



PRESCHOOL @
THE CENTER

HANDBOOK



PRESCHOOL @ THE CENTER PHILOSOPHY

We believe that children learn through play - we offer the participants in our programs a wide variety of hands-on educational and recreational experiences. Our programs provide a well-balanced curriculum that allow children time to participate in structured and unstructured activities.

At Preschool @ The Center, we provide a safe and secure learning environment while fostering social, emotional, cognitive, physical and creative development. We hope to instill a lifelong love of learning in each child while helping prepare them for Kindergarten and beyond.



PRESCHOOL @ THE CENTER

POLICIES & PROCEDURES

Arrival and Departure

In order to enforce a safe experience for your child, please follow these guidelines for the drop-off and pick-up of your child:

- Parents must walk children into the classroom. Do not leave children without notifying a teacher.
- The door may remain closed or locked prior to the start time of class. Please allow your teacher time to fully prepare for the day, and enter when they are ready.
- Parents must sign in children when arriving, and sign out when leaving. The safety of your child is our primary concern.
- Teachers must be notified if someone else is picking up your child. Anyone picking up your child must be listed on the Release Authorization Form.
- When signing in your child, always check for notes and reminders from the teacher next to the sign in sheets.

Health/Sick Children

Please keep sick children at home. Children too sick to participate in the full program, including outside play, need to be kept at home. Please let the illness run its course and do not bring your child back until 24 hours after the last sign of the illness (fever, vomiting, colored discharge from the nose etc..) When in doubt, keep them at home.

Marin County Health and Human Services Department does recommend both children and parents should stay home when sick: "A person can spread the illness as long as 1 day before, through 7 days after symptoms start. We recommend that a child with the flu does not return to school until they have not had a fever for 24 hours without the use of medication that treats fever, such as Tylenol or Motrin. If a person is in contact with a person sick with the flu, it usually takes 1 to 4 days for symptoms to start."

If your child arrives ill or becomes ill or injured while at the program, parents/guardians will be notified. If the parent/guardian cannot pick up the child, an emergency designee will be notified. In either case the child needs to be picked up immediately. **COVID-19 Symptoms:** Please notify the Program Supervisor if COVID-19 symptoms occur.

Communicable Diseases / Lice

If your child is exposed to lice or any communicable disease (such as measles, chicken pox, etc.), please notify the class instructor immediately so the incubation dates can be verified and the health of all children concerned may be protected.

Potty Training

All children participating in Preschool @ The Center must be completely potty trained by the first day of class. *No exceptions!*

Your child must be able to fully attend to his/her bathroom needs. Pull-ups are considered diapers and are not allowed. Children with pants that are wet/soiled by a bowel movement on a regular basis are not considered as fully potty-trained. Staff will confer with parents regarding the child's readiness for the program, should this become an issue.

My First Preschool students may wear pull-ups to class.

Bathroom Time

Children learn personal hygiene and independence skills when making a trip to the bathroom at preschool. Our staff reinforce the importance of hand washing, and children learn to care for their own needs.

Staff are required to escort children to the bathroom. If needed, staff will verbally coach (no physical help will be given) the children through the toileting process. Children will also be assisted with snaps and zippers, if needed. Staff will make sure that all children wash and dry their hands, then children will be escorted back to class.

Accidents do happen. Children with wet/soiled pants will be escorted to the bathroom, their wet/soiled clothes placed in a plastic bag, and given dry clothing. A parent will be called to return to school to clean their child if staff is unsuccessful in the coaching process or the child becomes upset.

Clothing

Your child should dress in casual, comfortable play clothing. Your child will be participating in many hands-on activities, so please dress them in appropriate clothing that is OK to get dirty. Children must wear close-toed shoes.

Please label all of your child's belongings, including backpacks, lunch boxes, water bottles, coats, sweaters etc. Mill Valley Recreation is not responsible for lost or damaged clothing.

Snack Time

Parents are required to pack a snack and water for their child to bring to school each day. Please pack a healthy snack and a full water bottle for your child. Children will be given around 30 minutes to eat their snack during the scheduled Snack Time.

Snack time is an activity that children participate in together as a classroom community. At the table, teachers and children practice their manners and appropriate table conversation. Children also practice their independence skills by cleaning up after themselves.

Occasional sweets will be served on special occasions and if it relates to the curriculum theme as part of a cooking project. Parents will be notified if a snack is not needed for a specific day. Please notify your teacher if your child has any food allergies or needs. If your child has a food allergy or restriction, we will do our best to find an appropriate substitute.

Holiday Party/Special Classroom Events Treats

Throughout the year, we will offer special event/holiday snacks for the students while keeping in mind the overall nutritional value. The teachers will plan to have healthy holiday/event treats which will include fresh fruit, juice low in sugar, along with other healthy snack alternatives. Parents will be notified before any extra holiday treats are given to your child.

Birthdays

Birthdays are special days for every child, and parents have the choice of celebrating their child's birthday with their classmates. These celebrations validate the uniqueness of each child and contribute to the development of a strong self-image. Every child is invited to celebrate their birthday at school, whether or not it is on their actual birthday. Parents are asked to pick a date so your teacher can put your child's name on the calendar. We will only celebrate one child's birthday per day, as this keeps it "special" to your child. When your child comes to school on the day you designated for their celebration, he/she will receive a birthday crown that they will be able to take home and the class will sing Happy Birthday to your child.

Birthday party celebration options:

1. Bring 1 or 2 treats, preferably healthy, or low in sugar to share with all the students. Examples include fruit, mini-cupcakes low in sugar, string cheese, cheese crackers, small cookies etc.
2. Donate a book to the class. Your child may bring a book wrapped, and then he/she will unwrap it at circle time. The teacher will acknowledge the gift given by your child and share the book with the whole class.

Toys and Sharing

Please leave personal items and toys at home, unless your teacher has asked your child to bring in an item to share with the class.

Some Preschool @ The Center classes all use a Sharing Bag throughout the school year. Not only will your child feel important and special when selected to bring the Sharing Bag home, it will also help facilitate verbal expression and personal responsibility.

Discipline

At Preschool @ The Center, we put your child's safety as a top priority. We will use positive reinforcement to help your child flourish in the school setting. Teachers may implement individual systems within their own classrooms to encourage your child to behave safely within the classroom.

Children will be given multiple warnings throughout the day, and as part of the learning process, may be given time-outs depending on the situation. Parents will be notified of any behavior that is deemed overly disruptive to the classroom, or if time-outs are given.

Aggressive, physical, or impolite speech (potty-talk) is not permitted. We understand that many factors contribute to how a child behaves throughout the day. We will work with parents to help your child grow into and practice school-appropriate behavior.

In the case of multiple or severe incidents, parents may be called in to discuss your child's behavior, and further action may be taken, including suspension or removal from the program.

Refunds

- Refunds will be issued for full program cancellations.
- Refunds will not be issued for classes missed due to illness or cohort closure.
- Withdrawal from Preschool @ The Center requires a 30-day notice before the last day of attendance, which may include a final payment for the program (payments are processed on the 5th of each month).
- There will be no refund for deposits and there may be a \$20 withdrawal fee as per our waiver.

