

Dear Parent(s),

Welcome to "Circle of Friends" Preschool. Our objective is to provide a happy, safe and enriched learning environment for your child. With caring adults, quality children's literature, age appropriate activities and joyful celebrations, your child can be happy going about the business or just being a child. He/she will be able to enjoy playing, learning and growing all within the comforts of a safe loving atmosphere.

Our curriculum is theme based, developmentally appropriate and child centered. Experienced teachers prepare a creative environment for children to learn through active exploration and interaction with quality materials.

We help and guide each child by providing a large variety of stimulation, open ended activities. We offer sand and water play, art, cooking, blocks, dramatic play, music, games, science and a structured circle time. These activities help children gain confidence, social skills, self-esteem, problem solving skills and the ability to make choices. These are the skills that are the foundation for their future academic success. Each child learns differently whether it be by audio, tactile, sensory motor or observation. A balance of all of these methods are used to help each child reach their full potential.

Please know you are welcome to visit and join us at anytime. We're looking forward to a rewarding relationship with you and your child. Good communication makes this possible, so please, don't hesitate to let us know of any problems or suggestions that you have.

Thank You,  
Stacey Botkin (Owner/Director)

Experienced Mother, Teacher and Director  
CPR and First Aid Certified  
AA in Early Childhood Education

## CIRCLE OF FRIENDS

### OUR PROGRAM

\* Our program is divided into 3 groups:

Children 2.5 to 3.5 years old (**Green Group**)

The toddlers are cared for in an environment that is warm and stimulating. Physical affection and cuddling is extremely important at this stage of development. The activities are lightly structured introduction to preschool. This is when children first learn how special and unique they are.

Children 3.5 to 4.5 years old (**Blue Group**)

The Preschoolers in this group participate in curriculum areas such as art, music and movement, science, small group activities & language development. This is the time when children will begin to develop social skills such as sharing and cooperation. Circle activities are lightly structured in the classroom with the children setting the tone for the day.

Children 4.5 to 5.5 years old (**Red Group**)

The pre-kindergartner in this program will begin to develop the skills and attention span they will need to be successful in kindergarten. Children discover that learning is fun. Curriculum areas include language, science, drama, math and pre-writing skills. Children develop at their own pace so our curriculum is flexible to ensure that every child is successful.

### TRANSITION TO THE NEXT LEVEL

As your child becomes ready to transition into the next age group your child's teacher will talk with you to get your input on the final decision. At this time, you will be given an opportunity to discuss what is expected at the next level. Your child will have a chance visit the next classroom prior to the day the move takes place. You can also meet with Your child's new teacher prior to the move. Chances are in our cozy environment you and your child will already know the next teachers long before they move up.

The following items will be taken into account when placing your child \* Age, developmental readiness, space available and parent & staff agreement

## CIRCLE OF FRIENDS

### ENROLLMENT CRITERIA

- \* Children 2 years-Kindergarten will be considered.
- \* All forms must be completed prior to the child's first day of attendance. All forms must be kept up to date. (Check list of forms is at the back of the handbook)
- \* The state of California mandates that no child can be admitted into any child care facility without proof of immunizations.
- \* We require a non-refundable annual enrollment fee of \$175 (additional sibling \$150)
- \* A one month notice of termination or schedule reduction is **required**.

Enrollment will be filled from currently enrolled children first, siblings of currently enrolled, second and our waiting list, third. Based upon the date the enrollment package is received, space available and the ability of the center to match its needs with the needs of the parent and child.

The enrollment process involves both an interview with the Director and parent to discuss the needs of the child and to determine if this is the best program for their child. The Director will also meet with the child before acceptance. This will allow the Director to properly assess the correct placement for the child. The child will also meet with his/her teachers prior to the first day of attendance.

### TUITION

Half Days	Full Days
4 days=\$876	4 days=\$1375
3 days=\$660	3 days=\$1050

Extra days will be charged at \$50 per half and \$80 per full day Adding a pm will be an additional \$60 After Kindercare is \$30 MTTh and \$47 for Wed

- \* All tuition is required in advance on a monthly basis on or before the 5<sup>th</sup> of each month.
- \* Tuition is paid whether child will be present or not.
- \* Payment may be made by check, cash or Venmo.
- \* There will be a \$35 charge for returned checks and delinquent tuition

## Circle of Friends

### HOURS

- \* We are open Monday-Thursday, 7:30am-5:15pm. We reserve the right to adjust the opening time if insufficient attendance doesn't warrant staff expenses.
- \* We close PROMPTLY at 5:15pm. A LATE FEE OF \$1.00 per MINUTE WILL COMMENCE AT THAT TIME.
- \* You must sign your child in and out each day and place your child with his/her teacher. Only those on your emergency card will be allowed to pick your child up. Please let us know if someone will be picking up your child other than their parents. If we have not met that person, we will ask for a PHOTO ID.
- \* If someone else will be picking your child up please leave a signed note.
- \* We will not release a child without a car seat or booster.
- \* The center does keep loaner booster seats on hand. Please return them the next day.

### FOOD

- \* Two snacks are provided at no extra charge. Please make sure your child has had breakfast before coming to school. It's hard to get started on an empty stomach.
- \* Lunches are brought from home. Please don't send candy, gum, soda or fast food. Lunches need to be fully prepared at home. Meals requiring cutting, peeling or other preparation aren't practical in a group setting. We can reheat leftover as long as they are fully prepared in a microwavable container.
- \* We love birthdays and are happy to celebrate them with your child. If you want, you may provide a special treat for snack time. Please let us know what you've planned. They will receive a birthday crown and get to pick a gift from our birthday box : )
- \* Please inform us of any FOOD ALLERGIES your child has.
- \* The snack menu will be posted in the sign-in area.

### FOOD SUGGESTIONS FOR LUNCH

- \* Sandwiches (on bagel, bread or muffin or in a tortilla or pita) Egg, tuna or chicken salad, PB&J, lunch meats, cheese, peanut butter and raisins on celery.

## CIRCLE OF FRIENDS

(Food Suggestions Cont.)

- \* Vegetables: Cut cucumbers or bell peppers, baby carrots, cherry tomatoes all can served with a side of ranch dressing in a small container. Peanut butter and raisins on celery is good too.
- \* Treats: (Think small) Cookie, rice crispy treat, brownie, pudding etc
- \* Children love warm dishes too. Small microwaveable containers with leftover soup, Soup, pasta, stew, mac & cheese, beans, rice or any left overs, we'll be glad to heat.
- \* More ideas: Yogurt, pickles, granola bars, fruit bars, pretzels, string cheese, chips.

## CLOTHING

- \* PLEASE! Dress children for FUN!!
- \* SHOES ARE A MUST! Non-skid shoes are the best (Tennis shoes are ideal)  
In warm weather water socks and close toed sandals are best. (THONGS ARE NOT ALLOWED)
- \* Each child will have his/her own labeled cubby. Please keep the following in it.
  - \* One full change of clothing. Several if your child is newly potty trained.
  - \* A blanket if your child has a special one for nap–If not we will provide one.
  - \* A jacket or sweater on cool days and bathing suit & sunscreen on warm days.
  - \* Please label all clothing with permanent ink.

## DISCIPLINE

- \* CORPORAL PUNISHMENT is prohibited by law and by this PRESCHOOL
- \* Unacceptable behavior will be handled in the following manner:
- \* Child will be redirected into another activity.
- \* We will use natural and logical consequences when appropriate.
- \* A time-out of 1 min. per chronological year of age will be used if needed.

## CIRCLE OF FRIENDS

(Discipline Cont)

- \* Child will be redirected into another activity.
  - \* We will use natural and logical consequences when appropriate.
  - \* A time-out of 1 min. per chronological year of age will be used if needed.
  - \* Child and teacher will discuss behavior and solutions.
  - \* Chronic problems will be brought to the parents attention.
- \* Most behavior problems can be worked through. We will certainly make every effort with you and your child on persistent problems. However, in the event of a long standing problem that we feel unable to cope with, or if your child displays threatening or hurtful behavior, we will give you two weeks notice to find other care.

## TERMINATION POLICY

- \* Circle of Friends will terminate child care for lack of payment, frequent late pick-ups, abusive treatment of staff, ignoring the health policy, dangerous and disruptive behavior by the child that requires one on one intervention and if the center is unable to meet and formulate a plan of action with the family. If this is unsuccessful, the center will have the option to terminate enrollment. A refund of any unused portion of tuition minus any other fees incurred will be granted.

## MISCELLANEOUS

- \* PARKING
- \* CIRCLE OF FRIENDS is required to maintain a use permit from the City of Scotts Valley. This permit requires that parents do not park in front of the center along Navarra Dr. It also requires families to enter and exit from the appropriately marked driveways. The city has requested families to keep traffic on Navarra Drive flowing smoothly. To do this, please keep your car on the school's grounds until the road is clear to proceed.

**DRIVE SLOWLY AND SAFELY**

### \* CHILD PROTECTIVE SERVICES

- \* We are required by law to report, any symptoms of child abuse to CPS. By law you do not need to be informed first.

## CIRCLE OF FRIENDS

### (CPS Cont)

- \* All information, records and private family matters will remain confidential unless they step outside mandatory reporting responsibilities. Anything that endangers the physical, emotional or mental health of your child will be brought to the attention of CPS.

### \* NAP

- \* All full day children are required to take a rest period each day. Those children who do not sleep will be given books to read.

### \* TOYS

- \* Please limit the toys your child brings from home to small stuffed animals or dolls for nap time or theme related books for circle time. Experience has shown that toys often get lost, broken or create sharing problems.

### \* FIELD TRIPS

- \* Only Pre K children will be included in field trips. Field trips will be either by private car or COF van. There will be at least a 1:4 adult to child ration on these trips. There will be a minimal fee for both transportation and admission (If there is a fee). We will give plenty of notice so you have time to schedule time off work if you'd like to join us. This is a great way to use out community resources to enhance our curriculum and let the children discover hands on the wonderful Things that are outside our center walls.

### \* ENRICHMENT OPTIONS

- \* Circle of Friends offers various enrichment opportunities such tumbling and sports classes for your child. If interested, please see the Director to sign up for the class of your choice. These classes are optional and are paid separately.

### \* PARENT CONFERENCES

- \* Parent/Teacher conferences are scheduled for longer discussions when needed. Often time and attention doesn't allow for lengthy discussions during class time.

## **CIRCLE OF FRIENDS**

### **\* PARENT EDUCATION AND INFORMATION**

The center recognizes the importance of providing support and education to parents. We do this in the following ways:

- \* Info regarding local workshops will be posted.
- \* Parent resource lending library
- \* Well trained and supportive staff
- \* Open and constant communication
- \* Annual Parent Mtg or conferences as needed

### **SAFETY AND EMERGENCY PREPAREDNESS**

\* Circle of Friends is equipped with smoke alarms, fire extinguishers and fire sprinklers. Our staff is trained to respond to an emergency situation. We have monthly safety drills. Every staff member knows where to find emergency shut-off valves. We maintain a stock of emergency supplies that include food, water, radio, flashlight, medical supplies and blankets. All staff is trained in CPR and first aid. In the event of serious emergency the children will be evacuated to the Granite Creek Church located behind the center. If any child requires medical treatment and we are unable to reach you or anyone on your emergency card, we will call 9-1-1 to transport your child. Each child is required to send an emergency kit. This should include clothing and a family picture. This photo should be covered in plastic to protect it while in storage. A small toy and non perishable snack are also nice comforts.

\* Teachers fill out accident reports for incidents or injury that require more than a hug and a band-aid. First Aid is limited to soap, water, ice, bandages, antiseptic and lots of hugs.



## CIRCLE OF FRIENDS

### HOLIDAYS AND SICK DAYS

- \* No rate adjustment , make-ups days or credits will be made for absences or holidays
- \* Circle of Friends will be closed for the following holidays:

Labor Day	Thanksgiving and the day before
Veteran's Day	Winter Break (TBA)
MLK Jr Day	Presidents Day
Spring Break Week	Memorial Day
Independence Day	Teacher-In Service (second M & T of Aug)

### ILLNESS AND MEDICATION

- \*You must notify us if your child will be absent due to absence or if he/she has been exposed to a contagious illness.
- \* If your child is not well enough to participate in the normal schedule (including outside activities) they should not be in attendance.
- \*Please keep in mind that if everyone follows these policies illness will be kept to a minimum. We will do our part by doing a health check on each child as they arrive. If the teacher feels the child is ill he/she will ask you to make other arrangements for care.
- \*Medication will only be administered when a medication release form has been filled out. This is for prescription and non prescription medication. The form must be dated and signed with the maximum 2 week time period indicated. Your child's teacher or the director will administer the medicine. When picking your child up please ask a staff member to get your medication for you. Medication that requires refrigeration often gets forgotten. Medicine that does not require refrigeration will be in the office out of reach of the children. (We assume no responsibility for failure to provide or adverse reactions of such medications)
- \*All medication must be in the original clearly labeled container. Non-prescription medication will require a doctor's note before we will administer to your child.
- \*Parents must assume responsibility for monitoring good health. You must provide back-up care for when your child when he/she is ill. If your child is showing any of the following symptoms he/she has to remain at home. Children must remain at home until 24hrs symptom free

## CIRCLE OF FRIENDS

### SYMPTOMS

**Fever:** 99.5 f or above has had fever within last 24hrs. May return when fever free for 48 hrs.

**Cold:** Has runny nose (clear, white, yellow, green discharge) and this condition is less than two days old. Shows other signs of on coming cold (glassy or watery eyes, listlessness)

**Cough:** Has a wet wheezy cough which through the mucus could spread viral or bacterial infection. Unless child has had cough for more than 2 days, is other wise feeling well and has been treated (if necessary) for 48 hours or more. May return when cough is dry and/or not related to illness.

**Vomiting:** Recurring upset stomach, vomiting, fever. May return when there has been not vomiting for 24hrs.

**Skin:** Presence of unidentified rash or impetigo, draining poison oak, cold sores or fever blisters. Also chicken pox or any childhood illness that cause rash. May return when rash is gone.

**Throat:** Evidence or complaint of sore throat, discomfort when swallowing. May return with the absence of symptoms or Dr. note.

**Eyes:** Green or white discharge, swollen, itchy, red eyes are symptoms of conjunctivitis (Pink eye). Will not be admitted with discharge even if on medication. May return after 24 hours of treatment and no discharge from eyes. Examination by Dr. is recommended.

**Diarrhea:** Recurring loose stools. May return with the recovery of normal bowel movements.

**Lice:** Intense scratching of scalp, mites or eggs in hair. Treatment with pyronate shampoo or prescribed treatment. My return with the removal of ALL eggs.