**

 Pre-Enrollment Requirements 18.1

 Children with Severe Allergies 18.2

 Communicable Disease 18.3

 Biting 18.4

 Dispensing of Medication 18.5

 Fire/Emergency Drills 18.6

 Alternate Safe Location 18.7

 Incident/Accident Reports 18.8

 Foods Policy 18.9

##  Firearms and Weapons Policy 18.10

**Confidentiality 19**

**Mandated Reporting of Suspected Child Abuse 20**

**Family Code of Conduct 21**

 Swearing/Cursing 21.1

 Threatening of Staff, Children, Families or Other

 Adults 21.2

 Physical/Verbal Punishment of your Child or other

 Children 21.3

 Smoking 21.4

 Violations of the Safety Policy 21.5

 Confrontational Interactions with Staff, Families and

 Affiliates 21.6

 Violations of the Confidentiality Policy 21.7

**Families Right to Immediate Access 22**

**Dismissal 23**

**Withdraw 24**

**Court Orders Effecting Enrolled Children 25**

**Emergency and Inclement Weather Closing Information 26**

**Staff Employment by Client’s 27**

**FORMS**

Authorization for Emergency Care of Children

With Severe Allergies A

Release and Waiver of Liability for Administering Emergency Care To Children with Severe Allergies B

Signature Page(s) (One for each Custodial Families and/or Legal Guardian) C

# **WELCOME**  **POLICY NO.: 1**

Dear Families,

 Welcome to Innovative Preschool, Inc.! Our organization is a private, non-profit program that partners with Chico Unified School District’s Special Education Department through Loma Vista. Our purpose is to provide quality early education and childcare to our community.

 We are looking forward to getting to know you and your child. We are a uniquely structured program that is an inclusive learning environment. We have a great deal of resources on site and we try to utilize them regularly. If you ever have questions about how our program works, our relationship with CUSD or the process of helping your child receive additional special services, please contact us so we can guide you through it.

 We recognize that out of all the resources available to children, you have the most important role and we appreciate your involvement in creating a strong foundation for young children. We also respect that families are very busy, and we thank you for entrusting us with caring for your child as you support your family. If you would like to get updates about classroom curriculum, school closures, fundraising and family events then please add us on Facebook (www.facebook.com/innovativepreschoolchico).

 Thank you for being a part of Innovative Preschool.

Sincerely,

Amanda Glenn

amanda.innovativepreschool@gmail.com

Executive Director

Innovative Preschool, Inc.

**MISSION AND VISION STATEMENT** **POLICY NO.: 2**

Mission Statement

Innovative Preschool strongly believes in meeting the individual social, emotional, and educational needs of any child that comes through the door by providing our families with qualified teachers in an accepting, stable, nurturing and stimulating environment.

**Individual Attention**: We have more opportunities for individual attention with a low student to teacher ratio. This low ratio allows us to build focused relationships with each child, enabling us to provide specialized guidance. This individual attention strengthens social skills, develops mutual acceptance and promotes a lifelong passion for learning.

**Diverse Environment:** Children of all backgrounds are proudly represented at Innovative. In partnership with Chico Unified School District’s Preschool Program, we provide a welcoming, specialized setting for children with and without special needs (i.e. hearing impairments, Autism, Cerebral Palsy, etc). This unique experience builds confidence in all children, and a firm foundation for valuing our differences and celebrating our similarities.

**Opportunities that Stimulate:** Each day at Innovative Preschool is full of educational play. Through this play we nourish children’s curiosity, develop problem-solving strategies, strengthen social skills and invite creativity. Throughout each day, we incorporate the standard curriculum necessary to prepare each child for elementary education.

Vision Statement 2018

We are thoughtfully transitioning into a new environment that will continue to be nurturing and stimulating.

We are committed to make this transition safe for children, transparent for families, supportive for staff and financially responsible for the organization.

Same mission, same philosophy, same program, in a new Innovative setting.

**PROGRAM PHILOSOPHY POLICY NO.: 3**

Our education and childcare program is based on the premise that all children share certain needs. In that, we feel children that are typically developing and those with special needs can mutually benefit from a comprehensive, interdisciplinary, and developmentally appropriate program, to meet those needs. Specific goals of our philosophy are:

* A child can benefit from a program that fosters social, emotional, creative, physical, and cognitive development and provides guidance for problem solving.
* The community, of which the program is a part of, is to be utilized to maximize the strengths and experiences of each child.

The overall objective of the program is to bring about a greater degree of social competence (the child’s everyday effectiveness in dealing with both present environment and later responsibilities in school and life) in children.

**LICENSING INFORMATION POLICY NO.: 4**

GOVERNMENTAL LICENSING: 4.1

Innovative Preschool is licensed #045403526 as a “Child Day Care Facility” by the State of California within the Community Care Licensing Division. Our local office is located at 520 Cohasset Rd. Suite 170, Chico CA 95926. A complete Childcare Licensing Manual is available online at: [www.cdss.ca.gov/ord/PG587.htm](http://www.cdss.ca.gov/ord/PG587.htm)

**AGENCY CONTACT INFORMATION POLICY NO.: 5**

Innovative Preschool **Office Phone: (530) 343-2028**

1150 Manzanita Ave. **Loma Vista: (530) 879-7400**

Chico, CA 95926 **Fax: (530) 879-7447**

**Website:** www.innovativepreschool.org

**General E-mail:** innovativepreschoolchico@gmail.com

**ENROLLMENT POLICY NO.: 6**

Enrollment at Innovative Preschool is open to children from 2 years, 6 months through kindergarten. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a family’s or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Parents can apply for enrollment of their child in Innovative Preschool by completing the Waiting List Application and paying the $30 Application Fee. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed contract, enrollment fee of $20, immunization records, health exam by a physician and signed Family Handbook receipt.

The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service for any duration.

Innovative Preschool reserves the right to dismiss any families or child at any time with or without cause.

Continued enrollment at Innovative Preschool is contingent upon the parent/guardian’s emergency contact persons’ and child’s adherence to the policies and procedures of Innovative Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Families are required to notify Innovative Preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

**TUITION POLICY NO.: 7-7.4**

All custodial parents and/or legal guardians are required to sign a Confidential Admission Agreement prior to enrollment of their child in Innovative Preschool. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, or money order may pay tuition. Receipts will be given upon request. All cash payments must be labeled, in a sealed envelope with the parent’s signature. There will be a $15 fee charged for tuition checks returned by the bank. Families may be responsible for re-issuing a second check. If at any time within a 12-month period the bank returns a check, families may be asked to pay with cash, certified check, or money order for the rest of the year. Tuition does not include the materials fee of $60.00 per family per year.

LATE PAYMENTS: 7.2

Tuition must be paid in advance monthly. Tuition payments are due on the first day of each month unless prior arrangements have been made. All tuition payments 5 days past due will have a 10% monthly finance charge added to them. Innovative Preschool provides an invoice at the beginning of each month.

It is not possible to trade days. Any non-contracted day will be subject to daily rate payment.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather, or situations out of our program’s control.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Innovative Preschool; however, if you anticipate difficulty with paying on time, please discuss the matter with the Program Director immediately. If alternative arrangements for payment are approved, the Program Director will notify you.

SUBSIDIZED CARE: 7.3

Innovative Preschool does accept childcare subsidies. Families of a subsidized child must complete all required paperwork on time to continue enrollment at Innovative Preschool. Families of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

MULTIPLE CHILD DISCOUNTS: 7.4

Innovative Preschool offers a multiple child discount for one or more siblings enrolled during the same school year. Discount of 10% will be given on the tuition amount of equal or lesser value. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

**TRANSPORTATION POLICY NO.: 8**

Transportation of children to Innovative Preschool is the sole responsibility of parents/guardians or their designees. Innovative Preschool assumes no responsibility for incidents occurring during transport of children to our facility.

**SCHOOL CALENDAR POLICY NO.: 9**

Innovative Preschool will be closed for the following holidays:

1. New Year’s Day/Eve
2. Martin Luther King Jr. Day
3. President’s Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran’s Day
8. Pre-Thanksgiving
9. Thanksgiving
10. Post-Thanksgiving
11. Christmas
12. Christmas Eve

We are closed for one week in August for cleaning, planning, and professional development.

We are also closed for up to two weeks in December. Innovative will also be closed approximately every four weeks at 12:30pm on a Friday to allow for teacher in-service 9 months a year. Monthly tuition does not change because of these closures. A full calendar of school closure dates will be provided upon enrollment.

**ARRIVAL PROCEDURES POLICY NO.: 10-10.2**

Children are required to be escorted by their parents or the adult dropping them off to their designated classroom. Law requires children to be supervised at all times while in the childcare facility. Families are required to help children put away their belongings and get settled for the day.

At arrival, parents and guardians are required to check in with a teacher in the classroom and acknowledge that the child is being dropped off. This applies in the classroom and on the playgrounds. We are regularly updating the Child Pilot app and need parents to communicate when they are adding or removing a child from the room.

Families are required to notify the child’s teacher or Program Director of any special instructions or needs for the child’s day. The parents must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Program Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day. (This includes following the Medication Policy if a child must receive medication during the course of the day).

Innovative Preschool discourages parents and guardians from sneaking out of the center. Some children exhibit separation anxiety when it is time for their family members to leave. Innovative Preschool believes it is best for them to tell the anxious child upon arrival that after all of the child’s things are put away, the parent/guardian will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The staff present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parents of an anxious child take for a departure, the more anxiety the child is likely to feel. The professional staff of Innovative Preschool is available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

NOTIFICATION OF ABSENCE: 10.1

Families are asked to inform the center if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Program Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Program Director, so that the parents/guardians of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Innovative Preschool will take all measures necessary to protect your child’s confidentiality. Parents/guardians are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Families, who know in advance that a child will be late, are asked to notify the center so as to maintain the appropriate numbers of employees to ensure ratios are met when the child arrives at school.

AGENCY’S RIGHT TO REFUSE ADMISSION: 10.2

Innovative Preschool reserves the right to refuse admission to any child at any time with or without cause.

Innovative Preschool strives to maintain an ample list of substitutes in anticipation of staff absences, however, there may be a time when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestics Situations that present a safety risk to the child, staff or other children enrolled at Innovative Preschool if the child were to be present at the center.
5. Parent/guardian failure to maintain accurate, up to date records.
6. Parent/Guardian’s failure to complete and return required documentation in a timely fashion.

Families may be reimbursed tuition for days when their child is refused admission to the program.

**CELL PHONE POLICY 10.3**

Innovative Preschool asks that parents and guardians refrain from using their cell phone while in the classrooms during pick up or drop off. We believe there is value in family members offering their full attention to their child and staff during these times. If you need to make a call, we ask that you do it outside of the classroom.

Additionally, Innovative Preschool, Inc. does not allow photographs to be taken inside the classroom. We have families that have signed requests for children to not be photographed, and it is our duty to ensure the confidentiality of all children in our program.

If you would like to document something about your child with the use of your phone, please ask the classroom teacher first, make sure there are no other children or staff members in the background and have the classroom teacher approve the photo prior to leaving. If anyone is seen with a cell phone or taking pictures without permission, they will be asked to delete the pictures. Please refer to Confidentiality Policy 19 for more information.

**PICK UP PROCEDURES POLICY NO.: 11-11.3**

Once a child is signed out, that adult is then solely responsible for supervising their child while on agency premises. The parents/guardians may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Families are asked take home all papers in the child’s cubby or school bag each day. Families are required to check their parent cubby as well, located above the children’s cubbies in the Turtle Room or above the cubbies of the Fish Room.

Parents or persons designated to act “In Loco Parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at the center during the course of the day.

LATE PICK-UP: 11.1

Pick-up is deemed “late” if child is present after contracted hours. This policy is enforced for all types of contracts (i.e. Full Day, Morning, and Afternoon Programs). Innovative closes at 5:00 PM. We expect that all children will be picked up by that time. A late fee of $1.00 per minute will be charged after contracted hours or 5:05pm (for Full Day Program). If an emergency situation delays you and you are going to be late picking up your child, please call the program before the closing time. All measurements of time are to be according to the Innovative Preschool clocks located in the classrooms.

A child’s services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the family’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP: 11.2

The staff of Innovative Preschool will contact local police and/or the other custodial parents should a parent/adult appear to the staff of Innovative Preschool to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent’s access to their child even if the parent is or appears to be impaired. However, Innovative Preschool staff will delay the impaired parent as long as possible, while contacting the other approved adults to pick up the child, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Innovative Preschool to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Innovative Preschool will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

EMERGENCY/ALTERNATE PICK-UP FORMS: 11.3

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Innovative Preschool. In an emergency situation, the child’s parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parents to arrange for their child to be picked up by someone on the emergency list. Failure of the parents to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parent (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form has the right to act “In Loco Parentis.” In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Innovative Preschool reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

**POLICY: CURRICULUM INFORMATION POLICY NO.: 12-12.10**

DAILY SCHEDULE OF ACTIVITIES: 12.1

The following is a typical daily schedule, which can vary, and is included for *general information*:

 7:30 A.M Innovative opens (Breakfast is served 7:30- 8:15)

 8:30-9:30 Free choice time

 9:30-9:45 Morning Gather and Sharing

9:45-10:30 Outside Play Time

10:30-10:45 Circle Time

10:45-11:30 Activity time

11:30-12:00 Lunch

**Latest AM pick up is 12:00pm**

 Nappers Non-Nappers

12:30-2:00: Naptime 12:30-1:15 Rest and Quiet Time

1:00-2:30 Challenge-Time/Water-group

2:30-3:00 Bathrooms and outside time\*PM kids arrive

3:00-4:00 Afternoon Snack and Activity time

4:00-5:00 Outside Play/Innovative closes

CURRICULUM CONTENT: 12.2

# The Innovative Preschool classroom provides a wide variety of opportunities for children to learn about themselves and their world in a nurturing environment. A variety of activities are offered to develop children’s skills in the following areas: pre-reading, pre-math, science, art, language and communication, culture and community, food preparation, perceptual and sensory motor, nutrition, dramatic play, problem solving and large and small muscle activities.

# Our preschool offers a variety of learning environments including activities for individual children in large and small group experiences. Balances of teacher-directed and child-initiated activities, as well as active and quiet activities are also provided. Innovative Preschool and Chico Unified School District have joined highly qualified staff members to create a safe learning environment for children including those with special needs. Because of the joint relationship we are able to better meet each child’s individual needs.

INTEGRATION: 12.3

Our preschool provides an integrated program with Chico Unified School District. We serve children who have special needs, along with typically developing children. It is our goal to promote peer acceptance and to help all children feel competent. We also would like the children enrolled in our program to develop high self-esteem and to be independent. All children are encouraged to do as much as they can for themselves, with a teacher available to assist them if needed.

CLASS ASSIGNMENTS: 12.4

Innovative Preschool reserves the right to re-assign children to a different classroom with or without cause at any time during the child’s enrollment. Parents/Guardians may request re-assignment at any time, yet Innovative Preschool makes no guarantee of re-assignment.

STAFF TO CHILD RATIOS: 12.5

Innovative Preschool, under current licensing standards, is required to maintain a 12:1 child-teacher ratio. Our agency recognizes the uniqueness of our program and strives to maintain a 6:1 ratio in the morning and an 8:1 ratio in the afternoon.

NAP/REST TIME: 12.6

Innovative Preschool provides individual cot and cot sheet. We ask parents to provide a blanket, a pillow if preferred and children are allowed one cozy time. Security items (stuffed animal, pacifier, etc.) are allowed, but will be stored in the child’s regular cubby or napping cubby. Innovative Preschool allows for personal bedding to be used, as long as families take responsibility for laundering procedures. Please notify Innovative Preschool personnel if your child is allergic to any soaps, detergents, or softeners that may be used to launder your child’s cot sheets. If you suspect our detergents may be bothersome to your child you may supply your own sheets for your child’s cot.

EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED: 12.7

Innovative Preschool requires that all parents/guardians supply certain items each day for their child to participate in our program. Parent/Guardians with children in diapers and/or potty training are required to supply an adequate supply of diapers and wipes each week. If you are unsure of what amount is appropriate, please contact the Program Director. Parent/Guardians are also required to maintain 1-2 seasonally appropriate changes of clothes on site. Please be reminded that potty-training children will need more changes of clothes during this time. Children that attend Innovative Preschool during lunchtime are required to bring a lunch. Please see Food Policy (25.9) for further information.

BIRTHDAY AND HOLIDAY CELEBRATIONS: 12.8

Innovative Preschool recognizes the excitement that surrounds a child’s birthday and that birthday celebrations are meaningful and cultural. At school, we make a birthday crown and present it to the child at circle time. We ask families to join our efforts to promote good eating habits and food choices with any food coming into the school. If a parent/guardian chooses to send a celebration snack to school, we ask that it remains simple (juice bars, fresh fruit, graham crackers, etc.) we discourage sugary treats due to the amount dietary allergies and the frequency of birthdays. Please contact your child’s teacher as to the appropriate number of treats to bring and possible ideas. Also be reminded that you are invited to join us on your child’s special day.

Innovative Preschool does not celebrate one type or religion of holidays. Our agency makes every effort to incorporate various religious traditions and uses this opportunity as a method of educating the children about the various religions in our culture.

PARENT/TEACHER CONFERENCES/COMMUNICATION: 12.9

Innovative Preschool conducts individual parent/teacher conferences as requested by parent/guardians and administration. If parents/guardians would like to request a conference, they may do so in person, over the phone, in writing, or by e-mail at innovativepreschoolchico@gmail.com. Innovative Preschool publishes newsletters that seek to update and inform families of pertinent information. Please call anytime. If you are unable to reach the Program Director, please leave a message and your call will be responded to within 24 hours.

GRADUATION: 12.10

Innovative Preschool conducts an end-of-the-year “Graduation/Family Picnic” during the month of May. The picnic and ceremony that follows are extremely casual and relaxed, as families and friends are invited to a designated location to picnic and socialize with other families. Following dinner, children going to kindergarten, as well as those leaving Innovative are presented with certificates of completion.

**BEHAVIOR MANAGEMENT/DISIPLINE POLICIES POLICY NO.: 13**

Innovative Preschool applies child development’s “Best Practices” in regard to behavior management of our children. Our primary focus is each child’s individual needs based on observation, assessment, and prior knowledge. Innovative Preschool utilizes the method of redirection as a primary focus of behavior management. Our staff also applies the “Guides to Speech and Action” which offer developmentally appropriate opportunities for navigating situations and behaviors in the classroom. When persistent behaviors occur, Innovative Preschool utilizes positive approaches to behavior support for preschool children, which includes building positive relationships, using classroom prevention practices, teaching social skills, individualizing behavior intervention efforts, teaching children replacement skills, and involving families. Innovative Preschool can also offer family support resources. If there is a specific concern, please direct your concerns to the Program Director.

Innovative Preschool is committed to creating an environment that is safe and positive for all children in the program. We strive to meet each child’s individual needs and we also acknowledge that we provide a unique environment that may not be a match for every child. If at any time we, as a program, feel that we are not able to meet the needs of a specific child, the family may be asked to leave our program to find a more appropriate setting.

**TOYS FROM HOME POLICY NO.: 14**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically allowed by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children can sign up for sharing once a week and may bring an item from home to place in the sharing bag. The sign up is near the circle-time rug. Children will provide the classroom with three clues and ask their peers to guess. After sharing time is over, the item will be returned to the child’s cubby.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, sharing and/or for nap/rest time will be inspected by Innovative Preschool staff for safety and appropriateness, and may be prohibited at the sole discretion of Innovative Preschool.

**CHILDREN’S DRESS CODE POLICY NO.: 15**

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate and comfortable clothing.

Parents are advised to carefully consider dressing children in overalls, rompers, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

Coats, hats, gloves, scarves and weatherproof shoes must be provided in the winter months.

\*\*\* Children are not permitted to wear open backed shoes. This unequivocally includes flip-flops or thongs. \*\*\* Parents are advised that open toed shoes are also discouraged, but not prohibited. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, gloves, scarves, and boots. Innovative Preschool is not responsible for lost or damaged items of clothing.

When choosing accessories for your children are mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Innovative Preschool.

Innovative Preschool is not responsible for damage to or loss of and articles of clothing.

**FIELD TRIPS POLICY NO.: 16**

Innovative Preschool occasionally supplements the in class curriculum with off premise field trips. Parent/Guardians are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, these are often walking field trips to places or events nearby (i.e. fire station, Lindo Channel, Elks Lodge, etc). Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If family members wish to attend the trip with their child, they should discuss attending with the classroom teacher. Innovative Preschool provides all required supervision for all field trips, but always invites and welcomes family members to attend.

**FAMILIES PARTICIPATION/VOLUNTEERING POLICY NO.: 17**

Parents/guardians are invited and encouraged to be involved in their child’s school activities. There are many different ways in which families can participate and volunteer at the childcare center. Families may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Families not interested in volunteering directly in the classroom may donate items; do maintenance work, or other specified tasks. These volunteer opportunities are available in each classroom as well as from the Program Director.

Any family who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, immunization records as required by our licensing regulations. Any person, including Parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Innovative Preschool reserves the right to make volunteer assignments. Innovative Preschool does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

All parents/guardians and family members are encouraged to become involved with the program. Innovative Preschool, Inc., a non-profit corporation, requires a Board of Directors to support and direct the program. Our Board of Directors is made up of parents, educators, and community members. The Board meets once a month. The term of office is two years, beginning in September.

**HEALTH AND SAFETY POLICY NO.: 18- 18.10**

PRE-ENROLLMENT REQUIREMENTS: 18

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at Innovative Preschool. This is per our licensing regulations. Please discuss this with the program director to determine whether you have the right to be enrolled and not have your child immunized. All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Innovative Preschool. The Physical Examination Form, indicating the child’s fitness to attend Innovative Preschool, must be completed by a licensed healthcare professional and returned to the Program Director within the first 30 days of enrollment.

CHILDREN WITH SEVERE ALLERGIES: 18.1

For the safety of your child, parents/guardians are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and Families(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents/guardians must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the Program Director.

Parents/guardians must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Innovative Preschool from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Innovative Preschool exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

COMMUNICABLE DISEASES: 18.2

Parents/Guardians are required to pick up an ill child within 45 minutes of notification by phone. If a parent/guardian is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent/guardian is reached. If a parent/guardian cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Innovative Preschool reserves the right to refuse to allow a child to return if the Program Director or designee believes the child to be too ill to participate in the program.

**Children may not attend if they have any of the following symptoms or illnesses:**

Diarrhea: Two or more episodes of diarrhea during the previous 24 hours, out until diarrhea resolves.

Vomiting: Two or more episodes of vomiting during the previous 24 hours, out until vomiting resolves, or is determined to be due to conditions that are not communicable.

Severe Coughing: Child gets red or blue in the face; child makes high-pitched croupy or whooping sound after he/she coughs. Child vomits from excessive coughing.

Difficult or Rapid Breathing: This is especially important in an infant under six months old.

Pink Eye: Tears, redness or eyelid lining, irritation, followed by swelling and discharge of pus. May return when condition is clear or with a doctor’s note.

Infected Skin Patches: Crusty, bright yellow, dry or gummy areas of skin. Must remain covered at school.

**Fever – Must be fever free for 24 hours, without medication, before returning.**

Roseola Infantum (baby measles): May return after fever goes down and rash disappears.

Chicken Pox: May return 7 days after the onset of the rash, and if all blisters are dry.

Fifth Disease: May return when they no longer have a fever and rash is gone.

Scabies: May return after 24 hours and after treatment of the rash and possible sources of reinfection. Ex. Clothes, bedding, etc.

Measles: May return 5 days after appearance of rash.

Mumps: May return 9 days after swelling begins.

Pertussis: May return after 1 week of treatment with antibiotics.

Strep Throat: May return after 2 days of antibiotic treatment and symptoms are no longer present.

Scarlet Fever: May return when they are symptom free and released by their doctor, must have a Dr. note.

Hand, Foot, Mouth Disease: May return after fever subsides and all sores disappear.

Green or Excessive Mucus from Nose: May return when condition is clear. Green mucus is not caused by allergies.

If your child will be absent due to illness, we request that you notify the Program Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Program Director, so that the parents/guardians of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Innovative Preschool will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

BITING: 18.3

Innovative Preschool recognizes that biting is a developmentally appropriate behavior of development. Parents/Guardians with children in our classrooms should expect that their children may be bit, or will bite another child. The staff understands that family members are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that provoke or elicit this behavior so it can be prevented in the future. The staff will use the behavior management procedures outlined in the behavior management section of this handbook, as well as observe the child to determine what provokes or elicits an incident. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either caregiver he identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Innovative Preschool cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

DISPENSING OF MEDICATION: 18.4

Innovative Preschool will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. Innovative Preschool will only give medication to the child for whom the doctor’s note is written and for whom the medication container is labeled. One doctor’s note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor’s note must identify the dates that the medication is to be given.

Parents/guardians are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms will be stored in your parent cubby from you to review and placed in your child’s file after the course of medication is complete. Medication Forms, doctor’s notes and medication are to be turned into your child’s teacher.

Innovative Preschool will dispense over-the-counter, fever reducing/pain medication (ex. Children’s Tylenol, Children’s Motrin) on an as needed basis, with a parent’s note detailing the recommended reasons for administration and appropriate dosage. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

FIRE/EMERGENCY DRILLS: 18.5

Innovative Preschool conducts fire and emergency/evacuation drills. During a fire/emergency drill or real fire/emergency situation. Children into or out of the program at that time and the person dropping off must wait until the drill is complete and children have returned to the building to sign their child into the program. Caregivers may feel free to wait with the child’s class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the director or designate will inform each classroom teacher that the school will be closing. At this time any caregivers waiting to sign their child in will have to leave the premises with their child. All other parents/guardians or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Caregivers wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, caregivers will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

ALTERNATE SAFE LOCATION: 18.6

Should the administration of Innovative Preschool or any emergency services personnel determine the building which houses the childcare agency to be to dangerous to be occupied, the staff and children will be taken to the Chico Elks Lodge No. 423, 1705 Manzanita Ave, Chico, CA 95926. Once the children are assembled here, the staff will begin contacting parents/guardians or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

INCIDENT/ACCIDENT REPORTS: 18.7

Should your child be involved in an incident/accident during the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child’s cubby.

Parents or persons designated to act “In Loco Parentis” are required to pick up any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day if the Families(s) is unable to meet at the center during the course of the day.

FOODS POLICY: 18.8

Innovative Preschool offers children breakfast upon arrival until 9am, a half-hour lunch at approximately 11:30 a.m. and an afternoon snack at approximately 3:00 p.m. All menus are posted at the sign in binders.

Parents are responsible for providing a healthy, plentiful lunch daily. All lunches require an ice pack or other chilling device, as there is not adequate storage space for lunches in the refrigerators. Innovative Preschool will heat any food item in your child’s lunch. Innovative Preschool does not permit children to share or exchange food items. Any items that children do not eat will be placed back in their lunchboxes for families to see what and how much their child ate.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Innovative Preschool never uses food as a punishment and will never deny children participation in lunch or snack time for any reason.

All meals are family style, with the children sitting at tables to promote healthy, well-balanced eating habits, self-help skills and socialization. It also creates a safe and comfortable atmosphere to sit and eat with staff and peers. If you are struggling to find foods that you child(ren) enjoy or are uncertain on what to pack for lunch then check in with your child’s teacher or Program Director. For healthy eating ideas and suggestions go to http://www.first5california.com/ and visit the “health center” to read articles on children’s physical development and get recipes for your family.

FIREARMS AND WEAPONS POLICY: 18.11

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

**CONFIDENTIALITY POLICY NO.: 19**

Within Innovative Preschool, confidential and sensitive information will only be shared with employees of Innovative Preschool who have a “need to know” to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Innovative Preschool strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Innovative Preschool.

Outside of Innovative Preschool, confidential and sensitive information about a child will only be shared when the primary caregivers of the child have given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Innovative Preschool, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any family who violates the Confidentiality Policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a Families is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Innovative Preschool are strictly prohibited from discussing anything about another child with you.

**MANDATED REPORTING OF SUSPECTED** **POLICY NO.: 20**

**CHILD ABUSE AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Innovative Preschool are considered mandated reporters under this law. The employees of Innovative Preschool are not required to discuss their suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Innovative Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Innovative Preschool can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

* Unusual bruising, marks, or cuts on the child’s body
* Severe verbal reprimands
* Improper clothing relating to size, cleanliness, season
* Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
* Dropping off or picking up a child while under the influence of illegal drugs or alcohol
* Not providing appropriate meals including a drink for your child
* Leaving a child unattended for any amount of time
* Failure to attend to the special needs of a disabled child
* Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
* Children who exhibit behavior consistent with an abusive situation

**CAREGIER CODE OF CONDUCT**   **POLICY NO.: 21-21.9**

Innovative Preschool requires the family members and caregivers of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Innovative Preschool is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Innovative Preschool, but is the responsibility of each and every family member or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Caregiver Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent/guardian is prohibited from accessing agency property.

SWEARING/CURSING: 21.1

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a family member or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF STAFF, PARENTS, CHILDREN OR OTHER ADULTS 21.2

ASSOCIATED WITH INNOVATIVE PRESCHOOL:

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. CAREGIVERS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER 21.3

CHILDREN AT INNOVATIVE PRESCHOOL:

While Innovative Preschool does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for caregivers to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Caregivers are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents/guardians are prohibited from addressing, for correction or discipline, a child that is not their own. Of course, no family members or another adult may physically punish another child. If an adult should witness another child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for them to direct their concern to the classroom teacher and/or Program Director. Furthermore, it is wholly inappropriate for one caregiver to seek out another caregiver to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other family. Although you may be curious as to the outcome of such a discussion, teachers and/or the Program Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another family or adult visiting the center.

SMOKING: 21.4

For the health of all Innovative Preschool employees, children and associates, smoking is prohibited anywhere on agency property. Adults are prohibited from smoking in the building, on the grounds, and in the parking lot of Innovative Preschool. Adults who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY: 21.5

Adults are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Innovative Preschool. Be alert and mindful. Immediately report any suspicions to the Program Director.

CONFRONTATIONAL INTERACTIONS WITH STAFF, OTHER PARENTS 21.6

OR ASSOCIATES OF INNOVATIVE PRESCHOOL:

While it is understood that caregivers will not always agree with the employees of Innovative Preschool or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY: 21.7

Innovative Preschool takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents/guardians must understand the implications of this responsibility. Parents/guardians need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Innovative Preschool. Any family who shares any information considered to be confidential, pressures employees or other Parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

**POLICY: PARENTS RIGHT TO IMMEDIATE ACCESS POLICY NO.: 22**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Innovative Preschool, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Innovative Preschool must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both Parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Innovative Preschool, **both** parents shall be afforded equal access to their child as stipulated by law. Innovative Preschool cannot, without a court order, limit the access of a one parents by request of the other parents, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Innovative Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Innovative Preschool staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Program Director, and are allowed in the childcare facility only at the discretion of the Program Director. An employee of Innovative Preschool will accompany visitors at all times, throughout the center.

Innovative Preschool will dismiss any child whose parent(s) is prohibited from entering upon agency property. Due to the Parents’ Right to Immediate Access Policy, as well as state and federal regulations, Innovative Preschool cannot have a child at the agency when the child’s parent is prohibited access. Innovative Preschool will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

**DISMISSAL POLICY NO.: 23**

Innovative Preschool reserves the right to dismiss any child at any time, with or without cause.

Parents/guardians will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child’s file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency’s legal counsel for collection.

The Program Director or designee will assist the family in gathering their child’s belongings at the time of dismissal and are then required to leave agency property in a calm and respectful manner, immediately. Innovative Preschool will request assistance from local police should any person become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parent/guardians are required to call and request an appointment with the Program Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Program Director and are not a right of the dismissed child or parent/guardian.

Following a dismissal, any person or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Innovative Preschool.

**WITHDRAW POLICY NO.: 24**

Thirty days’ written notice is required when withdrawing a child for any reason. If the required notice is not given, Parent/guardians will be charged tuition.

Families who wish to change their child’s days or times of enrollment at Innovative Preschool, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee of $25.

The Program Director will notify the family if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parent/guardians may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the Program Director receives the schedule change request will be used to toll the thirty days’ notice required for withdraw.

**COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 25**

In cases where an enrolled child is the subject of a court order (ex… Custody Order, Restraining Order, or Protection from Abuse Order) Innovative Preschool must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parents(s) requests a more liberal variation of the order in writing. In the case where both Parents are afforded shared/joint custody by order of the court, both Parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Innovative Preschool administration, both parents shall be afforded equal access to their child as stipulated by law.** Innovative Preschool cannot, without a court order, limit the access of a one parents by request of the other parents, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Innovative Preschool suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Innovative Preschool is obligated to follow the order for the entire period it is in effect. Employees of Innovative Preschool cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Innovative Preschool will report any violations of these orders to the court.

**EMERGENCY AND INCLEMENT WEATHER** **POLICY NO.: 26**

**CLOSING INFORMATION**

In the event of an emergency closing and/or inclement weather, family members will be notified of the closing by Facebook/social media pages, email, phone chain, and/or message on school’s machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents/guardians first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, families will have their tuition reduced as per the prorated rate of collection.

**STAFF EMPLOYMENT BY CLIENTS POLICY NO.: 27**

Families may employ Innovative Preschool staff as long as both client and staff member maintain confidentiality regarding program matters as well as a professional relationship on and off-site. Innovative Preschool reserves the right to terminate any staff member and/or client that violates the aforementioned policy. Families may hire Innovative staff at their own discretion and Innovative Preschool is released from all liability.

Employment refers to any relationship outside of the agency’s services, which involves an employee of Innovative Preschool to interact with a current or former client of Innovative Preschool. Such relationships include but are not limited to: baby-sitting, house-sitting, mother’s helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

 1560 Manzanita Ave.


#  Chico, CA 95926

#  530-343-2028

##

**AUTHORIZATION FOR EMERGENCY CARE OF**

**CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, is enrolled in Innovative Preschool and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child’s file at Innovative Preschool so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child’s file at Innovative Preschool.

**PART I (to be completed by a Licensed Health Care Provider)**

Child’s Name: Child’s Birth Date:

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

 Bee Sting

 Other Insect Bite(s): (identify):

 Animal(s): (identify):

 Food Allergy: (identify all foods or groups of foods that must be avoided):

 Other: (identify):

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

####  Shortness of Breath

 Swelling of the Face or Lips

 Hives

 Vomiting

 Diarrhea

 Other: (explain):

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

 Administer the following Medication: (provide name, dosage, and method of administration):

 Administer EPI-PEN: (provide instructions for administration)

 Call Emergency Medical Services (911)

 Call the child’s Families or guardian

 Other (explain):

##  DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities. [ ] yes [ ] no
2. Recreational Activity Restrictions: [ ] none [ ] some restrictions

(explain recreational activity restrictions):

**HEALTH CARE PROVIDER INFORMATION:**

Office:

Name:

Address:

Phone #: Fax #:

Signature: Date:

**PART II: (to be completed by the child’s Families(s) and/or Legal Guardian)**

By signing this form, I/We authorize Innovative Preschool to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child’s needs change.

**FAMILIES(S)/LEGAL GUARDIAN(S):**

Name: Relationship:

Address:

Phone #: Cell Phone #:

Emergency Contact #:

Signature: Date:

Name: Relationship:

Address:

Phone #: Cell Phone #:

Emergency Contact #:

Signature: Date:

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Innovative Preschool on (date) . This Form must be updated by (date) .

Received By: (Print Name)

Signature:

Title:

1560 Manzanita Ave.


# Chico, CA 95926

# 530-343-2028

##### RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING

##### EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this day of , 20 , by and between Innovative Preschool and (Families(s)/Legal Guardians) who are the Families(s) and/or Legal Guardian(s) of

 (child’s name).

WHEREAS, Innovative Preschool provides childcare services and the Families(s)/Legal Guardian(s) have engaged Innovative Preschool to provide childcare services for (child’s name);

WHEREAS, Innovative Preschool has been requested by the Families(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to Innovative Preschool’s policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Families(s)/Legal Guardian(s) hereby release and forever discharge Innovative Preschool and its employees or agents from any liability arising in law or equity as a result of Innovative Preschool’s employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies From” (hereinafter referred to as the “Authorization”), provided that Innovative Preschool has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of California which is the location of the Innovative Preschool facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider’s instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Innovative Preschool shall include Innovative Preschool its affiliates, successors, directors, officers, employees, and representatives. The terms Families(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Innovative Preschool:

Center Address:

Name: (print)

Signature:

Title: Date:

FAMILIES(S)/LEGAL GUARDIAN(S):

Name: (print)

Signature:

Relationship: Date:

Name: (print)

Signature:

Relationship: Date:

2404 Marigold Ave.


# Chico, CA 95926

# 530-343-2028

I/We, , the Families(s)/legal guardian(s) of , acknowledge that I/We have received a copy of Innovative Preschool’s Families Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We have attended a Families Orientation, which covered the policies contained in the Families Handbook.

I/We understand that the policies described in the Families Handbook are not conditions of enrollment, and the language does not create a contract between Innovative Preschool and the Parents. Innovative Preschool reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Families Handbook is the property of Innovative Preschool, and must be returned to Innovative Preschool when the aforementioned child is no longer enrolled at Innovative Preschool.

Signature: Date:

Print Name:

Signature: Date:

Print Name: