

Foothill Oaks ACADEMY

Handbook for
Students and Parents

Preschool & Transitional Kindergarten
Dedicated Phone Line: 626-301-1358



At Foothill Oaks Academy Preschool, we strive to build a love for learning in each student. We believe children thrive in an atmosphere that nurtures and encourages self-respect, self-discipline, positive self-esteem, self-motivation and an awareness of the world around them.

Our children are educated and cared for by a loving and professional staff trained in early childhood education. We participate in program and staff development, along with continuing education classes. Our goal is to provide a flexible program within a safe and secure atmosphere which is rich in creative art, language arts, basic math and phonics concepts, science observation and experimentation, music, cooking, computer skills, library, dramatic play and motor development activities. Preparing students for a lifetime of learning is the purpose of our lessons.

ADMISSION

Enrollment is open to all preschool aged children of the community without regard to race, color, religion, national origin or ancestry. Children must be two and working on potty training by date of entry.

Applicants from the preschool are given priority for entrance into kindergarten, and sibling applicants are given priority whenever possible throughout the year.

Children with special needs are not accepted unless the following determinations are made:

1. Our preschool is able to meet the needs of the child.
2. There are no adverse effects upon other children in the program, either through direct behavior of the child, or through extra efforts required by staff to fill the child's needs.

We reserve the right to terminate any child's attendance if it is determined by staff that the child is not benefiting from our curriculum.

At the end of the transitional kindergarten year, tests are administered to determine the child's development in all areas of growth. Progress reports are sent home two times during the year to show the students growth.

SCHOOL HOURS AND POLICIES

The preschool is open Monday through Friday from 7 am to 6 pm. Half day and full day programs are available.

To comply with our state laws, each child must be signed in and out with the time and a full signature. A written note must be sent with your child if you wish your child to be released to anyone other than those designated on your child's pick-up authorization form.

A child should not remain in school if a lack of self-control makes him dangerous to himself or others or if it is determined by the director and staff that the child needs a different type of program.

Please notify the school before 9:00 a.m. if your child will be absent for any reason.

TUITION

Tuition is an annual fee paid monthly during the academic school year. An additional fee will be charged for our summer session. If it is necessary to withdraw a child during the year, parents must give written notice two weeks prior to the withdrawal.

Tuition is due on the 1st of each month. A late fee of \$70 is added after the 7th of the month. Monthly payments may be made by check or cash; we accept VISA and MasterCard for annual payments only.

Monthly tuition is paid over 10 months beginning in August. A 5% discount applies to yearly tuition paid in full by August 1st.

There is a 5% discount for all siblings after the first child for either option.

Please see Preschool Tuition and Fee Schedule for the current school year.

FEES

A yearly non-refundable registration fee of \$200 as well as a onetime earthquake kit fee of \$25.

Each family must provide 25 hours of volunteer service per school year or buyout for \$300.

HEALTH AND SAFETY

All children entering the preschool are required to have a pre-entrance physical examination. The physician's form and immunization record must be completed by your child's doctor and turned in before the first day of school.

For the safety, health and welfare of the children and staff do not send your child to school if the following conditions are present:

1. A temperature, diarrhea or vomiting within the previous 24 hours
2. Red throat and/or persistent cough
3. Swollen neck glands and/or an earache
4. Reddened eyes
5. Unexplained skin rash or skin eruptions
6. Acts listless, drowsy, has a headache, flushed face, lack of appetite, or shows behavior that is noticeably out of the ordinary

Allergies of any kind should be brought to the attention of the director, as well as the teacher, in addition to being noted on the child's health form.

Foothill Oaks Academy Preschool is a peanut free facility. Please do not send any peanut products to school with your child. If your child has eaten a peanut product before coming to school, please be sure your child's hands and face have been

thoroughly washed and there is no food residue on their clothes before entering the preschool.

MEDICATIONS

State requirements mandate that **all** medication (including over-the-counter medications) must be stored in the school office. All medication must be brought to the office by parents, and an authorization form must be on file allowing Foothill Oaks Academy to administer the medication. Students may not have any form of medication in their possession. The medication must be in its original container and, if prescription, labeled with the child's name and the dosage. For reference, a copy of the Regulations on the Administration of Medication During School Hours can be found in Appendix A.

EMERGENCY PROCEDURES

The school is prepared to care for students for up to 48 hours with an emergency supply of food, water, medical supplies, blankets and other necessary items. During an emergency, do not take your child from school without notifying a staff member and signing them out. If an emergency should occur:

- ❖ Please be assured that the school is well prepared to handle the immediate needs of the students.
- ❖ Please do not call the school. The telephone must be available for us to make emergency calls. As part of our emergency preparedness, staff members keep current their first-aid and CPR training.

EARTHQUAKE SUPPLIES

Each child is provided with an earthquake kit from the school for a fee of \$25.00. This fee also includes the cost of the staff training for CPR, first aid and disaster preparedness.

ARRIVAL AND DISMISSAL

The names of all children enrolled are on the preschool sign-in list. Please sign your child in and out with your full signature and the current time. You may park in the back and walk in. A staff member will greet you and your child each morning and he/she will have a health check.

If your child is absent for any reason for part or all of the day, please notify the preschool before 9:00 a.m.

Display of separation anxiety is normal and may mean tears for your child the first few days. We allow you to remain at school beyond 9:00 a.m. on the first day if you feel it would help with eventual separation. However, most children have little difficulty adjusting to school after they

have made an initial visit with a parent. Perhaps a sensitive talk each morning before arriving will help your child feel more comfortable once inside the preschool.

We ask you to come for your child on time, because the fatigue element is important to your child's well being. If you are running late, notify the school immediately so that we may reassure your child. We require you to sign your child out with your signature. If someone other than the "regular" person comes for him, please tell that adult to sign for the preschooler as well as show their I.D. to the teacher. The preschool director and teacher should be notified in writing of any changes in pick-up authorization. We enforce this to ensure the safety of your child.

If your child is enrolled in our half-day program, the pick-up time is 12:30 p.m. After 12:45 p.m., a charge of \$25.00 will be billed. This should never become a habit, as your child suffers the inconvenience. If your child is a full-day student and is not picked up by 6:00 p.m., there is a late fee of \$25.00. Our day care workers also have families; please be respectful of their needs.

TARDINESS

The preschool classes begin at 9:00 a.m. Please make every effort to be on time. Half day students may arrive as early as 8:30 a.m. The half hour before class is an important time for the children to socialize with their friends on the play yard.

CLOTHING

We suggest sturdy, washable clothing that your child can manage with a minimum of help. Please provide sweaters and jackets, even on that first sunny fall day. It is easier to remove an unnecessary item than to find one for your child to wear at school. Do not allow your child to wear boots or sandals with open toes. Both can be hazardous to your child. Tennis shoes or other rubber-soled shoes are best for play.

Your child's name must be written in permanent ink on all garments, including sweaters, jackets, underwear, pants, tops and socks. We also encourage you to provide an extra set of clothing for your child in case of accidents. Remember to return the extra clean clothing promptly for the next emergency use.

TOYS

Except for toys needed in the opening days of school to ease your child's transition, we ask that you not bring your preschooler's toys to school. Please limit the size of the toy you bring during the first few days of school so that it fits into his/her cubby. If you have a book that may be of interest to all the children, we would appreciate it being shared with the class. An occasional CD for curriculum enrichment is always welcome.

Guns, war toys, knives or other toys of destruction are not permitted on campus. We understand that children must have a way to express feelings of aggression, and for this we provide playdough to pound and finger paints to soothe feelings. At home, we suggest a punching bag or a jog around the block to release tensions that even young children experience.

REST AND RELAXATION

According to the California Administrative Code that governs the licensing of preschool facilities, provisions must be made for children to have a time of rest after lunch. In compliance with this regulation, a scheduled rest time is provided for those staying after lunch. The child rests on a cot. **The parent is to provide a crib sheet to cover the cot and a small, crib-sized blanket or sheet to cover the child.** Please mark these items with your child's name and bring them to school in a plastic bag. Each Friday they are sent home for laundering and are to be returned clean on Monday.

NUTRITION, SNACKS AND LUNCHESES

We serve a mid-morning and mid-afternoon snack, usually juice and crackers and/or fruit. Gum, soft drinks and candy are not permitted at school. We strongly discourage sweet snacks or desserts in your child's lunch. We return uneaten food from the lunch boxes so that you are aware of your child's appetite and diet each day.

Your child's nutrition is crucial to his ability to perform in school. If he/she is fed donuts for breakfast, he will lack the valuable nutrients needed to get through his long, demanding day. Try to begin each morning unhurriedly with a healthy, nutritious breakfast.

Foothill Oaks Academy Preschool is a peanut free facility. Please do not send any peanut products to school with your child. If your child has eaten a peanut product before coming to school, please be sure your child's hands and face have been thoroughly washed and there is no food residue on their clothes before entering the preschool.

BIRTHDAYS

We celebrate birthdays during the snack time. Each teacher will have a birthday sign-up chart so that you may plan ahead for your child's special party. We celebrate only one birthday per day, per classroom.

DISCIPLINE

Because we strive to create the safest and healthiest atmosphere for your child, emotionally and physically, we teach your child to respect the rights of others. They are taught to obey and cooperate with teachers and peers. They are expected to be honest, courteous and respectful of the feelings and property of others at all times. We always work with the children to help them achieve their fullest potential in developing and integrating these social skills.

The preschoolers are disciplined in three ways: reasoning, redirection, and removal. We talk to the children about the results of their actions and try to explain feelings. We redirect them (or the entire group) to different activities in different locations. If these fail, we remove the child to a quiet space until he/she is ready to play in a socially acceptable way.

PARENT/STAFF COMMUNICATIONS

We want to be of help to you in your relationship with your child in his/her growth. We assume the responsibility of assisting your child with special needs in relation to school adjustment and development.

SCHOOL TO HOME CORRESPONDENCE

Most weekly correspondence from school to home will be done through emails, though folders are also sent once a week. Therefore, we need email addresses kept current.

Falcon Flier - A weekly emailed newsletter will be sent to each family outlining dates, activities and other important information. Please be sure to read this information each week.

Folders - The office will supply a folder for each student. Some notices, progress reports, scrip orders, and other school information will be sent home with the students on Tuesday. Parents are asked to remove and read all papers from the folder. Payments, hot lunch orders, and other school paperwork can be returned in the folder the following day.

Lesson plans, daily schedules and class activities are posted regularly on the parent board. Please check your child's cubby daily for papers and informational updates. We ask that you inform your child's teacher of any incident that might affect his attitude or behavior at school. These changes in his life may be as simple as a lack of sleep or as traumatic as the death of a family member, friend or animal. This type of daily communication is most important in order for us to meet your child's needs in the best way possible.

If you have questions or concerns, a conference with the preschool director or your child's teacher may be scheduled by appointment. We invite you to visit the school and your child's classroom, but we ask that you call the office prior to your intended visit. Often the children are out of the classroom, either at music, library, or computer class.

Your child will always be given maximum consideration as an individual. We will look after his health and safety while he is at school, while providing a program that is developmentally sound and educationally beneficial in a nurturing and loving atmosphere.

Appendix A

REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

RESPONSIBILITY OF PARENT/GUARDIAN:

1. Parents are encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school is minimized.
2. Parents assume full responsibility for supplying medications. Request your pharmacy to prepare two (2) containers; one for home and one for school.
3. Medication must be labeled with child's name and be in original container.
4. Parents must deliver or have delivered by an adult, any medication taken during school hours. No medications may be brought to school by pupils.

RESPONSIBILITY OF PARENT/GUARDIAN:

1. A request form for EACH medication must be completed by the pupil's physician, with the following information: pupil name, name of medication, purpose, dosage, time precautions, special instructions, and possible adverse effects.
2. The container must be clearly labeled with the following: the pupil's name, physician's name, name of medication, dosage schedule, dose form, and date of expirations of prescription.

IT IS UNDERSTOOD THAT FOOTHILL OAKS ACADEMY IS NOT LEGALLY OBLIGATED TO ADMINISTER MEDICATION TO ANY CHILD, AND THEREFORE, I AGREE TO HOLD THE SCHOOL AND SCHOOL EMPLOYEES, FREE FROM ANY AND ALL RESPONSIBILITY FOR THE RESULTS OF SUCH MEDICATION OR THE MANNER IN WHICH IT IS ADMINISTERED AND TO INDEMNIFY EACH OF THEM AGAINST LOSS BY REASON OF ANY CIVIL JUDGEMENT ARISING OUT OF THESE ARRANGEMENTS WHICH MAY BE RENDERED AGAINST THEM.

*I, the undersigned, who is the parent of _____
request that the medicine be administered to my child in accordance with his/her physician

M.D. by a member of the foothill Oaks Academy
staff. I will provide written dosage instructions with the medication-prescription or
over-the-counter. I will notify the school immediately if we change physicians or if this
medication consent is to be changed.*

Parent Signature/Date