



le petit elephant

infant nursery ★ preschool ★ daycare ★

Preschool Parent Handbook

2018

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Our Philosophy

Welcome! 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 kindergarten and the world around them. With that goal 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 ways that become intrinsically motivating and benefit children for the rest of their lives.

Creativity- creativity is a very important measure of intelligence, and innovation is regarded as one of our 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 both the **Reggio-Emilia** Approach and the **Waldorf** philosophy.

Our academic programs are based on the Reggio Emilia 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. The Reggio Emilia Approach teaches that 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 Reggio Emilia

Approach 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 are based on the Waldorf pedagogical theory, which considers 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. 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.

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 Programs & Tuition

Program	Ages	Times	Days	Tuition
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
Extras				Additional Fee
Date Night (last Friday of every month)	The last Friday of every month, our staff babysit your child at LPE so you can enjoy a date night, kid-free from 5:30p-8:00pm!			\$40 per child (including dinner for your child)
Early drop off (before 9am) OR late pick up (after 3pm) *unscheduled				\$25 for each 15 minute block (or portion thereof)
Late pick up (after 5:30pm)				\$25 per 15 minute block (or portion thereof)
Late pick up (between 3pm-5:30p)				\$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		\$85/day
Early drop off option		7:15am		\$75/month

Our Curriculum

We offer a child-centered and developmentally appropriate play-based program for two through six-year-old children. We offer Spanish-language immersion in each of our classrooms, as well as a music program with a music teacher once a week, and children's yoga instruction daily. Our preschool classroom ratio is 1:6 (1 staff member for every 6 children). Our preschool class sizes range from 7-18 children, based on the space available in the classroom.

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 theme 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.

Nondiscriminatory Policy

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.

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 preschool children 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.

Our garden is grown from organic seeds and starters, and we never use pesticides. The children tend the garden, apply organic fertilizers, learn about how to grow fruits and vegetables, and learn about the different pests and how to “distract them” naturally.

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.

Staff Qualifications

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 /Director has her Masters degree in Developmental Psychology from Columbia University’s Graduate School of Education, is a child behavior specialist, and a former Professor of Psychology at Napa Valley College.

Admissions

LPE admits students of any race, color, and national and ethnic origin. 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).

Withdrawal:

- If a parent/family decides to withdraw their child from the program for any reason, 3 calendar month's written notice is required (for example, if you provide written notice on the 7th of January, your financial responsibility ends on the 7th day of April).
- 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.
- If written notification is less than 3 months, the family is responsible for tuition 3 months after the written notification.

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.

Tuition

- ✱ 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. You can pay online via ACH transfer from your invoice, drop off/mail in a check or have your bank mail a check every month automatically.
- ✱ A late fee of \$25.00 per day 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 20% tuition discount.
- ✱ Members of the New Wine Community Church receive a 5% tuition discount. We will not be able to combine with a sibling 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 wait-list application fee will be due.
- ✱ An initial registration fee of \$50 is due upon enrollment. A subsequent yearly 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.

Child Care Tax Credit Information

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

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.

Emergency Closure

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

Health Requirements

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 Permission slip to allow staff to administer medication and all doses will be recorded in Brightwheel. 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.

Security

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.

Attendance

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 9am but no later than 12pm, in order to help the classroom routine stay on track. If you are going to be dropping off your child more than 10 minutes late, we ask that you call the office and inform them no later than your regular drop off time.

If your child is going to be absent, please call the office no later than your regular drop off time to inform them. Teachers like to be able to inform the other children who might inquire about their classmate.

Pick up

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. This amount will be calculated based on the time that you are checking out on Brightwheel 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.

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 11 days per year for holidays:

2017-2018:

2 days at Thanksgiving (11/23/17-11/24/17)

Christmas Eve (12/22/17)

Christmas Day (12/25/17-12/26/17)	Labor Day (9/3/18)
New Years Day (1/1/18)	Veterans Day (11/12/18)
Martin Luther King's Birthday (1/15/18)	2 days at Thanksgiving (11/22/18-11/23/18)
President's Day (2/19/18)	Christmas Eve (12/24/18)
Memorial Day (5/28/18)	Christmas Day (12/25/18-12/26/18)
Independence Day (7/4/18)	

Planned staff training closure dates 2018: February 2nd, May 4th, August 3rd, November 2nd

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.

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.

- * What to do: Please feel free to call or send a message on Brightwheel 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 E-Mail is: Admin@LePetitElephantNapa.com. Please feel free to e-mail us at anytime. We will try to reply as promptly as possible.

Required Forms for Enrollment

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)

Notice of Inspection Authority

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.

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:

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

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 in the hallways be kept to a minimum. If a parent has a question or concern, we suggest that this parent contact the teacher in person to arrange a time to discuss.

Communication

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

School-Wide (Nonemergency) Information:

The LPE office communicates with parents in a number of ways:

- o Email
- o Telephone/Text/Brightwheel App

- o Our website: www.LePetitElephantNapa.com
- o Parent bulletin board
- o Notices sent home in children's backpacks

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.

Child-Specific Information

- ✱ 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.

What to Bring to School Daily

Please remember to label each item that your child brings to school (lunch box, backpack, 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 shoes (no sandals, flip-flops, or Crocs), which will enable him/her to run, climb, and ride bikes with ease.
- * Children go outside most days, so please dress your child appropriately for the weather.
- * In the winter, a warm hat and mittens are recommended, as well as rain gear.
- * During the sunny months, a hat to provide sun-protection is highly recommended. Sunscreen is also recommended (see our Sun Screen Release). Please note that we cannot accept spray-on sun screen, it must be in lotion-form.

Extra Clothes

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

Nap Bag

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

- * fitted nap mat sheet (standard crib size)
- * blanket (optional)
- * pillow (optional)
- * lovey/stuffed toy (optional)

*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.

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, including:

- a photo of your family
- non-perishable items (e.g. granola bars, fruit cups, etc.)
- glow stick
- 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 make sure to turn these items in to your child's teacher on your child's first day of school.

*Please see the LPE Emergency Plan on our bulletin board for more information on LPE's emergency procedures.

Meals

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.

If you choose to enroll in our snack program, we serve one morning snack at 10:00 am and one afternoon snack after nap at 3:15 pm consisting of organic, fresh and nutritious foods daily. Meals are served family style.

School provided organic snack items may include:

- | | | |
|--------------------|---------------|------------|
| • fresh fruit | • yogurt | • crackers |
| • fresh vegetables | • nut butters | • water |
| • cheese | • bread | • hummus |

Following current American Academy of Pediatrics recommendations, **no juice is to be served** to infants or children. If parents would like their child to eat morning snack provided by the school daily, an additional fee of \$20 per month will be added to their tuition. For both morning and afternoon snacks provided by the school daily, an additional fee of \$30 per month will be added to their tuition. Parents are also welcome to send snack(s) 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. Parents may provide alternative substitute items. Snack menus, included recommended portion sizes, are posted on each classroom's parent bulletin board.

We ask that parents send a lunch to school with their child daily, as well as a non-sugary breakfast if your child is attending morning daycare and arriving before 8:30am. We are not able to refrigerate, cook or heat any food for your child so please send their lunch in an insulated container, with ice pack(s) as needed. 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 size 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 request that each lunch box also contain the following items at the beginning of the week, and we will return these items at the end of the week for washing at home:

- 2 cloth napkins
- 2 plates
- 2 sets of utensils
- spill-proof non-plastic water bottle for outside use

In order to promote healthy eating choices that will impact your child into adulthood, we recommend that no prepackaged, sugary, or processed foods be sent to school. This will also help us to reduce plastic waste and keep your children healthier! We also recommend that parents send food in glass or other non-plastic containers, and send dry/snack foods in non-plastic containers such as reusable cloth snack baggies or other reusable materials. This is all in an effort to teach our children from a young age to be mindful of waste. And please 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 lid with your child's name in order to ensure that the correct items are sent home to you daily.

Nap Time

Nap time is daily from 12:30pm - 3:00pm, and we begin our preparations for nap after lunch at 12:30pm. Children use the restroom before nap, then they find their nap bag, help their teacher

set up their sleep mat, and lie down on their mat to listen to a bedtime story. The lights are dimmed, soft music is played, and we rub children's backs to help them fall asleep if needed.

Children who do not nap will be asked to engage in a quiet activity such as reading a book, laying quietly on their mat, or another quiet table activity. Children who are not able to remain relatively quiet during nap time will need to be removed from the classroom to allow the other children to nap successfully. This might mean that parents will need to pick them up, or if the center has staff available, the child might be taken outside to play during nap time.

Clothing

Your child will have his or her own cubby for storing their backpack containing their spare clothes. Children of all ages have occasional accidents. A complete change of seasonally appropriate clothing should be brought to the center in your child's backpack daily and should be replaced as needed. This supply should include a sweater and extra shoes and socks. Children engaged in potty learning will need to have extra pairs of pants due to leaks. The type of clothing should be appropriate to the season. Please be sure to label all articles of clothing clearly. Use first name and initials- there could be several Matthews or Jennifers. Staff do their best to keep children's belongings together, but it's a lot harder with no names.

Children should wear sturdy, comfortable, weather-appropriate clothing in which they can play. Please remember that our play is sometimes dirty. The children go outside all year round, so be sure they are dressed warmly in the winter and that they have mittens and waterproof boots. In summer, don't forget a hat and lotion/cream sun block. We are not able to use spray sunblock bottles.

Parents are asked to send children in soft-soled "inside" shoes to be worn only while inside the classroom so as not to bring any toxins from the outside world into the children's environment. Barefoot is great too!

We also ask parents to send a pair of "outside" shoes daily for outdoor play. These shoes should have hard soles and backs. Sandals, crocs and flip-flops are not permitted as they are not good for running or climbing. Waterproof beach shoes can be provided for summer outdoor play, when children are playing with the water table so as not to soak their regular shoes.

We welcome donations of children's clothing to keep on hand when someone runs out of clean clothes. If your child comes home in unfamiliar clothes, please launder and return them.

Diapers

We ask parents to supply diapers for those children who are not toilet trained. Please send in 1 days supply of diapers at a time for your child (usually 5-6 diapers daily) or a small stash to

keep in the classroom. If you need us to apply diaper cream or coconut oil on your child, please send it in with your child's name written on it. Also, let us know when and how often it should be used on your child.

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 provide a hanging wet/dry bag for storing and picking up soiled ones. Please label everything.

Diapers will only be changed on the changing mat or table separate from eating areas. Hands of staff and children shall be properly washed after diapering, and the changing mat surface 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 www.LePetitElephantNapa.com and click on the Toilet Learning link in the Preschool section. 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, 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 pull-ups with velcro sides. Please make sure your child has plenty of extra clothes, socks, and shoes during potty learning as accidents do occur, sometimes multiple times per day.

Birthdays

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 and your child prepare a favorite healthy snack to share with the group, instead of cake or cupcakes, as this treat will be served at lunch before nap time. Some popular healthy items may include fresh fruit kabobs, banana bread, 100% frozen fruit juice bars, or cheese cubes. Teachers will serve these at the group's regular lunch time, so please let them know in 1 week in advance so that they can plan for children who have food allergies. Parents are welcome to be present during their child's class celebration.

Alternatively, a special birthday game or activity instead of snack can be very special for a child on their birthday, and we encourage parents to get creative. Also, children often enjoy bringing a small non-food item to share on birthdays instead of a snack. Stickers, pencils, or special napkins for meal time work well. For health and safety reasons we request that you not send candy, gum or balloons. In addition, 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. Please bring enough birthday treats for each child in the class, as well as any needed plates, cups, napkins, and/or utensils.

Transportation

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

Preschool Daily Schedule

Time	Activity
7:30 - 9:00 am	Extended morning daycare; children have access to toys, coloring activities, puzzles, and the library. Breakfast if child arrives before 8:30am.
9:00 – 9:45 am	Greetings and free play in the classroom. Table top/group activities and art.
9:45 – 10:00 am	Circle Time activities to include morning meeting, sharing time, listening to a short story, attendance activities, classroom leader activities, calendar and weather, morning yoga. Wash hands and morning snack
10:00am - 10:30am	Morning snack, potty/diapers and put on shoes to go outside
10:30 – 11:45pm	Outside play time
11:45 - 12:00 pm	Wash hands, prepare for lunch
12:00 - 12:30 pm	Lunch and clean up. Dismissal for morning program at 12:30p.
12:30- 1:00pm	Use bathroom, prepare for nap, story time.
1:00 - 3:00 pm	Nap time/ quiet time/ independent or small group lessons for children who do not nap.
3:00- 3:15 pm	Wake up from nap, afternoon yoga and clean up. Dismissal for full day program.
3:15- 3:30 pm	Afternoon snack and playground activities for those enrolled in daycare
3:30pm-5:30pm	Outside play time, Dismissal at 5:30p

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.



le petit elephant

infant nursery ★ preschool ★ daycare ★

Parent Handbook Acknowledgement

Child's Name _____

I have read and understand the agreement outlined in the Preschool Parent Handbook, pages 1 through 26. I understand tuition must be paid monthly in full, on the 1st of the month, throughout the year or will be subject to a \$25 per day late fee. I also understand that 3 month's written notice is required if I wish to withdraw my child from the program.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

Director _____ Date _____