



# PARENT HANDBOOK

## PROGRAM PHILOSOPHY

The Village is an inclusive educational center that recognizes and celebrates the individual learning styles and unique talents of each and every child. Our educational center offers a program rooted in the following principles: (as adopted from the National Association for the Education of Young Children (*NAEYC, 1996*)).

- Designing activities based on a strong knowledge of child development
- Valuing the importance of families and the ties between the child and family
- Respecting the dignity, worth, and uniqueness of each individual
- Helping children achieve their full potential

Parent-Family involvement is a critical component to ensure that families understand the program philosophy, are knowledgeable about curriculum themes and how to link information from school to their home life. Likewise, families will share important information about their family that will help staff link home information to school activities.

The program staff enhances the students' learning experiences by providing a supportive and stimulating environment. The staff encourages each student to explore and question their environment in a manner which recognizes and utilizes individual strengths and challenges.

The staff presents clear expectations for each student's behavior, and holds each student accountable to the standards of acceptable behavior (*NAEYC, 1996*). Students are continually directed to and supported in activities that may lead to the development of positive behaviors.

## HOURS

9:00am to 1:00pm regular educational center hours

## INCLUSION PROGRAM

Our classrooms offer a unique environment specifically designed to enrich learning opportunities for all ages and developmental stages.

There are multiple studies citing the benefits of integrating children with special needs into a general education population and the benefits of young typical children being exposed to people with learning differences. This innovative program will allow children with autism to learn from their peers. Typically developing children will experience a highly enriched education from experts in the field of child development, while sharing experiences with children who are different in some ways, but alike in many.

Staff will support each student's development using both semi-structured approach (i.e., planning activities to teach skills and supporting students' success) and incidental teaching approach (i.e., capitalizing on spontaneous situations to enhance a child's skill development).

The program staff members use supportive strategies such as:

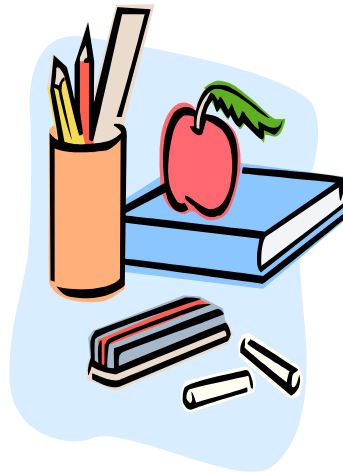
- Designing environments that encourage exploration and interaction,
- Offering and finding support when appropriate,
- Encouraging and supporting problem solving skills,
- Capitalizing on each child's interest and strength to ensure success within each activity

## CLASSROOM ENVIRONMENT

The physical environment is arranged by developmental areas such as:

### Daily Schedule Preschool

9-9:10 Arrival In Classroom 1  
 9:10-9:15 Clean Up  
 9:15-9:30 Circlertime In Classroom 1  
 9:30-10:25 Center Time Class 1  
 10:25-10:35 Bathroom/Wash Hands  
 10:35 – 11:05 Snack  
 11:05-11:30 Recess  
 11:30-11:40 Wash Hands  
 11:40-11:55 Circlertime In Classroom 2  
 11:55-12:25 Center Time In Classroom 2  
 12:25-12:35 Bathroom/Wash Hands  
 12:35-1:00 Lunch/Preschool Ends



- Literacy
- Motor
- Dramatic Play
- Science & Social Studies
- Sensory
- Art
- Kitchen/snack
- Outdoors
- Language Arts (Reading)
- Math
- Writing

Within each of these areas, the students are able to discover materials and suggested activities related to the current storybook or theme. Activities vary in complexity and appeal depending upon the students' developmental level. For example, the "art area might contain socks to stuff and make animal tails (sensory level activity) as well animal tails and bodies to paint and match (functional level activity). Materials are organized and displayed in a visually enticing manner (e.g., blocks stored in a clear plastic container with colored photos or drawings of several potential structures).



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## CURRICULUM AND ASSESSMENT

At the Village Preschool we use a variety of formal and informal assessments to monitor your child's progress and help staff to update curriculum to address the needs of our students. This process will happen throughout the year and will be discussed with you through progress reports and at parent teacher conferences. As a parent, your opinion on how your child should be assessed and what staff's goals for them in the classroom is important to us.

If through assessment the Village Preschool staff notice the potential of a developmental delay, this will be relayed to you in a confidential manner and we will help you take the next steps in getting information and resources.

The Village uses the Creative Curriculum which revolves around developmentally appropriate themes incorporating skills and new information in a way which is fun for the students. The monthly theme is embedded within each area of the day including art projects, language activities, play themes (e.g., restaurant, school bus and gardening). Each day the students visit both classrooms which focus on different developmental skills. Half the day in classroom 1 focuses on kindergarten readiness, cognitive development, computers and science. The second half of the day is spent in the classroom 2 where the focal point is exploration through art, music and socio dramatic play.

## ADMISSIONS POLICIES

The Village Educational center enrolls children from the ages of 2 thru 6. Each child admitted must be physically and emotionally ready for the type of group experience provided by our program

At the time of enrollment a packet must be reviewed and completed including but not limited to:

- Application/Welcome Letter
- Admission Agreement
- Emergency Information
- Parent's Rights
- Personal Rights
- Immunization/Consent for Emergency Medical Treatment
- Child's Pre-Admission Health History (2 pages)
- Photo/Video/Sunscreen Release
- Visitor Conduct/ Receipt Of Handbook
- Physician's Report/TB Clearance
- Illness and Accident Procedure Card
- Nebulizer Care Consent/Verification Form (*only if necessary*)
- Immunization Waiver (*upon request*)
- Receipt of Parent Handbook



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Medical records must be provided within six weeks after a child begins attending The Village Preschool and then as age requires thereafter. Any abnormal health examinations require follow-up results. The child's health insurance coverage should be provided to The Village Preschool for emergency purposes. As a part of physical and emotional readiness each child must be potty trained / no-longer in diapers. If a child has an accident The Village staff retains the right to contact caregivers to come and change the child's soiled clothes. Another aspect of this readiness is a child being able to part from comforts of home such as blankets, pacifiers, and bottles.

#### Confidentiality

The confidentiality of your child's records and information is important to us. It is our policy to keep hard copy records as well as your child's hard copy file locked in our filing cabinet at all times. Only qualified staff will be allowed access to these files. All confidential children's files kept on the computer are secured by passwords.

Access to these computer files will be allowed only to qualified staff.

## PARENT PARTICIPATION

Families are encouraged to participate in school. We understand each family has unique needs and circumstances. The Village staff strives to develop an open and supportive communication and atmosphere with families to help make each child's learning experience the best it can be.

## DISCIPLINE POLICIES

- Discipline Steps:
1. Redirection in the classroom
  2. Temporary and supervised isolation from peers
  3. Redirection with director
  4. Parent contacted
  5. Parent and director conference
  6. Suspension at director's discretion
  7. Re-evaluation and final decision

*Title 22 of the California Administrative Code, Section 10123 "Personal Rights"*, governs the policies and procedures that protect the rights of children from unusual punishment, physical or verbal abuse, infliction of pain or other actions of punitive nature. In a group setting there may be the occasional hitting, pushing, name calling, profound language, and even biting. The Village staff will positively redirect inappropriate behavior. Staff will notify parents of physical or verbal abuse to another child/staff member or disrespect and destruction of property. If escalation of inappropriate behavior occurs the parents and director will meet to discuss appropriate strategies to address the areas of concern. Parent's effort and cooperation to curtail this behavior in The Village facility will be very important at this time. If this behavior continues after the director becomes involved, the behavior is considered to be of "serious nature". At the director's discretion, immediate suspension will occur as a deterrent if the child continues inappropriate behavior. In the event inappropriate behavior of the same nature continues after The Village's "Discipline Steps" have been followed, termination from the facility will be necessary.

Repeated misbehavior is often how children let adults know they aren't comfortable for whatever reason. Parents may not punish by physical abuse, infliction of pain or other actions of punitive nature while at the facility. Also, if a parent displays inappropriate behavior, physical or verbal abuse to another child/staff member, or disrespect and destruction of property, the director will be notified and under these circumstances termination from The Village will be necessary.

At the Village Preschool we make every effort for children to be safe and feel that they belong. When staff see bullying/teasing is occurring, or has occurred teachers will help guide children to develop self-control and appropriate conduct in relationship to peers.



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## SIGN IN AND SIGN OUT

State Licensing regulations require the facility to keep a record of attendance, therefore all parents and authorized representatives who drops off and picks up your child are required to sign in and sign out using his/her full legal signature and record the time of the day. Initials will not suffice as signatures. Sign IN sign OUT sheets are posted each day on the entrance to classroom one on the east side of the classroom wing.

## PICK UP AND DROP OFF

The only persons allowed picking up a student from The Village campus is either the student's parents/legal guardians and/or persons listed on the emergency cards as authorized persons to pick up the student in the parents absence. In the event of an emergency that the parent/guardian needs an individual to pick up their child who is not listed on the emergency card the parent must provide a written authorization (fax) to The Village office and a phone call listing the person name and a description of the person they are authorizing to pick up their child. ALL authorized persons picking up a student MUST present valid identification. Children WILL NOT be released unless proper notification and identification is displayed to school staff or office personnel.

Drop off time is between 8:45 and 9 am. If you drop off your child prior to 8:45 you will be charged for early arrival (additional fee) on your next month's statement.

Preschool Pick up time is 1:00. If you pick up your child after 1:15 you will be charged \$12.00 per hour on your next month's statement.

## TRANSPORTATION

Parents are responsible for providing transportation to and from school. Staff is not permitted to transport children.

## SNACKS AND LUNCHES

Snack Time is at 10:30 am

Snacks are prepared on site and will be provided for the children.

Sample Menu:

- Monday- ½ cup animal crackers and ¾ bananas
- Tuesday- ½ cup graham crackers and ¾ cup apple wedges
- Wednesday- ½ cup saltine crackers and ¾ cup orange wedges
- Thursday- ¾ cup celery sticks filled with 4 tbsp. cream cheese
- Friday- ½ cup Ritz crackers and 2 oz. cheese
- All snacks will be placed in 5oz. portion sized cups or small bowls for each child.

Lunch Time is at 12:35 pm

All lunches are to be provided by parent/guardian and brought daily from home (Mon-Fri.).

Any allergies and/or special diets are clearly posted and alternative foods will need to be provided by parent/guardian in accordance with the daily menu. Please see educational center director if you would like to keep foods on campus.



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## MEDICATIONS

Medications will not be administered to children by educational center staff. If your child is taking medication, parents may come and administer medications during school hours. The only exception will be for children requiring occasional use of asthma inhalers. Please notify office if your child will need an inhaler kept at school.

Parents must have a signed doctor's note listing dosage and frequency in accordance with prescription label directions with each child's inhaler. In addition a nebulizer consent/verification form (*LIC 9166*) must be completed and signed prior to The Village staff administering any inhaled medications. The Village is not responsible for any medication taken by a child at our facility. It is the parent's responsibility to pick up the inhaler when they pick up their child. Inhalers left at the school on Fridays or with an expired date will be discarded when the facility closes.

## EMERGENCIES

Staff will administer first aid in accordance with generally accepted guidelines for minor injuries such as small cuts and bruises. It is our policy to call if an injury leaves a substantial mark. Injury reports will be written and placed in your child's cubby.

In the event of a serious medical emergency or accident, we will attempt to contact you. If the nature of the child's illness or injury is such that there should be no delay in getting treatment for the child medical attention will be obtained immediately.

All classrooms will exit from the door from which they are the closest to. All staff and children will then meet in the sanctuary building adjacent to the classrooms.

The Village Educational Center's emergency care and disaster plan. Each classroom practices earthquake and fire drills monthly. We have emergency supplies (water, food, flashlights, diapers, blankets, radio, etc.) to last us for 3 days should we need to remain on site during an emergency situation. . In the event that the facility becomes unsafe to occupy due to an earthquake or other disaster, the educational center will be evacuated to the evacuation site listed below:

**1436 W. Scott Avenue, Fresno, CA 93711**(across Fruit Avenue)

This is a personal residence on the street directly across from the village parking lot.

## REGISTRATION FEE

There is a one-time, non-refundable registration fee of \$75.00 due at the time of enrollment. The registration fee must be submitted when your child enters our program.

## TUITION

Tuition is billed monthly for programs provided on an eleven-month school year, August thru June. Tuition will not be adjusted for regular holidays, winter vacation, or spring break. Tuition will not be refunded due to absences. Tuition statements will be distributed the first week of the month. Payment is due by the 15th of the month. A \$25 late fee will be applied for tuition received after the 15th.

Accounts not current by the end of month will result in child being dropped from The Village's program. Any modification of these payment provisions will be submitted in writing at least 30 days in advance.