

Parent Handbook

and Incidental Medical Services

Plan of Operation

Updated for: August 13, 2018 – July 26, 2019

Learning Pathways Preschool and Kindergarten



Cambrian Park campus
4115 Jacksol Dr. Buildings 3 & 5
San Jose, CA 95124
Ph# 408-559-7284 (PATH)
FAX# 408-559-7285

Willow Glen campus (preschool only)
831 Malone Rd.
San Jose, CA 95125
Ph# 408-264-7284 (PATH)
FAX# 408-264-7285

Call/Text any time, Mr. Todd's cell phone# 408-655-5205

Mailing address: P.O. Box 7193, San Jose, CA 95150

Email addresses: missdiane@learningpw.com

contactus@learningpw.com

accounting@learningpw.com

Website: www.learningpw.com

Facebook page: www.facebook.com/learningpathways

Table of Contents

Welcome!	4
Mission Statement	4
Vision Statement	4
Hours of Operation	4
Ages of Children Accepted	4
New Environment Jitters/Separation Anxiety	5
Strategies for a Smooth Transition	5-6
Room and Teachers Assignment Policies	7
Daily Arrival and Pick up Routines	8
Tuition Rates/Extra Fees	9
Programs and Rates	9
Annual Fees	9
Tuition Policies/Program Changes	10-12
Sibling Discount	10
Late/NSF Payments	10
Refunds	10
Proration of Tuition/Fees	11
Early Drop-off or Late Pick-up	11
Hourly/Daily Rates	11
Program Changes	11
Transferring Between Schools	11
Withdrawal Policies	12
Summer Withdrawal	12
Enrollment Policies/Extracurricular Classes.....	13
Required Forms for Attendance	13
Toilet Training Requirement	13
Priority Enrollment	13
Open Enrollment	13
Future Enrollment of Siblings	14
Extracurricular Classes	14
Celebrations, Field Trips, Etc.	15
School Website and Facebook Page	16
Sharing Day	16
Dressing for School	16
Yearbooks	16
Food Service Policies	17
Food Allergies	17
Nut Allergies	17
Food Service Provisions	17
Illness Policies	18
When a Child May Not Attend School	18-19
Medication Administration Policies	20
Conditions for Medication Administration	20
Sunscreen Application	20
Injuries, Naps, and Assessments	21
Child Injuries and Accident Reports	21
Nap Time	21
Assessments and Conferences	21
Discipline Policies and Enrollment Termination	22
Important Additional Notes	23
Average Daily Schedule	24
Important Dates	25

Welcome to Learning Pathways Preschool and Kindergarten!

We share your interest and enthusiasm in every step your child makes in developmental foundation skills that will strengthen school readiness. Children of preschool age demonstrate increased mastery of language and the ability to think symbolically and logically. They are becoming more personally and socially competent and they show curiosity and understanding of the world around them. The physical development of preschool and kindergarten-aged children enables them to move confidently through space, manage finer, more complex tasks and be more responsible to care for personal needs. As your child's teachers, we will enhance these skills by providing a rich environment with a variety of experiences within a wide range of skill levels. Our goal is to integrate play and learning so that each child in our care has a meaningful preschool and kindergarten experience tailored to meet his/her learning style, abilities and predispositions.

As a parent of a child at Learning Pathways, you will be:

- Welcomed in the classroom and school at any time. We ask that Kindergarten parents make an appointment.
- Treated with courtesy and respect.
- Informed about your child's progress.
- Informed about school events and activities.

Mission Statement

Through intentional teaching, we provide meaningful experiences for your children that will prepare them for kindergarten, first grade and later accomplishments in life.

Vision Statement

We create an extraordinary classroom for children to learn about themselves and the world around them.

Hours of Operation

6:30 a.m. to 6:00 p.m.

Ages of Children accepted for Enrollment

Students are accepted from 2 years, 6 months through kindergarten age.

New Environment Jitters / Separation Anxiety

Starting preschool is a big step for a child, and parents can play an essential role in preparing their little one for this new experience.

Here are some simple strategies to ensure a smooth transition:

- ✓ Act out the process of “going to school”. Explain the classroom routine and materials he/she will use. Tell your child she/he will have a cubby to store personal items. Discuss the playground, the teachers, classmates and friendships.
- ✓ Read books about going to preschool.
- ✓ Develop consistent early wake up and going to bed times.
- ✓ Provide your child with something new to start school with. Suggestions are a backpack, new shoes or clothing, or a lunchbox.
- ✓ Take family photos and tell your child to pick one to bring to school with him/her for the first few days of school.
- ✓ Your child may bring his or her favorite stuffed animal to sleep with during nap time if they wish.
- ✓ Visit the local library at story time to get some practice sitting with a group of children and listening attentively.
- ✓ Plan overnight stays with grandparents or other relatives and friends to help your child get used to spending time away from you and to sleeping in a different room with a different type of bed.
- ✓ Introduce routines and consistency. Some important ones are eating at the table, and washing hands before eating.
- ✓ Develop self-help skills such as dressing self, feeding self, putting on shoes and socks and wiping own nose.
- ✓ Encourage your child to be a part of household chores. Allow him/her to be responsible for putting away toys, tidying up their room and taking care of possessions.
- ✓ On the drive to school, let your little one know how the day will proceed so that he/she knows what to expect.
- ✓ Through many years of experience, we have learned that a child adjusts more quickly to the classroom environment when parents leave and allow him/her to adjust without the parent’s influence.

-Strategies continued-

- ✓ When you drop your child off, calmly assure her/him that you will return at the end of the day. Keep your goodbyes short and sweet. Do not linger, as that will only make the separation more difficult for both you and your child. When parents stay for long periods of time, or day after day, transitioning takes longer, and the child's expectation is that mom or dad will be there all the time.
- ✓ Never try to sneak out the door when your child is engaged. Explain to him/her that you will be leaving, and that school is a special place for children and you will be there as soon as the school day is done. Once your child adjusts to the new school setting, goodbyes will be much easier.
- ✓ If you are feeling anxious or sentimental about your child starting school, try not to display these emotions to your child. If your child senses these emotions from you, they will become distraught as well.
- ✓ We understand that it often takes time for young children to transition into a classroom setting. Be prepared for a few tears, but stay positive so that your child does not pick up on any anxious feelings that you may have about leaving her/him.
- ✓ Give your child every opportunity to expand their vocabulary. Help them get better at expressing themselves, asking questions and telling you about their needs.
- ✓ Provide your child with non-toy items at home to enhance imagination—a box, paper towel/toilet tissue rolls, craft sticks, nuts and bolts, seashells, colored scarves, etc.
- ✓ Take advantage of teachable moments. When you are feeling frustrated, excited, tired, etc. talk to your child about your feelings and what caused you to feel that way. Talk about the clouds in the sky, the color of the flowers, the ants on the ground, changes in the weather, the ingredients you need to make chocolate chip cookies. This not only develops verbal and communication skills; it also enhances reasoning and logical thinking skills.

Room and Teacher Assignment Policies

During the last week of July, you will receive your child's room and teacher assignment for the following school year through the U.S. Mail.

Due to overwhelming demand, Learning Pathways Preschool and Kindergarten consistently begins each school year at our full licensed capacity. Because we are fortunate to begin our year at full enrollment, we can consider all areas of development in assigning each of our students to classrooms. These areas are wide ranging, which include:

- chronological age
- small and gross motor skills
- social and emotional development
- cognitive skills
- communication ability
- focusing skills.

Each class is separated into three (3) "small groups", considering once again **all** areas of development. Small group lessons are conducted twice daily for 15-30 minutes (depending on age level), five days per week.

Through regular assessments and observations, your child may be moved within their classroom, as well as to other classrooms, to assure the highest level of success and confidence.

Unlike Public schools, we teach to each child's individual abilities. The philosophy at Learning Pathways is that children should maintain a strong sense of self-confidence and self-esteem as they progress. If a child is moved ahead too quickly, the result is usually an unhappy, insecure, frustrated child that does not wish to attend school due to a developmental or ability level that does not match that of his or her classmates.

Please understand that we **will not** place your child into a classroom or small group that we feel is above or below their ability. In addition, a child **will not** be placed according to parents' preference or into a room that their child's "friends" are assigned to, as this is not a part of the criteria that we base room assignments.

As the days go by, it is our hope that you will obtain a level of respect and trust regarding the decisions and changes we make at our schools. They are always made in the best interest of your child.

Daily Arrival and Pick-up Routines

This is a school. We are not a daycare.

We begin our school day at 8AM. The absolute latest a child should arrive at school is 8:45AM; Kindergarten starts no later than 8:30AM. Please try to be prompt.

The early morning social interaction with classmates and teachers contributes to the development of your child's social/emotional skill development, and is considered an important part of their school day.

When a child arrives late and school activities have already begun, not only will your child be missing out on valuable classroom lessons that you pay for, it is also disruptive to the classroom environment. It is difficult and awkward for the late-arriving child to transition into the ongoing activities.

Parents are required by the Department of Social Services and the Community Care Licensing Division of the State of California to sign their child both in and out of Learning Pathways Preschool and Kindergarten.

At Learning Pathways, we use a Facial Recognition program known as "Smile Me In", in conjunction with a Personal Identification Number (PIN) for each parent/caregiver that uses the signing in and out process. Each parent/caregiver chooses their PIN which, in conjunction with "Smile Me In", is used as a safe and secure means of signing your child in and out of our school. Computer tablets are available in the main office and several classrooms in which you or the caregiver will enter their PIN when the child first arrives and again when the child leaves. Our Facial Recognition cameras will record several images of you or the child's caregiver. As the Facial Recognition program becomes certain of your image, the PIN will no longer be needed. The program confirms the caregiver's identity, and notes date and time. If the program recognizes the person, and the PIN is correct, the child is officially signed in or out by said person. Staff will not be allowed access to parents' PINs and they must be kept confidential. Your child must always be accompanied by an adult upon entering and leaving the school or a classroom.

Note: Unless you have made previous arrangements, **please do not "hang around"** with your child **after your agreed pick up time**. Our staff's hours are set according to the attendance ratio that we expect every day. If you remain on campus with your child longer than your **agreed contract hours**, our employees must remain as well.

Tuition Rates / Extra Fees

PRESCHOOL PROGRAMS AND TUITION RATES

- Full Day x5 w/extended care* (5 days per week)...\$1,409 per month
- Full Day x5 (5 days per week, 8am-5pm)\$1,294 per month
- Full Day x4 (4 days per week, 8am-5pm)\$1,229 per month
- Full Day x3 (3 days per week, 8am-5pm)\$1,169 per month
- Half Day x5 (5 days per week, 8am-12pm)\$1,114 per month
- Half Day x4 (4 days per week, 8am-12pm)\$1,069 per month
- Half Day x3 (3 days per week, 8am-12pm)\$1,029 per month

KINDERGARTEN PROGRAMS AND TUITION RATES

- Full Day w/extended care*\$1,409 per month
- Full Day (8am-5pm)\$1,294 per month
- Regular School Day (8am-3:30pm)\$1,264 per month

*Extended Care is defined as arrival before 8am and/or departure after 5pm. Extended Care can be added to any program for a nominal fee.

Kindergarten programs are only offered as 5-day programs.

Annual Fees

For the 2018-2019 school year, there will be an annual curriculum fee of \$350 and an annual PFC (Pathways to Fitness and Coordination) fee of \$300. These fees will be reflected on your first statement. For students starting November 1 or after, these fees will be pro-rated.

Tuition Policies / Program Changes

Tuition is due on the first day of each month. Tuition may be paid by check, cash, credit card, electronic transfer, or through our preferred method of payment, “Tuition Express”. Information regarding “Tuition Express” is provided to all our clients. For students starting mid-month, tuition is due on the first day of attendance.

Learning Pathways is considered a year-round school. We will consider your child enrolled through the end of July unless the proper Withdrawal form is submitted at least 30 days prior to your child’s last day.

Sibling Discount

Siblings of **currently enrolled** students will receive a 5% discount off tuition.

Late Payments / NSF Payments

A \$50.00 late fee will be added to your account if tuition fees are not paid by the 10th of the month. If the 10th of the month lies on a weekend or holiday, tuition must be paid no later than the next business day. If tuition has still not been paid by the 15th of the month, your account will be frozen, and your child will be withdrawn from Learning Pathways, unless previous arrangements **in writing** have been made with Mr. Todd.

If a check is returned due to insufficient funds, a \$25 fee will be applied to your account.

Refunds

Tuition payments are non-refundable except in cases when enrollment is terminated by Learning Pathways. In cases of enrollment termination, clients will receive a prorated refund for previously paid tuition and fees.

There are no tuition refunds for mid-month withdrawals. If you withdraw your child mid-month, you are expected to pay the tuition for the entire month.

-Tuition / Program Changes continued-

Proration of Tuition/Fees

We do not pro-rate tuition or extra fees for partial months except in the case of a new student enrolling after the school year starts, or in cases of enrollment termination. For mid-month starts, your child's first month's tuition will be adjusted according to their start date. August is the only month in which tuition is automatically prorated. If you withdraw your child mid-month, you are expected to pay the tuition for the entire month.

Early Drop-off and/or Late Pick-up

If you need to bring your child in earlier than your contracted hours, or are going to be picking up your child later than your contracted hours, please call the school as soon as you are aware that this will occur. An early arrival or late pick-up fee of **\$1.00 per minute** will be applied to your statement.

Hourly and Daily Rates

If given at least 24 hours' notice, your child may attend over your contracted hours at the rate of \$22 per hour, or \$17 per half hour. For those enrolled in a 3 or 4 day per week program, you can elect to be charged our minimum daily rate if you require an extra day. In these cases, our minimum daily rates are as follows: \$120 per day for the Full-Day with Extended Care program. \$110 per day for Full-Day. \$65 per half-day.

Program changes

If you wish to change your child's program status, we request at least a one (1) week notice. Please fill out the correct request form and place it in our "Completed Forms" basket. You are allowed up to two (2) program changes per school year (through the end of July). Each program change must be in effect for a minimum of one month.

Transferring Between Our Schools

You are allowed one (1) transfer per school year from the school your child is currently enrolled to another of our schools, for whatever reason you may have.

A Withdraw/Transfer Request form must be submitted at least 30 days prior to your requested transfer date. Your child will continue to be enrolled at his/her current campus, and he/she will also be placed on the wait list for the school you wish to transfer to. Being a current client gives you priority status and you will be notified when a spot opens for your child.

Withdrawal Policies

Withdrawing Your Child from Learning Pathways

If you wish to withdraw your child from Learning Pathways, we require that you give a **minimum one-month notice**. A **“Notice of Withdrawal” form must be completed, signed and submitted to officially withdraw.**

We do not permit a “Temporary Withdrawal” from Learning Pathways, except for June-July (see below).

If you need to withdraw your child from the school, but would like to return during the same school year, you must complete, sign, and submit, **at least 30 days prior**, a **“Notice of Withdrawal” form and check the line at the bottom that says “...you would like to return this school year.”** Your spot will then be offered to another child from our wait list, and your child will be placed near the top of our wait list. When you are ready to return, please notify us in writing, and your child will receive the next available spot for his/her age group.

Summer Withdrawal

You may withdraw your child for June-July and not lose your child’s spot for the beginning of the next school year in August.

Because Learning Pathways is a year-round school, we will consider your child enrolled through the end of July, unless you complete, sign, and submit the proper withdrawal form.

If you do NOT wish to have your child enrolled during the months of June and July, but you plan on returning in August, you may withdraw and still be guaranteed that a spot will be reserved for the beginning of the next school year. If you choose this option, your child’s spot will be given to an “early start” student from our wait list for the duration of the summer months. A **“Summer Withdrawal” form must be completed, signed, and submitted at least 30 days before you wish to withdraw.**

Note: For those parents who wish to keep their child enrolled for the first week of June, your child may attend during the first 8 days of June at our minimum daily rate of \$120 per day for the Full-Day with Extended Care program, or \$110 per day for Full-Day Programs, or \$65 per half-day. **This daily option is available ONLY from June 1 until June 8, and not available at any other time of the year. If your child attends after the 8th calendar day of June, you will be expected to pay for the entire month of June.**

Enrollment Policies / Extracurricular Classes

Required Forms for Attendance

For us to comply with California State Licensing requirements, all children enrolled in Learning Pathways must have the following forms on file with us:

- Signed Application
- Signed Parent Admission Agreement
- Identification and Emergency Information –
Note: Your child will not be released to anyone who is not authorized by you to pick him/her up. Anyone bringing your child to school or picking up your child must be at least 18 years of age.
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History
- Physician's Report
- Immunization Record
- Notification of Parent's Rights
- Personal Rights
- Signed Enrollment Contract (required by Learning Pathways)

Toilet Training Requirement

Your child needs to be toilet trained before attending Learning Pathways. **Please remember that toilet training also consists of understanding proper wiping technique.** We do not allow diapers or "pull-ups".

Priority Enrollment begins for our currently enrolled students AND their siblings on **February 1**. Existing clients will be asked to complete, sign, and submit a "Letter of Intent" form, along with a non-refundable \$500 advance tuition payment, **no later than February 28**. Your \$500 advance tuition payment will be applied toward your August statement.

Open Enrollment begins for new applicants on **March 1, 2018**. Applicants from our wait list will be considered first, with priority given to "Full-Day x5" program applicants. For new clients, an "Enrollment Contract" and a non-refundable \$500 advance tuition payment must be submitted no later than two (2) weeks after the offer of acceptance. The \$500 advance tuition payment will be applied toward your August statement, unless otherwise agreed.

-Enrollment Policies / Extracurricular continued-

Future Enrollment of Siblings

If you plan to enroll your child's younger siblings at a future date, we strongly recommend you submit a completed Enrollment Application for each of your younger children as soon as possible. Our youngest classrooms have an extensive wait list, and an Enrollment Application on file will better insure that your children will have a spot when they are ready to start school. As a current client, you receive top enrollment priority, but we do ask that Enrollment Applications be submitted at least one year in advance of the desired start date.

Applications can be submitted in person or online through our website. Currents clients are not required to pay the \$40 application fee. If you apply on line, please disregard the automated email instructing you to pay the application fee.

Extracurricular Classes

We offer the following extra-curricular programs at an extra cost:

- A children's **Cooking Class**, taught by a professional chef, for \$65 per 4-week session.
- A children's **Yoga Class**, taught by a certified yoga instructor, for \$55 per 4-week session.
- Children's **Dance lessons** are offered by a qualified, local dance instructor. Tap and Ballet lessons are provided within the confines of our school at the cost of \$70 per month.

Enrollment forms and Withdrawal forms for these classes can be found in our Main Office.

Celebrations, Field Trips, Etc.

Celebrations

During the school year we will celebrate holidays, accomplishments and special events. Dates will be posted in a timely manner and parents will be invited to participate.

Birthday celebrations will be held during the afternoon snack time. If you choose to bring a birthday treat to share with the children, we ask that store-bought food be provided.

Treat suggestions: yogurt popsicles, strawberries and whip cream, fruit kabobs, small cookies, small cupcakes.

Due to possible nut allergies, we ask parents to bring only nut free/store bought food for birthday celebrations or school activities.

We do want to recognize children's birthdays, but we ask that the celebrations be limited to a treat and the birthday song. Please do not arrange to have piñatas, clowns, balloon animal makers, character impersonators, etc. for your child at our school.

Field Trips

All field trips are thoroughly and carefully planned. Field trips are planned to enrich and reinforce the curriculum. We may visit the local library, post office, a pumpkin patch, Emma Prusch Farm Park, and/or Happy Hollow Park & Zoo. For your child to participate in a field trip, a signed permission slip from you is required. To ensure the safety of every child participating in the field trip, we require that a parent or guardian accompany each child. Extended family members and siblings are welcome on all field trips.

Transportation arrangements will be made for field trips far enough ahead so that parents and caregivers can be notified about the arrangements, about possible needed supervision, as well as any other important details. Transportation safety guidelines will be followed as required by California State Community Care Licensing.

Schools are closed during and after all field trips.

-Etc. continued-

School Website and Facebook Page

School activities and events are photographed and published regularly on our website and Facebook page. If you do NOT wish to have your child's image shown on either, please check the appropriate box on your Parent Agreement.

Sharing Day

On every Friday, unless otherwise noted, we will have sharing day throughout the school. This activity enhances language and social interaction. Items or experiences related to classroom activities or themes, items from the natural environment, and family photos are ideal for this activity. **On days other than sharing days, we ask that children please leave their toys at home.**

Dressing for School

At Learning Pathways, children will be involved in many kinds of fun and exciting activities, which will sometimes be messy. Your child's clothing may become splattered with paint, glue, or other art mediums. Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Open toe shoes or sandals are not recommended since children will be involved in activities that may be physically active such as running or climbing.

Please provide at least two (2) extra sets of clothing, including shoes, to be kept at school.

Write your child's name on **EVERYTHING** he or she wears or brings to school. Unidentified clothing and toys are donated to local charities in December and August.

Yearbooks

Our annual yearbook is printed and distributed around the end of June. The price of the yearbook is \$45 for pre-orders and can be ordered as early as March 1. Without a pre-order, the price of the yearbook increases to \$55. Order slips will be distributed to all parents.

If you do not want your child's image shown in our yearbook, please inform Mr. Todd before the end of May.

Food Service Policies

Food Allergies

Clearly specify any food allergies your child has.

Peanut/Nut Policy

Due to the increasing number of children who have life threatening allergies to peanuts, we will not serve any food containing peanuts. Children with nut allergies may be asked to eat at a separate table during lunch time.

Food Service Provisions

Breakfast, morning and afternoon snack are provided at no extra charge. Breakfast will be served until 8:25 a.m. No exceptions will be made.

For the Full-Day program students enrolled at our **Cambrian Park campus**, we offer prepared hot or cold lunches for \$5.00. These lunches are ordered from, prepared, and delivered by the Cambrian School District main kitchen. Teachers will serve them to your child. Order slips, menus, and ordering instructions can be found in the Main Office. Lunch orders for the next day should be placed no later than 6PM on the day before.

For the Full-Day program students enrolled at our **Willow Glen campus**, we offer prepared hot or cold lunches for \$5.50. These lunches are ordered from, and prepared by several of our local Willow Glen eateries. Our staff will personally pick up the lunches and serve them to your child. Order slips, menus, and ordering instructions can be found in the Main Office. Lunch orders for the next day should be placed no later than 6PM on the day before.

Parents that opt to bring their child a lunch from home should put the food in containers that your child can open by him/herself.

We will not microwave your child's food. If you would like to bring food that stays hot, please heat it at home before coming to school and then put it into a wide mouthed thermos. The food will be the proper temperature by lunch.

To eliminate garbage please try to put food items in containers that can be reused.

Illness Policies

Learning Pathways reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the school day. Any child who seems unable to participate in school activities due to poor health will be sent home. For the health and well-being of the children in our care, and our staff, we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We will take into consideration your physician's recommendations, but it is up to our discretion when your child may return to school.

If a child becomes ill at school, or head lice/eggs have been observed, a staff member will contact the parent immediately. If a parent cannot be reached, the adult listed on the emergency card will be contacted. If the teacher is unable to contact anyone listed on the emergency card, the child will be cared for away from other children until the parents are contacted and the child is picked up from the school.

When a child may not attend school

- **Fever:** You will be contacted if your child's temperature is 100.0 or higher. You will be requested to take your child home and keep him/her home for the next 24 hours for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours **without the use of fever reducing medication**. The same policy applies if your child develops a fever at home.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. If your child does not have "pink eye", they will need an evaluation and diagnosis from their doctor in writing of exactly what it is before they can return to school.

If the diagnosis is "bacterial" conjunctivitis, children must have received at least 24 hours of treatment. If the diagnosis is "viral" conjunctivitis, your child may return if there is no discharge.

-Illness Policies continued-

- **Thick White, Green or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If they do not have an infection, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious. The Department of Health and most doctors believe once a child is on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation), children must be free from diarrhea for 24 hours with at least one (1) regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will be sent home again.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation), children must be symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If they do not require any treatment, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.
- **Common Cold Policy:** Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Medication Administration Policies

Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or serious problems where it is deemed necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible.

Medications will not be administered at the center unless accompanied by a doctor's authorization, with written approval and instructions from a child's parent/guardian. The proper form, as required by California Community Care Licensing, must also be completed and submitted.

Each child's medication is kept in an individual locked medical bag. As medicine reaches its expiration date, it will be returned to the parent.

If medication is to be administered at school, all the following conditions must be met:

- A signed request from a licensed physician/dentist specifying the condition for which the medication is to be given, the name, dosage, route, side effect and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
- Specific instructions are necessary.
- A signed request from the parent/guardian must be on file at school.
- Medication must be in your child's original, labeled pharmacy container written in English.
- All liquid medication must be accompanied by an appropriate measuring device.
- A separate form is required for each medication.

Sunscreen application

Center staff will not apply sunscreen. Please apply prior to arrival if so desired.

Injuries, Naps, and Assessments

Child Injuries and Accident Reports

If your child is hurt at school, a teacher will administer minor first aid. An accident report will be completed, and you will receive a copy when you pick up the child. If possible, the teacher(s) aware of the incident will discuss the incident with you when you arrive to pick up your child.

If your child needs further medical assistance and/or has an injury to the head, a teacher will contact you immediately to inform you of the incident and/or recommend that your child be seen by a physician.

In cases of emergency, where critical medical assistance is needed, your child will be transported to a medical facility by ambulance, accompanied by a teacher. You will be notified immediately if such an incident occurs.

If there are any changes to contact information while your child is attending, please remember to update your child's Emergency Card.

Nap Time

In accordance with California State licensing requirements, all **preschool** children will be given the opportunity to nap or rest without distraction or disturbances from other activities in the classroom. Children will not be forced to sleep but will be encouraged to lie down and rest on a cot. We supply a cot and a sheet for each child. Please provide a blanket for your child. We ask that the blanket be small enough for your child to carry and learn to fold by him/herself. To ensure that your child has clean bedding, it is necessary that the blanket is taken home every Friday to be washed.

Pillows are not encouraged due to health concerns.

Assessments and Conferences

There are three (3) assessments per year. The first assessment is done during the first week of attendance to inform the teachers of where to begin with your child. The second assessment will demonstrate your child's progress and will target strengths, along with concepts we still need to work on. The results from the second assessment will be provided to you through email. If you have questions or concerns at that time, you are welcome to schedule a meeting with your child's small group teacher.

The third assessment takes place in mid to late May, and you will be invited to participate in a Parent/Teacher conference to review your child's progress and classroom experience. We devote the entire day for this conference. This day is considered a **Student Non-attendance** day.

Discipline Policies and Enrollment Termination

Please be aware that children at this young age are learning to navigate their social skills. Conflicts will arise between them on occasion and one of our goals is to help them resolve these problems so that eventually they will be able to use their own logic and reasoning to problem-solve independently.

One of our goals is that children become independent, confident and develop self-regulation. Our curriculum includes strategies that help children develop self-esteem and build self-control. We do not believe that time-outs are effective. Instead we are pro-active, discussing problems and solutions before they occur. The staff will not use physical, verbal, or emotional abuse as a form of discipline. We will use positive reinforcement when discipline matters occur.

If your child is exhibiting challenging behavior, we will request that you come in to discuss our concerns and develop a plan of action. In exceptional cases, in which we feel that our program does not meet the needs of your child, his/her enrollment will be terminated. A 2-week time frame will be given at this time to support you and your child during the transition.

We believe that all children should be treated fairly, respectfully, and be provided a safe, secure, caring and nurturing environment. If your child's behavior consistently causes an unsafe environment in our classroom, actions will be implemented in the following order:

1. You will be contacted and/or spoken to in person.
2. Written concerns will be addressed, and a plan of action will be developed during a scheduled meeting with teachers and parents.
3. Your child will be required to have one (1) day of non-attendance.
4. Your child's enrollment is terminated.
5. You will be mailed a prorated refund for previously paid tuition and fees.

IMPORTANT ADDITIONAL NOTES

If you or your authorized representative fails to sign your child in and out every day that they are in attendance, you will be charged a penalty of \$10 for each infraction.

From the moment you sign out your child from our school, you are responsible for his/her safety and actions. Please be aware of where your child is during this time.

Children will only be released to authorized adults who have been identified on the Child Emergency Card and who are at least 18 years of age.

Please maintain current names, addresses, and telephone numbers of all individuals authorized to drop off and pick up your child.

If your child will be absent for any reason, please call or email the school to report your child's absence whenever your child will not attend on his/her scheduled days.

“Important Dates” are noted at the end of this Parent Handbook. Please post these dates in a conspicuous location at your home. We strongly recommend you plan for school closures and special events.

Average Learning Pathways Preschool daily schedule

Schedules are posted in each classroom. They are considered flexible and may change in accordance with the needs and interests of the children.

- 6:30-8:00 Arrival and Greeting of Extended Care Children, Health Check, All Centers Open, Planning and Preparation Time, Facility Inspection, Activity on one table.
- 8:00-8:30 Arrival and Greeting of all other children, Health Check, All Centers Open, Bathroom, Wash Hands, Breakfast (Breakfast ends at 8:25)
- 8:30-8:45 Greeting Circle—Good Morning Song, Calendar, Song, Finger-play, Chants or Poems, Word of the Day
- 8:45-9:15 Small Group (Focus on Kindergarten Readiness Skills)
- 9:15-9:45 Group Meeting—Discuss the activities of the day, Present Theme Activities, Music and Movement
- 9:45-10:00 Art/Craft Activity
- 10:00-11:00 Morning Snack, Bathroom Time, Wash Hands, Outside Time
- 11:00-11:15 Large Group
- 11:15-12:00 Free Choice Time
- 12:00-12:30 Lunch
- 12:30-12:45 Bathroom, Wash Hands
- 12:45-2:30 Nap Time
- 2:30-3:00 Put Away Cots, Bathroom, Wash Hands, Story Time, Sharing on Fridays
- 3:00-4:00 Afternoon Snack, Outside Time
- 4:00-4:30 Free Choice Time, Art/Craft Activities
- 4:30-5:00 Clean Up, Music, Story Time, Review Day's Activities
- 5:00-6:00 Quiet Activities or Outside Time

For the kindergarten schedule, please speak with your child's teacher or check the schedule posted in your child's classroom.

Important Dates for 2018

- August 13: Parents Only** Parent Orientation for parents/guardians from both campuses. The Orientation will take place in building #7 located at our Cambrian Park campus. 4PM-6PM. Please be prompt.
- August 14:** Willow Glen Campus First Day of School
- August 15:** Cambrian Park Campus First Day of School
- September 3:** Labor Day – Schools Closed
- October date TBD** – Pumpkin patch field trip for both schools
- October 29:** Willow Glen Campus Halloween Parade & Party, 4PM
- October 30:** Cambrian Park Campus Halloween Parade & Party, 4PM
- October 31:** Halloween Pajama/Popcorn/Movie Day. Haunted House!
- November 12:** Veterans Day recognition – Schools are closed
- November 21:** Half Day, Schools close at 1PM
- November 22-23:** Thanksgiving Holiday – Schools are closed
- December 19:** Willow Glen Campus Family Holiday Party 4:30PM-6PM
- December 20:** Pajama/Popcorn/Movie Day!
- December 21:** Willow Glen Campus Half Day, School closes by 1PM
- December 21:** Cambrian Park Campus Family Holiday Party, 11:30AM-1PM, School closes by 1PM.
- December 24 - January 4:** Winter Break – Schools are closed

Important Dates for 2019

- January 21:** Martin Luther King, Jr. Day – Schools are closed
- February 1-28:** Priority Enrollment for existing clients & siblings
- February 18:** President's Day – Schools are closed
- March 1:** Open enrollment begins
- April 8-12:** Spring Break – Schools are closed
- May 17:** Willow Glen Campus - Parent/Teacher Conferences,
In-Service Non-attendance day
- May 24:** Cambrian Park Campus – Parent/Teacher Conferences,
In-Service Non-attendance day
- May 27:** Memorial Day – Schools are closed
- May 30:** Willow Glen Campus Preschool Recognition Ceremonies, 11AM
- May 30:** Cambrian Park Kinder Graduation, 4PM
- May 31:** Cambrian Park Campus Preschool Recognition Ceremonies
(Butterfly & Dragonfly at 11AM, Hummingbird & Sun at 4PM)
- June 7:** Happy Hollow Field Trip – Schools are closed
- July 4-5:** Independence Day recognition – Schools are closed
- July 26:** Last Day of School Year

We look forward to creating a purposeful experience with you and your child.

Diane Becker (Miss Diane)
Owner/Director/Founder

Todd Becker (Mr. Todd)
Owner/Bookkeeper



State of California Dept. of Social Services Facility Number (Cambrian Park Preschool): **434414568**

California Department of Education CDS Code (Kindergarten): **43 69385 6146724**

Learning Pathways Preschool and Kindergarten – www.LearningPW.com - 408-559-PATH (7284)

Incidental Medical Services

Plan of Operation as of March 2018

Intermittent health care shall be provided by the following staff of Learning Pathways Preschool and Kindergarten including but not limited to:

- Director
- Assistant Director
- Qualified Teachers

All staff including the above shall be instructed on Inhaled medications and Epi-Pens at scheduled First Aid & CPR recertification (bi-annually). Therefore, there shall always be trained staff on campus. Training of Nebulizers and EpiPens will also be performed by the parent of the child in need of this type of treatment.

At this time, Learning Pathways will not administer Glucose monitoring, Glucagon, G-tube feeding or ileostomy bags.

Parents/guardians assume the responsibility of administering any necessary medications their child may require and informing the teaching staff what they have been given prior to drop-off. Parents will be asked to consult their physician or health care provider for prescriptions with 12-hour dosages. We further expect that the first dose of any new medication given at home be observed at home so that side effects (i.e. drowsiness, diarrhea etc.) can be identified and communicated to us prior to care. We discourage use of “over-the-counter” medications that only treat symptoms of illness, when a day or two of rest at home might be what is needed most.

The only exception is: Nebulizer/Inhaled Medication or Epi-Pens. Learning Pathways Preschool and Kindergarten is choosing to administer Nebulizer/Inhaled Medications and Epi- Pens upon request and approval. The administrative staff is to be notified that a student is in need of an incidental medication and the following steps are to be taken prior to medication being approved and administered:

Nebulizer & Inhaled Medication

- LIC 9166 form is to be filled out by the parent or guardian
- Written instructions from the child's physician
- Written instructions and consent from the parent or guardian to administer inhaled medication

Epi-Pens

- LIC 9221 form is to be filled out by the parent or guardian
- Written instructions from the child's physician
- Written instructions and consent from the parent or guardian to administer inhaled medication

Once these items have been turned into our Main Office and approved, only then will Learning Pathways Preschool and Kindergarten be able to administer any incidental medication. The parent or guardian will be notified of any emergency use pertaining to this incidental medication. The parent or guardian will receive a copy of their child's medication log upon request.

All medicines and medical equipment shall be kept in our first aid cabinets and inaccessible to children. Notebooks with authorizations and medicine logs shall be kept there, as well as the log in and out form.

All staff has been instructed in **Universal precautions** and shall be followed in the administration of intermittent healthcare and first aid.

Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and proper disposal of gloves, and proper disposal of used instruments in approved containers.

Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.

Upon any evacuation, the Director will be responsible for taking medication from the first aid cabinets and keeping it safe and away from children until evacuation is lifted and able to return the medicine to the first aid cabinet.

Upon completion of medication or expiration of prescription, the director will return medication to parent and logged out.

Administering Inhaled Medication

1. The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
2. The licensee or staff person complies with specific written instructions from the child's physician to which all the following shall apply

3. The instructions shall contain all the following information:
 - Specific indications for administering the medication pursuant to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered pursuant to the physician's prescription.
 - Action to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - Instructions for proper storage of the medication.
 - The telephone number and address of the child's physician.
4. The instructions shall be updated as often as needed or at time of new prescription.
5. The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.

Nebulizers

1. The Licensee or staff person has been provided with Nebulizer consent form (lic9166) written authorization from the child's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the child's parent or legal guardian.
2. The licensee or staff person complies with specific written instructions from the child's parent to which all the following shall apply:
 - a. The instructions shall contain all the following information:

- Specific indications or schedule for administering the medication pursuant to the physician's prescription.
- Duration of treatment.
- Potential side effects and expected response.

Parents must supply Nebulizer, tubing, mouthpieces and all required equipment for use in treatment. Parents will be responsible for updating or replacing any equipment needed.

The following applies to use of Nebulizers:

- Dose-form and amount to be administered pursuant to the physician's prescription.
- Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- Instructions for proper storage of the medication.
- The telephone number and address of the child's physician.
- Instructions on how to clean and store machine.
- The licensee or staff person will clean mouth pieces and cups after each use with mild warm soapy water unless parents instruct differently, in which parent will have to supply any special cleaning solutions.
- The instructions shall be updated as often as needed or at time of new prescription.
- The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen

- Use in accordance with the direction and as prescribed by a physician.
- Keep ready for use at all times EpiPens are kept in Medicine Closet in a first aid kit that is out of reach of children, but accessible to adult staff.
- Protect from exposure to light and extreme heat.
- Note the expiration date on the unit and replace the unit prior to that date.
- Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
- Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

- Call CCLD to communicate the incident.
- File a Lic 624 to report incident and keep in child's file.

Carrying out the Medical Orders of a Child's Physician/Medication

Parent/Authorized Representative Written Permission

The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.

Physician's Medical Orders

The licensee has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician. The medical orders will include:

1. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
2. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
3. Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
4. If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication,

whether the child should rest and when the child may return to normal activities.

5. Compliance The licensee will be responsible to ensure the following:
 - a. The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
 - b. The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered graduate or trained nurse.
 - c. At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
 - d. The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
 - e. The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Facility Record Keeping and Notification

1. Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
2. The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
3. Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
4. Maintain, in the child's file, a copy of written medical orders of the physician.

Prescription Medications Policy

It is understood that, in centers where the licensee chooses to handle medications, the licensee is required to obtain written approval and instructions from a child's parent/authorized representative prior to administering any physician-prescribed medication to a child. In addition to obtaining written approval and instructions from the child's parent/authorized representative to administer medication; prescription medication shall be administered in accordance with the label directions as prescribed by the child's physician.