



kid works
Children's Center

PARENT HANDBOOK

Kid Works Children's Center

3621 East Broadway

Long Beach, California 90803

562.438.4904

E-mail kidworksgcc@hotmail.com

www.kidworksgchildrenscenter.com

Lic. 198014185

Play with a Purpose

PROGRAM PHILOSOPHY

If you have ever seen the look of pure delight on a child's face when they have mastered a new task, then you have an idea why we value our work. More accurately defined, instead of 'teaching' young children, we instead provide many opportunities for them to learn valuable lessons and skills when they are ready. Our goals for young children are related to the important business of becoming independent, responsible and self-sufficient. Children love to be in charge and in control; we help them satisfy this need by allowing and expecting responsible and respectful behavior. Many of the skills we practice during our day help children obtain these goals. As we recognize *Kid Works* as a child's work place, we are proud to offer a program that provides many opportunities for growth and the desire to learn.

KID WORKS' environment is designed and furnished with a wide variety of materials and settings to encourage experimenting, exploring, discovery, and involvement. Our qualified staff is dedicated to the idea that children develop and learn best in an atmosphere that is warm, safe, encouraging, understanding, stimulating, motivating, and *FUN!* In the structure of our daily routine, and through the guidance of our staff, your child will find many opportunities to make friends, interact with a group, engage in quiet reflection, and practice age-appropriate responsibilities.

Our **developmentally appropriate program** helps to prepare children for future academic learning through hands-on experiences, including creative art, music, science through discovery, language arts, creative movement, literature and pre-math activities. Manipulative materials and outdoor equipment are provided for the development of fine and gross motor skills.

We invite and encourage parent involvement and participation in all aspects of our program.

ADMISSION AGREEMENT

When making a decision for preschool placement; we encourage parents to seek a 'good match' by defining goals for their child; and determining a center's ability to meet the needs of the family. At *Kid Works* we set aside time to meet one or both parents. During a visit, you will meet with the director and tour the facility. A touring visit is an opportunity for parents to learn of our philosophy and the Center's administrative policies and procedures. **PRIOR TO ADMITTANCE**, parents will receive the necessary paperwork for enrollment. Each child must have a completed file of required information, including emergency contacts and current medical records.

ALL NECESSARY ENROLLMENT FEES MUST BE PAID IN FULL BEFORE ATTENDANCE.

Registration Fee (non-refundable) \$125.00

OUR CLASSROOMS

Garden Room = Preschool (3 year olds)

Sun Room = Pre-K (4 year olds)

A.M. Bungalow = Enriched Pre-K (5 year olds)

P.M. Bungalow = After-School Program for Kindergartners

HOURS OF OPERATION

Fall/Spring Session: September – mid June

Summer Session: End of June – End of August

7:00 a.m. to 5:55 p.m. --- Monday through Friday

Full Day Program: 7:00 a.m. to 5:55 p.m.

Half Day Program: 8:00 a.m. to 11:55 a.m.

We observe and are closed on the following holidays; these holidays are included in regular monthly tuition rates:

- | | |
|---|-----------------------|
| * Martin Luther King's Birthday | * July 4 |
| * Presidents Birthdays | * Labor Day |
| * Thanksgiving and the Friday following | * Memorial Day |
| * Christmas Day | * New Year's Day |
| * Spring break Friday | * Spring break Monday |

Kid Works will close for a week in the month of June for teacher in-service days and up to 2 weeks at the end of the month of December and/or beginning of January. Actual dates for our Winter Break are announced in September.

The last day of our Summer Session (end of August) and the last day of Winter Session (Mid/End of December) will be a minimum day with school closing at **12 noon** for all children so we can prepare for the upcoming Fall Session.

Please refer to our listing of holidays and additional events in our **SESSION AT A GLANCE** flyer which is distributed in September and January.

TUITION SCHEDULE

<u>FULL DAY</u>	<u>7:00-5:55</u>	<u>HALF DAY</u>	<u>8:00-11:55</u>
Monday through Friday	\$1,045.	Monday through Friday	\$735.

Summer only:

Mon. Wed. Fri.	\$630.	Mon. Wed. Fri.	\$440.
Tues. Thurs.	\$525.	Tues. Thurs.	\$315.

Tuition is due on the 26th of each month prior; considered late after the 1st.

Please be prompt in your payment to avoid any late fees.

The late fee is to be paid immediately with the late tuition payment.

Please note that tuition is **not** prorated for the time we are closed during Summer and Winter breaks. Full tuition for the month is payable.

PAYMENTS. . . Parents are responsible for making their monthly payments by the 26th of the month prior as stated in the Admission Agreement. The rate does not change per month unless extra charges are incurred. **Extra charges** for extra half day, extra full day etc. will be invoiced separately. All payments by check are to be deposited in the wall safe in our office. We ask that payments in cash are made to the office personnel in order for a receipt of payment to be issued. Checks are payable to Kid Works Children's Center. You may also opt to make payments through your bank by signing up for a repeating payment.

VACATION...Families who take vacations during the year will be charged the regular monthly tuition. No credit is given for the time taken (similar to our illness policy).

ILLNESS...There is no reduction in tuition due to an illness during either Session.

LATE TUITION FEE **\$ 25.00** Tuition is due and payable by the 26th of the month prior. Payment is considered late after the first of the month and will result in a late charge of twenty five dollars; all late fees must be paid with the tuition payment. Should tuition not be received before the 5th of the month, a student may be suspended until accounts are paid in full.

NON-SUFFICIENT FUNDS CHECKS **\$ 25.00**

Returned checks, identified as non-sufficient funds, will be charged a twenty-five dollar processing fee in addition to any applicable bank charges. Should a second check be returned as NSF, your account status will automatically transition to CASH ONLY.
No exceptions.

LATE PICK-UP OF CHILD **\$ 20.00 payable directly to teachers at pick up.**

Should you arrive after the hour of 12:00 p.m. or 5:55 p.m., (or 4:30 p.m. for afterschool program) an amount of twenty dollars will be charged **per fifteen minutes** or increments thereof past the hour of closing.

LEAVE THESE ITEMS AT HOME

COMMERCIAL ITEMS...We value the work we have set up for the children for the day and take pride in our well-thought out materials and activities. We find that commercial clothing, lunchboxes etc. deter children from good quality play, instead making them victim to such highly influential marketing. Having one child tell another that they are ugly because they are not wearing an 'Elsa' shirt is highly undesirable and absolutely unnecessary. Reenacting 'Ninja turtles' during lunch or showing off their commercial lunchbox takes away from a far deeper experience of enjoying their meal or socializing appropriately with their friends.

JEWELRY . . . Jewelry should not to be worn to the Center. Jewelry includes items such as watches, necklaces, bracelets etc. We cannot be responsible for such items if they become lost -- and they will! These items typically become a distraction and take away from the quality learning that should be taking place.

TOYS . . . Please keep all toys at home. Our Center is fully equipped with age-appropriate items and materials pre-selected for our developmental program. Commercial toys have no place at *Kid Works*. We assume no responsibility for personal toys, books, etc. when brought to school. A small soft toy can be brought for nap but must be kept in the nap bag.

CANDY, DESSERTS, JUICES . . . Please enjoy these items at home. Desserts whether low calorie or sugar free are still considered desserts and have no nutritional value. Please also see attachment for Lunch ideas. Fresh fruit or yogurt is the better option as is water instead of juices.

WHAT TO WEAR

PLAY CLOTHES . . . Children should dress themselves in play clothes that will not concern you or the child if the clothes become soiled. We believe a child's job at *Kid Works* is to explore, discover, experience, and experiment without being concerned about staying clean.

EASY TO MANAGE CLOTHES . . . Clothing that is easy to manage encourages independence and self-help. Toilet accidents can be prevented if children can remove clothing without a struggle. Please -- no jumpsuits, belts, suspenders, or the like.

SAFE SHOES . . . At *Kid Works* we enjoy being barefoot. It provides such good sensory experiences. When at school children have the option of taking their shoes off and leaving them in the designated area. If shoes are worn then they must be shoes that fasten or tie as they provide for more secure motor control. Tennis shoes are recommended to enable safe running, climbing, and balancing activities. **Clogs/Crocs, platforms, beach thongs**, etc. are unsafe shoes for active play where children will be asked to remove them while on the playground for safety reasons.

WEATHER CONSCIOUS CLOTHES . . . Be aware of the weather forecast; inform your child of such so they can dress accordingly. We do go out in the rain. Each child should have a jacket or sweatshirt in their cubby at all times. Label all items. Remember, *Kid Works* is near the beach; our afternoons and mornings can be cool and breezy!

WHAT TO BRING

CHANGE OF CLOTHING . . . A complete change of clothing must be available to the Center in the event of a toileting accident or messy play. Clearly label each item. Store these items in a large Zip-lock bag; all belongings are kept in your child's personal cubby. Please see attached letter re: clothing. We have a small supply of KW clothes that are available if children run out of clothes but please keep in mind that they may not be a perfect fit for your child.

BEDDING . . . If your child stays for rest period, he/she will need a child-sized crib sheet with elastic corners and a blanket. These items must be stored in a small backpack or zippered canvas tote. Storage bags should not exceed a measurement of 12" x 12", as our storage area is limited. Bedding is sent home on the child's last day of attendance during the week to be laundered. Please return clean bedding with your child on the first day of attendance each week. Again, clearly label all items. As per our licensing regulations, all full day students are required to nap daily -- 1:00-3:00 p.m. For your convenience, ***Kid Works*** offers a custom-made nap bag with necessary supplies for our rest period. See the office for sale information.

LUNCH . . . The lunch bell rings at 12:00 noon-- only our FULL-DAY students eat lunch at ***Kid Works***. When you assist your child with packing a lunch for school, please remember to send real food, not too much, and don't forget the napkin and spoon! Nutritional education begins at a young age -- treats, candy, and desserts whether sugar-free or low calorie are not permitted at Kid Works and are best enjoyed at home!

NO NUT POLICY... Kid Works is a 'no-nut' zone. This includes Peanut Butter, Almond Butter, Almond Milk, Granola Bars with nuts, Nutella, etc. Please check ingredients of items you send in your child's lunch. This policy is in place for the safety of those children with severe allergies to nuts. We appreciate your cooperation in keeping all of our children safe.

IMMUNIZATION

At Kid Works we require that all children are immunized according to the requirements of the State of California. Exemptions are only given to those with medical reasons whereby an affidavit from a physician must be provided.

THE HEALTH OF YOUR CHILD

Coming to school requires a great deal of energy on the part of the child. Parents, do your part to see that your child gets adequate sleep and rest at home.

Keep your child home if:

* Fever / Diarrhea / Vomiting in the past 24 hours *Constant cough * Heavy or colored nasal discharge * Symptoms of communicable disease, infection, or infestation

Should a child display any of the above symptoms during school hours, the Center will isolate the child and contact the parent/ guardian for immediate pick-up.

It is of the utmost importance that every parent cooperates fully with the Center's health program. Our regulations are designed to protect the well-being of all the children and staff, and to guard as much as possible, against avoidable absences for health reasons. When there are symptoms of illness, or other indicators that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Center has

no provisions for the care of children who are ill. Proper care at the beginning of an illness can often shorten its duration. Children can return to school after being free of fever, diarrhea or vomiting without the aid of medication for 24 hours .

If a child is going to be absent from the program, a phone call is appreciated. Should a child become ill or injured at school, the parents will be contacted.

Should a child be absent due to illness which exceeds a two week period, a doctor's statement is required to re-admit a student into the program.

MEDICATIONS . . . Prior to administering any medication by our staff, a medication release form must be completed and verbally explained to the attending staff. All medications must be prescribed by a physician and in the **original container with the pharmaceutical label** specifying the child's name and prescribed dosage. All medications are stored in a designated area. Please specify if refrigeration is required.

We are also able to administer epi-pens and nebulizers. Relevant paperwork and authorizations would need to be completed.

DISCIPLINE

Our form of discipline is aimed at helping children to make appropriate choices, interact meaningfully with other children and to become self-regulating. We use communication, not punishment, and we most often employ redirection tactics. We offer IF -- THEN messages whenever possible. Repeat offenses may result in the loss of the privilege to work or play in a specific area. Our goal is to prevent discipline problems by keeping children interested, motivated, and challenged by using a variety of materials, thus instilling problem-solving skills and a sense of responsibility. Should any child repeatedly display behavior harmful to self or others, the child may be dismissed from the program.

Safety is our first concern for all children. A copy of our Discipline Policy is posted on the

PARENT RESPONSIBILITIES

ARRIVAL . . . The Center's hours are from 7:00 a.m. to 5:55 p.m. Doors will not open before 7:00 am.

Should you arrive when we are on the playground, we ask that you walk your child out to greet your child's classroom teacher. We begin our days with 'Good morning' and end them with 'Goodbye.'

Please respect our philosophy of promoting independence in your child by allowing them to carry their own lunchbox, water bottle and nap bag in and out of school. This also promotes a sense of responsibility and pride.

Our parent bell is rung every morning at 8:50am by our children, giving parents time to say their goodbyes. Please acknowledge the child's job as a valuable one, thank them and then leave.

Please respect our **9:00am policy**, whereby we ask you to return at 9:45am if you are unable to be at school by 9:00am. It can be a difficult transition for your child to arrive late and can also cause disruption to the entire class/es that are already in session.

No arrivals after 11:00am. If arriving late, children must be dropped off by 11:00am allowing them time to play before lunch and nap time. It is unfair to a child to be brought in only to nap. Transitions are hard enough as they are and we feel that every child deserves our attention and effort. Please make every effort to keep our program running smoothly and efficiently. It means a lot to us to provide a quality education for all.

SIGN-IN AND SIGN-OUT . . . All children must be signed in by parent, guardian, or other personnel at least 18 years of age. Each child must be signed out before departure. This is our only official record of your child's attendance. Please do your best to write legibly, as the sign-in/out sheets are used for daily roll call and when evacuating the building during fire and/or emergency drills. Roll is taken at 9:00 a.m. and 12:00 p.m. In addition, please check the appropriate column regarding NAP time.

Children have their own sign in/out board. Please allow them time to enjoy their responsibility, independence and pride. This is purely optional.

SEPARATION FROM CHILD...At *Kid Works*, we believe that a young child's first school experience should be positive and rewarding. Starting school is exciting, but can also be frightening to some children. Please understand that your own attitude about how your child will handle the separation from you will be transmitted to him/her. It is important that you do not inadvertently impart anxiety or apprehension to your child, but instead indicate an assurance that it will be an enjoyable experience for him/her until your return.

Sometimes a child will cry when the parent is leaving. Please do not prolong the departure. Say good-bye and leave without hesitation. Again, we insist that parents depart no later than 8:50 a.m. Children rarely cry for more than a few minutes, and it is much easier for the teacher to comfort your child and to interest him/her in an activity if your child can give their undivided attention to the first transition of the day—becoming part of a class!

NOTICES . . . Parents must be aware of current notices on our Parent Board, in our weekly reminders (**sent via email**) and monthly newsletters, (**sent via email**). Please make sure you are receiving these and have provided us with the correct email address. It is your responsibility to promptly return any forms necessary for your child's participation at the Center.

CHILDREN'S FILES . . . Please check your child's file daily. You never know what treasures you will find waiting for you!

DEPARTURE . . . Please make every effort to pick up your child on time. You cannot imagine the anxiety a young child may experience when all of their other classmates have gone home and still no one has come for them. If you find that you are going to be late, please notify the Center immediately so that we can assure your child that everything is OK. If later than pick up time please be prepared to pay the teachers directly with the late fee (see page 6).

Hours for our HALF DAY program are from 8:00 a.m. to 11:55 a.m. We encourage you to arrive with time to spare for gathering items, checking files, cubbies etc. You are considered late when you arrive after the lunch bell has rung. Our goal is to enjoy a relaxed and social lunch period with the children. Late pick-ups add additional responsibility to staff who are lunching with their FULL DAY students. Please make every effort to be prompt.

As previously stated, there is an overtime charge of \$20.00 per fifteen minutes for late pick-up past the hour of 12:00 or 5:55 p.m. The person picking up the child must be the parent or on the list of those persons authorized by the parent and must be at least 18 years of age.

During pick up, please be considerate and respectful of the schedule we have to keep for the rest of the children. Minimize as much disruption as possible by leaving on time, asking your child to clean up if it is clean up time etc.

SIBLINGS...While we enjoy having siblings join us during drop off and pick up please be aware that they are not accounted for in our teacher:child ratio and are not the responsibility of the staff to supervise. It is your responsibility to ensure that you are supervising them. Please keep an eye on items they may pull out and use and take the time to put them back where they belong. Do not leave it up to the teachers to clean up after them.

PICK UP OF CHILD . . . WRITTEN PERMISSION is mandatory when someone other than a parent or legal guardian picks up a child. Only those listed in the child's file will be authorized to remove a child from the Center. Forms to allow additional or periodic authorizations are next to the daily sign-in sheets are to be completed prior to pick-up. As safety is not negotiable; there are no exceptions to this rule.

KID WORKS will accept phone authorization from a parent with the following conditions:

1. Parent will provide ***KID WORKS*** with the driver's license number of the authorized pick-up person at the time of the call.
2. The authorized person must be prepared to show photographic proof of identification upon their arrival; i.e. driver's license.

NO NAME . . . At ***Kid Works***, we do not have a 'lost and found' bin. Personal items that come into the Center do not get lost, but merely misplaced from time to time. When the item does turn up, we can easily return it to its rightful owner **IF** there is an identifying name on the article **and** can fit into a cubby. Any items left by the end of the week may get tossed in the bin even if labeled so please make sure you keep account of what is brought to school and what has not come home. If in doubt, check the bin! Periodically, the unclaimed items are donated to various charitable organizations.

NO CELL PHONES...We do not permit cell phone usage while with the children whether it is to answer a call, make a call or text. Cell phones may only be used to take photos.

CHANGES . . . Parents should notify the Center of any changes in the child's daily routine (i.e. divorce, death in the family or of a pet, new baby, etc.) In addition, please notify us of any changes in addresses or phone numbers: home, work, or cell.

OTHER COMMUNICATION

We encourage you to communicate with your child's teacher on a daily basis. *Kid Works* schedules individual Parent/Teacher conferences in October for the purpose of reviewing your child's adjustment to and compatibility with our program. We also arrange Parent/Teacher conferences each May. At this time we review previous concerns, note growth, evaluate skill levels and provide additional information to aid in the decision for future placement.

CHANGING CLASSES

Each of our three classes offers similar curricula and is designed to serve the needs of the students at their level of development. Children may be moved into an upper class at the following times of the year: at the start of Fall session, after the Winter break, (space permitting), and for our Summer session.

Criteria for moving include, but are not limited to the following:

- * Social skills
- * Fine motor skills
- * Self-motivation
- * Diversity of interest
- * Comfort with transitions
- * Age

Staying with a younger group will do no harm---but moving too soon can be detrimental. There should be no rush for advancement, nor should it be treated as a competition.

~~Rather, honoring children where they are and giving them the 'gift of time' should be our~~

CHILD ABUSE

We are required by state law to report any suspicion of child abuse to the **COMMUNITY CARE LICENSING AGENCY OF THE DEPARTMENT OF SOCIAL SERVICES** for the State of California.

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**KID WORKS CHILDREN'S CENTER** is operated on a nondiscriminatory basis, affording equal treatment and access to services without regard to race, religion, national origin, or ancestry.

## LICENSING

Licensed capacity: 50   Facility #: 198014185   Dinuka Ranasinghe/Kapila Abeysekera, Owners

Amended June 1, 2015