



le petit elephant

infant nursery ★ preschool ★ jrKindergarten

# Parent Handbook

## 2019-2020

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# Table of Contents

Page

Our Philosophy: Le Petit Méthode.....	3 - 5
Our Curriculum.....	5 - 6
Programs and Tuition.....	6 - 7
Tuition Policies.....	7 - 8
Staff Qualifications.....	8
Admissions Policy.....	9
Enrollment and Withdrawal/Refunds.....	9
Adjustment Period.....	10
Required Enrollment Forms.....	11
Infant Needs and Services Plan.....	11
Health Requirements/Illness Policy.....	11-14
Medications .....	14
Health and Safety .....	14 - 15
Attendance, Drop off, Pick up .....	15
Communication with Teachers.....	16
School Closures/ Holidays.....	17 - 18
Behavior Policies and Biting Policies.....	18 - 20
Confidentiality.....	20
Communication with LPE.....	20 - 21
Transitions .....	21
Birthdays at LPE! .....	21
What to Bring to School Daily .....	21 - 23
Meals/Feeding/Allergies .....	23 - 25
Baby Led Weaning .....	26
Our Green Commitment and a Plastic-free LPE .....	26
Baby-wearing and Breastfeeding Support .....	27
Naps/Sleeping Policies/SIDS Prevention.....	27 - 28
Diapers/ Toilet Learning .....	28
Emergency Procedures and Emergency Closure Policy .....	29
Notice of Inspection Authority.....	29
Child Care Tax Credit, Tax ID Info.....	30

## Our Philosophy: Le Petit Méthode

Le Petit Elephant Nursery and Preschool (LPE) is a safe, loving, and nurturing place for children to learn and grow. The ages of 0 - 5 are the most developmentally impressionable years in a child's life, and we recognize that these years should be carefully nurtured and guided to ensure that a child has everything they need to enter preschool, then kindergarten, and finally the world around them.

Infancy (0-24 months) is a sweet and tender time in your child's life. Infants need safe and loving spaces to grow and thrive, and LPE is here to provide your infant with a loving home away from home. When your infant is in our care, we are committed to providing a warm and nurturing environment to meet all of their needs.

Our infant and toddler classrooms, for children from 6 weeks to 24 months, are designed to provide sensory stimulation through individual and group play, spontaneous and planned activities. There is plenty of time for cuddling, reading stories, and playing outdoors. The routine is flexible and can be adapted to your child's needs, although children 14 months and older tend to follow the same routine. LPE is a screen-free center, meaning that children are not exposed to screen-time of any kind while in our care, and we discourage the use of media, tablets, iphones, TV, etc at home in order to provide continuity of care across all environments for the children.

At LPE, we respond to children's natural cues for hunger, sleep, independent time, and time for physical affection (hugs, cuddles, etc.) We follow each child's individual general schedule on a daily basis, and we make changes as each child's needs adjust as needed. During infancy, a child's needs change so often that we are unable to commit to following a very strict feeding or sleep schedule unless recommended by a doctor with an accompanying note.

Preschool (2-5 years old) is a fun and wonderful time in a child's life during which their job is to learn, play and grow. With these goals in mind, we focus on the **ABC**'s of early development:

**Academics** - we foster a love of learning and reading in a child-driven, teacher-facilitated curriculum inspired by nature and a healthy, organic lifestyle. Our play-based early education program shows children how fun and rewarding learning can be.

**Behavior** - we believe that appropriate behavior and learning valuable social skills is a crucial part of a child's education, and it is important to start early. Responsible behavior and good choices are modeled, recognized, and rewarded in a way that will benefit children for the rest of their lives.

**Creativity**- creativity is a very important measure of intelligence, and innovation is regarded as one of society's most coveted traits (think Google or Apple!). When a child learns to think creatively, it opens up a whole world of possibilities. Children learn best through creative play, and we encourage our children to pretend and use their imaginations.

Le Petit Elephant promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. We utilize a thoughtful combination of child development strategies from the **Reggio-Emilia** Approach, the **Waldorf** philosophy, and the **RIE** philosophy, which our Founder has culminated into our unique “**Le Petit Méthode.**”

Our academic programs within Le Petit Méthode are based on the principles of respect, responsibility, and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum. Children are capable of constructing their own learning and they are driven by their interests to understand and know more. It is believed that children form an understanding of themselves and their place in the world through their interactions with others therefore there is a strong focus on social collaboration, working in groups, where each child is an equal participant, having their thoughts and questions valued. The adult is not the giver of knowledge, but rather the children search out the knowledge through their own investigations.

It is also believed that children are communicators and their communication is a process, a way of discovering things, asking questions, and using language as play. Playing with sounds, rhythm, and rhyme; delighting in the process of communicating. These languages, or ways of learning, are all a part of the child and learning and play are not separated. The Le Petit Méthode emphasizes hands-on discovery learning that allows the child to use all their senses and all their “languages” to learn.

At Le Petit Elephant, children are encouraged to use language to investigate and explore, to reflect on their experiences. They are listened to with respect, believing that their questions and observations are an opportunity to learn and search together. It is a process; a continual process, a collaborative process. Rather than the child asking a question and the adult offering the answers, the search is undertaken together.

Our creative programs per Le Petit Méthode consider that during the first years of life children learn best by being immersed in an environment they can learn from through unselfconscious imitation of practical activities and by encouraging free play. This free or fantasy play, in which children act out scenarios of their own creation, helps them to experience many aspects of life more deeply. This creative-based, fantasy play aspect of Le Petit Méthode is a mindful departure from the traditional Montessori philosophy. The toys at our center are made of natural materials such as pine cones, wood, cotton, silk, shells, stones and other objects from nature (some of which the children themselves have collected) are used in play and to beautify the room. The classroom is intended to resemble a home, and generally teachers attempt to include as many simple and natural materials as possible. The tools and toys that are employed in a lesson plan's general activities are also usually sourced from simple, natural materials that are easily enhanced by a child's imagination.

All children are treated with respect at Le Petit Elephant. They are spoken to with kindness, compassion and love. Their struggles are recognized, their efforts are celebrated, and their feelings are validated. Their individual capabilities and needs are taken into account, and they are not placed in

positions that they cannot get themselves into and out of. They are given the freedom and the encouragement to develop at their own pace, with their teachers cheering them on as they reach their next milestone. Every child is capable, every child is respected.

At Le Petit Elephant, we strive to cultivate in each child:

- Pride in their ability to complete tasks independently
- Creativity in every subject matter (not just art)
- A sense of belonging
- Respect for self and others
- Enthusiasm for learning and exploration
- A love of nature and music
- A passion for reading and story-telling

The policies in this handbook support and protect the values we believe in at Le Petit Elephant Nursery and Preschool.

### Our Curriculum

We offer a child-centered and developmentally appropriate play-based program for 6 week old through six-year-old children. We offer Spanish-language immersion in each of our classrooms, as well as music and children's yoga instruction daily.

The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each LPE class. Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Every month we choose a few themes of the month for each classroom, and base our reading, exploration, activities, art, and dramatic play on that theme. Our play-based curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the LPE community.

The American Academy of Pediatrics now recommends that parents should read aloud to their children starting in infancy. Research shows that children whose parents read to them get a head start on language skills and literacy. Early exposure to language, whether through reading, talking or even singing, has a profound influence on children's learning through life, and hearing language from a TV isn't the same according to research studies. For young children, the words have to come from a real live human. Reading is big part of our day at Le Petit Elephant Nursery and Preschool. Children are

read to daily, starting in the infant nursery and all the way through our Pre-K classroom. They are also given free access to the library and reading corner throughout their day and are encouraged to “read” a book with a friend.

### Our Programs & Tuition

<b>Program</b>	<b>Ages</b>	<b>Times</b>	<b>Days</b>	<b>Tuition</b>
Infant Rooms	6 weeks to 24 months	7:30AM - 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,772 \$1,468 \$1,215
		8:00AM - 4:00PM OR 9:00AM to 5:00PM OR 9:30AM to 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,671 \$1,367 \$1,114
Preschool Morning Program	2 -5 years	9:00AM - 12:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$900 \$750 \$650
Preschool Afternoon Program	2 -5 years	3:00PM - 5:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$800 \$650 \$550
Preschool Full Day Program (includes nap)	2 -5 years	9:00AM - 3:00PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,100 \$950 \$800
Preschool Morning Program + AM daycare	2 -5 years	7:30AM- 12:30PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,050 \$900 \$800
Preschool Full Day Program + PM daycare	2 -5 years	9:00AM - 5:30 PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,250 \$1,100 \$950
Preschool Full day Program + AM/PM daycare	2 - 5 years	7:30 AM - 5:30 PM	Monday - Friday Mon/Wed/Fri Tues/Thurs	\$1,350 \$1,200 \$1,050

<b>Extras</b>	<b>* These must be arranged in advance *</b>			<b>Additional Fee</b>
Date Night	The last Friday of every month (unless otherwise noted), our staff babysit your child at LPE so you can enjoy a date night, kid-free from 5:30p-8:00pm!			\$40 per child (includes dinner for your child)
Early drop off (outside of child's regular schedule)		Starting at 7:30am		\$15 for each 15 minute block (or portion thereof)
Late pick up (outside of child's regular schedule)				\$25 per 15 minute block (or portion thereof)
Full-day Preschool drop in	2 - 5 years	7:30am-5:30pm		\$75/day
Half-day Preschool drop in	2 - 5 years	12:30pm-5:30pm		\$45/day
Full-day Infant drop in	6 weeks - 24 months	7:30am-5:30pm		\$95/day
Early drop off option		7:15am daily		\$75/month
Missed sign in/out				\$5/occurrence

## Tuition Policies

- ✱ Tuition payments for each month are due on the 1st of the month, whether or not your child is in attendance or school is in session. For example, the payment for October is due by October 1st. TuitionExpress autopayments are processed on the 1st of each month. You can pay online via ACH transfer, drop off/mail in a check or have your bank mail a check every month automatically.
- ✱ A late fee of \$25.00 will be charged if payment is received after the 1st of the month.
- ✱ There will be a \$40.00 fee for any returned check.
- ✱ Tuition payments may be mailed, made online or submitted in person to the office. Please make checks payable to "Le Petit Elephant".
- ✱ The tuition payment for the first month must be made at the time of registration.
- ✱ Sibling Discount: The oldest sibling receives a 10% tuition discount.
- ✱ If tuition is not paid in full by the 20th of the month, the student will not be permitted to attend the following month until all tuition and fees have been received.
- ✱ LPE reserves the right to terminate enrollment should an account become more than 30 days overdue. Being asked to leave, due to nonpayment of tuition, does not relieve you of your

financial obligation for services already rendered. If you are asked to leave due to non-payment of tuition your spot to return is not guaranteed, as enrollment is on a first come basis.

- ✱ A wait list is maintained, and should a space become available, you will be notified. To add your child's name to the wait list, a \$100 non-refundable wait-list application fee will be due.
- ✱ An initial registration fee of \$50 is due upon enrollment. A subsequent yearly re-registration fee of \$50 is due every September 1st. We operate on a year-round academic calendar.
- ✱ An initial materials and supplies fee of \$200 is due upon enrollment. A subsequent yearly materials and supplies fee of \$200 is due every September 1st.
- ✱ Any schedule change requests must be submitted in writing to the Directors, and are subject to availability. A \$50 fee will be charged for any schedule changes at the request of the family. A new Admissions Agreement will need to be signed in order to change your schedule as well.

### Tuition Increase

In the event of a tuition increase, you will be notified in writing 30 days in advance.

### Vacation Policy

Le Petit Elephant Nursery and Preschool is a year round program and is not able to offer vacation credits. Whenever possible, please provide 2-weeks notice before your child's planned absence.

### Absence or Illness

Le Petit Elephant is not able to offer tuition credit for absence or illness.

### Staff Qualifications

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All Le Petit Elephant teachers meet or exceed the State of California Department of Social Services licensing requirements. All of the lead teachers have completed required coursework in early childhood education. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

Our Founder has her Masters degree in Developmental Psychology from Columbia University's Graduate School of Education, her Bachelors Degree in Child Development from UC San Diego, her Directors Permit from the State of California, is a child behavior specialist, and a former Adjunct Professor of Psychology at Napa Valley College.



## Nondiscriminatory Admissions Policy

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Le Petit Elephant admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies. There is no entrance exam. Center tours are your first step toward enrollment as they allow you to observe the program and ask any questions you may have prior to enrolling. If parents have any major educational, social, or developmental concerns about their child entering LPE, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, LPE reserves the right to place children in classes by age, gender, and developmental level. LPE does not discriminate in administration of its educational and admission policies.

## Procedures for Enrollment and Withdrawal

Prior to enrollment, all parents are invited to schedule a visit and observe the school. After the initial meeting, a date and time is arranged for the parent(s) and child to observe the classroom. At this time, the director conducts an interview with the parent(s). This interview provides an opportunity for the parent(s) to gain valuable information about the school and its philosophies as well as for the Director to gain important information about the child, and their health, disposition, likes and dislikes and emotional disposition. This enables the Director to assess how Le Petit Elephant Nursery and Preschool can best meet the family's and child's needs.

### Enrollment:

- Applications are considered based on the program's availability.
- Enrollment is open to any student provided we can meet the needs of that child and the family.
- A wait list is maintained, and should a space become available, you will be notified. The waitlist fee is \$100 and is non-refundable and is not applied to tuition upon enrollment.
- Class placement may be made on the basis of age and gender (in order to maintain a reasonable balance of boys and girls in each class).
- Enrollment contracts are from the date of enrollment through the end of the academic school year, as outlined in the Admissions Agreement. Once you enroll your child at LPE, we hope to have your child in our care until they are promoted to Kindergarten!

### Withdrawal:

- If a parent/family decides to withdraw their child from the program for any reason, 3 months written notice is required. We will do our best to fill the child's spot as soon as possible, and the

family's financial obligation will end once their child's spot has been filled or 3 months is up, whichever comes first.

- We ask that your child's last day fall on the Friday of their last week, in order to allow consistency with our staff schedules.
- If a child is withdrawn, there will be no refund after monthly tuition has been paid.
- The registration fee, materials fee and tuition are not refundable.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. LPE is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, LPE reserves the right to dismiss a child from the program.

## Refunds

For any behavior of the child which, in the sole judgment of Le Petit Elephant Nursery and Preschool, presents a risk of harm to other children or adults, or for any behavior of a parent or guardian, which in the sole judgment of Le Petit Elephant Nursery and Preschool, presents a risk of harm to persons or a risk of disruption of school operations, a child may be dismissed without prior notice. If this occurs, any unused prepaid fees will be refunded within forty-eight (48) hours.

## Adjustment Period

- \* What is normal: It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss their new school at home, talk about any concerns your child might have. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too!
- \* First Experience: If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. **Please do not sneak out when your child is not looking.** Usually a child will settle down shortly after you leave.
- \* Drop-Offs: When you drop your child off in their classroom each morning, and until they become comfortable in their new environment, we recommend leaving the classroom within 2-3 minutes of your arrival. A quick kiss, "I love you, and I will pick you up after snack/nap/outside time, bye honey!" and a swift departure will help your child adjust more quickly. The longer you stay during drop off, the longer it takes your child to settle in and start to play after you leave.

- \* What to do: Please feel free to text the school when you arrive at work. Chances are that your child will be busy happily playing and you can relax and concentrate on your work.
- \* Our school phone number is 707-690-8797 and our email is Admin@LPEnapa.com. Please feel free to text or e-mail us at anytime with questions or concerns. We will try to reply promptly. Please note that we are not always able to attend to phone calls or voicemails right away, so it's best to text or email us with questions.

## Required Forms for Enrollment

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These forms must be on file before a child attends our center:

1. Child Questionnaire
2. Copy of Birth Certificate
3. I.D. Emergency (LIC 700) \* Please document allergies and medical problems on the back. In the event of an emergency, this information is critical.
4. Physician's Report (LIC 701)
5. Pre-admission Health History - Parent's Report (LIC 702)
6. Parent Handbook Acknowledgement
7. Admission Agreement
8. Sunscreen Release
9. Photo Release
10. Medical Consent
11. Medication Authorization Form (if applicable)
12. Disaster Release Form
13. Child Care Center Notification of Parents' Rights (LIC 995)
14. Parent's Rights Information LIC 995E
15. Personal Rights (LIC 613A)
16. Vaccine record (must be current and up to date)
17. Infant Needs and Services Plan (infants under 24 months old)

18. Essential Oils Release Form
19. Dietary Restrictions Form (if applicable)
20. Inhaler Form (if applicable)

## Infant Needs and Services Plan

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An infant needs and services plan will need to be put into place with parent or guardian input before the infant begins care at LPE. This plan outlines your child's napping, eating, diapering and other care needs for the teachers in order to provide the most consistent care possible. This plan will need to be updated quarterly or as needed to ensure its accuracy with the parent or guardian. Please provide updates to your child's teacher as your child's needs change.

## Health Requirements

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A certificate of good health (Physician's Report) is required at the time of admission, dated within 30 days of your child's first day of school and signed by a physician.

Our health policy is in place to protect all our students and staff from illness. If your child is not well, please keep your child at home. To meet the health requirements established by the health and social services organizations, parents are asked to keep the child at home when the child:

- \* Has a contagious illness
- \* Has a fever of 100.1 F or higher
- \* Is taking antibiotics – and is in the first 48 hours of the course
- \* Has a heavy nasal discharge
- \* Has discharge or tearing from the eyes
- \* Has a constant cough
- \* Is suffering from diarrhea or vomiting
- \* Is unusually lethargic

If your child becomes sick at school, you will be notified immediately and asked to pick up your child within an hour. Your child may not return to school the same day if they are sent home sick. Your child must be free of all symptoms for at least 36 hours without fever reducing or other medication after exclusion before returning to school (with or without a doctor's note).

If your child is diagnosed with a communicable (contagious) illness, please notify the Director as soon as possible so we can confidentially inform other families of symptoms to look out for. **\*A doctor's note will be required to return to the center after a communicable illness is diagnosed with the following information- "Child's name is no longer exhibiting (insert the symptom(s) child was sent home from LPE for here), is not contagious and it is considered safe for themselves and others for him/her to return to group infant/preschool care on date".** Please note that a doctor's

note alone is not a guarantee that your child will be allowed to return to group care, as this is at the discretion of the Director and your child's teacher.

We follow the Health Department's direction on exclusion as a result of a reportable disease or condition. The child shall not be allowed to return to our center until the Health Department gives permission to do so. The following reportable diseases may require exclusion from child care per the direction of the Health Department.

Amebiasis	Hepatitis A	Poliomyelitis
Campylobacteriosis	Measles	Rubella
Cholera	Meningitis	Salmonellosis
Cryptosporidiosis	Meningococcal Disease	Shigellosis
E. Coli	Mumps	Tuberculosis
Giardiasis	Pertussis	Typhoid Fever
Haemophilus	Pneumonic Plague	Yersiniosis

We also exclude children for any of the other following conditions:

1. Respiratory illness, including uncontrolled coughing, difficulty breathing, or wheezing until diagnosed not to be contagious and able to be cleared to return to group care.
2. Fever of 100.1 degrees or more accompanied by behavior changes or other signs/symptoms of illness until diagnosed not to be contagious.
3. Three or more bouts of diarrhea or one bout of bloody diarrhea in a day, until either no diarrhea occurs for 36 hours or until diagnosed not to be contagious by a health care provider.
4. Roseola with fever or behavior changes, until a health care provider determines that these symptoms do not indicate a communicable disease.
5. Vomiting illness, defined as 2 or more episodes of vomiting in the previous 36 hours, until either no vomiting occurs for 48 hours or until determined by a health care provider not to be contagious and the child is no longer in danger of dehydration.
6. Shingles, only if the lesions cannot be covered by clothing or a bandage until the blisters have crusted.
7. Skin infections, until 48 hours after treatment has been initiated and can be cleared to return to group care.
8. Strep throat or other streptococcal infection, until 48 hours after initial antibiotic treatment and cured and 48 hours after cessation of fever and cleared to be in group care.

9. Head lice, from discovery until after treatment has been completed.
10. Scabies, until after treatment has been completed.
11. Purulent conjunctivitis, defined as pink or red conjunctiva with white or yellow eye discharge or tears with matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding the eye, until 48 hours after treatment has been initiated.
12. Hand, Foot and Mouth Disease (including sores with drooling), until all lesions are cleared.
13. Chicken pox, until all sores have dried and crusted (usually 6 days.)
14. Ringworm of the scalp or body until 48 hours after treatment has been started.
15. Herpes simplex virus (HSV), until those children who do not have control of their oral secretions no longer have active sores inside the mouth. No exclusion is necessary for children who have recurrent infections (fever blisters and cold sores.)
16. The child has an illness and the child facility determines it cannot care for the ill child without compromising either the health or safety of the ill child or the health and safety of other children and staff, exclusion but be for at least 36 hours.

### Administration of Medication

If a child needs to have medicine administered at school, a doctor's written authorization is required indicating dosage, frequency, and duration. All medication needs to be in the original container. If medication needs to be refrigerated, please provide an ice pack and a separate bag for storage. Parents must also fill out a Parents Consent to Administer Medication form to allow staff to administer medication and all doses will be recorded in KidReport. The instructions from the child's authorized representative shall not conflict with the product label directions on the nonprescription medication container(s).

Nonprescription medications may be administered without approval or instructions from the child's physician if all of the following conditions are met:

- (A) Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container(s).
- (B) For each nonprescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child.

## Health and Safety

In addition to general health and safety practices outlined above, the following will be observed:

### Infant Fire Drills

Infants will be placed in emergency evacuation cribs designed for fire drills. A maximum of four infants per crib will be maintained. Cribs will be moved outside of the preschool into the church parking lot in an actual emergency.

### Safety Policies

For their safety and well being, no pillows, pacifiers with clips/animals attached or stuffed animals will be allowed in cribs with infants under 12 months of age. No plastic bags will be in the environment, and all electrical outlets will be covered.

Children will never be left unattended on the changing table, and bottles will be held for infants under the age of six months.

### Health Policies

The changing table will be disinfected before and after each use, and the hands of both infants and caregivers must be washed before feedings. Toys will be cleaned and disinfected daily and as needed. Cribs will be cleaned and disinfected weekly and as needed.

### Policies on Equipment and Furnishings

Safety belts will be used on strollers, swings, infant seats, and high chairs. Locks and latches will be securely fastened at all times. No infant walkers, bouncers, bumby seats or the like will be used in the infant rooms. We discourage the use of these items at home as well to ensure continuity across all of your child's care environments and to encourage their natural development per the RIE philosophy.

### Attendance/Drop off

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Please plan on arriving to the center at least 5 minutes earlier than your child's programs start time so that you can sign them in, read the bulletin board for updates, check in with your child's teacher, and help your child transition into their classroom in a calm manner. It is important for children to arrive on time to their classroom so that they can be part of the daily routine. This routine gives them a sense of control and comfort while at school, and so we highly encourage parents to assist their children in arriving on time.

We recommend that your child arrive to school by their program start time but no later than 10am, in order to help the classroom routine stay on track with lunches and naps. If you are going to be dropping off your child more than 10 minutes late, we ask that you text the office and inform them no later than your regular drop off time.

If your child is going to be absent, please send a message via Brightwheel or text the office no later than your regular drop off time to inform them. Teachers like to be able to plan lessons for the day based on attendance and sometimes inform the other children who might inquire about their classmate.

## Security

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The safety of your child is important to us. For security purposes, we have a key pad located on our front entrances. We give the code only to parents/guardians and those authorized that pick up on a regular basis. If you are having someone else pick up your child, we ask that you do not give them the code. We would like for them to come to the office so we can greet them and check their ID against your Emergency Card.

## Sign in and out procedures

The State of California requires that an adult (over 18) use his/her full legal signature or individual PIN code to sign in a child upon arrival each day and to sign out the child before taking the child from the program, whether during program time or at the end of each day's session. This full legal signature or PIN code officially transfers responsibility for the child's care from one adult party to the other. In addition, it is the responsibility of the teaching staff to be sure that at least one teaching staff member makes personal contact with the adult bringing/picking up each child at the time of arrival and departure, both for purposes of safety and for the facilitation of family-staff interaction and information-sharing. When a child is picked up by someone other than a legal guardian, that adult must be on the family's list of names of persons authorized to take child from the facility. The parent/legal guardian must provide LPE staff with written authorization for any unlisted person to pick up the child, and the pick-up person must know and provide to the teacher the family password. The teacher must request identification (driver's license or equivalent) of any unfamiliar person and must check the child's emergency information form to verify the password given. **In the event that a parent or guardian fails to sign their child in or out using their PIN or signature, a \$5 fee will be assessed per occurrence.**

## Pick ups

When picking up your child from our center, please check in with your child's teacher(s) to get a summary of the day. Please try to keep your conversations with teachers as brief as possible. You are welcome to stay in the classroom as long as you would like but please be aware that teachers cannot engage in lengthy/detailed conversations about your child while also attending to the other children.

If you would like to speak to the teacher about any questions or concerns regarding your child, you are welcome to wait until all children have been picked up for the day, granted that the teacher has time before they have to leave. This ensures that the teachers are able to provide excellent care for all children without distraction. If you are unable to wait, you are welcome to contact the director to set up a time to speak to the teacher at a later time. Thank you for helping us to continue to provide high-quality care for each child.



## Late pick-up fees

Please plan to arrive no later than 5:25 pm at the center to pick up your child, and give yourself time to check in with your child's teacher, help your child gather their things, and hear about their day. Late arrival fees will be applied if you arrive to pick up your child past the closing time of 5:30pm.

We have implemented a late pick up fee of \$25 per 15 minutes (or portion thereof) after 5:30pm (or your child's designated pick-up time). This amount will be calculated based on the time that you are signing out electronically and leaving your child's classroom, not your arrival time. You will be sent an invoice and payment will be due upon receipt. Payment can be in the form of cash, check or electronic transfer. We value the time of our teachers and staff who also have families and/or after-work obligations and appreciate your cooperation.

## Communication with Teachers

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- ✿ During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or emailing the center is preferred. We will relay the information.
- ✿ If, at any time, you have special concerns, please feel free to contact your child's teacher – send a note, or email/call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.
- ✿ If you wish to talk to the teacher at length, you can email the center and, if needed, arrange a time to meet in person or over the phone.
- ✿ Please do not discuss problems or concerns in the presence of your child or other parents.
- ✿ Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. LPE will always respect your privacy.
- ✿ If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.
- ✿ Staff are not permitted to provide families with their personal phone numbers, email addresses, or any other personal contact information. They are also not permitted to engage in a dual-relationship with the child or family (e.g. babysitting, attending birthday parties, social gatherings, etc.) Thank you for understanding and helping us to maintain professional boundaries.

## Closures/School Holidays

Le Petit Elephant Nursery and Preschool is a year round school. We will be closed up to 5 days per year for teacher training and we will be closed up to 13 days per year for US Holidays:

### School Year Closures:

New Years Eve	Labor Day
New Years Day	Veterans Day
Martin Luther King's Birthday	Thanksgiving and day after Thanksgiving
President's Day	Christmas Eve
Memorial Day	Christmas Day and day after Christmas Day
Independence Day	

### Planned Staff Training closure dates School Year (LPE CLOSED):

**First Friday in Feb**      **First Friday in May**      **Second Friday in Aug**      **First Friday in Nov**

When a holiday lands on the weekend, we will try to follow local school or bank closing days. Every three or four years, school will close up to three extra days for maintenance and repair projects such as paint, carpet, etc. Monthly tuition rates do not change for months which include closed days due to holidays or maintenance.

### Monthly Team Meetings (LPE CLOSED)

Le Petit Elephant will be closing at 4:30pm (1 hour early) on the 1st Wednesday of every month in order to conduct team meetings (with the exception of first Wednesdays in February, May, August and November) These team meetings will include important trainings, curriculum development, and staff collaborations in order to provide your child with a comprehensive and cohesive program.

### Behavior: Positive Reinforcement Policy

Le Petit Elephant is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of LPE's values, including self-control, respect for others, pride in oneself, and a positive self-esteem.

Teachers utilize positive reinforcement strategies throughout each day, actively recognizing children who are engaging in desired appropriate behaviors either verbally (e.g. "I like the way Jack is using his

inside voice”), through gestures (e.g. high five, thumbs up), or by providing a physical reinforcement (e.g. a hand stamp, a few extra minutes of play, etc.) By “catching children being good”, teachers are therefore increasing the chances that those desired and appropriate behaviors will continue to occur. When children are noticed while engaging in expected behaviors, they feel a sense of pride in themselves and are likely to continue these behaviors.

Our teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of development, and it helps children grow as successful, lifelong learners. LPE’s commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child’s behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate choices and consequences help to strengthen the child’s self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child’s behavior.
2. The teacher will discuss options with the director, who is a child behavior specialist. The teacher and director will then discuss the child’s behavior with a parent and inform him or her of learning-based strategies the teacher will implement.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from

the classroom and/or calling the parent to take the child home. Repeated severe problems may result in LPE excluding a child from attending LPE.

We do not engage in any kind of punishment procedures, such as spanking, yelling, timeouts, or threatening.

### Behavior Policy Specific to Biting:

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Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with LPE's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to make good choices. LPE has a biting policy detailed below, and if you have any questions or concerns regarding our policy, please feel free to speak with the administration or your child's teacher.

#### Step 1:

Your child bites or hurts someone for the first time. You will be informed through an incident report that will explain what happened. At that time, we will ask you to speak with your child about the incident. The administration and teacher will evaluate the incident, the classroom and the supervision.

#### Step 2:

Your child bites someone a second time. You will again receive an incident report to let you know how we are dealing with the situation in the classroom. Furthermore, the administrator and/or teacher will counsel you and give you referrals to literature and professional resources to help you deal with the situation as a parent. Additional meetings may be requested by parents or the administration and/or teacher to monitor progress.

#### Step 3:

The biting or hurtful behavior continues. If the two previous steps are proving to be ineffective, you will be expected to pick your child up from school and not return for 24 hours.

#### Step 4:

If the previous three steps are proving to be ineffective, you may be asked to remove your child from Le Petit Elephant Nursery and Preschool with one week's notice.

### Confidentiality

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Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. LPE takes confidentiality very seriously and makes every effort to protect each family's

privacy. Communications among staff and parents about children should be kept confidential at all times. LPE recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the LPE community whenever possible. We ask that discussions about problem behaviors or personal problems in the hallways be kept to a minimum. If a parent has a question or concern, we suggest that this parent contact the director or teacher in person to arrange a time to discuss.

## Communication

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Communication between home and school is vital to a successful preschool program.

The LPE office communicates school-wide (non-emergency) information with parents in a number of ways:

- Email
- Telephone call
- Text Message
- Brightwheel App
- Our website: [www.LPEnapa.com](http://www.LPEnapa.com)
- Parent bulletin board located outside of the office
- Notices sent home in children's backpacks
- Classroom white boards
- Classroom bulletin boards
- Facebook parents page "LPE Parents"

Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth. Artwork from different classes will rotate on the hallway bulletin boards throughout the year.

## Transitions

Our infant and preschool classes are grouped by age and developmental stage as determined by the Directors. Children who grow and learn with the same group of children show strong connections and relationships with others. They also have more confidence working with their peers. The parent(s)/caregivers in conjunction with the director will determine when they feel that their child is ready for a transition to the next stage and classroom. When a child is ready for the next stage of their infant or preschool journey, the director and the child's teachers will have a conversation with the parent(s). Parents will be introduced to the teachers and the new classroom and the child will be transitioned slowly with many visits and chances to become familiar with their new environment before the big move occurs. Please rest assured that it is our goal to ensure that every child has a successful transition to each stage of their journey with us at Le Petit Elephant.

## Birthdays

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A child's birthday is a very special day for the child, and their parents! We acknowledge birthdays by singing to each birthday child who wishes to be recognized during our group time. Other traditions vary by age group and parent/child request. Some families enjoy sending special food treats for their child to share with classmates. If you choose to do this, we ask that you prepare a favorite healthy snack to share with the group, instead of cake or cupcakes. Some popular healthy items may include fresh fruit kabobs, banana bread, 100% frozen fruit juice bars, or cheese cubes. Please bring enough birthday treats for each child in the class, as well as any needed plates, cups, napkins, and/or utensils. Teachers will serve these at the group's afternoon snack time around 3pm, so please let them know in advance so they can let other parents know. Parents are welcome to be present during their child's class celebration.

If you plan a private birthday party for your child and wish to invite friends from their class, please distribute invitations on site only if you include every child in the class. If you need email contact information for the parents of your child's classmates, you can find them in the Parent Directory on our Parents Portal page of our website.

## What to Bring to School Daily

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**Please remember to label each item that your child brings to school (lunch bag, wet/dry bags, snacks, drink bottles, food containers, coat, sweater, hat, sunscreen, nap bag, etc.).**

### Dress

- \* Your child should be dressed for active and participatory play. LPE does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.
- \* Your child should wear sturdy, protective outside shoes (no sandals, flip-flops, or Crocs), which will enable him/her to run, climb, and play with ease.
- \* Children go outside most days, so please dress your child appropriately.
- \* In the winter, a warm hat and mittens are recommended.
- \* During the rainy season, rain boots and rain coats are required for Preschoolers so your child can safely participate in outside play.
- \* During the sunny months, a hat to provide sun-protection is highly recommended. Sunscreen is also recommended (see our Sunscreen Release). Please note that we cannot accept spray-on sunscreen, it must be in lotion-form.

### Extra Clothes

In school, at all times, each child should have at least two sets of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child's cubby.

## Nap Tote Bag

Each week, please bring your child's nap tote bag, clearly labeled with their name, containing the following items:

- \* fitted nap mat sheet (standard size 38"L x 24"W x 3"D for infants, 48"L x 24"W x 2"D for preschoolers)
- \* blanket (optional for children over 12 months of age)
- \* pillow (optional for children over 12 months of age)
- \* lovey/stuffed toy (optional for children over 12 months of age)

\*Please note: all nap bags must be taken home at the end of your child's week, washed and brought back again at the beginning of the following week.

## Wet/Dry Laundry Bag

Please send a wet/dry bag daily for sending home your child's soiled clothing, bibs, and anything else requiring sanitizing. The bag must be able to be completely sealed (i.e. zipper, velcro) and hang from a hook. Please clearly label this bag with your child's name.

## Backpack

At LPE we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things.

Each day your child needs to bring a backpack, clearly marked with your child's name, to hold his or her lunch box, extra clothes, art, treasures, and important communication.

Please be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

## Emergency Care Kit for Each Child

In preparation for the unlikely occurrence of an emergency, please make sure your child's teacher has the necessary components of an LPE Emergency Care Kit for each child on the first day of school, including:

- o a photo of your family
- o non-perishable items (e.g. granola bars, fruit cups, etc.)
- o glow stick
- o Mylar blanket

We ask that you place all of these items in a large ziplock bag with your child's full name on it. \*Please see the LPE Emergency Plan on our bulletin board for more information on LPE's emergency procedures.

## Meals

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Mealtimes are wonderful opportunities for children to learn and practice proper table manners and valuable social skills. The children wash their hands before each meal, wait for everyone to be seated before starting, serve themselves food and drinks, and sit at the table with their classmates as well as their teacher while engaging in pleasant conversations and practicing good table manners. Children are encouraged to try new foods, any leftovers and dishes are packed away to take home, trash is thrown away/recycled, and every child remains seated until everyone has finished their meal.

## Allergies

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If your child has any known allergies to foods, please inform the office right away and fill out the Dietary Restrictions Form on the Registration page of our website and submit it to the Director/office.

## Infant Feeding

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Due to unknown food allergies in infants, all food in the infant program (under 12 months) is to be provided by parents daily. Staff will follow the feeding schedule recommended by each child's parents and health care provider. Breast milk, formula, milk, and solid foods will be fed by the caregiver in prescribed quantities and at specified time intervals. We will keep track daily of times and quantities eaten by your child. We happily support and encourage baby-led weaning for all children. Please note that all children will be self-feeding in the classrooms after the age of 8 months with teacher supervision, and will not be spoon-fed. All infants will eat solids sitting in a high chair, and must be able to sit with assistance and hold up their head independently.

Parents should bring bottles of breast milk or prepared formula in ready-to-feed sanitary bottles **labeled with the child's name and date** for caregivers to feed to infants according to written parent instructions. Staff members will gently mix, rather than shake, bottles of breast milk to preserve the milk's essential components. All bottles will be stored in the infant room refrigerator and any remaining unused breast milk will be sent home each day. Bottles will be warmed in bottle warmers, and will never be placed in a microwave. Please note that we are unable to rinse and re-use bottles, and we cannot sterilize any containers at our center.

## Self-Fed Meals

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Following current American Academy of Pediatrics recommendations, **no juice is to be served** to infants or children under 5 years old. Parents are required to send lunch and snacks to school in their child's lunch box. Parents are responsible for informing the staff about child food allergies and/or restrictions, which will be posted in the classroom.



We ask that parents send labeled snacks, milk, and lunch to school with their child daily, as well as a non-sugary breakfast if applicable to your child. As proper nutrition is so important in these early years, we encourage parents to pack well-balanced, homemade lunches and snacks already cut into bite sized pieces for your child such as:

- fresh cut fruit
- bread
- crackers
- water
- milk
- leftovers from dinner
- veggie sticks
- cheese (or cottage cheese)
- non-sugary yogurt
- pasta/noodles

We are not able to cook/heat any food for your child or refrigerate any food/milk in the toddler or preschool classrooms. Please send your child's food in a self-contained and insulated lunch bag daily. We request that each lunch box also contain the following non-plastic items to be stored at the center:

- 2 cotton dinner napkins
- 2 bibs
- Thermos (for hot lunch)
- Drinking/sippy cup (Thermos for milk)
- 2 sets of utensils

In order to promote healthy eating choices that will impact your child into adulthood, we ask that no prepackaged foods, sugary or processed foods or food pouches be sent to school. This will also help us to reduce plastic waste and keep your children healthier! Please send dry/snack foods in non-plastic containers such as reusable cloth snack baggies or other reusable materials. If you need to send baby food jars or pouches to school, you must also provide a serving bowl and spoon for each serving for your child, as we are required to empty the contents of store-bought foods into serving containers to check for any irregularities before your child can eat them. And be sure to label everything so we can be sure it comes back to the right home!

Thank you for helping us to maintain an excellent standard of healthy eating and setting a good example for all children in attendance at our center.

**\*Please label each food container, bottle, bag, and lids with your child's name in order to ensure that the correct items are sent home to you daily.**

## Bottles

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Staff will use proper hand washing procedures before handling bottles, and bottles will be labeled and stored properly. Bottles will be warmed in a bottle warmer as microwave use is prohibited. Temperature will be tested before serving.

Any formula or breastmilk left in the bottle after a heating and feeding will not be offered to the child after one hour. Unused breastmilk and formula bottles will be sent home daily. To limit the amount of

breast milk that must be thrown away, we ask parents to initially fill bottles with less milk than you think will be necessary for each feeding. Please have additional breastmilk available in bottles if needed.

Bottles will not be propped for infants, as infants will be held close while feeding. Feeding infants who hold their own bottles will be closely monitored. Infants will be held and burped by caregivers. A record of each infant's food intake will be kept daily, and used bottles will be sent home daily for parents to sanitize.

Please note that we are unable to prepare bottles of formula for your child, so please send formula bottles already prepared and we will refrigerate them.

Bottle use is generally recommended to be discontinued at the age of 12 months, as we like to move to sippy cups or cups.

### First Solid Foods Feeding (Baby Led Weaning)

When your child is ready for solid foods, we are happy to help here at LPE! We utilize Baby Led Weaning at Le Petit Elephant and more information on Baby Led Weaning is available on our website's "Resources" page. Your child must be able to sit with assistance in a high chair and be able to fully support their own head and neck before we can begin solid/semi-solid feeding. You must also first complete a new Infant Needs and Services Plan and provide it to your classroom teacher before we can begin serving your child solids. This document can be printed from our website on the "Registration" page.

We also ask that any foods that you send for your child meet the following criteria:

1. Each food item must have already been introduced at home at least 3 times over a 1-2 week period to check for allergic reactions.
2. Each jar/container must be clearly labeled with your child's name. We recommend "Whoozems" brand container labels (they don't come off in the dishwasher).
3. If homemade, the food must be in a container ready to serve. We recommend glass jars such as Wean Green cubes or Ball jars.
4. If you are sending store-bought baby food jars, you must also send a bowl for the food to be transferred to before we can serve it to your child. We are not allowed to serve food right out of a baby food jar. This bowl will be wiped out and sent home at the end of each day for sanitizing.
5. Please send spoons and clean feeding bibs daily.

All surfaces will be cleaned prior to feeding, and staff and children's hands will be properly washed. All food will be properly heated and handled. Food should be sent from home already cut into bite size pieces, appropriate for the child's age. Staff will always be present to assist children during meals, and a record of the food eaten will be kept daily for each child. Each child will be properly cleaned after

eating. Table, high chairs, and floor surfaces will be cleaned and disinfected after each feeding. Leftover foods will be stored promptly and sent home daily.

Dirty dishes will be wiped out after use and sent home daily to be sanitized. We allow children to feed themselves finger foods once they have a desire to do so. Staff will always supervise to assist. Please note that, in following the current American Academy of Pediatrics recommendations, **no juice is to be served** to infants or children.

## Our Green Commitment

At LPE, we feel that it is important to teach children to value and respect the environment and their own health from an early age. We are committed to being as safe, non-toxic, and environmentally responsible as we can at Le Petit Elephant Nursery and Preschool. We provide non-toxic, wooden toys for our students to play with, we only use non-toxic solutions for cleaning and disinfecting, and we always recycle. We believe that it is very important to teach and model for our children what it means to be environmentally responsible citizens.

We ask parents to please send lunches and snacks in re-usable, non-plastic containers whenever possible. Stainless steel, glass, and fabric snack pouches are a great alternative to plastic sandwich and snack bags, and are better for the environment! This will also help us reduce our waste at LPE.

## Baby-wearing

At Le Petit Elephant, we are big advocates of baby-wearing from birth! Our teachers are happy to accommodate your child's desire to be worn as often as they are able. We ask that parents provide the baby carrier that they wish for staff to use on a daily basis. Please note that we are not able to accommodate slings/wraps in our infant center. We can happily accommodate soft-structured carriers such as the Ergo, Moby, Boba, Tula, Beco, etc. Please provide a labeled carrier daily for your child if you wish for them to be worn, and please include this in your infant needs and services form. Carriers will be sent home to be washed as needed.

## Breastfeeding Support

Le Petit Elephant Nursery and Preschool fully supports breastfeeding. We welcome and encourage mothers to nurse their babies during program time as they wish. Some enjoy sitting in the classroom to chat with the children and staff, while other parents prefer a quiet, private visit with their children. The infant room includes rocking chairs that mothers may use at any time. In fact, any parent is welcome to come and join us for lunch or whenever you are free.

## Naps/ Sleeping Policies

Naps and rest periods are provided as needed. Parents are consulted regarding their child's sleeping pattern and behavior. A record of each child's daily sleeping pattern will be maintained. Any difficulties or changes in sleeping patterns will be reported to parents.

We provide cribs or mats for napping, and children are supervised even when sleeping. You are expected to provide a crib-sized sheet (and waterproof cover for Infants in Room 1). Please note, if your child is under 12 months old, they cannot have any attachment to their pacifier in their crib (pacifier clip or animal attachment). If your child is over 12 months old, you may also provide seasonally appropriate covers and a small pillow if your child uses one. If your 12 months or older child has a special blanket, or stuffed toys that will help in settling down to sleep, send that along too. Bed linens should be taken home at the end of the week and washed weekly. Please label everything with your child's name!

Please note that we do not allow children to cry for any extended period of time in their cribs per the Ferber method or "Cry It Out" and we discourage the use of this method while your child is in our care as it creates difficulty during nap time for your child and others. We will hold, bounce, rock, swing, feed, sway, pat, and/or sing your child to sleep as needed.

## SIDS Precautions

In keeping with recommendations of the American Academy of Pediatrics to reduce the risk of SIDS, babies are placed on their backs when napping. If your pediatrician recommends another sleeping position, you must provide a written note from the doctor.

Please note that children under the age of 12 months will be placed only in a crib, and only on a fitted crib sheet. We do not cover sleeping infants under the age of 12 months with a blanket, nor do we place a pillow or any other item in the crib with them. Please send seasonally appropriate clothing for your child to sleep in so they are at a comfortable sleeping temperature.

Swaddling is not permitted in a child care center setting, but we encourage sleep sacks if your child responds well to them.

## Diapers

We ask parents to supply diapers for infants under 2 years old and preschoolers that are not yet potty trained, as well as a water proof changing pad. Please send in 1 days supply of diapers at a time for your child (usually 5-6 diapers daily) or leave a small stash in your child's classroom diaper cubby. If you need us to apply diaper cream/coconut oil/ointment on your child, please send it in with your child's name written on it. You will also need to fill out a "Parents Consent for Administration of Medication" form from the Registration page of our website to let us know when and how often it should be used on your child.

The center will provide disposable wipes for diaper changes. If you would like us to use commercially packaged wipes or other diapering products, please bring them along. Your child's caregivers will

inform you when supplies are running low. We happily support cloth diapering so if you use cloth diapers rather than disposables, please make arrangements with the teachers for storing and picking up soiled ones. Please label everything.

Diapers will only be changed on the changing table separate from eating areas. No bottles, pacifiers or food are allowed on the changing table. Hands of staff and infants shall be properly washed after diapering, and the changing table is disinfected after each use.

## Toilet Learning

When you feel that your child is ready for toilet learning at LPE, we are happy to help! Your first step will be to visit our website <http://www.lpenapa.com/toilet-learning-at-lpe.html>. Please review this page and follow the instructions outlined. Once your child has had 3-4 weeks of successful toilet learning at home without an adult prompting them, and is able to complete the tasks on the checklist provided on our website, please contact the Director to set up a toilet training plan before we can begin toilet learning at LPE. When your child is potty learning, we ask that you send in underwear for your child to school. Please make sure your child has plenty of extra clothes, underwear, socks, and shoes during potty learning as accidents do occur, sometimes multiple times per day.

## Emergency Procedures

### Fire

In case of a fire, staff will escort the children to meet at the entrance door of the classroom. Fire drills will be practiced monthly at either exit door in case one of the exits is blocked. A safe area away from the building will be designated. Outside in the safe area the children's attendance will be taken and checked against the daily attendance records. Fire alarms and smoke detectors will be tested monthly, and a qualified person will inspect the fire extinguishers yearly.

### Earthquake

Earthquake drills will be covered annually. Earthquake drills consist of the "duck and cover" procedure. A designated off site safe zone will be designated at the beginning of each school year and given in writing. Children will be supervised by a staff member until they can be released to parents or authorized individuals listed on their emergency card. Emergency supplies such as water, food, and first aid equipment are kept in the classroom for such emergencies.

### Accidents

If a child is injured and the injury is minor, first aid (clean wound, band aid) will be administered. A daily record of injuries to the children shall be kept in the center medications and injury logbook. Records of injuries shall be reviewed by the director with the staff at least twice each year in order to

determine that all preventive measures are being taken. There shall be documentation in the log book that reviews have taken place.

In the event of a serious injury or any injury to the head, the parents will be contacted immediately. If the parents cannot be reached, the school will contact the emergency numbers on the emergency forms completed by the parent at the time of enrollment. In the case of an emergency, the child will be transported to the hospital by ambulance. A teacher will accompany the child. The parents and physicians will be notified immediately.

## Emergency Closure Policy

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In the event of an emergency, please note that LPE follows NVUSD's emergency closures procedures, with the exception of wildfires. If LPE is closed for any amount of time due to an emergency, tuition will not be reimbursed.

Specifically in the event of wildfires in Napa or surrounding counties, if the AQI (air quality index) is under 150, LPE will remain open. If the AQI is over 150, this air quality is not considered safe for infants and children under 6 years old, and LPE will close and remain closed until the AQI returns to safe levels (under 150). Please keep in mind that we cannot guarantee safe air quality in our buildings during wildfires due to the number of times the exterior doors open and close each day, letting in smoky air. Our number one goal at Le Petit Elephant is to provide a safe environment for your children. We apologize in advance for any inconvenience an emergency closure may cause.

## Notice of Inspection Authority

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### STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY RIGHTS

All parents must be advised that our school is operating fully within the policies and procedures governed by the State of California Health and Welfare Agency and Department of Social Services. These agencies reserve the right to perform the duties authorized in section 101200 (b) and (c) of Title 22 Division 12, Child Day Care General Licensing Requirements.

(b) The department of licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the facility.

(c) The Department Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement.

## Transportation

Le Petit Elephant Nursery and Preschool does not provide transportation for any reason at this time.

## Child Care Tax Credit Information

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Le Petit Elephant's federal tax ID number is: **47-4675738** for child care tax credit purposes.

We welcome you to Le Petit Elephant Nursery and  
Preschool, we are proud to be a part of your village!