

Գ.Զ.Վ. Ազգային Մանկամտուր
Ծնողներու Տեղեկութեան Ձեռնարկ

K.Z.V. Armenian Preschool
Parents Handbook
School Policy & Information



Childhood is a journey not a race...

Revised 08/2021

Սիրելի Ծնողք,

Բարի եկաք.

Դուք այժմ մաս կը կազմէք Գոռուզեան-Ջաքարեան-Վասպուրական Ազգային Վարժարանի մեծ ընտանիքին:

Սուրբ Գրիգոր Լուսավորիչ Հայ Առաքելական Եկեղեցւոյ Գ.Ջ.Վ. Մանկամսուրը հիմնուած է 1980-ին:

Մեր նուիրեալ եւ փորձառու ուսուցչական կազմը սիրալիր ու լայնասիրտ համբերութեամբ կը գիտակցի ձեր զաւկի հոգեմտաւոր կարիքներուն՝ միաժամանակ իրենց մէջ արթնցնելով հայ լեզուի ու մշակոյթի սերն ու արժէքները:

Շնորհակալութիւն կը յայտնենք որ ձեր զաւկին հոգատարութեան եւ դաստիարակութեան այս կարելոր առաքելութեան բաժնեկից կը դարցնէք մեզ:

Մեծ ուրախութեամբ կ'ողջունենք ձեզ միասնաբար համագործակցելու եւ բոլորելու հաճելի եւ բեղուն դպրոցական տարեշրջան մը:

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Dear Parents,

Welcome! You are now a part of KZV Armenian School's extended family.

St. Gregory's KZV Armenian Preschool was established in 1980 and offers all day developmentally appropriate program for children ages 2½ to 5 years.

At KZV Armenian Preschool, our dedicated teachers are committed to provide optimum learning experiences and the best early childhood education in conjunction with the Armenian language and culture.

Thank you for allowing us to be part of your child's important educational and growing years. We salute you and look forward to a mutually productive and cooperative school year.

KZV Armenian Preschool Staff

PLEASE FOLLOW THE ADDITIONAL COVID GUIDELINES AND PROTOCOLS ESTABLISHED BY THE ADMINISTRATION

Program Philosophy: “We learn as we play”

We believe that:

- ❖ each child is an individual who deserves to be respected and appreciated for his/her own unique character
- ❖ young children must feel safe, secured, loved, appreciated and given a sense of empowerment before any learning can occur
- ❖ young children learn best by interacting with their environment in a “hands-on” fashion during play
- ❖ the best curriculum for young children is one that provides creativity and exploration to promote growth in all areas of development (social, emotional, physical, intellectual and creative).

Program Curriculum

KZV Armenian Preschool is licensed by the State of California Social Services Department to serve the needs of children 2½ to 5 years olds. We use child initiated Developmentally Appropriate “creative curriculum” that targets all the interest areas such as blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking and outdoors.

The Preschool classes are taught entirely in the Armenian language as well as English for non-Armenian speakers. Once a week, the blue group students are also exposed to English story telling for 20 minutes.

- **Language Arts:** Children acquire conversational and pre-reading skills both in Armenian and English languages.
- **Cognitive Skills:** Children acquire concepts in mathematics, science, social studies, health and other academic areas.
- **Aesthetic skills:** Children have daily opportunities for aesthetic expression and appreciation through art and music.
- **Social Skills:** Children are provided many opportunities to develop social skills such as cooperating, helping and negotiating.
- **Gross motor Skills:** Children have daily opportunities to use large muscles by running, jumping and balancing. They use their small muscles by experiencing drawing, writing, using the scissors etc.

Statement of Non-Discrimination

KZV Armenian School operates under the auspices of the Western Prelacy of the Armenian Apostolic Church of America. KZV Armenian School admits students of any race, color, sex, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. KZV Armenian School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school –administered programs.

In employment practices, KZV Armenian School does not discriminate on the basis of ancestry, age, color, genetic information, gender, gender identity, or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, disability or physical handicap unrelated to the ability to perform the duties of the position.

Quality of Staff:

Teachers and teacher assistants are bilingual, experienced and have exceeded the Early Childhood Education State requirements. They are trained in pediatric CPR and First Aid. In addition, they continue to update their education by attending classes, workshops and seminars.

Teacher-Child Ratio

We also meet or exceed all California State Licensing requirements for adult-to-child classroom ratios. The California Licensing ratio of teacher to young preschool children is 1:12. Preschool For All funds the morning portion of the day; therefore during the morning portion, the ratio is 1:8.

School Operational Details

KZV Armenian Preschool is licensed by the state of California to serve the needs of children ages 2½ through 5 years old.

License # 380505320

All students must be toilet trained.

Admission:

Applications for registration are accepted from March-April for the following school year. Children can also be registered at any time during the year according to space availability. However, we will not accept any children into the program after Easter Break. For returning students, late applications are subject to a \$150 fee. Delinquent accounts must be paid in full before applications for the new academic year can be accepted.

The following are the guidelines for enrolling children in age appropriate groups.

- Yellow Group must be 2.5 years old and (potty trained)
- Red Group must be 3 years by September 1
- Blue Group must be 4 years by September 1

Our school offers flexibility for our Yellow, Red and Blue group students by admitting them on part time status.

Part time options for Preschool are:

- Monday through Friday, half day 8:00 am to 12:15 pm
- 3 days per week, Tuesday, Wednesday and Thursday, full day 8:00 am to 3:20 pm.

Note: Considering Blue group is a preparatory class for kindergarten, we highly recommend Blue group students to enroll fulltime. Otherwise we recommend the first option of Monday through Friday half day.

Vaccination

Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine (CA Law SB277). Further information or details can be found at:

<http://www.shotsforschool.org/laws/sb277faq/>

Tuition and Fees

The school is grateful to the parents and guardians who willingly make the sacrifices necessary to finance an Armenian school education for their child/ren. The School Board, with the cooperation of the school principal, balances the yearly operating budget and closes the gap that exists between the fixed operating expenses and the tuition income through its annual fund-raising banquet, as well as donations from St. Gregory Armenian Apostolic Church, other Armenian organizations and institutions, parents, and the San Francisco and Bay Area community at large.

In determining the tuition and fee schedule, the School Board has tried to keep increases to a minimum, balancing the impact of a tuition increase on family finances, with the school's costs in providing a quality education for our students.

The registration fee also covers the following expenses:

- Board of Regents Fee
- Student accident insurance

Tuition and School Fees

Registration Fee (Non-refundable, due with completed registration forms)

Registration (includes student insurance, Board of Regents fee & yearbook)	\$600
New Student Registration (includes application fee)	\$800

Tuition: To be paid through Smart Tuition

Preschool Blue and Red Groups	\$11,800
Preschool Yellow Group	\$12,800
Preschool Part-time (All groups)	\$10,100
Part-time options: M-F (8:00am to 12:30pm), <u>or</u> T,W,TH (8:00am to 3:30pm)	

Optional

Pre-K Extended Care - Morning or afternoon (prorated every 15 min)	\$20/hour
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Other Fees (Check payable to ASPTA)

ASPTA Dues (Per family)	\$30
ASPTA Hot Lunch- Optional – Not offered at this time	
Preschool (Per student)	

Sibling Discounts

Second Child (Applied to 2nd child's tuition)	\$750
Third Child (Applied to 3rd child's tuition)	\$1,500
Fourth Child (Applied to 4 th child's tuition)	100% of Tuition

Payments

KZV Armenian School is pleased to announce we have partnered with **Smart Tuition** for the processing and collection of our families' tuition. By moving to a tuition management system, KZV Armenian School joins other private schools utilizing such services to better serve families, while also improving the school's cash flow.

Smart Tuition has the same 10-month, semiannual, or annual plan to which our families have grown accustomed to. Parents need to enroll in their system online or manually by filling out a form. In order to ensure proper account setup, please enroll online (www.enroll.smarttuition.com and submit your school's code: 11826) or fill out the Smart Tuition enrollment form available at the office). Smart Tuition will send an invoice monthly allowing parents the option to mail in a payment, make a payment over the phone, or make a payment over the web. Smart Tuition can also automatically debit your credit card, checking account, or savings account on a monthly basis.

Tuition fees established by the administration and finance committee are due:

1. In full by August
2. Semi annual: August and January
3. In ten monthly installments (August to May) during the academic year.

Late payments

There will be a \$55.00 late fee charged by Smart Tuition for any payment not received on the due date selected by the parents. Any returned checks will be subject to a \$35.00 returned check fee. Additionally, KZV has the right to take legal action to collect school tuition and fees. Parent/Guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees and may be referred to a collection agency.

Discounts

There is only one type of discount available:

Discount for siblings: Families with two children get a discount of \$750 on the 2nd child's tuition. Families with three children get an additional discount of \$1500 on the third child's tuition. Fourth child is free of tuition as long as all four children are registered.

Non-payment of Tuition

Students will not be allowed to re-register for the next school year if the parent contributed hours, tuition payments, and other commitments are not fulfilled. In addition, parents of 8th graders must fulfill tuition obligations prior to graduation or appropriate action will be taken, including but not limited to withholding student transcripts.

Fees and Costs to Collect Tuition

If any action is necessary to enforce the terms of tuition payments, the parent will pay any collection costs of Krouzian-Zekarian-Vasbouragan Armenian School, including attorney's fees.

No financial aid is available for Preschool.

Hours of Operation

Preschool hours are from 8:00 am to 3:20 pm.

Minimum day schedule is 8:00 am to 12:00 pm.

No after school care is available on minimum days.

Refund Policy

Each year, prior to the opening of the School, the administration prepares a budget, hires staff, and orders textbooks, educational supplies and equipment based on student enrollment. If a student leaves the school during the academic year, the school is still responsible for the incurred expenses.

Accordingly, the school has adopted the following refund policy for students leaving the school during the academic year:

- Registration fees are non-refundable
- Fees for supplies are included in the tuition payment and are not refundable
- Tuition payments must be made in full for all pay periods of full or partial attendance

The tuition for a student enrolling or leaving the school during the academic year will be prorated. Registration fee is non-refundable.

The above policy also applies to students who indicate at the time of enrollment their intention to attend the school for only a portion of the academic year

Preschool For All

KZV Armenian Preschool was qualified and approved to be a Preschool For All site in March of 2014! KZV met the city standards and requirements for classroom environment, curriculum, teacher qualifications, family engagement, and more.

Preschool for All (PFA) is San Francisco's universal preschool initiative, administered by First 5 San Francisco. It was created by a local proposition (Proposition H, the Public Education and Enrichment Fund or "PEEF") in March 2004. The goal of PFA is to provide high quality preschool available to all 4-year-old children in the City of San Francisco by building upon the current early care and education system, bringing together public and private providers to ensure that children enter kindergarten with a strong foundation for learning and succeeding in school and in life.

PFA-funded preschool enrollment is available to all San Francisco city-resident families, regardless of income. PFA will fund eligible child enrollment for a set number of daily hours. For every PFA Program Year, **only** children residing in the City of San Francisco that are, or will be, 4-year-old by December 2 of that school year are eligible for Preschool For All funding. The fund will come to KZV and the school will pass the credit to the eligible students. For more information, please inquire at the office.

Transition

Starting a new school can be a difficult experience for parents and young children alike. Informative personal tours can be scheduled prior to registration and during the year by making an appointment with the principal and the Preschool Director. Information is also given during our annual school Open House. Upon actual enrollment parents are encouraged to attend our "Back to school" night to hear and receive detailed information regarding school schedules, policies. Furthermore, parents will have a chance to meet with their child's teachers.

Extended Care Services

Extended care is available to working parents from 7:30 to 8:00 am and from 3:30 to 6:00 pm for a nominal fee. Extended care fees are found in the registration packet. If you think you will need this service any time during the year, please register your child by completing the Extended Care Service form at the office.

Please do not pick your children between 12:30 to 2:00 pm as it is Preschool's nap time.

Attendance Policy

- According to state licensing, parents are responsible for signing in and signing out on the attendance sheet each day.
- Under no circumstances will a child be released to a person without prior written or same day verbal authorization from the parents/guardians.
- Note: It is legal for either parent to pick-up the child, unless the school has a copy of a court order restricting visitation.
- The school must be notified in writing immediately if there is a permanent change in the child pick-up authorization form.
- The person whom you have authorized to pick-up you child must be 18 years of age or older with proper picture identification (Driver's license or equivalent).
- Please notify the office or email the Site Supervisor if your child is going to be late or absent.

Uniforms/other Clothing and Bedding

Uniforms are mandatory from the first day of the school. Students should wear the Preschool T-shirt and sweatshirt which can be purchased from the school's office.

Since play is the language of children and their way of learning, we request that our children wear comfortable play sweat pants.

- Navy blue sweat pants can be purchased from any vendor.
- Black or navy blue closed toe Velcro type shoes and dark navy blue socks.
- Each child should bring his/her own bedding and an extra pair of clothing change (pants, T-shirt, blouse, 2 pairs of underwear and undershirt and socks).
- Two boxes of flushable wet wipes and two boxes of tissue.
- 4x6 family photo and 2 photos of your child.

It is mandatory that uniforms and all clothing be labeled with your child's name.

The school will not take responsibility for any lost or misplaced items.

According to state law, children's bedding will be returned home at the end of each week to be laundered. The bedding should be returned to school on the first school day of the following week.

Toilet Training

All KZV Preschool children must be toilet trained and non-diaper dependent as of the first day of school in August. Parents need to provide the preschool with a change of clothes for the child to be kept available in the preschool cubby. Preschool teachers will not change diapers or "pull-ups". In the event of a messy accident, the parent/guardian will be called.

Sign-in and Sign-out

Please sign your children in and out daily with your full first and last name and the drop-off and pick-up times. If a person not on your authorized list will pick up your child, please let us know beforehand and send a note authorizing her release.

Drop Off, Pick Up and Late Pick up

Please assist your child with washing their hands upon arrival. If your child is attending preschool on a part-time basis, please be prompt in picking your child up at the end of each morning session so that the transition time can run smoothly. If you will be unavoidably detained, please call the office as soon as you are able.

Absences and Make-ups

Please notify the teacher when your child will be absent as soon as you are able. We cannot offer tuition refunds for school days missed due to vacations, personal time off, or illness.

Separation Process

Some children with a deep attachment to their parents can be reluctant to separate from them. Every parent-child pair is different and has a different separation style and we want to respect that. However, we request that you limit that separation routine to 15 minutes maximum.

If you have any concerns, please discuss it with the program's teacher. Together, we can develop a separation routine. If you are concerned about your child, you may call the office at any time for an update.

In general, children will sense the confidence of the adults. So, if you are confident that your child will be safe and will have a good time, then she/he will feel the same.

Birthdays

Parents, who wish to celebrate their child's birthday in our Preschool, are welcome to do so by bringing individual cupcakes or plain white or chocolate cake free of peanuts, other nuts and fillings.

We celebrate birthdays at 2:45 pm on any day with advance notice.

No party gift bags are allowed. If you wish your child to share this joyous occasion with his/her friends you may donate a story book or stickers to his/her classroom.

Toys and Accessories

Children are only allowed to bring a small stuffed animal for naptime.

No guns or weapon toys of any kind, jewelry, nail polish, money, coins, candy, and gums are permitted in school.

Field Trips

Children will be given an opportunity to participate in occasional field trips and nature walks with written permission by the parent/guardian. A permission form will be sent home for each specific event. You will be informed in advance of any additional fees which may be required.

The school appreciates parent participation on these trips.

Health, Safety, Security and Nutrition Policies

Health Rules

The following health forms must be completed and returned to school before the start of each school year.

- Physician's report.
- Consent for Emergency Medical Treatment.
- Child's Pre-admission Health History-Parent's Report.
- Children's Council Consent Forms (vision, hearing, dental free screenings & BMI)

Our policies and procedures are as follows:

- Children must wash their hands upon arrival (We also wash hands before and after: snacks, lunch, classroom and outdoor activities)
- Sick children must remain home until they are no longer contagious so as not to expose other children.
- If your child arrives at school with symptoms of possible illness, toothache, earache etc. you will be contacted immediately.

The state of California licensing department forbids any sick child to attend the program.

Parents are asked to exercise good judgment and keep children at home while ill, seeking medical attention as appropriate.

Symptoms that are signs of possible infection or disease are as follows:

- Fever over 100F
- Excessive irritability or unusual passivity
- Signs of a new cold, sore throat, watery eyes, etc.

- Vomiting and/or Diarrhea
- Rash, unless the cause is determined to be non-contagious
- Inflammation of eye/Pink-eye
- Abscess or draining sores

A child must be free of fever, vomiting, and diarrhea for 24 hours before they can return to the school. This means that if the parent takes a child home with any one of these conditions one day, they may not return to school the next day. While a child is running a fever, they are contagious and pose the most risk to others. While aspirin may reduce fever, it does not eliminate the seriousness of the illness and the child needs to be at home. If a child has seen a physician for the symptoms, we may ask for a release from that physician in order for that child to return. A doctors' note is required if a child has been absent 3 or more days due to an illness.

Nutrition

The A.S.P.T.A. provides a hot lunch program for students who are registered. The fee for hot lunch is determined by and payable to the A.S.P.T.A. Preschool provides the daily milk, morning and afternoon snacks and fruits.

Daily Rests

On a daily basis, Preschool children have a specific time for rest. If your child doesn't nap, he/she still needs to rest and or have a quiet time on the cot, per licensing regulations. Code 101230 states that:

- All children shall be given an opportunity to nap and rest without distraction.
- No child shall be forced to stay awake or stay in the napping area longer than a normal napping period.

Allergies and Diet Restrictions

If your child has allergies (including food allergies) or diet restrictions, please record this information on your child pre-admission health history form.

Medications Policy

Parents should fill out the Authorization to Administer Medications Form provided by the school's office prior to administering the medication/EpiPen.

Without the required authorization, the parent or guardian must come to school and administer the medication. It is effective for one year and must be renewed each August. All medications must be brought to the site supervisor or principal with the proper authorization and directions for administering. The child's name and the medication's name must appear on the bottle. **NO STUDENT IS ALLOWED MEDICATION WITHOUT ADULT SUPERVISION AND PROPER AUTHORIZATION.**

Medication and Incidental Medical Services Administration Policy:

The following requirements must be met before enrolling student who is required to be administered medications (prescription and over the counter) and/or Incidental Medical Services:

- Written authorization from the child's physician and a valid prescription (for prescription medication)
- Written authorization from the child's authorized representative. Parents must complete the *Parent Consent for Administration of Medication Forms (for over the counter and prescription medication)*
- Medication, supplies and equipment must be in original labeled container with the child's name on it, and may not be expired.

- Facility will maintain documentation of medication and Incidental Medical Services log after the medication or service is administered.
- Proper safety precaution will be in place. Staff must wear gloves when dealing with blood and bodily fluids properly wash their hands and properly dispose of instruments in an approved container.
- All our teachers are trained in pediatric CPR and First Aid.

Care and Storage

Over the counter medications are stored in the office. Each classroom also has a first aid kit stored in a Red Bag. Prescription medications (such as EpiPen) is stored in the classroom and in the office. Medications that require refrigeration should be stored in a designated area of the refrigerator separated from food and inaccessible to children.

Administration of Routine Medication and Incidental Medical Services

Once all the requirements are met, the designated staff will administer Medication on Incidental Medical Services by utilizing the following requirements:

- Right child
- Right Medication
- Right Dose
- Right Time
- Right Route

Channels of Communication

Open communication and collaborative efforts between parents and staff is the key to operating a harmonious school. Please make sure to direct your questions or concerns to the teacher and or to the Site Supervisor.

It is extremely important that parents read the emails sent every Thursday by K.Z.V. administration and emails/newsletter sent by the Site Supervisor.

Parent/Staff Conferences

We care about your concerns for your children, therefore the best way to share such concerns are through scheduled conferences between parents and teachers. If you desire a conference, please schedule one with your child's teacher. If the need arises, you may also schedule a conference with the Site Supervisor.

Parent involvement is one of the most important aspects of our school.

- We encourage parents to participate and assist the school in any possible way.
- Parents are welcome to initiate and take part in implementing a class activity by sharing their interests and talents.
- Accompany field trips and work on various projects

Parent Participation/Involvement

We believe that young children grow and learn better in school when their parents become active participants in the school. We encourage all families, regardless of family structure, racial, religious, and cultural backgrounds; gender; abilities; or preferred language to volunteer in all aspects of the program such as:

- ASPTA – A voluntary committee consisting of dedicated and committed parents who play an integral role in the overall event organizing matters. Each year, these parents take leadership roles in organizing fundraising events for the School.
- Volunteering in classrooms, kitchen, book fair, field trips, etc.

- Participating in an annual general meeting and volunteering their expertise and assisting the School in reaching the set goals.
- The School administration has the sole discretion in determining all aspects of volunteer opportunities at the School and may at its sole discretion grant, deny, or change volunteer opportunities and assignments.

Special Circumstances

Child custody and KZV Armenian School’s obligations: Custody of a child can be a very difficult issue for the parents and the child. We hope parents make this issue as comfortable as possible for the child. KZV must respect the arrangements that each family makes in a court of law. If your family has a special court order, please share it with the Site Supervisor and the Principal at the time of enrollment or whenever it becomes effective. We will attempt to follow its intentions. If custody issues arise, we encourage parents to settle their differences away from the school. We want the school to be a safe haven for all children.

We are required to let any parent take their child from the school, unless there is a court order specifying that a parent is not allowed to take a child. If there is a court order stating that a parent is restricted from taking the child, we will ask the parent to leave in a peaceful manner. If the restricted parent insists we will work to maintain a constructive dialogue with the goal of convincing that person to leave in a peaceful manner. Under no circumstances will we provoke a person to the point of violence or open hostility. If the parent insists on taking the child, we will first ensure the safety and supervision of all the children at the school. Second, we will call 911 and identify the parent who took the child as well as the vehicle in which they left. We will then notify the custodial parent.

In a situation where a parent is sharing raising a child with a non-parental guardian, a domestic partner, or a family member, we will always follow the parent’s wishes. Please let us know about your relationships so that we can best meet the needs of your family. We want to respect the importance of each person in your family, but we recognize that the parent or legal guardian must have the ultimate responsibility for their child’s welfare.

DISCIPLINE POLICY

The goal of the KZV Armenian Preschool discipline policy is to guide children to develop **self-discipline**. Self-Discipline means being governed by oneself and taking into account the feelings and views of others in determining the best course of action. Three building blocks to achieve self-discipline are:

1. **Understanding acceptable behavior**_through the experience of clear communication and consistently applied consequences.
2. **Developing empathy**_by understanding the feelings of others.
3. **Using language**_to verbalize wants and feelings, rather than using aggression or tantrums to demonstrate the frustration of not being understood.

These building blocks take many years to achieve. Toddlers and preschoolers are taking important first steps toward this goal, every day.

- At KZV Armenian Preschool we believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

- We believe that young children learn empathy when the adults around them consistently treat them and each other with gentleness and respect. They learn to be cooperative when their feelings and ideas are acknowledged. Our methods of guiding children help them to discover that cooperative behavior is needed to complete a job and to have friends. We work to prevent behavior problems by arranging each room so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Our staff is skilled at using children's conflicts as opportunities to teach social skills and conflict resolution. Teachers act as role models and encourage children's appropriate behaviors. They help children learn the language of negotiation so that they can begin to solve disputes with words and positive action rather than violent outbursts. **Discipline is guidance, not punishment.** It is the process of helping children to understand social limitations and practice self-control. **Discipline at our Preschool is not for punishment but for behavioral change.** Teachers assist and guide children in resolving conflicts by helping them identify feelings, describe problems, using their words and problem solving with each other to come up with mutually acceptable choices. We provide a "Can do" environment and positive verbal guidance, we teach young children what "To do" not just what "Not to do".
- Our staff members provide clear, age appropriate expectations for children's social behavior. We give positive direction, support and encouragement to help children learn positive behavior. We also communicate clear limits when children's behavior is unacceptable. We do not use punishment and rewards, withholding or forcing food or sleep, name calling, humiliation, or placing a child alone in a room to control children's behavior. Corporal punishment (any punishment that physically hurts a child, such as hitting, pinching, pulling) is never used and is against the law. Also, parents must not use these behaviors toward their own child or any child at the preschool. **Discipline will not be associated with food, rest, or toileting.**

We use clear, consistent and respectful guidance and consequences directly related to the anti-social behavior and that help children learn positive behavior.

Examples of sanctions are:

- Calling attention to the direct and logical consequences of the child's actions. For example: "If you throw the crackers on the floor, then you won't have any to eat"
- Depriving a child of the object he/she misused. For example: "I'm going to put the shovel away until you are ready to play with it safely."

Examples of Guidance are:

- **Negotiation** - Learning to use words, rather than actions. For example: Instead of crying or hitting when someone takes a toy, the teacher will help a child to verbalize, "Stop! I am playing with the toy. Give it to me!" The teacher will help the other child respect the wishes of the child with the toy and continue to pursue his or her own desire by prompting "Can I have a turn?" The negotiation will then be worked out between the children with help from the teacher.
- **Redirection** - Helping a child to find something new that is as satisfying as that which he or she cannot have. There are at least two of the same toy for toddlers. When children fight over the same toy, we seek to help one child become interested in another toy.
- It is essential that discipline and guidance be presented to children in an atmosphere of mutual trust and affection so that the child will feel positive motivation to choose more acceptable behavior in the future. Only a child who feels respected for the way he feels will respect the feelings of others. Punishment and humiliation sometimes achieve immediate results in controlling children's

behavior, but in the long run lead to revolt, dishonesty, fear and low self-esteem. We do not use punishment or humiliation in our discipline techniques.

- Occasionally, a child continues to behave in ways that are frequently damaging to self and others, in spite of consistent limits and consequences. When this occurs, the Site Supervisor and Teacher will request a conference with the child's parents. Together, staff and parents will develop a plan for resolving the problems. This may include a series of conferences and family counseling. We may also request an assessment by a qualified professional during the time the child is at the preschool. Most difficulties can be solved in a short time when parents and staff work together. We will require that parents meet with the Site Supervisor and classroom teachers to develop a Positive Behavioral Support Plan. **Should a family not be able to commit the necessary time and effort to this process, the Site Supervisor and the Principal may give them a two- week termination notice.**
- In the event that, despite the sincere efforts of staff and parents, a child continues to be unable to function as a member of a group during age appropriate activities, and requires constant attention from a teacher to prevent him/her from hurting other children, endangering him/ herself, destroying materials or disrupting the activities of other children, it may be concluded that the KZV Preschool is not able to provide the conditions necessary for the child's success. **When this situation occurs, a family may be given a two-week termination notice.**

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually temporary and is most common between thirteen and thirty-six months of age. The safety of the children in our preschool is our primary concern. The preschool's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers and young kids bite for many different reasons. Generally, children bite because they try to obtain something, express emotions or avoid a task/challenge. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers.

The Preschool will encourage the children to "use their words", express emotions, find solutions and self soothe when they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "We use teeth to eat food. We are gentle with people. Teeth hurt our friends!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child/staff member shall be assessed and cleansed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services within 7 calendar days.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

- Determine what child is trying to communicate. Try to be proactive and preventive.

If biting continues:

- Classroom staff to meet with the site supervisor on a routine basis for advice, support and strategy planning.
- Chart every occurrence, indicate location, time, participants, behaviors, staff present, and circumstances.
- Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Teach responses to children for potential biting situations.
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a written plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- If an occurrence happens more than once in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If it is deemed in the best interest of the child, the Preschool, and the other children, **the child may be terminated from KZV Preschool enrollment for the duration of the biting stage.** Written warning will be given to the parents before this action will be taken.

Child Abuse and Neglect Policy

All faculty and staff members are legally mandated by law to report any form of suspected child abuse or neglect to the child protective services. Upon enrollment, you will be required to sign a statement that you have received child abuse information from the Preschool.

Disaster Preparedness

Disaster Preparedness is an important aspect of our pre-school program operation. The entire school campus is equipped for emergencies with first-aid supplies, food and water, flashlights and other necessary materials. Upon expiration, disaster kits are updated. Furthermore, the school faculty and staff are certified for CPR and trained in basic first aid. The importance of a calm and orderly response to fire or earthquake cannot be overemphasized. Telephone service may be disrupted and roads may not be passable in the event of such emergencies. In the absence of direct communication, parents should assume that their children are being cared for in the best possible way.

In the event of fire, the school will be evacuated according to a well-rehearsed plan. Fire drills are held regularly (once a month) under the supervision of the San Francisco Fire Department.

The school also conducts earthquake drills on a regular basis. In the event of a severe earthquake, safety considerations may require students to remain on campus for some time. They will be kept safe and secure until parents or other authorized adults can take them from school grounds. No student will be released on his/her own.

- Children will no longer take off their shoes during play or rest time to ensure safe and timely evacuation.
- Children will be released only to a parent or an individual designated by a parent, whose name is listed on the child's Emergency Release Form (Picture identification will be required). With this in mind please make sure your child's emergency form is always up to date.
- After a disaster, parents or designated parties will be asked to wait at a specified station. Children will be escorted to the parents by a teacher.

- Parents should not enter any area where children are kept so as not to alarm children whose parents have not yet arrived.

Termination of Services Policy

The school reserves the right to admit and/or dis-enroll any student at its sole discretion at anytime. Additionally, Program Services may be terminated to a family and/or child by the school's administration in any of the following circumstances:

1. Parent/Guardian fails to abide by the provisions of this Handbook, the school's agreement and/or contract.
2. Parent/Guardian disrupts the smooth and efficient operation of the program and/or compromises the health and safety of children and staff.
3. The school is unable to meet the physical, social/emotional and developmental needs of the child.
4. The registered child compromises the health and safety of children, staff or himself.
5. Other reasons determined by the school administration at their sole discretion.

To Every Parent

There are little eyes upon you
 And they are watching night and day;
 There are little ears that quickly take
 In every word you say;
 There are little hands all eager to do
 Everything you do;
 And a little child who's dreaming of
 The day he'll be like you.

You're the little child's idol,
 You're the wisest of the wise,
 In his little mind about you,
 No suspicious ever rise;
 He believes in you devoutly,
 Holds all you say and do
 In your way when he is grown up
 To be just like you.

There's a wide eyed little child who
 Believes you're always right,
 And his ears are always open
 And he watches day and night;
 You are setting an example
 Every day in all you do
 For the little child who's waiting
 To grow up and be like you.