

CHILD’S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD’S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
IS / HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/ MEDICAL EXAMINATION

DEVELOPMENTAL HISTORY *(*For infants and preschool-age children only)*

WALKED AT* _____ MONTHS	BEGAN TALKING AT* _____ MONTHS	TOILET TRAINING STARTED AT* _____ MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping Cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*	
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*	
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	LUNCH		
	DINNER		
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
DOES CHILD USE ANY SPECIAL DEVICE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:

PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED REPRESENTATIVE, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE
()

WORK PHONE
()

Earthquake Kits

We are asking that you purchase an earthquake kit for your child to keep at school. You can buy a prepackaged kit @ www.quakekare.com

This one is ideal:

1 person Economy Lunchbox Survival Kit

A 1-person, 72-hour survival kit packaged in a lunchbox style container designed for students. This economy survival kit contains the basic emergency preparedness supplies to prepare for all disasters including emergency food, water, shelter, light, first aid, and sanitation

Huntley Preschool

Parent Handbook

"There's a Seed in Every Child Ready to Blossom"

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About Huntley Preschool

Huntley Preschool was opened in August 2005 by Angela Ellis and Juanita Ellis. The school is designed to serve children from 2 to 5 years of age. The majority of the population at Huntley Preschool is composed of neighborhood families with children attending on either a fulltime or part-time schedule.

Mission Statement

At Huntley Preschool we understand that this is often the first inter-social community our students experience so we strive to provide a loving, stimulating, and supportive community which celebrates the diversity of each child and their family. By nurturing each child's special qualities he or she can reach his or her unique potential as a caring, compassionate, and thoughtful citizen of his or her school, neighborhood, and global community. Huntley Preschool honors and respects the development of all children. The motivation behind our constantly unfolding and innovative curriculum is to nourish the emotional, intellectual, social, and physical stages of each child. Our goal is to provide the foundation for a successful, well-adjusted, and well-rounded student as he or she continues to develop, grow, and take his or her place in a continually changing world.

Philosophy

We believe that a child's emotional growth and development is strengthened when he or she is exposed to a stimulating environment and given the opportunity to learn through play. Academic skills are gradually integrated into our program as the developing child begins to feel comfortable with who he or she is as an individual as well as in relation to others.

Children are active learners from birth. They accumulate various experiences and integrate those experiences into their own understanding of themselves and the world around them. Each opportunity of hands-on understanding challenges the child to formulate his or her own realizations and reinforces the child's sense of achievement and autonomy. Our program is designed to implement individual and group activities that enrich physical, cognitive, social, and emotional growth. Our program is composed of well-equipped indoor and outdoor areas and a wide variety of learning materials that playfully introduce science, literature, math, music, and art. Our program is a balance of teacher directed and child directed play allowing for the children to gain the listening skills necessary to learn and move as a group while also providing space for children to build social confidence by participating in creative cooperative play.

Each child is unique and has individual needs. Our staff seeks to provide a safe and nurturing environment to meet those needs. Children are empowered to use their words to express their joys and frustrations and build interpersonal

relationships. This is achieved through positive guidance and an emphasis on self-regulation.

Families are important. We encourage parent involvement and believe that working together as a team creates a consistent environment where children are able to thrive both at home and at school. Meetings may be set up with the director, teacher, and parents to discuss solutions for issues that may arise at school. Scheduled family events will also allow parents to actively participate in their child's preschool experience.

Licensing and Regulations

Huntley Preschool is licensed by the State of California Department of Social Services as a Child Care Center and administered under Title 22 regulations. Early Education teachers have California State Department of Education Child Development certification.

Getting Started

Trust

Huntley Preschool teachers establish and maintain an emotionally warm and physically safe environment so that your child can develop the basic trust necessary to acquire independence. You and your child will be welcomed in a genuine, friendly way when you enter the school and when you leave at the end of the day.

Separating and Reuniting

Transitions from home to school can be a challenge for you and your child. We want to help your family feel comfortable and secure with us. Love, reassurance, and familiarity foster an atmosphere of safety that will enable your child to trust us enough to risk exploration and participation without your presence.

We are here to help you and your child manage these transitions. As you are getting started teachers will help you with a gradual separation. They will work with you if, as sometimes happens, separation becomes an issue again at a later date. Family events such as a parent traveling for business, staying at home to work, illness, relatives visiting, or a new baby are all things that may restart separation anxiety. It's extremely helpful for teachers to know about these events and take part in discussing them, reading a story, or playing about them with the children.

We encourage parents to develop a routine for arrival and departure. The more a child sees you comfortable in the environment, the more secure he or she will feel. **You are always welcome here.**

What to Bring

Clothes and Shoes

Please provide extra clothes, including shoes, so that we can change outfits to keep children comfortable and dry during the day's activities and when weather patterns vary unexpectedly. Sturdy shoes with rubber soles provide the best support for children's developing motor skills. Many kinds of sandals are slipping and tripping hazards. Please choose shoes that accommodate a young child's balance, jumping, climbing, and running. We strive to foster the child's sense of confidence and independence by teaching self-help skills. Please send your child to school with shoes that he or she can put on and take off with minimal assistance. Lace-up shoes that require tying are developmentally inappropriate for a young child. Please think of alternative options such as slip-on or Velcro. Please make sure to label all your child's extra clothes.

Comfort Toys from Home

Children often find comfort in a security item during separation. Please work with staff in finding something meaningful to your child. A stuffed animal, doll, or small blankets are good choices for a comfort item. **Young children are only beginning to learn to share, we ask that all toys other than a child's comfort/security item be left at home.**

Lunch

Your child should bring a lunchbox and deposit it in his or her cubby each morning. We are unable to reheat or provide refrigeration for food. Please use a thermos or ice pack to keep food the desired temperature. Children take much pride and ownership in their first lunchboxes. Make an event out of selecting one prior to their first day of school. Please do not pack glass and make sure to label your child's lunch box and all containers within.

Water Bottle

Please bring your child a water bottle and clearly label it with your child's name.

Diapers and Wipes

Diapers and wipes should be provided from home for those children not yet toilet trained. Please periodically check in to determine whether your child is running low on these items.

Naptime Items

Children who are staying through nap time should bring a nap roll or sleeping bag with the pillow built in. Any style will work as long as it is all one piece. Please make sure to label your child's nap roll as some children may have identical styles. Parents are encouraged to take the nap roll home weekly to be laundered.

Sunscreen

Please provide a bottle of sunscreen to be kept at the school in order to reapply in the afternoon or after water play. We ask that you please send your child to school with sunscreen already applied.

Earthquake Kit

Licensing requires that all children have an emergency earthquake kit on school premises. We ask that you bring a prepackaged kit; such kits can be found on www.quakekare.com.

Please Refrain from Bringing

Toys from Home

With the exception of a comfort item please leave all other toys at home. Items from home can easily clutter the school and/or get mixed up with school toys. Purses, jewelry, excessive hair clips, and chap-stick are considered toys. Please keep them at home or in the car.

Candy and Gum

Candy and gum can make a sticky mess around the school. If your child enjoys chewing gum in the car we ask that you please discard of the gum before entering school premises. Candy should not be brought to school as it can cause envy among the other children.

Juice in Sippy Cups

Please do not bring juice in a sippy cup or water bottle as it can spill and make a sticky mess in the cubby. If your child enjoys juice with lunch please pack a juice box to be consumed at the designated lunch time.

Loose Nuts and Peanuts

From time to time we may have children with nut allergies. Loose nuts and peanuts can easily spill on the ground and/or get lost around the school to later be found by a child who may have an allergy. Nut butters in sandwiches are permitted as the nuts are contained within the sandwich. If at any given time

we have a child enrolled with an extreme allergy to nuts or peanuts you may be notified to refrain from nut butter sandwiches.

Discipline

Children are given clear expectations and limits. Discipline takes the form of demonstrating and modeling appropriate behavior, clarifying expectations, redirecting, and limiting choices as necessary. Our goal is for children to understand and internalize appropriate behavior. Punitive treatment and physical punishment are never considered viable options because they engender fear and anger rather than understanding, as well as being prohibited by law. We view disciplinary situations as teachable moments – demonstrating and teaching children how to respond with appropriate behavior.

Napping

Your child will gradually learn how to rest and sleep comfortably in this new environment. Toddlers and preschoolers learn to lie down together at the pre-designated naptime. Teachers will help your child to relax and get comfortable. Most children fall asleep within 15-20 minutes, some on their own and some with a teacher giving a gentle rub or staying close. Children who do not fall asleep are expected to stay in their cot and are given a quiet activity to do while others sleep.

Toileting

We believe that responsive caregivers are observant of children's development and follow their lead in the pace of toilet training that typically begins in a child's second or third year.

Young children show a readiness for beginning to use the toilet when they:

- Have the physical ability to retain and release bodily fluids
- Show awareness of body functions
- Communicate this awareness by words or signs
- Show an interest in bathroom activities
- Begin to manage their own clothing
- Demonstrate a developing sense of autonomy

If your child is currently in diapers or is potty training a \$25 fee will be paid monthly to the diaper changing/potty training teacher. A child will be considered not potty trained if he or she has more than one accident a day.

Parents and teachers will work together to plan how and when the transition from diapers to underwear will take place, not forcing but following the child's lead.

Enrollment and Financial Policies

Paperwork and Immunization

To secure your child's registration into our program, the enrollment packet paperwork must be completed. This includes provision of your child's immunization record and payment of the required deposits. An annual update of immunization records will be required.

Registration Fees

There is a one-time nonrefundable registration fee (see Admission Agreement). In order to secure a space for your child one month of tuition is required as a deposit along with the registration fee. Upon enrollment, the balance due will become current with the quarterly pay schedule.

Tuition Fees and Billing

The tuition fees are on a quarterly pay schedule. Tuition is due the 1st day of the months of September, December, March and June. However, if you choose to pay month to month, please remember that a 10% charge will apply. It is your responsibility to pay on time. Please make checks payable to **HUNTLEY PRESCHOOL**.

Annual Material's Fee for Continued Enrollment

Currently enrolled students who wish to continue at Huntley for the following school year must confirm the space by April 30th. Space is confirmed by filling out a continued enrollment form (which will be provided by the director) and paying a \$100 materials fee.

Late Tuition

Bills are overdue on the 3rd day of the month and are subject to a \$25.00 late fee.

Vacation and Holiday Credit

No credit on tuition is given for scheduled holidays or vacation periods.

Makeup Days for Absences

We are licensed to handle a certain number of children per day, distributed among the various child care groups in specific numbers. Therefore, we cannot grant opportunities to make up days lost as a result of absences.

Inclusion

All children are welcomed into the program. Huntley Preschool will work cooperatively with other programs or services for children who have individual needs not likely to be met by the regular program. If all attempts to provide appropriate services fail to meet the child's needs, a more suitable placement may be recommended. Huntley Preschool reserves the right to give notice of termination of service to your family if staff determines that the child care arrangement is not in the best interest of your child and/or the other children.

Withdrawal from Program

One month notice *in writing* must be given when a child is leaving the program. Parents are responsible for all tuition receivable to the end of the thirty-day period.

In the event that Huntley Preschool staff determines that this child care arrangement is not in the best interest of your child and/or the other children, Huntley Preschool reserves the right to give one month's notice of termination of service to your family.

It's the Law

Parents' Rights

A custodial parent has the right to enter and inspect childcare facilities where their children are receiving care without advance notice during normal business hours. Access to the facility can be denied when, in the opinion of center personnel, the parent or guardian is behaving in a way which poses a risk to children in the facility, if the adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to deny access to the non-custodial parent or if there is a restraining order on file prohibiting a parent's access to the school.

Children's Rights

The following is a paraphrase of the official state legal code for Children's Rights. Each person receiving services from a childcare facility shall have rights:

- To be accorded dignity in his or her personal relationship with staff and other persons.
- To be accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his or her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical functioning.

- To be informed, and to have the authorized representative informed by the licensee, of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the licensing agency's complaint unit, and of information regarding confidentiality.
- Not to be locked in any room, building, or facility premises by day or night.
- Decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parents or guardians of the child.

Child Abuse

Parents worry that children in out-of-home care, especially those too young to talk, may be treated inappropriately by caregivers. The facts show that fewer than two percent of reported cases of child abuse take place in childcare centers. Children in high-quality, well-supervised childcare settings are shown to be among those at lowest risk for physical or sexual abuse or for accidents resulting in personal injury.

Reporting of Suspected Child Abuse

Caregivers in the State of California are “mandated reporters” of suspected child abuse. As with all teachers and medical professionals, Huntley Preschool teachers are required to report suspected cases of physical or sexual child abuse to the State Department of Social Services for investigation. This is not a choice or matter of judgment. The penalties for non-compliance are severe.

Daily Sign-In and Sign-Out

Your child cannot be left in Huntley Preschool's custody unless he or she is signed in by a parent or authorized drop off person. Parent or authorized drop off person must sign the child in on the sign in sheet with a full legal signature. This is a State requirement for the protection of your child. In an emergency, the sign-in sheet provides the information used in search and rescue efforts. Likewise, before the child is able to be released from Huntley Preschool's custody a parent or authorized pick up person must sign the child out with a full legal signature. Parents who forget to sign in/out their child will be called back to school to complete their duties.

Operating Policies and Procedures

Hours

Huntley Preschool is open from 8:30 a.m. to 5:30 p.m., Monday – Friday. **All children must be off Huntley Preschool grounds before 8:30 a.m. and/or after 5:30 p.m. unless prior arrangements have been made with Huntley staff. To keep congestion and confusion at pick-up to a minimum, teachers and staff request**

that no lengthy conversations be held in the yards or driveways. The children will need your and our full attention.

On-Time Arrival

We strongly suggest that you arrive before 9:30 a.m. Dependable routines are an important part of your child's adaptation to the program. Children rely on daily experiences to tell them what to expect. They may be confused if the school day starts with snack and story one day, circle time another day, and free play on a third day. Children arriving early are able to connect with their friends at the beginning of the day. Parents and teachers also have more of an opportunity to converse. Once a routine is securely established, it can be varied occasionally without causing too much distress. Huntley Preschool begins its classroom activities at 9:30 a.m. If you will be arriving later than 9:30 a.m. please notify the director. If you are dropping off later than 9:30am and have questions or special instructions for the teacher please discuss them with the director as the teacher needs to focus all attention on the class.

Delegating Pick-Up

No child will be released to a person not authorized by a parent or caregiver to pick up the child. Parents may authorize other adults to pick up their child by filling in the appropriate section of the registration paperwork. Staff will refuse to release a child to any person, including relatives other than custodial parents, not listed on the paperwork.

Late Pick-Up

Late pick-up is very difficult for children who see all of their friends leaving and are expecting to be picked up too. Fear of abandonment may arise and can complicate separation issues. Teachers have commitments of their own, and late pick-up of children may interfere with their personal obligations. We recognize that very occasionally there are circumstances that prevent timely arrival of parents. Parents must notify us if you realize that you will be unavoidably late so that we can reassure your child that you are on your way.

A teacher is required to fill out a late form if a family picks up their child late. A charge of \$1 per minute after 5:30 p.m. will be assessed and payable by cash directly to the teacher. The Director reserves the right to waive late charges for extenuating (in the opinion of the Director) circumstances.

After three late pick-ups, or after one exceptionally late pick-up, a family will be asked to meet with the Director. An intractable lateness problem may result in termination of service.

Emergency Form

The emergency form helps us find you when there is a problem such as illness or accident, or when a child has not been picked up at the end of the day. **It must have a current telephone number where you can be reached in the event of an emergency.** The emergency form also gives permission to a delegated adult to pick up your child. These forms are taken with the children on all evacuation drills and will be needed, in case of emergency, for release of the child to anyone other than a custodial parent. **It is critical that these forms contain current information. Please remember to complete an updated form and notify your child's teacher and the Director when there are any changes of phone numbers, home address, or emergency contacts.** We also ask that you consider having another Huntley Preschool family on your emergency pick-up form. Not only will the family be familiar with school procedures, but your child may also be assured that he or she will have a "friend" in the car on those days when you are not available.

Safety

Your child's safety is your responsibility before they are signed into the school in the morning and immediately after they are signed out at the end of the day. Children are not allowed to:

- Play in parking areas and streets
- Climb on fences or gates, or handicapped rails
- Climb on or sit in any vehicles that may be in parking areas, streets, or property adjacent to the school

Your close supervision and attention to the above rules are necessary to ensure the safety and well-being of all the children.

Parent Conduct

The school is intended to be a physically and emotionally safe environment. All individuals – children, staff, and parents – can expect to be treated with respect and consideration. Adults are expected to model appropriate verbal problem solving. Any adult exhibiting inappropriately loud, angry, verbally or physically abusive behavior with children, staff, or parents will be asked to stop immediately and resume interaction calmly at a later time.

Absences

Parents are asked to notify the school *each morning* of a child's absence. If your child is ill, it helps the school to control infection when we know the symptoms of the illness. A doctor's note will be required for re-entry to the school if a child is absent for five days or more. ***Refunds and allowances are not made for absences or school holidays.***

Parent Participation

Your participation is a critical part of making the program a success for your child, and helps you feel more at home at the school. Each parent has a different schedule and a different set of talents; there are just as many ways to volunteer. Some participation ideas:

- Share your cultural customs or celebrations
- Come for a circle time and play a musical instrument or read a story
- Do cooking, arts/crafts, or other classroom related projects with the children
- Bring your child's favorite snack to share with his classmates

In addition, we Huntley hosts holiday parties, concerts, and art auctions which are great opportunities for families to get involved and connect with other families.

Curriculum

Curriculum at Huntley Preschool is based on an understanding of child development and implemented in ways that are consistent with our Philosophy statement found at the beginning of this Handbook. Plans and activities are designed to meet each child's individual, developmental needs.

The daily schedule is designed to provide balanced periods of activity and rest; individual choice and teacher directed activity; individual, small group and large group participation. The schedule is flexible enough to meet children's individual needs, yet structured enough to give shape and predictability to the day. Expectations for children are grounded in knowledge of what is appropriate for the "ages and stages" of young children and are based on careful observation of individual children.

Curriculum for young children is literally everything that happens. We believe that all learning is relationship-based, so the first and most important goal is to establish a trusting relationship among children, teachers, and parents. All children are active explorers and competent learners. The youngest children learn through their senses, so plans for toddlers and preschoolers are intended to support their explorations and their construction of knowledge. A primary task for toddlers is language acquisition. We provide plenty of opportunities for children to hear and use language, knowing that they understand many words and concepts before they begin to speak. Opportunities for motor development support the development of a healthy neurological system. A variety of choices are offered, some familiar and simple, others challenging new development.

Nutrition

Snack is offered twice a day. We provide organic options whenever possible. Milk and juice are not offered to children; however, we encourage children to drink plenty of water when they are thirsty.

Food allergies are noted in a child's registration paperwork.

Disaster Preparedness

First Aid and CPR Training

Safety of the children is a primary concern. Regulations require that at least one staff person with first aid and cardio-pulmonary resuscitation training be on site at all times. Staff is required to keep their certification up to date by attending annual first aid and CPR classes.

Disaster Plan

The teachers will take the children, class backpack that contains basic emergency, first aid, and comfort supplies out of the building. Staff members are assigned such duties as taking the sign-in sheet, search and rescue, first aid, and group management. The children will be evacuated to the area directly opposite the school. If that area is declared unsafe, the designated relocation site is posted inside the facility. **The attendance sign-in sheet is critical in this plan; please be sure to sign your child in and out each day.**

Children and staff remain in a safe area until it is verified that the school can be occupied again or until children are picked up. Children will be released only to parents or people listed on the child's emergency form. It is very important for you to complete the emergency form for your child and to **keep this information current at all times.**

Emergency Drills

Once a month, the group practices fire and earthquake evacuation drills. Children are taught to drop and cover on command, turn away from windows, and follow teacher's instructions in emergency situations.

In the event of an emergency, our first priority will be to assure the children's safety and comfort. Staff is required to remain with the children until they are all picked up or until staff is specifically released by the Director.

Health Policies and Procedures

Medical Exams/Immunizations

All children are required to have a health screening upon enrollment and an up-to-date immunization record on file. As a child gets older, annual updates of immunization records will be required.

Illness

Children entering childcare are sure to experience an increase in mild illness. The frequency and severity of these illnesses will vary from child to child. Parents can expect a child to have six to twelve colds per year. Good sanitary practices are important in controlling illnesses but because many viral infections are airborne, even the most careful hand washing will not always prevent germs spreading. Excluding mildly ill children from childcare may seem to be a solution, but in fact the contagious phase of many illnesses is asymptomatic. Once the symptoms appear, exposure of other children to the illness has already taken place.

Notification of a Known Illness

If a child is known to have a communicable illness such as conjunctivitis or a condition such as head lice, all parents will be notified immediately. Notification will usually be in the form of an e-mail or phone call.

Stay-at-Home Symptoms

Conditions which children are to be kept at home or under which parents will be called to take children home are:

- A fever of 101 degrees Fahrenheit or higher. The child should stay home at least 24 hours after the fever returns to normal (without the use of Tylenol, Motrin, etc.)
- Diarrhea. Return when normal function occurs.
- Vomiting. Return when child can retain a light meal, not less than 24 hours after onset.
- Eye infection (discharge from eyes). Return 24 hours after treatment with an antibiotic has begun, or with physician's note stating child is safe to return.
- Persistent hacking or congested cough with sore (very red or blistered) throat. Return with doctor's written permission.
- Nasal discharge that is green or brown in color. Return when symptoms have cleared.
- Unidentified skin rash. Return with doctor's written permission.
- Difficulty in breathing. Return when breathing returns to normal.
- Sore throat with fever. Return 24 hours after fever is normal or with doctor's written permission.

- Head lice. Return after treatment and *removal of all nits*. Staff will check for nits before the child is allowed back in the classroom.

If a child appears to be ill, without exhibiting the symptoms listed above and requires one on one attention, parents will be called.

Prescription and Over-the-Counter Medication

The preschool staff may not administer any prescribed or over-the-counter medicines. Should a child need such treatment, parents must arrange to administer any such medicines.

Absence

In the event that a child is ill or otherwise unable to attend, parents are requested to call the preschool. When absence is due to skin rashes, contagious skin/eye infections, or exceeds five days or when the child's general health and fitness is in doubt, a signed note from the child's health care provider will be required.

Special Events

Birthdays

We celebrate your child as a unique and wonderful person on his or her special day. The goal is to focus on the child and the sense of celebration. We ask that you help us avoid the connection of celebration with sugar. If you would like to bring a birthday treat we ask that they are healthy snacks such as fruit, muffins, hummus and veggies, etc. Feel free to discuss snack ideas with the director. If you would like to donate a "birthday book", the book will be read during the birthday celebration. Teachers are happy to suggest titles and we welcome parents to be our readers.

"To Do" List

Daily

- Sign in and sign out.
- Bring your child's lunch and any extra clothing or diapers.
- Check your child's cubby for information.

Weekly

- Wash your child's nap supplies and return to the school.
- Check your child's diaper and wipes supply.

Quarterly

- Pay tuition.

Annually

- Update your child's immunization record.
- Submit continued enrollment form and material's fee

At Any Time

- Notify the school and fill out a new emergency card should phone numbers or home address change, or if one of your emergency back-up people is no longer available.

Parent Handbook Receipt

My signature below verifies that I have received the Huntley Preschool Parent Handbook.

I understand that I will be responsible for knowing its contents.

Name (please print)

Signature

Date

Children's names (please print)

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Children's names (please print)

Huntley Preschool Discipline Policy

Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Huntley Preschool uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Allow discipline of a child by parents of other children
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups

Conferences will be scheduled with parents if particular behavior problems occur. If a child's behavior endangers the safety of the other children, or compromises the integrity of our program, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Huntley Preschool will schedule a conference with the director and parents to discuss our observations. If the director determines that our program is not the best fit for your child, alternative childcare center recommendations can be made upon request.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Parent/Caregiver Signature _____ Date _____

Name of Child _____

School Copy

Huntley Preschool

803 N. Alfred St. Los Angeles, CA 90069 / 3863 Broadlawn Drive. Los Angeles, CA 90068

www.huntleypreschool.com

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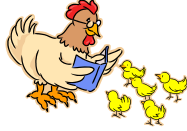
Name of Child _____

Caregiver Copy

Huntley Preschool

803 N. Alfred St. Los Angeles, CA 90069/ 3863 Broadlawn Drive. Los Angeles, CA 90068

www.huntleypreschool.com



Huntley Preschool

West Hollywood / Studio City

323-970-8765

info@huntleypreschool.com /www.huntleypreschool.com

Photography/Video Consent Form

Huntley Preschool uses photography and/or video footage of children, their families, and projects at school for use in educational documentation and for other educational purposes, for school publications and marketing to the broader Huntley Preschool community, and for fundraising purposes.

Please check the appropriate box below.

I, the undersigned, give permission to Huntley Preschool to use photographs and/or video clips of my child, myself, and/or family for the above stated purposes.

I, the undersigned, **DO NOT** give permission to Huntley Preschool to use photographs and/or video clips of my child, myself, and/or family for the above stated purposes

Printed Name

Signature

Date

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
	HOME ADDRESS	NUMBER	STREET	CITY	STATE ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
	HOME ADDRESS	NUMBER	STREET	CITY	STATE ZIP
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY
 (CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN
 AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE

**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY
 CHILD CARE HOMES LICENSEE**

DATE OF ADMISSION	LAST DATE OF ENROLLMENT



Karate classes: Huntley Preschool

Karate classes will be held on campus and are developed specifically for young children. This program has been tailored to develop children's motor skills, balance, coordination, and focus. These high-energy classes are taught to motivate and provide a safe and fun environment for our youngsters while building a strong foundation for respect and discipline through Martial Arts. Please fill out the form below and return it to Miss. Abigail or email directly

to Karate4KidsUSA@gmail.com

Karate Uniform Required: \$45

Huntley Preschool/Karate 4 Kids USA Student information

Please fill out completely

STUDENT INFORMATION

Student's Name: _____ Date of birth: ____/____/____

Allergies, medical conditions or special concerns: _____

PARENT / GUARDIAN INFORMATION

Name: _____

Address: _____

City/State: _____ ZIP: _____

Home: _____ Cell: _____

E-mail: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

In consideration of receiving martial arts instruction and other good and valuable consideration, as the parent or guardian of _____, ("Student") I hereby release and forever discharge KARATE 4 KIDS USA, Inc., their agents, servants and/or employees of any and all claims for damages of any kind, nature or description; more particularly which may arise out of the Student's use of enjoyment of the KARATE 4 KIDS USA, Inc. facilities, receiving martial arts instruction or participation in martial arts classes or other physical exercise or movement at such facilities, which may include the use of physical contact as deemed appropriate by the instructors to employ proper and effective teaching methods. I further release KARATE 4 KIDS USA, Inc. and their agents, servants and/or employees from any and all demands, claims, causes of action, suits or liabilities whatsoever, of every kind and nature, both in law and in equity, including those arising out of negligence of KARATE 4 KIDS USA, Inc. and its agents, directors, shareholders, servants, employees and independent contractors; especially on account of the participation of the Student in classes at KARATE 4 KIDS USA, Inc. or the Student's use or enjoyment of the KARATE 4 KIDS USA, Inc. facilities.

MEDICAL CONSENT & RELEASE OF LIABILITY: *MEDICAL CONSENT & RELEASE OF LIABILITY: I hereby acknowledge that my child is of good health and fully capable of participation in any and all activities with Huntley Preschool Inc. and Karate 4 Kids USA, Inc. I hereby acknowledge that the activities include physical contact whether by other minors or adults. In case of emergency, I authorize the staff Karate 4 Kids USA, Inc. to obtain whatever medical treatment deemed necessary for the welfare of my child. I further understand and agree that I may be financially responsible for all charges and fees incurred in the rendering of said emergency treatment, regardless of whether or not my medical insurance covers such charges and fees. I hereby give consent for my child to participate in any and all the activities with Karate 4 Kids USA, Inc. I release Karate 4 Kids USA, Inc. from any liability for injuries, damages or claims that may be incurred by my child in the activities sponsored Karate 4 Kids USA, Inc. as well as any medical treatment obtained for my child. I hereby agree to indemnify Karate 4 Kids USA, Inc. against any claims for damages by any other person or entity related to the above-mentioned activities. I hereby agree to a statute of limitations period of one (1) year for any and all claims, whether in tort or contract. Having read and understood the conditions of this Medical Consent & Release of Liability, no credit or refunds for unused/missed classes. I have signed and dated below.*

Parent/Guardian Signature: _____

Date: _____

Payment Type (circle one): cash check (made to Karate 4 Kids USA) Visa Master Card

Credit Card #:

Exp. Date: ____/____/____ CCV2 Code: _____ Billing Zip Code: _____ Amount: \$45

Name (as it appears on card): _____ Authorized Signature: _____

Dear Parents,

In an effort to keep Huntley more organized we are requiring all students to have a one piece nap mat like the one pictured below. Any brand or style is acceptable as long as it is one piece. These are available for purchase on Amazon.com.



Thank you for your help,
Huntley Staff

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

PHYSICIAN'S REPORT—CHILD CARE CENTERS

(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY (HAEMOPHILUS B))	/ /	/ /	/ /	/ /	/ /
HEPATITIS B	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
- ___ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____

Address: _____

Telephone: _____

Date of Physical Exam: _____

Date This Form Completed: _____

Signature _____

Physician Physician's Assistant Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
- * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- * Live in out-of-home placements.
- * Have, or are suspected to have, HIV infection.
- * Live with an adult with HIV seropositivity.
- * Live with an adult who has been incarcerated in the last five years.
- * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- * Have abnormalities on chest X-ray suggestive of TB.
- * Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.