

UNIVERSITY CITY
UNITED CHURCH
P R E S C H O O L

PARENT'S
HANDBOOK
2009 - 2010

**2877 Governor Drive – San Diego 92122
858-455-0336 – ucucpreschool@sbcglobal.net
Website: ucuc.org/preschool**

Accredited by the National Academy of Early Childhood Education Programs #279435

TABLE OF CONTENTS

| | |
|-----------------|--|
| PAGE 1: | Staff Preschool Board |
| PAGE 2: | School Calendar About the School Philosophy |
| PAGE 3: | Goals |
| PAGE 4: | Enrollment Forms and Requirements State Mandated School Required |
| PAGE 5: | School Hours Extended Care Unexpected Late Pickup Fee Schedule and Tuition |
| PAGE 6: | Lunch Bunch Snacks Curriculum Injury School Bags |
| PAGE 7: | School Clothes Birthdays Toys from Home |
| PAGE 8: | Earthquake Preparedness Parent Volunteers and Visitors Communications |
| PAGE 9: | Policy Regarding Sick Children Hand Washing Procedures |
| PAGE 10: | Procedures for Grievances Conflict Resolution/Problem Solving Guidelines Policy: Behaviors Endangering Safety of Children/Staff |
| PAGE 11: | Student Confidentiality Baby-Sitting Policy |
| PAGE 12: | Schedule of Typical Day Extended Care Schedule |
| PAGE 13: | PARENT'S COPY: Preschool Contract |
| PAGE 14: | PARENT'S COPY: Caregiver Background Check Process |
| PAGE 15: | Parking Lot Diagram |

UNIVERSITY CITY UNITED CHURCH PRESCHOOL
2877 Governor Drive
San Diego, CA 92122
(858) 455-0336 Fax (858) 526-0721
E-mail: ucucpreschool@sbcglobal.net

**PARENT HANDBOOK
2009 – 2010**

Welcome to UCUC Preschool. You will find the following information useful throughout the school year. Please keep it where you can easily refer to it. The Handbook is also posted on our website: ucuc.org/preschool.

STAFF

The UCUC Preschool staff members are all experienced professionals with sound education in Child Development. They have CPR and First Aid certification. Teachers are warm, friendly and enthusiastic educators who set the tone for a positive learning environment. The director has a B. S. in Child Development. The staff for the 2009-2010 school year includes the following persons:

Paula Ries - Director

Teachers

| | |
|-----------------|-------------------------|
| Marilyn Kennedy | Five-day older class |
| Randee Lynch | Three-day older class |
| Carol Frasier | Three-day younger class |
| Suzy Foster | Two-day older class |
| Carol Frasier | Two-day younger class |

Teacher's Aides

| | |
|-----------------|-------------------------|
| Margaret Miller | Five-day older class |
| Kathy Brightman | Three-day older class |
| Mallika Sridhar | Three-day younger class |
| Martha Amador | Two-day older class |
| Mallika Sridhar | Two-day younger class |

Administrative Assistant

| | |
|---------------------|---------------------------------------|
| Bonnie Slade-Castro | Supports staff in classroom as needed |
|---------------------|---------------------------------------|

PRESCHOOL BOARD

The Preschool Board is made up of church members, the Preschool Director and parents. This year's board includes:

| | |
|------------------|--|
| Rev. Curt Fuller | Pastor |
| Melanie Gedminas | President |
| Traci De Marco | Treasurer |
| Bryce VanDeMoere | Parent Representative |
| Minako Naquin | Preschool child parent and church member |
| Paula Ries | Director |

SCHOOL CALENDAR

UCUC Preschool's holiday calendar coincides with that of the San Diego Unified School District, except as indicated here: school begins on September 14, 2009 and ends on June 3, 2010.

School Holidays

| | |
|-------------------------|--|
| November 11 (Wed) | Veteran's Day Observance |
| November 23 to 27 | Thanksgiving Vacation |
| December 21 - January 1 | Winter Break |
| January 18 | Martin Luther King, Jr. Day Observance |
| February 12 (Fri) | Lincoln Day Observance |
| February 15 (Mon) | Washington Day Observance |
| March 29 – April 2 | Spring Vacation |
| May 31 | Memorial Day Observance |
| June 3 | Last Day of School - School Picnic |

Note: School will be closed one day in the spring for a Professional Growth Day and teachers will attend the CAEYC Conference. We will give you that date as soon as it's available to us.

ABOUT THE SCHOOL

UCUC Preschool is an enrichment program sponsored by the University City United Church of Christ. Some Extended Child Care is available before and after the regular program. The school is a non-profit community service, open to children of all races and religions, providing a program for children two years through five years who are toilet trained. The school is licensed by the California Department of Social Services and must comply with all of its requirements. The school also has accreditation through the National Academy of Early Childhood Programs. The school offers a warm, friendly environment with a developmentally appropriate program, and an atmosphere in which self-image and a positive self-concept is stressed.

PHILOSOPHY

Realizing the importance of early childhood education, the Preschool will strive to create and maintain an atmosphere where the child can grow physically, mentally, socially, emotionally and spiritually. The program will include the individual and group activities necessary for the preschool child to gain a feeling of self-confidence, independence and competence.

Physical Development: Developmentally appropriate materials and equipment are available to stimulate the child's physical development. The outdoor area provides slides, climbing structures, wheeled toys, sand and water play as well as an area to run, which will help the child develop muscle control, balance and coordination. The indoor area provides puzzles, building toys, small manipulative toys, scissors and drawing materials to develop the child's small motor skills. Movement activities, activity songs and games are provided to enhance physical development.

Mental Development: Creative expression will be encouraged through play with paints, clay, crayons, building toys and water play. An intellectually stimulating environment will be achieved by allowing the child to freely explore and inquire, according to his or her interests. Children will be encouraged to experiment, ask questions and think while playing in the various activity centers: science area, sensory area, language and writing area, math area, free art area, block area, small manipulative area and housekeeping area. Opportunities for the child to use numbers, count, classify objects, sort objects, label items and see labels around the room will be provided. Nature walks, field trips and in-school presentations will provide further enrichment activities for the child. Language development will be encouraged through the use of books, story telling, finger plays, songs, puppets, flannel stories, conversations and story dictations.

Social Development: The child will have opportunities to play in small groups in the housekeeping area, block area, outside and with imaginative building toys. Opportunities for sharing, caring and helping will be provided through stories, dramatic play, making letters or cards for others and sharing time. Such things as manners, safety, health and hygiene will help children learn what is socially acceptable for their age. Staff will encourage pro-social behaviors such as cooperating, sharing, talking out problems and showing consideration for others. This will be done both through direct methods and by setting a good example through modeling.

Emotional Development: The Preschool will be a child's world, rather than an adult world. Staff will interact frequently with children showing affection and respect. Staff will be responsive to children and speak in a friendly, courteous manner. Staff will encourage independence in children, as they are ready. Staff will use positive approaches to help children behave constructively. The staff will help children deal with their feelings and solve problems by using words and not force. Staff will not use physical punishment or other negative discipline methods that hurt, frighten or humiliate children. The staff will respect cultural diversity and the uniqueness of each child. In this type of supportive, cooperative environment, it is believed the child will develop a positive self-concept and grow in his or her emotional development to be cooperative and considerate of others.

Spiritual Development: Surrounding the child with the reality of Christian fellowship, trust and love will guide the child into a growing relationship with God.

GOALS

Realizing the importance of the early childhood years in helping children reach their maximum potential, the school will provide each child with personal growth opportunities, a rich and secure learning environment and a chance to develop a variety of warm and meaningful human relationships. We offer a program that emphasizes the development of the whole child, the need for children to feel good about themselves and the opportunity to take initiative and make learning self-directed.

The following are our major goals:

- To develop a positive self-concept
- To develop a favorable attitude toward school and learning
- To attain competency in dealing with emotions and to become increasingly self-reliant

- To gain basic concepts fundamental to formal academic learning
- To become more effective in both verbal and non-verbal communication skills
- To appreciate and understand the physical and natural world around the child
- To enjoy and appreciate the aesthetic world
- To grow in competence with skills of physical development and motor coordination
- To encourage creativity, questions and problem solving
- To facilitate each child's learning through active learning opportunities that are developmentally appropriate for the age of the child

ENROLLMENT

Enrollment is open to children from age two that are toilet trained. A child, who is physically, emotionally, or mentally handicapped, may be accepted as long as it is determined that the school can meet the child's needs. Upon the child's first day of school all forms (state and school required) should be on file. Parents are responsible for keeping forms updated.

FORMS AND REQUIREMENTS

State Mandated Forms

Emergency Information
 Preadmission Health Evaluation
 Physician's Report
 Immunization Record
 Lead Blood Test
 Medical Consent Form
 Parents' Rights Form
 Personal Rights Form

School Required Form

Contract

Sign In/Sign Out Sheet

The person bringing or picking up the child must sign in and out each day using his/her full signature. Please give us in written form a list of car pool arrangements. If your child will be going home with a friend, please leave a note for the teacher. We must have in writing a list of any person allowed to pick up your child. This can be on the emergency form or in a handwritten note. Identification may be required of persons picking up a child if they are unfamiliar to the staff.

SCHOOL HOURS

Our daily enrichment program operates from 9 a.m. – 12 noon, Monday through Friday.

Extended Care Hours

Early drop off for children enrolled in the morning classes is available at 8 – 8:30 a.m. School dismisses at noon unless your child is signed up for extended hours after school. Children may be signed up to stay until 12:30, 1, 1:30 or 2 p.m.

Unexpected Late Pick Up

Children learn a concept of time from parents setting an example of promptness. If you are unavoidably delayed at pick up time, please call the school so we can inform your child. It is very upsetting to a child when the pick up person is late and all of his/her friends have gone. We ask for your cooperation in helping avoid anxiety for your child. There is a \$5.00 late pick up fee of for every five minutes a person is late. This fee is per child. Two emergencies, per family, are allowed. Records of late pick up will be kept and you will be billed accordingly.

FEE SCHEDULE AND TUITION

Tuition for each successive month should be paid the last day of the preceding month. If the tuition fee is not received by the 5th of the month there will be a \$20.00 late fee charged. Tuition is divided into nine equal payments; therefore, tuition is the same each month regardless of the number of holidays observed. Because of budget obligations each month, partial refunds will not be granted for vacations, illness, or if you leave in the middle of the month. With a nonprofit status, we run on a very carefully controlled budget. If you carpool, please give your child's tuition check to the driver or mail your payment so it arrives by the designated tuition due date.

A registration fee of \$75.00 is charged to all families (registration fee for 2nd child in the same family attending UCUC Preschool at the same time is \$40.00). This fee is a non-refundable annual fee used for set-up costs, toy rejuvenation, insurance, earthquake supplies and administrative costs.

2009-2010 School Year Tuition Schedule

| Hours | 2-days | 3-days | 5-days |
|-------|--------|--------|--------|
| 3 | \$175 | \$265 | \$435 |
| 4 | \$220 | \$330 | \$540 |
| 5 | \$265 | \$395 | \$645 |
| 6 | \$310 | \$460 | \$750 |

The fee for drop-in Extended Care is \$8/hour.

LUNCH BUNCH

Any child staying past 12 noon should bring a lunch from home. Children sit down for lunch with a teacher at 12 or 12:30. We ask that you do not pack candy or “junk food” since these foods seem to have a contagious quality. **PLEASE SEND NUTRITIOUS LUNCHES.** Please ask for recommended preschool lunches suggestion sheet. We have a policy of “no waste” lunches, so please send lunches in reusable plastic containers and send drinks in a thermos or plastic bottle. We do not have facilities to refrigerate or warm up food. Lunch Bunch enrollment is limited to 28 children. Children attending on a regular basis will be given priority. The fee should be included in your regular monthly tuition check. Drop-ins are on an **HOURLY BASIS ONLY** and the fee of \$8.00 per hour should be paid at the time the child stays unless other arrangements are made with the Director.

SNACKS

A snack is served mid-morning each day. Juice, milk or water and a variety of crackers, fruit, vegetables, etc. are served. Snack time is considered a learning experience. Besides socialization, the children are taught good table manners and healthy nutrition. **IF YOUR CHILD HAS ANY FOOD ALLERGIES AND/OR SPECIAL DIETARY RESTRICTIONS, PLEASE INFORM THE DIRECTOR IN WRITING.** You will be required to fill out a form with dietary restrictions, which we will post in a prominent spot in the kitchen. A snack schedule is posted on the parent bulletin board and emailed to you.

CURRICULUM

Children are separated into classes with children close to their age to work in smaller groups. During the day each class has an opportunity to have time in our large room for free play and individualized learning; time in the Story Room for stories, songs and movement activities; snack time and outside play. By effective stimulation and availability of quality resources, materials and dedicated staff, the children have the opportunity to learn and explore many areas. Our curriculum includes the following: Arts and Crafts, Music, Science, Story Time, Language Arts, Cooking, Math, Manipulative Activities, Dramatic Play, Outdoor Play, Conflict Resolution Skills and Emergent Literacy.

INJURY

If a child is seriously injured while at the preschool, the Director will attempt to contact you and/or those on the child’s emergency information form. **PLEASE** notify us of any changes of phone numbers or other pertinent information. If necessary, an ambulance or paramedic will be contacted to transport your child to an emergency hospital. Parents will be responsible for any charges incurred. Parents will be notified of minor injuries with a written “Ouch Report.” Check your child’s bag daily for written notices.

SCHOOL BAGS

We provide UCUC Preschool tote bags for each child to carry home their artwork, notes from teachers, newsletters and flyers. These are on loan to you and we ask that you return them at the end of the school year in good condition. If you lose the bag or damage it so it cannot be used by another child the following year, or if you decide you wish to keep the bag as a souvenir for your child, we will ask for a \$5 payment to cover the cost of the bag. If you wish to wash the bag, please wash in cold water and line dry.

SCHOOL CLOTHES

We recommend that your child be dressed as comfortably as possible. Clothes should be able to be managed by the child alone and provide freedom of activity without fear of getting dirty.

Cowboy boots, sandals, croc's, long dresses and slick bottom shoes are not appropriate for preschool play. Sneakers are recommended. If your child will not wear sneakers to school, we suggest that you bring a pair of sneakers to school so the teacher can have the child change into them before they go outside to play. We go outside in most every kind of weather. Please provide rain gear when the weather is rainy.

We recommend you bring an extra set of clothes for your child for accidents, spills, or wetness from water play. Please label all clothes with child's name. We do provide aprons for wet or messy play and art activities, but sometimes this is not sufficient and children get paint and dirt on their clothes.

BIRTHDAYS

We enjoy the fun of sharing the birthdays of the children. We try to keep the celebrations at school simple, yet special for the child. Parents may wish to bring a special treat for the child's class. A list of recommended nutritious snacks is available. Please limit your choices. Be sure to talk with your child's teacher a few days before the birthday to discuss what you may bring and when it is most convenient. **PLEASE: NO CAKES, CUPCAKES or PARTY FAVORS!**

We would also like to remind you that if you are having a party at home for your child and are inviting only some school friends, please mail the invitations or give them directly to the parent. We do not allow invitations in the cubbies **UNLESS** the **ENTIRE CLASS** is being invited because the children tend to take the invitations out of the cubbies and discuss them. This can lead to some children feeling left out. Also, if your child will be car-pooling to a party immediately following school, we ask that you arrange to get the gift to the person's house. Please do not bring gifts to school.

TOYS FROM HOME

Please do not allow your child to bring toys from home to school. We have a large variety of equipment for the children to choose from. Toys from home are often lost or cause disputes over ownership. Toys from home can cause disruptions and interfere with the positive learning environment the teachers are trying to create. We do understand that a younger child may have an attachment for a special stuffed animal or blanket that makes them feel more secure at school. These items are allowed, but we ask that you discuss this with your child's teacher. Also, children staying for rest time may wish to bring a small blanket or stuffed animal, and this is allowed. Please remember this is something for your child to cuddle. Do not send other types of toys like action hero dolls or Barbie's, etc. Sometimes a child may have a special need to share something with his/her teacher. If this occurs, we ask that you allow the child to show the teacher when he/she arrives in the morning and then take the items home with you. Thank you for your cooperation in this regard.

EARTHQUAKE PREPAREDNESS

Staff members are prepared to assume the responsibilities necessary to assist children in the event of such a disaster. The necessary supplies have been stockpiled: water, food, and first aid supplies. The parents' responsibilities include:

- **Providing an extra set of clothing for your child (include something warm). This will stay at school all year. It should be large enough to fit your child if needed in 6 months.**
- **A separate list of anyone authorized to pick up your child**
- **An emergency contact number (it is recommended that you include an out of area number since those calls are more likely to get through)**
- **A three-day supply of medications, if the child requires it, with written authorization for the teacher to administer it**
- **A familiar object or picture to comfort the child**

Put things into a large envelope with the child's name on it. Please **DO NOT** put into a backpack or duffel bag. Our space is limited and the envelopes work best.

PARENT VOLUNTEERS AND VISITORS

Parents are welcome at any time at the school. However, we do ask that if you plan to spend time, you make arrangements for younger siblings. Also please remember we are trying to create a child-centered learning environment, so if you wish to visit with other parents we ask that you move out onto the patio or into the patio room. We like to encourage parent involvement in our program. There are a number of ways parents can be involved:

- | | |
|----------------------------------|--------------------------------------|
| Helping in the classroom | Repairing equipment |
| Being a special presenter | Demonstrating a hobby |
| Playing an instrument | Making games for the children |
| Being a seamstress | Helping with special events |
| Sharing a cultural custom | Providing technical support |

We hope you will get involved and feel you are part of the UCUC Preschool community. A meeting for parent volunteers, who wish to help in the classroom, will be held at the end of September. Further information will be available in our first newsletter.

COMMUNICATIONS

Communication is an important aspect of the preschool program. The Director encourages parents to contact her immediately at school or at home (858 587-7041) if you have any concerns about your child or how the program is operated. We try to establish regular communication with the parents through the following:

- ❖ **Parent/child/teacher meetings** prior to the start of the school year.
- ❖ **Orientation and Curriculum Meetings** – to explain our program to you.
- ❖ **Parent Coffees** – to offer parents a chance to meet with each other, learn more about our program and discuss development topics of interest to them.

- ❖ **Newsletters** – general information about the school and upcoming events. These newsletters will be found in your child’s bag at the beginning of each month. They will also be e-mailed to you.
- ❖ **Class Newsletters** – teachers will provide information on her particular class and ways you may help follow-up at home. Some of this information may be posted on the website or sent to you via e-mail.
- ❖ **Snack Schedule** – posted on the parent bulletin board and e-mailed.
- ❖ **Conferences** – one early in the school year so the teacher and parents can form individual plans for the child and one in late spring to evaluate the child’s progress. Additional conferences can be scheduled at any time if there is a concern that needs to be addressed.
- ❖ **Portfolios** – a collection of the child’s work, photos of the child at work, and observations made by the teacher.
- ❖ **Open House** – held in spring to allow children to show parents their work and offer parents an opportunity to visit with teachers and other parents.
- ❖ **Parent Representation on the Preschool Board** – two parents serve on the Preschool Board and act as a liaison between parents and board. These parents are always available to hear your concerns and relate them to staff and the Preschool Board.

POLICY REGARDING SICK CHILDREN

A sick child, or a child who is contagious, CANNOT be at school. This means that a child with a new cold must be kept at home. School policy recommends keeping the child out two or three days after the onset of a cold, longer if the child appears tired or has a bad cough. If a child has a fever or has vomited, they should be kept home until the symptoms have been gone for at least 24 hours. No child will be admitted to school that shows obvious signs of illness – rash, fever, bad cough, etc. If you have any doubt, please keep your child home. We are concerned about your child’s safety and health and rely on you not to bring an ill child to school. The Director should be notified of any contagious diseases or contagious parasites so that other members of the school may be informed and thus illnesses kept to a minimum. If a child becomes ill at school, the parents will be contacted and asked to pick up the child.

When your child returns, he/she must be well enough to participate in all his/her class activities, which include outside play. If your child is required to take any medications, these must be given to the teacher to administer. ALL MEDICATIONS are required TO BE LABELED with the child’s name and have specific instructions for administration. Medications will be locked up until being administered and a medication log will be kept.

We appreciate it if you call the school when your child will be out because of illness and thank you for following these policy guidelines so we can prevent the spread of illness to both children and staff.

HAND WASHING PROCEDURES

Illnesses can be kept to a minimum by frequent and thorough hand washing. Children are required to wash hands upon arrival at school. Please assist your child with this task before taking the child into his/her class.

Teachers will guide children in washing their hands before eating, after using the restroom, after handling pets, after outdoor play, after blowing their noses or coughing and whenever else it is deemed appropriate by the teaching staff.

Proper hand washing requires thorough scrubbing front, back, in between, wrists and nails for a minimum of 10 seconds under running water. It also requires thorough drying. Please work with your child on developing these skills. We will be working with them at school.

PROCEDURES FOR GRIEVANCES

1. Bring concern to the attention of your child's teacher or the director.
2. Bring concern to the attention of parent board member.
3. Ask to have concern addressed formally by the preschool board. You would have the opportunity to address the board

PRESCHOOL CONFLICT RESOLUTION AND PROBLEM SOLVING GUIDELINES

Our primary goal is to teach preschoolers appropriate social skills. We believe we need to teach social problem solving skills just like we teach math and science concepts. With the older children we encourage verbal dialogue between children, placing the responsibility for a solution to the problem on the child. When a child is just "having a bad day" and continues to repeat negative behavior we go through the following steps:

- 1) Discuss feelings and problems and give solutions to solve the problem.
- 2) If that does not work, we remove the child and explain why (we describe what we saw, what feelings we observed, and the reasons for the rule).
- 3) We have the child tell us when he/she is ready to return to play and we go with the child and try to help the child be successful as they re-enter the play group.

With younger children and children with limited English skills, we may use redirection as well as giving them simple language to use to resolve problems. We use positive reinforcement whenever possible.

If there is a consistent problem with a child, we will notify the parents and ask for their input. We will establish a conference and set some goals together. As we are concerned about adverse effects on the other children, as well as the negative impact on the child having behavior problems, we may ask that the parents seek outside help if we do not notice improvements in the child's behavior. If the school feels that progress is not being made to help the child and/or that we cannot provide an appropriate environment for the child, the child may be asked to leave the school. We do not anticipate this being necessary, but we do want parents to realize that their child will be protected from disruptive and unsafe behavior. (See following policy)

POLICIES REGARDING HOW WE HANDLE BEHAVIORS THAT ENDANGER THE SAFETY OF CHILDREN AND STAFF

These behaviors include, but are not limited to: biting, kicking, throwing an object at someone, hitting someone forcefully or using an object to inflict injury, pushing someone off the climbing structure, scratching, or trying to leave the facility.

At UCUC Preschool one of our primary goals is to provide a safe, secure and pleasant environment for all of the children we serve.

We recognize that one of our jobs is to help children learn appropriate ways to handle conflict. We work on this as conflicts arise, helping the children find satisfactory solutions. We also have a Conflict Resolution component as part of our curriculum. We understand that many preschoolers may use misguided behavior because they have not yet learned what acceptable behavior is. We hope to help teach them how to handle their problems effectively.

However, at times, a child's behavior may endanger others. We want to assure parents that we will address such behavior immediately following these guidelines:

1. A first incident will be reported to the parent verbally and with a written report that will also be placed in the child's file.
2. A second incident following soon after the first (within a few weeks) will result in a written notice to the parent as well as the setting up of a conference to discuss the behavior and establish a plan of action to deal with the behavior.
3. A third incident will result in the parent being called and asked to pick up the child immediately. The purpose of this action is to send a clear message to the child that his/her behavior is not acceptable and will not be tolerated at school. Discussions will continue with the parents to find a solution to understand what might be causing the problem. Referral for outside assistance may be suggested.
4. A fourth incident will result in the child being excluded from school for the next day he/she is scheduled to attend. There will be further discussions to establish a plan of action.
5. Any further incidents could result in the child being dropped from the school if it is felt that any of the following conditions exist:
 - 1) The school cannot meet the child's needs.
 - 2) The parents are not able to work with the school to find an acceptable solution.
 - 3) The continuing behavior endangers the well-being of other children, teachers, and/or the child himself.

STUDENT CONFIDENTIALITY

The confidentiality of the children's files and all information regarding the children attending UCUC Preschool is taken very seriously. The following policies are in place to protect the confidentiality of your child's record.

1. Children's personal information files are locked in file cabinets.
2. Access to children's files is limited to the director, administrative assistant and the child's teachers.
3. Files will only be released to other parties with a parent's or legal guardian's written permission.
4. Files are kept for 3 years after child's last day of attendance and then shredded in a confetti type shredder.
5. All staff members sign a confidentiality statement that states knowledge of our confidentiality policies, which includes not discussing individual children's records with others without written authorization.

BABY-SITTING POLICY

It is the policy of UCUC Preschool to discourage families from asking Preschool employees to baby-sit for children and to discourage employees from accepting employment as a baby-sitter. Parents who choose to hire a staff member to baby-sit, despite this policy, need to know that UCUC Preschool accepts no responsibility for the actions of the person performing this work or for the care of the children during these times. This work falls outside the realm of the employee's work for the Preschool. Employees choosing to accept baby-sitting work from families need to know that UCUC has no responsibility for this work and that persons involved are not covered by the Preschool's insurance. In short, the Preschool accepts no obligations or liabilities in the area of baby-sitting service agreements between people employed by the Preschool and families served by the Preschool.

Also in order to protect the school from any liability claims, teachers are never allowed to sign a child out from school or take the child from school.

8 am – 9 am – Early drop off. Children arrive and have inside play free choice.

Schedule for Mrs. Frasier & Mrs. Sridhar

T-TH and M-W-F

| | |
|---------------------------------------|------------------|
| Arrival, hand washing and inside play | 9:00 – 10:00 am |
| Toileting & hand washing | 10:00 – 10:10 am |
| Snack | 10:10 – 10:25 am |
| Outside | 10:25 – 11:15 am |
| Toilet if needed & hand washing | 11:15 – 11:20 am |
| Story Room activities | 11:20 – 11:50 am |
| Big Circle (dismissal from main room) | 11:50 – 12:00 pm |

Schedule for Mrs. Lynch & Mrs. Brightman M-W-F

and

Mrs. Foster & Ms. Amador T-TH

| | |
|--|------------------|
| Arrival, hand washing and go to Story Room | 9:00 – 9:10 am |
| Story Room activities | 9:10 – 9:45 am |
| Toileting & hand washing | 9:45 – 9:50 am |
| Snack | 9:50 – 10:05 am |
| Inside play | 10:05 – 11:00 am |
| Outside | 11:00 – 11:50 am |
| Big Circle (dismissal from outside gate) | 11:50 – 12:00 pm |

Schedule for Ms. Marilyn & Mrs. Miller

M through F

| | |
|---|------------------|
| Arrival, hand washing and go Outside | 9:00 – 9:50 am |
| Toileting and hand washing | 9:50 – 9:55 am |
| Story Room activities | 10:00 – 10:40 am |
| Toileting & hand washing | 10:40 – 10:45 am |
| Snack | 10:45 – 11:00 am |
| Inside play | 11:00 – 11:45 am |
| Finish clean-up – Dismiss to Patio Room | 11:45 – 11:50 am |
| Patio Room for dismissal | 11:50 – 12:00 pm |

Extended Care Schedule

| | |
|---|---------------------|
| Younger Group has lunch/Older Group outside | 12:00 pm – 12:30 pm |
| Older Group has lunch/Younger Group outside | 12:30 pm – 1:00 pm |
| Dismissal for children who leave at 1:00 pm | 12:55 pm – 1:00 pm |
| All children outside | 1:00 pm – 1:10 pm |
| Clean-up | 1:10 pm – 1:15 pm |
| Toileting and hand washing | 1:15 pm – 1:20 pm |
| Rest time | 1:20 pm – 1:50 pm |
| Group time until dismissal (exercise, movement, story or singing) | 1:50 pm – 2:00 pm |

PARENT COPY TO KEEP

UNIVERSITY CITY UNITED CHURCH PRESCHOOL CONTRACT

Please read, sign and date this agreement.

I hereby agree to comply with the rules and regulations of UCUC Preschool regarding fees, attendance, health, discipline policies and other items specified in the Parent Handbook.

(NOTE: Handbook will be distributed to parents at the Orientation Meeting.)

1. I understand and agree to notify the school in writing one month in advance in the event of withdrawal or pay the difference.
2. I agree to pay the late fee if my child is not picked up within 5 minutes of dismissal time. (The late fee is \$5 for each 5 minutes or portion thereof for each child).
3. I agree to pay the bank fee and \$15 penalty to the school for any returned check.
4. I agree to pay my child's tuition by the 1st of the month or pay an additional \$20 late fee if my payment is not received by the 5th of the month.

May tuition payment is refundable only if UCUC Preschool is given written notice of intended withdrawal at least 30 days before the withdrawal date, and that the withdrawal is before MARCH 1, 2010.

I hereby grant permission for my child to use all of the play equipment and participate in all the activities of the school. I understand that accidents may occur even with proper supervision.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for short neighborhood walks. I understand that a separate permission slip must be completed for my child to go on any other field trips.

I hereby grant permission for the Director or responsible staff member to take whatever steps deemed necessary to obtain emergency medical care. I understand I will be responsible for any expenses incurred for such care. These steps may include, but are not limited to, the following:

- Attempt to contact a parent or guardian
- Attempt to contact the child's physician
- Attempt to contact a person on the emergency information form
- Call a physician or paramedic
- Have the child taken to an emergency hospital in the company of a staff member

The school will not be responsible for anything that may happen as a result of false or insufficient information given by the parent or guardian.

Signature – Parent or Legal Guardian

Date

License # 372000610
Accreditation # 279435

