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CENTERPOINTE  
CHRISTIAN PRESCHOOL

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**PARENT HANDBOOK**

*“For we are God’s masterpiece.  
He has created us anew in Christ Jesus, so we can do the good things he  
planned for us long ago.”*

*Ephesians 2:10 (NLT)*

# **Centerpointe Christian Preschool Parent Handbook**

## **SCHOOL HOURS**

Centerpointe Christian Preschool is open from 7:00 AM to 6:00 PM, Monday through Friday.

Centerpointe Christian Preschool serves children from ages 2.9 (and potty trained) to entry to Kindergarten.

Morning half-day children may arrive anytime after 8:00 AM and must be picked up before 1:00 PM.

Full-time children may arrive anytime after 7:00 AM and must be picked up anytime before 6:00 PM.

## **VISION STATEMENT**

The vision of Centerpointe Christian Preschool is to enrich the lives of children in the Tri-Valley by growing the whole child: mind, body and spirit. We believe that children are magnificently created with unique abilities. We aspire to partner with families to ensure each child is given the tools he/she needs to develop in a safe, loving and nurturing environment.

*“For we are God’s masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago.” Ephesians 2:10 (NLT)*

## **PHILOSOPHY**

Centerpointe Christian Preschool believes in providing a program offering structured, developmentally appropriate activities that promote the development of the whole child. Our curriculum offers activities in all areas of a child’s academic, physical, emotional and spiritual development. We strive to provide children with a greater awareness and understanding of the way God created them through daily Bible stories and weekly Bible verses as well as a variety of tangible learning opportunities.

## **ADMISSION PROCEDURES**

Registration for both Summer and Fall programs begins in January. Registrations will be processed in the order they are received until all available spaces (both full and part time schedules) have been filled. Parents and children (new students) meet with the Enrollment Director prior to acceptance for an admission interview. The admission interview is designed to ensure that our program is a fit for both parent and child. Upon receipt of the registration information and completion of admission interview with the Program Director, classroom placement is granted as space allows.

Required registration information includes (but is not limited too):

- \*Physician's Report (Child's Pre-admission Health Evaluation)
- \*Child's Preadmission Health History
- \*Proof of current required State of California Immunizations and/or signed exemption.
- \*Notification of Parents' Rights
- \*Notification of Personal Rights
- \*Admission & Payment Agreement

## **PROGRAM DESCRIPTION**

Each age group offers a wide range of learning experiences designed for the ability levels of the group. Developmental goals are given to each classroom based on their age and projected growth throughout the year. Each level of developmental goals builds on the previous level with the ultimate standard being measured by the Skills for Kindergarten Readiness as published by the Department of Education.

Learning experiences include the following:

- \*Learning to be independent (away from home)*
- \*Social Development: Peer interaction (taking turns, sharing and putting toys away)*
- \*Fine motor, manipulative games, puzzles, stacking, shape sorting*
- \*Developing listening skills (stories, finger plays, flannelboard)*
- \*Music & Movement activities*
- \*Colors (primary, mixing & blending, identification and sorting)*
- \*Number recognition and counting skills*
- \*Language & Phonics concepts (Alphabet, pre-writing and writing activities)*
- \*Simple art media*
- \*Cooking projects*
- \*Gross Motor skills- Outdoor classroom, play equipment- climbing, tool bench,*
- \*Field Trips*

Our playground is fully equipped with a variety of gross and fine motor skill building equipment. Opportunities for tactile and dramatic play experiences abound in the age-appropriate areas provided. Each age level has it's own recess session with times for combined play throughout the day.

Every month, parents receive a lesson plan from their child's teacher with the daily activities for the month as well as any special parties and/or events. Along with the monthly calendar, teachers send home a monthly letter to keep parents informed of the classroom progress. The school also has a monthly newsletter to better inform parents on general policies and procedures as well as upcoming events.

## **STUDENT ASSESSMENTS**

Students are evaluated using the DRDP (Desired Results Developmental Profile) established by the California Department of Education. The DRDP is made up of 39 specific measures that gauge a child's development in the area(s) of

- \*Children are Personally and Socially Competent
- \*Children are Effective Learners
- \*Children show Physical and Motor Competence
- \*Children are Safe & Healthy

All four areas are assessed using specific individual measures. Children are assessed for each measure based on whether they are *Exploring, Developing, Building & Integrating*.

Teachers are gathering information for the assessment process throughout the year as part of our curriculum. Formal assessments are given twice a year followed by Parent/Teacher conferences. These assessments and conferences are held in the fall to develop individual strategies for each child both at school and home. The 2<sup>nd</sup> assessment and conference is held in the Spring to update parents on a child's progress in our program. Special conferences with a teacher and/or the Director may be arranged at any time.

## **CURRICULUM/DEVELOPMENTAL GOALS**

Activities that support the individual development of each child will always be stressed. It is the staff's responsibility to assure that each child is challenged to their own individual level. The developmental goals for each classroom are stated as general expectations for the classroom. Teachers are encouraged to exceed these goals whenever and wherever possible for the continued advancement and development of the children in their room. It is also expected that the teacher will adjust the complexity and repetition of the activities in the room to suit the needs of the children's developmental level and to provide suitable challenges for their growth.

*(Please see individual classroom "Developmental Goals" for specific curriculum criteria).*

## **SPECIAL PROGRAMS**

Throughout the year, field trips may be planned by individual classroom teachers or the school as a whole. Parents will be informed well in advance of scheduled trips and asked for their participation. Transportation for field trips will be in the form of parent drivers.

Holidays are celebrated with festive parties and parades. Our monthly teacher-parent letters and school newsletter detail upcoming celebrations.

## **BIRTHDAY POLICY**

Birthdays are a special day for your preschooler and often one that they want to celebrate in their classroom. However, due to the very large number of food allergies throughout the school **all birthday treats must be store-bought- no home made goodies.** We prefer “healthy” treats such as bagels, fruit salad, fresh cut fruit with yogurt, Jello with whip cream, etc. See office for suggestions.

In order to protect the health and safety of EVERY child in our program, the following guidelines need to be adhered to when celebrating your child’s birthday.

- 1) Check-in with your child’s teacher(s) and let them know that you would like to celebrate your child’s birthday to coordinate day and time.
- 2) Plan a celebration which includes healthy – but still yummy foods. Please be sure all snacks are store-bought and NOT homemade. Healthy food/party ideas are located on the following page.
- 3) Please refrain from bringing individual goody bags to a classroom birthday party, as they tend to create difficulties for the staff and children.
- 4) If you would like to steer away from the food option completely, may we suggest a special activity/craft to be done with the classroom peers in honor of your child’s birthday. (Need suggestions? – see the office).
- 5) Give the classroom a “present” in honor of your child’s birthday! See office for teacher wish lists.

Individual children’s birthdays are always celebrated in each classroom and parents are encouraged to attend! Parents who plan on bringing in treats for their child’s birthday must notify the staff as to adhere to food allergies or other dietary restrictions.

### HEALTHY PARTY FOOD SUGGESTIONS!

- Yogurt with fruit (either on top or let them mix it!).
- Making fruit salad as a class then adding their own whip cream!
- Making fruit pizza! (easy- Boboli bread, yogurt, cut up fruit- they can decorate their own slice!)
- Cut up fruit with various dipping sauces (ie. Chocolate, caramel)
- Bagels with flavored cream cheese and/or fruit
- Jello with whip cream
- 100% Fruit Popsicles or Sorbet
- Pudding (either pre-made or to make as a project)

Hopefully, by following these suggestions, we can still celebrate how special and loved each child is by continuing to ensure a safe and healthy environment for ALL of our children.

## SCHEDULE

Children need both routine and flexibility. The schedule is subject to change whenever necessary to meet individual needs or to provide unique discovery experiences that do not fit these time frames. The schedule is suggested as a means of giving the children a sense of order and stability based on purposeful development.

### SAMPLE SCHEDULE

<b>7:00</b>	School Opens Self-directed and Teacher directed activities
<b>8:00-8:30</b>	Transition to child's classroom for various center activities and table activities including: puzzles, blocks, manipulatives, books, listening center, science, writing/coloring activities and dramatic play.
<b>8:30-9:00</b>	Morning Snack (See Parent Board for monthly snack menu) Independent Free Reading
<b>9:00-9:30</b>	Morning Circle: Roll call & Name recognition, opening prayer, discuss monthly theme and weekly concept(s), letter of the week, calendar, and number recognition, today's weather, special helpers.
<b>9:30-10:00</b>	Morning outdoor play
<b>10:00-10:15</b>	Bible story/Verse
<b>10:15-11:10</b>	Learning Activities/Center Play: <i>Teacher Directed Activities: (Daily activities based on monthly curriculum themes &amp; classroom developmental goals)</i> <b>Language/Art/Fine Motor:</b> Cutting, painting, coloring and pasting. <b>Science:</b> Experiments with elements, animal studies, magnets <b>Math:</b> Matching and patterning with cubes and other objects, counting, number recognition, grouping. <b>Sensory:</b> Tasting and smelling projects and tactile experiments. <b>Cooking:</b> Playdough, cookies, simple recipes <i>Student Directed Activities:</i> <b>Learning Centers to Explore:</b> Books, listening center, blocks, dramatic play, puzzles and computer games.
<b>11:10-11:30</b>	Music & Movement: Singing, dancing and exercising, jumping jacks, rhymes and games
<b>11:30-12:00</b>	Lunch
<b>12:00-12:30</b>	Outdoor play
<b>12:30-1:00</b>	Clean up, preparing for nap
<b>1:00-3:00</b>	Nap Time
<b>3:00-3:45</b>	Afternoon snack and table toys
<b>3:45-4:15</b>	Afternoon Circle time: Tape story, Music & Movement, story, reviewing day(s) events/activities
<b>4:15-5:00</b>	Outdoors play
<b>5:00-5:30</b>	Afternoon art project/table activities
<b>5:30-6:00</b>	Quiet activities

## SCHOOL HOLIDAYS

Our facility closes on the following holidays:

*New Years Eve and New Years Day*  
*President's Day*  
*Memorial Day*  
*Independence Day*  
*Teacher work day (TBA)*  
*Labor Day*  
*Thanksgiving Day and the day after*  
*Christmas Eve and Christmas Day*

## SCHOOL LUNCHESES

Centerpointe Christian Preschool does provide a morning and afternoon snack. We do not, however, provide meals for breakfast or lunch. Our morning snack menu is not meant to be a supplement to a nutritious breakfast. (Please see posted snack menu). Children are required to bring in their own lunches. **Lunches must be nut free and be self-contained.**

### WE ARE A "NUT FREE" SCHOOL.

Please pack a lunch that does not include peanuts and also tree nuts including: cashews, pecans, macadamia nuts, almonds, pine nuts, walnuts, nut oil, nut paste, pesto, nougat, pralines & nut butters, including items that state "May contain nuts."

*\*Please ask staff if you have questions or need alternative lunch suggestions.*

Thank you for helping to keep all of our children safe and healthy!

## MEDICATION POLICY

We will administer medications during school hours based on the following conditions:

- 1) Parents must fill out a written permission form accompanying the medication including administering directions (time and dosage), reason for medication and signature.
- 2) If medication to be administered is over the counter (i.e. Cold/cough medicine, Tylenol, etc.) a written permission form must be received from the child's doctor including dosage information.
- 3) Prescription medications shall be administered in accordance with the label directions as prescribed by a child's physician.  
\*For each prescription medication, parents must complete a written permission form including administering directions (time and dosage). These instructions must not conflict with the label directions as prescribed by the child's physician.
- 4) All permission forms for medication dispersion will be kept in the child's record.
- 5) Any child with asthma or a related respiratory condition requiring nebulizer treatment will be required to provide the school with the prescribed medication to be kept on-site at all times. Parents will also be required to complete the "Nebulizer Care Consent/Verification" form (LIC 9166) and provide the center with a written plan of action from the child's physician.

## **ILLNESS POLICY**

Upon entering the center, each child will be assessed by a staff member to determine whether or not they are well enough to attend school. The following guidelines will determine whether or not a child will be asked to leave the center due to illness:

- 1) Fever over 99 degrees Fahrenheit that can not immediately be attributed to other causes (i.e. Medication, allergies, exposure to excessive heat, etc.)
- 2) Nasal discharge that is discolored or other cold symptoms, which are termed to be infectious.
- 3) Rash which is unidentifiable and not being treated or deemed to be contagious.
- 4) Ear infection, which has not been treated by antibiotics for more than 24 hours.
- 5) Vomiting more than once in the period of a day.
- 6) Diarrhea more than once in the period of a day.

If a child has symptoms of illness not mentioned above (listlessness, pale, flushed, stomachache, etc.) the staff will contact the parent to discuss whether or not the child is well enough to remain at school.

## **SIGN IN/OUT PROCEDURE**

A sign in/out sheet will be placed in each classroom on the parent shelf located near the entrance. **All children must be signed in and out (with the exact time of arrival/departure and full legal parent/guardian signature) of the school daily.** Upon exit and re-entrance of the center on the same day (i.e. Medical/dental appointments) the child should be signed out and re-signed in with the appropriate time and full parent/guardian signature. If a child is to leave the center during the middle of the day for such an appointment, teachers should be made aware, if at all possible, of such an appointment so they can plan accordingly.

## **EMERGENCY PROCEDURES**

In the event of a natural disaster, medical emergency or other major safety threat, the following emergency procedures will be followed:

- 1) In the event of an earthquake, fire or other act of God, the staff of Centerpointe Christian Preschool will follow the Emergency Action Plan posted in each classroom. If necessary, children will be evacuated to the temporary relocation sites listed and parents notified via phone (if possible) or by signage of children's relocation.
- 2) In the event of a medical emergency, the staff of Centerpointe Christian Preschool will use their First Aid/CPR training to assess the situation and determine what steps need to be taken. Parents will be notified of all injuries via written injury reports and phone calls when deemed necessary. If the injury requires medical attention above what the staff is certified to provide, 911 or other appropriate medical services will be called. If such a call is made, parents will be notified immediately.

- 3) In the event of a major safety threat caused by a terrorist agency or an intruder, Centerpointe Christian Preschool will follow the coded emergency alert system posted in each classroom. The staff of Centerpointe Christian Preschool will follow any and all instruction given by local agencies and/or will contact the Pleasanton Police Department for direction. Classrooms will be placed on lockdown and/or evacuation procedures will be implemented depending on the emergency at hand. In the event of such an emergency, parents will be notified as soon as possible via phone once the children's safety is no longer in question.

## **DISCIPLINE**

Centerpointe Christian Preschool uses positive techniques for guidance including re-direction of behavior, anticipation and elimination of potential problems, positive reinforcement and encouragement rather than criticism. Children are encouraged to solve their own conflicts and are given the necessary tools to learn how to do so appropriately. Consistent, clear rules and expectations are developed and followed by the children and the staff. All staff at Centerpointe Christian Preschool is given clear principles of discipline to follow and is encouraged to strongly model appropriate ways of communicating and problem solving to the children in their care. **Corporal punishment and other humiliating or frightening techniques are prohibited and grounds for immediate staff dismissal.**

## **BITING POLICY**

A child biting other children is one of the most difficult behaviors in group childcare. It can occur without warning, it is difficult to defend against and provokes strong emotional responses in the biter, the victim, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler and as yet, often lack the words and/or social skills to properly resolve conflict. In a preschool situation, biting is a rare and extreme occurrence. We aspire to work one-on-one with the children whenever possible to resolve conflict in a communicative and developmentally appropriate way.

If a child does bite another child it will be handled as a very serious incident and the following steps will be taken.

### **1st occurrence:**

\*Child will be immediately removed from the situation and spoken to by a staff member with regards to the seriousness of biting and given guidance on appropriate conflict resolution.

\*Staff will notify the Director immediately upon such an incident occurring.

\*The Director will receive a full report from the staff as to the incident itself, the actions/conversation taken with the biter and the first-aid/comfort applied to the child who was bitten.

- \*The Director will immediately call the parents of the child who was bitten, explaining the situation thoroughly including first-aid applied and advise as to any follow-up care needed. (ie. Dr. visit if skin is broken).
- \*The Director will then call the parents of the biter and hold a phone conference detailing the situation, the actions taken and the biting policy of the school.
- \*A written report will be placed in both children(s) files.
- \*Upon discussion with the classroom staff and the parents of the biter, an action plan will be established to help guide the child to a successful method of conflict resolution. (ie. Helping with language barriers/understanding, shadowing, etc.)

### **2<sup>nd</sup> occurrence:**

- \*Child will be immediately removed from the situation and taken to the Director's office. Staff involved and the Director will speak with the child and remind them of the classroom rules and consequences.
- \*Child will then stay with Director while their parent is called to pick them up immediately.
- \*Child will not return to class on that occasion and a conference will immediately be held with their parents informing them once again of the biting policy.

### **3<sup>rd</sup> occurrence:**

- \*Child will be immediately removed from the situation and taken to the Director's office. Staff involved and the Director will speak with the child and remind them of the classroom rules and consequences.
- \*Child will then stay with Director while their parent is called to pick them up immediately.
- \*Director will go over the discharge paperwork with parents when they arrive implementing the policy which states that upon a 3<sup>rd</sup> occurrence, the child will be asked to leave our program.

Every effort will be made by the Director and Staff to prevent the situation from getting to the 3<sup>rd</sup> occurrence stage. If it unfortunately does, the Director will work closely with the parents in helping them attain a better fit for their child's needs as well as arrange a goodbye visit if requested.

## **PARENT GUIDELINES**

At Centerpointe Christian Preschool we believe that a healthy partnership between our staff and the families we serve is the key to a successful preschool experience. The relationship between the Ironwood staff and parents is a special and important part of a child's development. Fostering that relationship will benefit everyone involved. It is essential that parents see their interactions with these professionals as vital to their child's growth. Parents with children in the preschool must strive to be supportive, respectful and open with these individuals who devote so much of their time and effort to the care and nurturing of their children.

The following guidelines are intended to help ensure that the relationships with the staff of Centerpointe Christian Preschool are professional, respectful and in the best interest of the children. The preschool staff has their own set of guidelines and part of the intent of these Parents' Guidelines is to inform parents and families in the preschool about expectations and procedures incumbent upon the preschool employees that may affect their interactions with parents.

### **General Parent Commitments**

- Always take the opportunity to talk with staff and other parents whose common concern is the interests and needs of the children.
- Support and contribute to an open and friendly school atmosphere.
- Respect the dignity, worth and uniqueness of everyone- children, parents and staff
- Help children and adults achieve their full potential in the context of relationships that are based on trust, respect and positive regard.
- Establish and maintain relationships of trust and cooperation with Ironwood Preschool staff and families.
- Maintain high standards of personal interaction and conduct between staff and parents.

### **ACCEPTANCE OF GIFTS AND FAVORS**

Staff members are not permitted to accept gifts or favors that might affect their judgment in the discharge of their duties. To avoid the possibility of favoritism (perceived or otherwise) in the treatment of children at the preschool the following types of gifts are not allowed: personal loans, advances or other financial or personal gain from any source. Parents should not offer inappropriate gifts or favors to the staff that would put them in the uncomfortable position of having to refuse. This provision does NOT apply to:

- Gifts given equally to all the staff in the program or classroom
- Gifts for their program area or class given by parents or relatives of parents associated with the program
- Gifts for a specific program, donated by preschool families or their relatives
- Token items (such as small gifts or cards) given to individuals for special or significant events (such as birthdays, condolences, special achievements, etc.) treating all staff equitably and consistently.
- Modest entertainment (such as a meal or refreshments) offered as part of a group event sponsored by parents.

### **CONFIDENTIALITY**

Parents should not discuss any confidential information about the staff or families. Confidential information includes addresses and phone numbers, potentially embarrassing non-work related personal activities or other sensitive personal information. Any special concerns or issues should be brought to the attention of the Director.

## **PROBLEM SOLVING PROCESS**

Centerpointe Christian Preschool encourages and wants to facilitate the resolution of parent and Staff complaints in a prompt and equitable manner. When a concern, question, suggestion or complaint arises, parents are encouraged to speak with their child's teacher at a convenient time and/or schedule a parent conference if needed. Parents are strongly encouraged to bring all such matters to the Director for resolution, clarification or assistance. It is the goal of Centerpointe Christian Preschool to effectively partner with parents during their child's formative years and in keeping with that goal, timely resolution of any concern is of utmost importance.

## **HARRASSMENT STATEMENT**

Centerpointe Christian Preschool is committed to providing a positive, nurturing, non-hostile environment. Ironwood strictly prohibits its employees from engaging in harassment of any kind. Parents must also refrain from harassment. This includes harassment on the basis of sex, race, color, religion, gender, age, mental or physical disabilities, medical condition, national origin, marital status, veteran status, or any other personal characteristic.

Common forms of harassment include:

- Verbal harassment, such as slurs, negative stereotyping and unwelcome remarks about an individual's appearance or capabilities;
- Physical harassment, such as impeding or blocking movement, unwelcome staring or physical conduct; and
- Visual harassment such as offensive or obscene photographs, cartoons, gestures, e-mails, unwelcome notes or letters and any other written or graphic material that denigrates or shows hostility or aversion toward an individual.

## **CONFLICTS OF INTEREST**

Centerpointe Christian Preschool discourages fraternization between employees and parents. Staff members have been asked by Centerpointe to avoid conflict of interest that can result from personal or romantic involvement with a parent. Parents are asked to avoid placing staff members in situations that may result in actual or perceived conflicts of interest.

## **CENTERPOINTE CHRISTIAN PRESCHOOL**

### **PARENT HANDBOOK SCHOOL-AGE ADDENDUM**

#### **SCHOOL HOURS**

Centerpointe's School-Age program will be open from 7:00 am – 6 pm. Monday through Friday during the school year and 7:30 am-6 pm in the summer.

Kindergarten children who are in the early-bird program will be picked up by the Centerpointe van after their program ends at 11:40. They will arrive at Centerpointe by 12:15.

The Centerpointe Van will pick up children in 1st through 5th grade after their program ends at 2:50 pm. They will arrive at Centerpointe by 3:20 pm.

All children must be picked up by 6:00 pm.

#### **ADMISSIONS PROCEDURES**

Registration for fall programs begins in February. Registration for summer camp begins in April. Registrations will be processed in the order they are received until all available spaces (both full and part time schedules) have been filled. Parents and children are required to meet with the Director prior to acceptance for an admission interview. The admission interview is designed to ensure that our program is a fit for both parent and child. Upon receipt of the registration information and completion of admission interview with the Program Director, classroom placement is granted as space allows.

Required registration information includes (but is not limited too):

- \*Signed Consent for emergency medical treatment
- \*Emergency Information and Notifications
- \*Notification of Parents' Rights
- \*Notification of Personal Rights
- \*Admission & Payment Agreement
- \*Health background related to the child's ability/inability to participate in center activities. Health background should include, but is not limited to:
  - \*Past illnesses or serious injuries
  - \*Allergies, including food allergies
  - \*Conditions requiring special attention in the school-age child care center
  - \*Special problems or fears

## **PROGRAM DESCRIPTION**

Our school age program is designed to promote a safe and nurturing learning environment in addition to the opportunities provided at school. Children will come into our center and be allowed some down-time (group recreation – inside or outside) in order to facilitate socialization, promote and build relationships and provide opportunities for fine and gross motor development.

Our playground is fully equipped with a variety of gross and fine motor skill building equipment. Opportunities for tactile and dramatic play experiences abound in the age-appropriate areas provided. For our School-Age program, additional recreational equipment will be added to their outdoor time including organized games, basketball, soccer and other team sports.

Our program is also designed to partner with the rest of the child's developmental team: including but not limited to, parents and teachers. In addition to the supplemental learning from their schoolwork, our program places high value in the continued freedom of creative expression as the children continue their development. Many unique art experiences, building projects, dramatic play opportunities and creative writing contests serve to keep children inspired and successful in their particular areas of interest. It is also expected that the teacher(s) will adjust the complexity and repetition of the activities in the room to suit the needs of the children's developmental level(s) and to provide suitable challenges for their growth.

Every month, parents receive a lesson plan from the School-Age teacher with daily activities for the month as well as any special parties and/or events. The school also has a monthly newsletter to better inform parents on general policies and procedures as well as upcoming events.

## **SIGN IN/OUT PROCEDURE**

A sign in/out sheet will be placed in each classroom on the parent shelf located near the entrance. **All children must be signed in and out of the school daily (with the exact time of arrival/departure and full legal parent/guardian signature).** Upon exit and re-entrance of the center on the same day (i.e. Medical/dental appointments) the child should be signed out and re-signed in with the appropriate time and full parent/guardian signature. If a child is to leave the center during the middle of the day for such an appointment, teachers should be made aware, if at all possible, of such an appointment so they can plan accordingly. In addition, center staff shall sign-in a school-age child who arrives at the center on his/her own or by school transportation. Center Staff shall sign out a school-age child whose authorized representative has agreed in writing to allow the child to leave the center on his/her own. The director and the child's authorized representative shall sign and date the agreement allowing the child to leave the center on his/her own. The signed agreements shall be filed in the child's record.

## **SCHOOL-AGE PROGRAM**

### **SAMPLE DAILY SCHEDULE**

11:00 – 11:30	Teachers arrive/prepare classroom/do van check
11:30 – 12:00	Teachers pick up children from local schools
12:00	Children arrive at school
12:00 - 12:30	Lunch on site (brought from home)
12:30 – 1:00	Chill-out time (Finish lunch/read books/games)
1:00 – 3:00	Outdoor/Indoor free play *Play yard *Basketball Inside: Art center/manipulatives/board games
3:00 – 3:15	Afternoon snack
3:30 – 4:30	Homework (2 <sup>nd</sup> -5 <sup>th</sup> grade) Children should be able to work independently
4:30 – 5:30	Outside play/games at 4:30 if weather and light permits
5:30 – 6:00	Wind- down time Games/ carpet toys/ books

### **OTHER SCHOOL POLICIES**

All other school policies with the exception of the sign/in out procedure as mentioned above remain the same and can be referenced in this handbook.

These policies include:

- |                       |                             |
|-----------------------|-----------------------------|
| *SCHOOL HOLIDAYS      | *SCHOOL LUNCHESES           |
| *MEDICATION POLICY    | *ILLNESS POLICY             |
| *EMERGENCY PROCEDURES | *DISCIPLINE                 |
| *PARENT GUIDELINES    | *ACCEPTANCE OF GIFTS/FAVORS |
| *CONFIDENTIALITY      | *PROBLEM SOLVING PROCESS    |
| *HARASSMENT STATEMENT | *CONFLICTS OF INTEREST      |