

Enchanted Play

Education through the magic of play.

Parent Handbook



Welcome to Enchanted Play

Facility Program Description

Purpose

At Enchanted Play we provide early childhood education for children in a home like environment that will be conducive to a child's total growth and development. Our program offers care from infancy to age 5. Our purpose is to build a strong relationship with the child and family and offer continuous care from age 0-5; where siblings can receive the same child care and share the same memories and experiences.

Philosophy of the Center

1. We respect each child's individual and unique needs. We let each child grow and learn at his/her own pace. We believe in building a basic trust in each child to be an initiator and explorer.
2. We believe in sensitive observation of each child in order to understand his/her needs.
3. We offer freedom to explore and interaction with his/her peers.

Our Vision & Mission

1. Our vision at Enchanted Play is all children are cared for with respect, and are seen as unique individuals with surprising capacity to participate in relationships.
2. Our mission at Enchanted Play is to provide a safe and nurturing environment where children can learn and explore by playing.
3. We believe in fostering your child's unique sense of self and special skills at all stages of development. We do so using positive affirmation and encouraging your child.
4. We actively encourage involvement of each child in all care activities to allow him/her child to become an active participant.
5. To offer a safe and nurturing environment to assist children in becoming self reliant and independent.
6. We use age appropriate methods to satisfy each child's physical, emotional and cognitive needs.
7. We offer an education that will allow each child to fully discover him/her self, their strengths and weaknesses. Our approach exposes students to culture and experiences that they otherwise would not have the opportunity to encounter.

Enrollment

Ages of Children Accepted

Acceptable ages of children at this child care center are:

Infant 0 to 2 years old

Toddler/Pre- school 2 to 4 years old

Pre- Kindergarten 4 to 5 years old

*please see enrollment agreement for tuition rates and policies

Tuition, Deposits and Notices

Tuition is due the 1st of each month and considered late if not received by the 3rd. A \$50 late fee will be charged if received after 5:30 pm on the 3rd of each month. Monthly tuition includes all site closures, holidays and personal vacations. We require a deposit equal to one months' tuition at the time of enrollment. This deposit is non-refundable except under special circumstances. Special circumstances will be approved solely by Denise Alioto, site owner/ Director. A written 30 day notice is required for all changes in enrollment status, with the exception of adding days to your child's monthly enrollment. (See termination notice) A \$25.00 fee will be charged for any returned checks. Additional fees will be charged for non-potty trained children who are enrolled in the Preschool classroom.

Notice of Termination

A month advance notice in writing is required to drop your child from the daycare facility. Payment is required for that month even if the child is not here. Adequate advance notice is required to allow for prorating the last paid month of the child allowing the initial deposit to be applied to the child's final 30 days. Written notice is accepted via email or letter on business days. Should a written notice be given on a weekend, holiday or scheduled break it will be accepted the following business day. A 30 day notice will begin the following day after it has been accepted. Enchanted Play reserves the right to terminate this contract for any reason. A two week notice will be given under unusual circumstances. However, we reserve the right to immediate termination of services under certain circumstances. (I.e. children who are a threat to others, non-payment, consistent biting, if the center is no longer able to meet the child's need, etc...).

Forms

This is the list of the California Community Care Licensing paperwork that must be on file in the school before your child begins attending.

1. Copy of Admission Agreement
2. Notification of Parents Right
3. Personal Right Form
4. Identification and Emergency Information
5. Consent for Emergency Medical Treatment
6. Child's Preadmission Health History – Parents' Report
7. Physician Report and Immunization Record (TB testing required)
8. Needs and Service Plan (for infants and special needs)

Enchanted Play school forms may be added to your enrollment package in addition to CCCL paperwork.

Curriculum

Infant

We understand that infants explore and learn through their environment. Our program provides a safe and fun place for infants to learn and grow through music, stories and sensory activities. Daily routines are adapted to best fit each infant's individual needs for sleeping, feeding and play time.

Pre-school

Our Preschool program is play based, emphasizes an emergent curriculum, and focuses on art. The art program focuses on the whole child.

1. Using the hands for art projects such as painting, play dough, playing with water, puzzles, cooking, etc.
2. Using the body for music, dance, dramatic play, and gymnastics.
3. Using our minds to explore, create and express ourselves in creative and fun ways.

Pre-Kindergarten

The Pre-Kindergarten program is designed to ready children for entry into Elementary school. This introduction provides a gentle transition into Kindergarten. Our goal is to provide a warm, calm, secure, aesthetic environment in which the children are learning by exploring different material (such as wood, yarn, cotton, paint, etc..). There is an emphasis on writing, word recognition and socialization that is incorporated into the curriculum with fun activities.

Classroom Schedules (daily activity time may vary)

7:30	Welcome to School
8:00 – 9:00	Breakfast Offered During Free Choice Time
9:00 – 9:30	Circle Time
9:30 – 10:30	Center Time
10:30 – 11:15	Outdoor Play
11:15	Lunch
11:45	Transition to Nap (Restrooms and Diapers)
12:00 – 3:00	Naptime
3:00	Snack time
3:30	Indoor/Outdoor Activity Time
5:15	Prepare to Go Home
5:30	School Closed

Nap Time

Nap time will follow lunch. Children are expected to respect this “quiet time.” If a child is no longer napping quiet activity will be offered. The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon’s activities, catch up on paperwork, etc. Parents are discouraged from visiting during nap time unless the child is being picked up for the day, as this would be disruptive to the other resting children. Infants are on individualized schedules. We feed, play and have them sleep on their own schedule.

Food Service

Food service for children will be AM snack, homemade lunch and PM snack. Children who are scheduled part-time and leave before nap time will be offered the daily food service. *AM snack will be provided for all children between the hours of 8:00 – 9:00. We ask that, due to the severity of food allergies, no food be brought from home unless pre-approved by the Director for specific allergy or dietary concerns.

Dietary Needs

Please let us know if your child has any special allergies or if your child is on a special diet. We will accommodate your child’s needs.

Field Trips

The Director may organize field trips for children from 2 years up only. Notification of field trips will be posted at the entrance of the center at least two weeks ahead of time. Notice will state the date of the field trip, destination, departure and arrival times and method of transportation. Parents will be asked to sign a field trip permission form stating that they give permission for their child to participate in all field trips. Field trips will be age appropriate and planned according to our curriculum. Children may go on nature walks and visit educational places such as: Zoo, Discovery Museums, Art Gallery, Plantation Fields, Local Animal Farms, Fire Station, and Planetarium.

Supplementary Services

Supplementary services consists of supplemental teaching. This may include ballet, gymnastics, soccer, music/dance and drama. Supplementary teachers will be under full supervision of a fully qualified teacher or supervisor.

Facility Policies

Sign In and Out Procedures

The person bringing the child to the daycare must stay until the child has been accepted by a staff member. After the teacher determines that the child does not have any signs of illness then the person bringing the child must sign in prior to departure. The person picking up the child must sign the child out. A full legal signature is required for signing-in and signing-out the child. The daily sign in record will be kept and is available upon request by community care licensing personnel. A \$25 fee per signature may result in the failure to abide by licensing regulations. As this is a licensing document, we ask that children do not “sign themselves in” or color in the log book.

Parking Policy and Respect of Neighborhood

There are six parking spaces available for parent/guardian use. Three spaces in the main driveway and three street parking spaces directly in front of the school. As this is a residential neighborhood our minor use permit requires us to maintain safety standards by not impeding the flow of traffic or blocking the driveways of fellow neighbors. When parking, please observe the following courtesies:

1. Pull all the way forward allowing another vehicle to park behind you.
2. Please pick up and drop off your child as quickly as possible as to not keep other parents waiting for a parking space.
3. Please use only our driveway to turn around.
4. Please do not block any fire hydrants.

Additional parking is available on the street, but please be courteous of neighbors with regard to location and direction of parking, music volume, and all other traffic laws. The speed limit is 25 mph. This is a major concern for our community and is to be taken seriously. Please understand that this is a neighborhood filled with children and extreme caution and respect should be used at all times. Failure to abide with our parking policies and/or respect of the neighborhood may result in the termination of enrollment.

Transportation

Transportation arrangement to and from the daycare will be each family’s own responsibility. Transportation for field trips will be on a voluntary basis from parents who can provide service. Parents will be responsible to leave car seats at the daycare.

Pick Up Time

When you come to pick up your child; Enchanted Play considers you officially in charge of your child once you enter our premises. When you pick up your child; please minimize the time you spend in the process of departing from school and please do not hold up parking spaces. If you plan to stay longer than 5 minutes we ask you not to park in our driveway and use street parking in front of our facility. It is alright to wait for your child to finish a project or a teacher to finish a book or song. Please note that transition time is difficult not only for your child, but the rest of the

children and teachers. Our program continues after you pick- up your child. Thank you for your understanding and for picking up your child on time.

Hours and Late Fees

The Daycare is open from 7:30 a.m. to 5:30 p.m. Monday through Friday, excluding legal holidays and vacations. You may use any or all of these hours. The daycare is CLOSED at 5:30 p.m. After 5:30 p.m. late charges will be added at the rate of \$2.00 for every minute, per child. Should an unexpected emergency occur and you are unable to pick up your child at their scheduled time, emergency drop-in rates will apply. Emergency drop-in rates will apply after 5:45pm instead of the \$2.00/minute late fee. The Director may choose to terminate enrollment due to excessive lateness or abuse of this policy.

Drop-in Care Rates

Partial day drop-in rate (4 hours): \$40

Full day drop-in rate: \$80

Emergency after hours care: \$50 up to first hour \$20/hr each additional hour

Drop in days are subject to availability and must be scheduled in advance. Payment for drop-in days are due on the daycare is provided.

The following are legal public holidays:

New Year's Day, January 1.

Martin Luther King, Jr., the third Monday in January.

President's Day, the third Monday in February.

Memorial Day, the last Monday in May.

Labor Day, the first Monday in September.

Christmas Eve, December 24

Christmas Day, December 25.

Holidays, Vacations and Site Closures

Daycare reserves the following paid time off:

Thanksgiving: Thanksgiving Day and the following Friday

Winter Break: One week including Christmas Eve and Christmas Day

Spring Break: Will follow San Ramon School District Holiday

Summer Break: The last week in July.

2 Staff Training Days

2 Site Cleaning Days - Parent Participation Appreciated

* Please see current calendar for all site closures and minimum days. A 30 day notice will be given should a change in the scheduled site closures occur.

Infants

If your child is nursing you can bring breast milk, stored appropriately, with the child's name and date on it. If the child is using formula parents are required to bring formula and bottles for each feeding. Bottles will be sent home at the end of the day to sterilize at home and returned the next day. Breast milk will be warmed in water. No microwaves will be used to heat breast milk or formula.

Preschool Children

If your child has any special comfort items for nap time, for example blanket or soft toy, you may bring them. It is the parent's responsibility to take personal items home at the end of each day or weekly to be laundered. Please refrain from bring children's play toys to school. We cannot be held responsible for lost, stolen, misplaced or broken personal items. Please remember to keep two sets of clean clothes in your child's cubby or backpack. Preschool children are required to bring a nap mat roll. Nap rolls will be sent home at the end of the week to be laundered at home.

Other Service Requirements

If your child is not potty trained, please provide diapers, wipes, and ointment as needed. Wipes should be brought in each time you refill your child's diapers. Please provide extra clothes for your child so they can be clean and comfortable throughout their day. Should your child run out of clean clothes we will ask you to bring new clothes. If the soiled clothing is due to illness we will request that you pick up your child.

Health and Safety Policies

Health of the Provider.

Enchanted Play caregivers are required to have a health screening clearance including TB screening tests. It is our goal to maintain a healthy environment for all at Enchanted Play. In the event of a staff or family illness, Enchanted Play will provide a substitute to ensure the continuation of care for the children.

Children's Health.

All children must have a complete health evaluation form and up to date immunizations before enrollment in the daycare facility. See contract for policy on sick children.

Infection Control

Each provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathroom. Daycare and toys are cleaned regularly. We understand that young children often put toys in their mouths during play and exploration. Soiled toys will be set aside and sanitized before being put back out for play.

Use of Tobacco, Alcohol and Illegal Substances

Use of the above items is prohibited in the daycare facility at all times for both the provider and parents of the children. This includes, but is not limited to the driveway, sidewalk in front of Enchanted Play, home and garden areas. Thank you for respecting our children as well as our home and neighborhood.

Supervision

Children will be under direct supervision at all times.

Children will be supervised at all the times while sleeping.

Children under the age of 4 will be personally supervised while in the bathroom.

Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing.

Behavior Policy

It is vital to the well-being and successful development of young children that they have clear, consistent, and appropriate limits on behavior. Because of our commitment to developing a positive sense of self-esteem, and independent responsible and caring behavior on the part of the children, we approach setting limits or discipline in a predictable manner. The limits we set arise from two areas of importance: not hurting oneself or others, and respecting everything in the physical environment. When behavior correction is necessary for a child, our primary goal is to support the child in developing awareness in these two areas and then establishing effective inner discipline or

self control. We also set up the environment to minimize the necessity of limits, and share control with the children in the decision making process. This reduces their dependence on adult-imposed control. Since developing inner discipline is our primary objective, setting limits is treated as a learning process. If a child's behavior is inappropriate or unsafe, an educative consequence appropriate to the behavior, age, and individual child, is applied.

Behavior Guidance Techniques

1. Our first course of action is positive reinforcement of proper behavior.
2. Prevention of negative behavior by supervision and communication.
3. Redirecting by distracting the child's attention from the disruptive behavior by redirecting the child to another activity.
4. Shadowing the child and following the child to prevent discipline.
5. Active Problem Solving. Actively engage children in confronting their differences and working together to solve their problems. The teachers have a sensitive role to play; that of guiding children toward solutions but not solving problems for them. Positive open-ended questions will help the children stay focused. The idea is to encourage children to come up with alternative solutions.

If after several attempts the positive discipline fails, and the behavior continues, the Director will ask the parents to attend a conference. After all these steps are taken, and the situation remains unchanged, the Director may choose to terminate enrollment of the child.

Any form of discipline or punishment that violates a child's personal rights is not allowed at our center.

Sick Children

Sick children may not attend daycare. This is a state regulation. Sick children make the other children sick too. "Sick", according to the regulations is any child that may be running a fever higher than 100.0, has an unexplained rash, unexplained symptoms, or who appears to be less than healthy. **It is up to the daycare provider to decide if a child is too sick to be at daycare.** If a child becomes ill at daycare, the parents will be notified and expected to pick up the child within the hour called. Ill children will be isolated from the rest of the children if possible. **Should your child's fever run over 100 degrees, is vomiting, or has diarrhea we require your child to remain at home until 24 hours after the fever has broken or other symptoms have cleared.** In the rare event of an outbreak, we reserve the right to close the center to insure the safety of the other students. We understand that parents need to work, but ask that you use your best judgment prior to bringing your child to school if they are feeling under the weather. In the event of a contagious illness a doctor's note will need to be provided prior to returning to school.

Medication Policy

According to state law, daycares/schools are not permitted to administer medications without consent of parent/guardian. We will only administer medication provided we have written permission from the parents and specific written original instructions from your doctor. All

medication must be in the original container. (This applies to over the counter medicine as well as prescriptions). Medication forms will be provided if needed. Your doctor must sign these forms. If medications are to be given “as needed,” the specific symptoms warranting that medication must be stated in writing by your child’s doctor.

Immunizations

All children are required to be immunized prior to enrollment unless a waiver has been signed. When updating your child’s immunizations we ask that you make doctor appointments on Friday afternoons. This will enable you to monitor your child’s reactions to their immunizations in the safety and comfort of your home environment. Children may return to school the day of their vaccinations. However, for the comfort of your child, should a reaction occur please keep your child home until the reaction has cleared.

Emergency Procedures

In the event of an emergency we will make every effort to contact you immediately. If parents cannot be reached we will act according to your instructions on our consent form. If an emergency occurs 911 will be called immediately. If a dental emergency occurs the same procedures will be followed. If an ambulance is required you will be financially liable for the expense. This daycare has an emergency and disaster plan on file. It is important to have at least one emergency contact other than the child’s parents or guardian in the event of an emergency. Should the need arise, we will use the emergency contacts listed on the Identification and Emergency Information paperwork in your child’s file. Our disaster plan is located at the front entrance of the daycare.

*We are looking forward to welcoming you and your precious child
with open arms to our program.*

