

# Storybook Schoolhouse

## Admissions Agreement

Revised: March 27, 2014



### **Philosophy and Goals**

Our philosophy is to provide a loving, enriching and educational environment for the nurturing and development of each child. Each child has the right to develop and progress at his or her own pace. We believe in fostering each child's unique creative abilities. All of our activities are designed to promote each child's emotional, cognitive, educational and physical environment. We have year round academic classes. The children are divided into age groups and progress at his or her own rate. We also encourage their imagination through means of dramatic play and make believe.

### **Admissions Policy**

Before admitting to *Storybook Schoolhouse*, a private interview between the Director and prospective clients must take place. At this time all criteria is discussed. Parents must complete all necessary forms (application, financial, medical, emergency etc.) and have all applicable immunizations cleared (DPT and TB skin test) prior to the child's admission. There is a registration fee due at the time you pick up an enrollment packet.

### **Nondiscrimination**

No child shall be denied admission because of race, color, ethnic or religious background. All children attending the facility will be treated equally.

### **Rights of Licensing Department**

The licensing department of the State of California has the right to inspect the facility at any time during the hours of operation.

### **Clients Rights**

Parents have the right to come and visit the facility at any time during the hours of operation.

### **Fee Schedule**

Please call the school for current rates.

## Operational Policy

Proper and efficient operation of the center depends on the cooperation of all parents in adhering to contracted school hours. Parents are asked to comply with their contract schedules.

1. School hours are from 6:00 am to 6:00 pm, Monday through Friday. No extensions beyond the normal hours will be permitted. *Storybook Schoolhouse* is closed weekends and all major holidays and a week in December. A schedule of holidays is provided every January. Contracted childcare hours cannot be credited and used later. No refunds are given. If your child will be absent for all or any portion of a day, please notify the staff by 10:00 am.
2. Sign-in and Sign-out. Parents must sign their children in and out every day. Parents are requested to sign a full signature. Children are not allowed to sign themselves in or out. Children may not be left at the facility until greeted by a staff member. The health of the child will be observed at this time. **Your child is not considered to be in our care until he/she has been signed in. Also, when your child is signed out he/she is in your care and you are responsible for them. Do not allow your children to be outside without supervision. The parking lot is a dangerous place for children.**
3. Late Pickups are subject to a fine of \$1.00 per minute after 6:00 pm. (baby room 5:30 pm.).
4. Payments. All payments must be made in advance, and preferably on the 1<sup>st</sup> or 15<sup>th</sup> of every month. If payment is not made within 5 days of the agreed upon date, a late fee of \$25.00 will be added to that payment amount.



## Classroom Environment

1. Ages of children. Children ages 2-12 will be accepted at the center.
2. Supervision. No child will be left unsupervised at any time for any reason. Parents are responsible for their children upon arrival and departure. Children are not allowed to leave the premises unless accompanied by an adult.
3. Staff Ratios. The maximum ratio of pre-school students to teacher is 12 to 1. For school age children the ratio is 14 to 1.
4. Communications. It is important to maintain open communication between the parents and director. This enables us to freely discuss objectives, concerns, goals etc.
5. Discipline. Any form of discipline or punishment, which violates a child's rights, is prohibited. If the problem is peer-oriented, it is preferable to let the children settle it themselves. If this cannot be achieved, then discussion between teacher and child will occur. If negative behavior continues, the child is asked to leave the area for private "out time". Should a child become abusive to his/her peers continually, a parent-teacher conference will be scheduled.

## Safety Factors

1. No child will be released to anyone other than adults listed on the admission form, unless specified by the parent along with a written permission slip.
2. Safety seats, car seats, boosters. The new law will be enforced. Children will not leave the center without proper seating.
3. Disaster Plan. In case of a fire or a fire drill, emergency clearance of the building will entail a bell system being activated. Children will exit to the front sidewalk or back play areas. A staff member will bring the daily roster to be sure that all children have exited the building.
4. Medications. A medication form will be kept on file for those children taking medicine. Medicine that requires refrigeration will be kept in the refrigerator. All medication will be kept out of reach of the children.
5. Notifying parents of illness or emergency. A parent or guardian will be called to pick up their child immediately if they become ill. In case of an emergency, the parent will be notified and asked to meet a staff person at the medical facility of choice.



## Illness

**Children may not attend if they have any of the following symptoms or illnesses:**

**Diarrhea-** Three or more episodes of diarrhea during the previous 24 hours, out until diarrhea resolves.

**Vomiting-** Two or more episodes of vomiting during the previous 24 hours, out until vomiting resolves, or is determined to be due to conditions that are not communicable.

**Severe Coughing-** Child gets red or blue in the face; child makes high-pitched croupy or whooping sound after he/she coughs. Child vomits from excessive coughing.

**Difficult or Rapid Breathing-** This is especially important in an infant under six months old.

**Pink eye-** Tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus. May return when condition is clear, or with a Doctors note.

**Infected Skin Patche(s)-** Crusty, bright yellow, dry or gummy areas of skin. Must remain covered at school.





**FEVER- Must be fever free for 24 hours, without medication, before returning.**

**Roseola Infantum (baby measles)-** May return after fever goes down and rash disappears.

**Chicken Pox-** May return 7 days after onset of the rash, and if all blisters are dry.

**Fifth Disease-** May return when they no longer have a fever and rash is gone.

**Scabies-** May return after 24 hours and after treatment of the rash and possible sources of re-infection, I.E. clothes, bedding.

**Rubella-** May return 5 days after the onset of the rash. This disease may be dangerous to pregnant women who are not immune.

**Measles-** May return 5 days after appearance of the rash.

**Mumps-** May return 9 days after swelling begins.

**Pertussis-** May return after 1 week of treatment with antibiotics.

**Strep Throat-** May return after 2 days of antibiotic treatment and symptoms are no longer present. Must have note from doctor.

**Hand, Foot, Mouth Disease-** May return after fever subsides and all sores disappear.

**Green or excessive mucus from nose-** May return when condition is clear. Green mucus is not caused by allergies.

**Pinworms-** May return after 2 days of treatment.

**Impetigo-** May return after 2 days of antibiotic treatment and if the sores are dry and healing. Very contagious!

**Ringworms-** May return after 2 days of treatment, but sores are to remain covered at school.

**HEADLICE-** MAY RETURN AFTER TREATMENT AND ALL NITS ARE REMOVED! We have a “No nit policy”.

*Any symptom that persists for two or more weeks usually requires attention.*

## Physical well-being

1. Personal care. Each child attending the childcare center will receive training in personal hygiene.
2. Appropriate clothing. Clothing should be comfortable, sturdy and washable. The center cannot be responsible for lost or damaged articles (i.e. unlabeled clothing toys etc.). Shoes should be sturdy, please no flip-flops or cowboy boots (heels are too slippery).
3. Snacks and lunches. Nutritious snacks and lunches will be provided on a daily basis. We ask that the parents refrain from sending candy or other sweet snacks to school. If brought to school the children will not be allowed to eat or drink them.
4. Nap time. Naps and or quiet time will be provided between 12:00 and 2:20 pm. the school provides cots with clean sheets. Parents will provide



blankets and cuddlies. Quiet outdoor supervised activities will be available for children who do not require naps.

5. Activities/Play equipment. Indoor play equipment consists of, but is not limited to: blocks (colored, large, small etc.), puzzles, Legos, Tinkertoys, kitchen equipment, educational toys, (alphabets, shapes, numbers, lacing frames, dimensions sorters). Dress ups, balance beams, tumbling mats, farm animals, dinosaurs, stage for dramatic play, play dough, books, music, etc. Nintendo is provided for children 5 and up on Fridays and selected good behavior days. Outside there is a grassy area for games, sand area, climbing equipment, swings, covered play area, slides, kick balls, and benches for rest. Parents are notified in advance of upcoming field trips. Permission slips are on file for each child.
6. Field Trips. There is an occasional fee that may be charged (\$1.00 - \$4.00). This money goes to others, not *Storybook Schoolhouse*.
7. Sun retardants. It is the parent's responsibility to administer lotion, block-out etc. before the child begins the day at school. Or train the child to apply any necessary lotions. Storybook Schoolhouse does not accept this responsibility.

**By signing below, I acknowledge that I have read and understand the *Storybook Schoolhouse* admission agreement.**

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Parent or guardian

date