

Welcome

PARENT
HANDBOOK



MARLEY'S PRESCHOOL & Child Development Center

The overall well-being and development of your child is our priority.

We believe in providing a fun, fair, supportive and creative learning environment for all students enrolled in our programs. Our childcare facility must be safe, secure and clean at all times. We believe that low student-to-teacher ratios will produce an effective learning environment. Our unique and advanced curriculum hits on all necessary areas of development. We also believe in fresh and healthy snacks and meals so that our children can perform well and play hard throughout the day. Our students will develop social skills, academic skills, and will participate in different character development activities. We believe that

children have the right to be respected and their creative differences be expressed.

Along with child development, we feel that parent satisfaction is paramount to the success of a childcare program. Our purpose is to help each student reach their full potential in all areas in partnership with their parents. Our goal is to have open communication between home and school consistently. Parents have the right to visit our programs at any time and participate in any or all activities. They also have the right to voice any concerns about their child and expect immediate attention given to their concerns. Parents are entitled to be reassured of their child's safety and comfort at all times. With help and support from home, we will prepare every child for success in their academic careers and social adeptness.



Since

2007

Sample Daily Schedule

Time	Event
7:00am-8:30am	Drop off/ Breakfast
9:00am-9:30am	Greeting; circle time; daily news; story time; songs
9:30am-10:15am	Learning Centers; Small Group Time (While the students are in their learning centers, the teacher will be pulling students to work with in small groups.)
10:15am-10:30am	Morning Snack Time
10:30am-11:00am	Playground Time. These times will vary between classrooms
11:00am-12:00pm	Special Activity Time- Computer Lab, Media Center, Library, Optional Programs, etc.
12:00pm-12:30pm	Lunch Time
12:30-2:30pm	Nap Time
2:30pm-3:00pm	Afternoon Snack
3:00pm-3:45pm	Playground Time. These times will vary between classrooms
3:45pm-5:00pm	Afternoon Learning Centers and Special Activity Time
5:00pm-6:00pm	Clean Up/Pick Up

Holiday Schedule

The center will be closed on these dates:

Thanksgiving: The 4th Thursday in November and the following Friday.

Christmas & New Years: December 24th-January 1.

Good Friday: The Friday preceding Easter Sunday.

Memorial Day: The last Monday in May.

Independence Day: July 4th.

Labor Day: The first Monday in September.



General Information

Ages:

We accept preschool aged children from 2-6 for care.

School Hours:

Monday through Friday from 7:00am-5:00pm.

Meals:

Breakfast; am snack; lunch; pm snack are all provided by the center. All of the meals will be prepared fresh daily following FDA recommendations for portion size and content. Our goal is to provide fresh and healthy meals and snacks everyday for all of the students. Healthy eating is the key for healthy bodies and minds.

Naps:

The children will have nap time daily immediately following lunch for a period of approximately two hours. Each child will be provided with a cot to use during nap time. We will provide a sheet for use by each child during nap time. The cots and sheets will not be shared. Every child will have his/her own. The cots will be disinfected weekly and the sheets will be washed weekly. The child can bring a favorite blanket and/or stuffed animal to sleep with from home.

Other programs:

Currently, we offer a variety of activities that are now included in the program at no additional charge. These activities include Physical Education, Dance, Gymnastics, Music, Spanish, Sign Language, and Bible Study (optional).

Field Trips:

There will be frequent walking field trips to the beach with parental consent. The beach is just steps away from the preschool (approximately 200 feet). During these trips the students will participate in learning activities such as counting and sorting seashells. The students will not be allowed to swim. They will be allowed to take off their shoes, weather permitting, and have their feet touch the water.

Medication:

The preschool will give medication to its students if necessary throughout the school day. This will occur only if the medication is prescribed by a doctor with specific directions regarding doses and times medicine should be given along with any other relevant information regarding the medication (For example, "should be taken with food".) Only the director or substitute director will administer the medication. The parent needs to give the preschool consent in writing to administer the medication to the child. Over the counter medication will not be given, like cough and cold remedies. If the child is sick enough to need these medicines to suppress symptoms, then the child should remain at home until the illness is gone and no longer contagious.

Emergencies:

In case of a medical or dental emergency with any student, all staff will be instructed to immediately follow emergency procedures like performing CPR and/or calling 911 if needed. If the student is in stable condition and does not need an ambulance, the child will immediately be separated from the other students and taken to the director's office. An adult on staff will remain with the child at all times giving comfort and support to the child. The parents will be called immediately and they will be expected to pick up the child within the hour. If the parents are not able to pick up the child, then a designee from the child's emergency card should pick the child up. We also have a pediatrician on call at all times for the preschool. This doctor carries a pager and is available to answer all phone calls and medical questions from the director of the school during business hours. (See form LIC 627)

Parking & Security:

For safety reasons, we recommend that while dropping off and picking up your child that you park in the designated spots in the rear of the building and not on Pacific Coast Highway. There are drop off and pick up spots designated on both sides of the playground. If for some reason, these spots are full or unavailable, we recommend parking in the public parking spots located on the green belt along North Pacific Avenue and South Pacific Avenue. The main entrance is on 15th Street. This will be the only entrance and exit used except for emergencies and those requiring handicap access. There is handicap access and ramps at the playground entrance on the alley just south of 15th street. The front entrance is always locked and is equipped with a security camera that will record every person that enters and exits the preschool. Every morning during drop-off, the parent will be required to walk the child into the preschool and to sign the child in and hand over the care of the child to an adult on staff. The same will be required during afternoon pick-up. Before a teacher hands the care of the child over to the parent, the parent will need to sign the child out.

Sign in and sign out sheets will be on a clipboard on the counter of the reception desk at the main entrance. If the teacher does not recognize the parent, then the teacher will then call the director and the child's emergency card will be pulled. Identification of the person picking up will be compared to the child's emergency card and we will attempt to contact the parent before releasing the child. We request that if anybody other than the parent is going to be picking up the child, then the parent needs to notify the director or the teacher as soon as possible. For an added security benefit, we have installed a computer program called "Childcare Manager". This program lets the staff access pictures of the adults that are authorized to pick up the child.

Enrollment:

During the enrollment process, parent interviews will be conducted to help ensure proper placement of the student. During this interview, we will discuss the family background and behavioral and developmental history of the child. We will also discuss any concerns or special circumstances concerning the child by the parent. There will also be verbal and written (when applicable) assessment of the student by the director.

The children have the right to a safe, fair, caring, and supportive learning environment. They have the right to be respected as little individuals and their creative differences to be expressed. The parents have the right to visit the preschool anytime and participate in any or all activities. They have the right to have open communication with their child's teacher and director and voice any concerns about their child and expect immediate attention given to these concerns. Parents have the right to feel that their child is safe and comfortable at all times.

The parents are required to bring written proof from their child's doctor that all of their child's immunizations are up to date. Copies of these records will be kept on file at the preschool. (See Blue Card PM 286)

Before any child can attend the school, every parent will be required to get their child a physical exam including a TB test and bring written notice from a doctor noting their child's health condition, including physical ailments, allergies, learning disabilities and all other health concerns. (See form LIC 701)

All parents will be required to have written emergency information on file at the preschool at all times. Also, in case of an emergency, parents have alternate people listed to pick up their child if they are not able. Identification will be checked against the written records during times of pickup and we will attempt to contact the parent first. (See form LIC 700). Please review, sign, and return the attached sheets on parents' rights (LIC 995) and personal rights (LIC 613 A)