

Presbyterian Early Learning Center

Where Love and Learning Go Hand in Hand

2011-2012

Mother's Day Out Handbook: School Policies & Procedures

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License #'s 430709698 & 430709699

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INTRODUCTION

The Presbyterian Early Learning Center (PELC) offers Part-time Preschool and Full-time Preschool, Pre-Kindergarten, and a Mother's Day Out Program. Since 1961, the Center has been an outreach program of the Sunnyvale Presbyterian Church as a response to the community's need for quality child care. The policies and procedures of this handbook are in effect for the 2011-2012 school year and 2012 summer program.

Mother's Day Out (MDO) serves children who are 5 months through 3 years old. MDO provides a caring and hands-on environment that encourages first-time socialization and nurtures natural curiosity. The program offers a loving, home-like environment staffed by teachers trained in early childhood education.

Philosophy: The PELC believes in the development of the whole child, which includes physical, social, intellectual, and emotional growth. In a warm and loving environment, children are encouraged to reach their fullest potential in all areas of life.

- We nurture each child's development in the natural way children learn through play
- We believe each child is a gift; a special and unique individual
- We focus on the development of self-esteem, awareness of others and of the natural world, in a blend of education and Christian spirit

Mission Statement: The Presbyterian Early Learning Center is committed to providing a nurturing, creative, and stimulating environment for children. Our experienced faculty is dedicated to creating a safe and engaging place to learn with an emphasis on love, respect, and peace.

LICENSE

The PELC Mother's Day Out Program is licensed by the State of California, Department of Social Services. The licensing agency has the right to inspect the facility at any time. The agency also has authority to interview clients, including children or staff, and to inspect and audit the client or facility records without prior notice. The licensing agency monitors our sign-in and sign-out records.

HOURS OF OPERATION

The Mother's Day Out Program is available Monday through Friday from 9:15 a.m. to 2:15 p.m. excluding holidays, starting in late August and running through mid-June, with a separate 6 week summer program. Holidays are announced at the beginning of the school year. Children spend 5 hours one or more days each week in age-specific classrooms (infant/toddler age, preschool age.)

ADMISSIONS POLICY

MDO serves children who are 5 months through 3 years of age. Children accepted into the program must be able to adjust to a group environment and be able to relate to adults and other children. If, for any reason, the child is unable to adjust to the new environment, he or she will be re-evaluated by the teachers and a recommendation will be made by the Director for a more appropriate child care placement or program dismissal.

Failure by parents to comply with MDO policies and procedures may result in dismissal from program.

REGISTRATION

Registration takes place in winter for the following school year. Currently enrolled children and their siblings will be given the first opportunity to register. The program will then be open to the children of the community on a first-come, first-served basis. A non-refundable registration fee is due at time of enrollment.

Once the classes are full we keep a waiting list of families who want to enter the program. When an opening becomes available, paperwork and a non-refundable registration fee plus tuition deposit must be submitted before your child begins at MDO.

FINANCIAL POLICY

Fees are paid monthly, on the first MDO day of each month. Payments received after the 15th of the month will be assessed a \$25.00 late fee. PELC does not provide refunds for absences. Tuition is based on a yearly (August through June) rate divided into 10 equal monthly payments which begin in September. Therefore, the rate remains the same every month, regardless of the number of MDO days in each month. There is a non-refundable registration fee and a non-refundable tuition deposit due at the time of registration. The tuition deposit may be applied only to the June 2012 tuition. Thirty days notice will be given prior to any rate change.

Unless prior arrangements are made with the Director, PELC reserves the right to drop any family whose payment is two weeks overdue. Reinstatement will involve payment of all overdue fees and remaining on the wait list until an opening becomes available.

To withdraw from the program you must give written notice one month in advance. You are required to pay tuition during that month.

INFANT NEEDS AND SERVICES PLAN

The Infant Needs and Services Plan gives us important information about how to care for your child, and will be given to you shortly before the program begins. PELC's licensing agency requires MDO to keep an updated Infant Needs & Services Plan on file for each child in the Infant Room. This plan must be completed before your child begins MDO. We will ask you to update this information every 3 months.

HEALTH

Each child is required to have on file a Physician's Report completed and signed by the child's physician. All immunizations, as required by the State of California Department of Health Services, must be met and indicated on the report. All children are to be screened for TB risk factors and tested if your doctor determines that risk factors are present. Any exceptions must be documented by the doctor.

Children with severe allergies will wear a nametag with the allergies written on them. The adult who brings the child to school must make sure that this nametag stating the child's allergies is on the child's back. Masking tape or a regular nametag may be used. This also serves as assurance that in an emergency or disaster situation your child will be identified as having allergies. **Whenever there is a substitute teacher please remind her that your child has an allergy.**

Upon arrival, a health check will be given. The parent must remain until the check is completed and the child is accepted. This daily health inspection is required by state law. The child will be sent home with

the parent if there are any signs of illness. **Please let us know upon arrival if your child has had a recent fever, illness, bump, or injury (such as one requiring stitches), has a diaper rash, or is taking special medication.**

If your child is not feeling well, is running a fever, has diarrhea or has a green runny nose he/she must be kept at home. Your child must be kept home for 24 hours after a fever, diarrhea, or until vomiting has stopped and the child shows no other symptoms of illness. A child who shows symptoms of illness at MDO will be isolated and the parents will be called to take him/her home. If we call you to pick up your child, you are expected to arrive within 30 minutes. After 30 minutes the late fee policy applies.

Do not bring your child to school when he or she has any contagious illness. A child cannot be at school if he/she has:

- A fever of 100 degrees or more within the past 24 hours
- Any rash unless your doctor has written a note saying your child may attend school
- Diarrhea – 2 times within one hour- within the past 24 hours
- Vomiting within the past 24 hours
- A green runny nose
- Lice or nits

If your child has contracted a communicable disease: i.e. strep infections, chicken pox, diarrhea, pink eye, or a rash illness **notify the PELC office immediately 408-245-2253**. We are required to tell other parents if their child has been exposed to this type of disease so they may be alert for symptoms in their own children. Remember that sending a sick child to school exposes others to possible infection and if your child is ill he is more susceptible to other germs to which he may be exposed.

Medication, including over-the-counter ointment and lotion, can be administered to the child by the teacher only if a permission slip is filled out by the parent and on file. Prescription medications must be in the original container with the child's name, dosage indicated, and the reason for the medication.

All minor injuries will be recorded in the classroom "Ouch Report" book, which can be found on the counter along with the clipboard used for signing in/out. A notation will be made in the comment column of the sign-out sheet indicating that your child got a bump or bruise that day. You will need to initial the corner of the page of the "Ouch Report" book when you take your copy of the report home.

All information about your child will be kept confidential with one exception. State law requires us to report all suspected child abuse. Failure on our part to make such a report is a felony. Suspected child abuse includes any repeated or marked incidence of marks found on a child without probable or accidental explanation. Each child's file is located in the PELC office and is always available to the child's parents or legal guardian.

INJURY

In case of injury we will make every attempt to contact a parent. If we cannot reach you, we will call your emergency contact person(s) or your child's physician, if necessary. Until the arrival of the parent, physician, or ambulance, the Director or a teacher will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense. MDO will maintain a parent's signed consent form agreeing to this provision.

ABSENCES

When you need to be absent on your day, it is your option to either leave your spot vacant or find a substitute. The substitute must be registered in your classroom on a different day, or registered as an MDO substitute. At the beginning of each school year you may sign up to be a part of the MDO Substitute List on Yahoo, which is used as a bulletin board to advertise spots available or spots desired.

SUBSTITUTE FEES

Infant/Toddler Room	\$52 per child, per day
Preschool Room	\$50 per child, per day

You may not charge or pay any amount other than the published substitute fee. All checks for substituting are to be made payable to the parent of the child for whom you are subbing, and are due no later than the substitution day. It is the responsibility of parents to collect substitute fees. A sub payment box will be located in each classroom. Whenever PELC staff arranges subs for MDO spots, the sub fee goes directly to PELC.

SIGN IN AND SIGN OUT

Parents are required to sign in upon arrival and sign out at the time of pick-up. When signing in or out each parent is required to sign **his/her full name, the child's full name, and time** in the spaces provided. This is a monitored requirement of our licensing agency. Parents will be assessed a \$15.00 fee if they fail to follow school policy for sign in and sign out.

Each parent will also need to write where he/she can be reached on the sign-in sheet so we are able to contact you at any time during your child's stay.

Always be certain that a staff member is aware of your child's arrival and departure. Your child will be released only to those people listed on your emergency form- anyone else must have written permission signed by you on file in the PELC office. Anyone other than parents must be prepared to show a photo ID card.

MDO ends at 2:15 p.m. You must be in the room by 2:15 p.m. Parents with two children should arrive by 2:00 p.m. so that both children will be signed out by 2:15 p.m. **Parents who arrive late will be charged \$1.00 for every minute after the 2:15 p.m. pick-up time. Late fees may be paid by check (made out to PELC) or by cash.**

MDO reserves the right to drop any member who is late to pick up their child more than three times per year, regardless of late fees paid. Reinstatement will involve payment of all overdue fees and remaining on the waiting list until an opening becomes available.

FOOD

PELC provides a daily snack. Children must bring their lunch from home in a lunchbox or bag clearly labeled with their name. Use plastic containers only- no glass! Remember to label the lids also.

CLOTHING AND SUPPLIES

We recommend that children wear washable clothes and sensible shoes. Include shoes for children in the infant room (who are walking) for outside play. Open-toe sandals are not allowed. All shoes must

have a strap or a back on them. A complete change of labeled clothes must be brought each day for each child at MDO.

A blanket and any security item your child may want at naptime should be included in your backpack or diaper bag. Pack plenty of diapers or training pants. All children should bring a sheet and their own blanket for comfort and/or napping. Label all belongings with your child's name.

EARTHQUAKE

In the event of an earthquake or other disaster, children will be cared for by their teachers who are trained in emergency and first aid procedures. PELC is equipped with enough food and water to last 3 days. If it becomes necessary to move to a safer location, we will post a sign to show you the location. The two pre-defined off-site locations are (1) Resurrection School next door to us on Hollenbeck Ave. and (2) Fremont High School, on the corner of Fremont Ave. and Sunnyvale-Saratoga Road.

Be sure your family has a plan of action that includes the person who will pick up your child. Your child can be released only to those people listed on your emergency form and only when they can show a photo ID card.

Please avoid telephoning us in the event of an earthquake, as phone lines need to be kept open.

SAFETY

Parents picking up children throughout the day need to be aware of security issues. We must keep all children at PELC safe and secure. Parents must be sure their child has been given into the care of a PELC teacher or staff member before leaving the school. All gates must be closed and latched when entering or leaving.

No unsupervised children are allowed on any PELC playground. Please do not allow your child and/or siblings to play on any playground after picking up your child from school. This creates a distraction and a potential safety hazard for the other classes on the playground. If you wish to visit with other parents and children, please go to the Trinity Court area where children can play safely. While on the church's campus, children must be supervised by a parent or responsible adult.

The church's policy prohibits the use of bikes, skateboards, scooters, Heelys or any recreational vehicle with wheels on the church's campus. Please have your children walk their bikes, skateboards, scooters, and remove the wheels from their Heelys when they are on campus.

The church has requested that children playing in the open area of the church campus be respectful of the property. Plants, bushes, trees and flowers are to be admired, but **NOT** touched. The one exception is the climbing tree on the corner of Trinity Court next to the 900 building.

Dogs on campus must be on a leash and with their owner at all times.

SEPARATION POLICY

The first days of MDO will be an adjustment for your child. Infants and toddlers who are experiencing separation anxiety find it hard to leave their parent. However, our MDO faculty is well trained and experienced in dealing with issues of separation and anxiety. If your child has an ongoing problem

separating, we recommend you discuss an appropriate action plan with your child's teacher. Crying is the most typical way for children to express the stress of separation, and children are never discouraged from crying at MDO. The teacher will show your child that she understands and will offer support.

Make sure you leave a phone number where you can be reached on the sign-in sheet. If your child is still inconsolable after a period of time, we may suggest you pick up early to help with this transition. Your child will soon realize that you are coming back and will be able to relax and play.

COMMUNICATIONS

MDO encourages parents to observe the program and talk to the teachers. A monthly newsletter is our primary method of written communication. The newsletter will be emailed to the address on your registration form. Please notify the office if your email address changes. A paper copy is available in the office if you are unable to receive an emailed copy. If you have any questions or comments about the program, please do not hesitate to make an appointment with the teacher or Director.

PARKING

Each person who comes to PELC is required to park in a designated parking space. We are not allowed to park in the mortuary parking lot or in marked handicapped spaces without the proper handicapped identification. Parents who fail to comply with this policy jeopardize their student's ongoing enrollment.

BIRTHDAYS

We like to observe birthdays at snack time. Parents are welcome to bring celebration refreshments if they wish. Please advise us of your plans in advance, so we can plan accordingly.

HOLIDAYS GIFTS AND TEACHER APPRECIATION

If you choose to give a holiday gift, instead of giving gifts to individual teachers we recommend you give gifts to the classroom in honor of the teacher. Items such as books, puzzles, games, puppets or manipulatives are examples of great gifts and are well-appreciated by the class. This gift then becomes a lasting memory and a reminder of your child, your family and the honored teacher.

TOYS

Except for toys that are needed to help ease the child's transition into MDO, we ask that you leave your child's toys at home or in the car. If an item is brought to MDO, we cannot be responsible for its return.

DONATIONS

PELC will gratefully accept donations (toys, books, strollers, etc.) if the school has a need. Donations must be in good condition. Please contact the PELC Office prior to drop-off.

The Presbyterian Early Learning Center is an outreach ministry of the Sunnyvale Presbyterian Church, and is administered by the PELC Advisory Board. Any questions, concerns, or input can be sent to the Executive Director or any member of the Advisory Board. Check with the PELC office for contact information.

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Mother's Day Out Handbook Signature Page

I, _____, agree to abide by
all the policies and procedures stated in the 2011-2012 PELC Mother's Day
Out Handbook: School Policies and Procedures.

Print Child's Name

Print Child's Class

Parent's Signature

Date

I authorize my child's picture to be used for marketing opportunities in any
media including the PELC's web site www.pelc.us with the understanding
that my child's name not be used.

_____ YES _____ NO

Parent's Signature

Date