

LIC: 073408920

LIC: 073409616

Discoveryland Preschool

Parent Handbook

Policies, Procedures & Forms

*"Train up a child in the way he should
go; and when he is old, he will not
depart from it."*

Proverbs 22:6





Discoveryland Preschool

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Nichelle St. Helen, Director



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Hours of Operation

Monday-Thursday: 7:00am-6:00pm
Friday: 7:00am-4:00pm

LIC: 073408920 and 073409616



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Welcome and Introduction

Welcome!

Thank you for choosing **Discoveryland Preschool** in Pleasant Hill, where we strive to provide an environment that is both stimulating and nurturing. We promote learning through discovery, exploration, and self-expression in a safe setting with experienced teachers and caregivers who understand the importance of developing the whole child. Our center is well-equipped for infants through children 6 years of age.

Mission Statement

Every child is a unique, special, and creative individual of great value, designed for a specific purpose by God. We provide a warm, secure environment to nurture the well-being of each child—intellectually, physically, socially, and spiritually. Our goal is to develop a feeling of love and respect for oneself and others.

The mission of Discoveryland Preschool is to provide a nurturing, creative, and spiritual environment that supports each child's development to their fullest potential. We are dedicated to delivering the highest quality care and education through a child-centered approach, focusing on social, emotional, cognitive, communication, and motor skills. Our goal is to build self-esteem, self-confidence, and positive relationships with peers and adults in a supportive, loving, and risk-taking environment. We encourage creativity, curiosity, and problem-solving, believing that all children are capable of greatness. Our ultimate mission is to foster a love of learning in every child.

License and Training

Discoveryland is licensed in the state of California to provide care for children ages 2 years to 6 years. All of our teachers have completed the necessary Early Childhood Education classes, First Aid, CPR, and Water Safety Training.

Please read this handbook carefully. Then, sign and return the Parent Acknowledgment page to confirm that you have read, understood, and agree to abide by our school's policies and procedures.



Policies and Procedures Handbook

Goals

Our goals include, but are not limited to:

- Establishing an awareness of individuality and creating a positive personal self-identity.
- Encouraging self-control and self-discipline.
- Expanding freedom of choice and right decision-making within reasonable limits and promoting problem-solving skills.
- Fostering an awareness and love for God and respect for creation.
- Encouraging creativity and self-expression.
- Promoting curiosity about and awareness of the world in which we live.
- Supporting the development of language and conceptual skills.
- Providing appropriate play experiences to meet developmental needs.
- Promoting fine and gross motor skills development.
- Encouraging good health habits and manners.
- Stimulating a sense of personal responsibility and an awareness of the rights of others.
- Building a partnership with parents to share ideas and concerns about their children's growth and development.

Program

Discoveryland Preschool operates year-round and is closed for federal holidays and other school closure days. We provide a school calendar where you can see general activities, events, and/or closure dates. Please refer to this calendar frequently to ensure being informed of all this and any updates. Important information will also be posted on classroom and hallway bulletin boards.

In the event of an unplanned closure for any reason, we will provide you with as much advance notice as possible.

Hours of operation

Monday to Thursday:

- Full-Day Programs: 7:00 AM to 6:00 PM
- Half-Day Programs: 8:00 AM to 12:00 PM and 2:30 PM to 6:00 PM
- Infants and Toddlers: 7:00 AM to 4:00 PM

On Fridays, we close the preschool at 4:00 PM

Non-discrimination Policy

Discoveryland prohibits discrimination based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission of, or in employment and application for employment.



Enrollment and Withdrawal

Enrollment Requirements

Before your child can be officially enrolled in Discoveryland Preschool you must complete and provide the following:

- Parent Contract
- Enrollment Form
- Enrollment Fee of \$150
- Child's medical / allergy information form
- Emergency medical authorization
- Copy of Immunization Record or Signed Waiver
- Signed Consent Forms (those that are applicable)
- Registration fee must be paid: \$100 per school year

Trial Period

All children will be accepted on a 2-week trial basis to determine if our daycare is well-suited to meet the needs of the child. During this time the child will be observed to make sure that his or her needs can be met in our center and that the child and family fit well within our program.

During this period, either the provider or parent may request a conference to assess the child's progress or to terminate this agreement with 7 days written notice if it is determined that our program is not the right environment for the child.

In all cases, Discoveryland Preschool reserves the right to determine, at its sole discretion, whether or not to select a student for admission or to re-enroll a student.

Waitlist

If Discoveryland has reached capacity, your child will be placed on our waitlist. This requires a \$150 non-refundable deposit to secure your child's spot. When a spot becomes available, you will be contacted and will have 48 hours to respond or you will lose your place and the next parent on the waitlist will be contacted. Preference will be given to siblings already enrolled.

Withdrawal

You must give a two-week notice when voluntarily withdrawing your child from Discoveryland. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.



Rates & Fees

Enrollment Fee: \$150

This is a one-time, non-refundable fee paid upon entrance or placement on the waitlist.

Registration Fee: \$100

This one time, non-refundable fee that is prorated after January 1 for the applicable school year.

Tuition

Under 2 years old: \$2,000 a month

Preschool:

DAYS PER WEEK ATTENDING	FULL DAY (7am - 6 pm)	HALF DAY (8:00 am - 12 pm or 2:30 - 6 pm)
5: Monday through Friday	\$1300	\$1000
3: Monday, Wednesday and Friday	\$1100	\$800
2: Tuesday and Thursday	\$900	\$600

Drop-in Fee: \$20/hour

Drop-in days and times are by availability only and must be pre-arranged with the director, with a Registration Fee previously paid.

Diaper Fee: \$200/month

This is a recurring monthly fee for those students who require additional assistance with toileting

Payment Due Date

Payments are due on the first day of care and then the first day of each month. Payment may be made through Procure or with a check to Discoveryland Preschool.

Late Fees

A late fee of \$50 per day will be assessed for each late day. Service termination is initiated after the 3rd of the month. If payment is not resolved, complete termination occurs on the 4th of the month.

Late pick up Fees: \$25 for first 10 mins +\$5 each minute after

If a child is picked up after the designated times of 12:30 pm for part-time enrollment or 6:00 pm (4:00 pm on Fridays) for full-time enrollment, a late pick-up fee will be charged as specified above.

Sign-in Penalty: \$50

Please ensure you complete the important process of signing your children in and out the preschool's care. You may be liable for the mandatory state penalty charge of \$1500 each time an adult does not sign in or out the kid.

Please contact our director to request any individualized financial arrangements.



Curriculum and Special Activities

Curriculum

We believe young children learn best through a combination of guided play and direct instruction. Our daily schedule reflects this by balancing exploratory learning, small group activities, and whole-group learning sessions. We use a research-based curriculum approach which promotes play-based learning with a focus on social, emotional, and physical development. You can find a sample daily schedule provided in this handbook, where you will see the basic routines.

Enrichment Activities

At Discoveryland, we value providing children with enriching experiences. Occasionally, we invite community members to give special presentations that offer additional educational opportunities. In the past, we've had visits from firefighters, police officers, and military personnel. Parents will be informed in advance of these visits and may opt out if they prefer. We will provide an alternate activity for children who do not participate.

Field Trips

We organize two field trips each year to enhance the children's learning experiences. Before any trip, we ask parents or guardians to provide written permission to participate. Children will travel in vans or cars driven by teachers or approved parent volunteers.

Parents are encouraged to join as volunteers on these trips. You have the option to either drive with your own child, help transport other children from Discoveryland, or drop off your child at Discoveryland to be transported by the staff.

Birthdays

If you'd like to celebrate your child's birthday at Discoveryland, you can make arrangements with your child's teacher to send nut-free cupcakes or cookies. All treats must be store-bought, with listed ingredients, due to California's health regulations for preschools. Please avoid sending a whole cake, as it can be difficult to serve. You may also include one juice box per child.

Please be considerate of all the children and their families when coordinating personal party invitations at preschool.

Student Vacations:

If a Parent/Guardian plans to take a vacation and the child will not be in care, the provider requires at least 2 weeks' advance notice. Even during scheduled vacations, the parent is still expected to pay for the child's care.



Arrival and Dismissal Procedures

Arrival

During arrival please park in the designated parking spaces. The opening and closing classroom will be the Caterpillar classroom. From 7:00 am to 9:00 am and 4:00 pm to 6 pm, all children will be together in a mixed age setting. Each classroom will separate by 9:00 am. Classroom doors will be locked by 10:00 am for safety reasons.

On Fridays, all kids will be in Chapel (the first building as you enter the parking lot) from 8:15 to 9:00 am. Consider an early drop-off so they can join the activity all together. If you arrive during Chapel, a staff member may be available to escort your child to there. You are also welcome to walk your child to Chapel and attend the program with us. If a staff member is not available, you will need to bring your child to a teacher there.

Absence

If your child will be absent, please notify us by 9:00 am if your child will not attend by calling our center, messaging teachers on Procure, or emailing us at achildsheartinc@gmail.com.

Sign in - out: Please make sure you complete the important process of signing your child in and out of the preschool's care. You may be liable for the mandatory state penalty charge of \$50 each time an adult does not sign in or sign out your child.

Dismissal

All children must be picked up by 5:45 pm. Anyone picking up your child must be on the Authorized Persons list. Individuals other than parents/guardians who pick up the child will be asked for a picture ID in order to ensure the safety of all children. Children will not be released to unauthorized individuals. If someone shows up to pick up your child and the staff is not made aware of it, we will call you immediately. Please keep in mind that the late pick-up will lead to extra fees. Refer to the fees page for more information.

Hours of Operation and Closings

<p style="text-align: center;">Hours of Operation</p> <p style="text-align: center;">Our center is open Monday to Thursday from 7 am to 6 pm; Friday from 7 am to 4 pm.</p>	<p style="text-align: center;">Holiday Closings</p> <p style="text-align: center;">Discoveryland Preschool will be closed on all federal holidays except Veteran's Day. During holiday closures, the Provider will not provide care and Parent/Guardian will be billed.</p>
<p style="text-align: center;">Closures due to other reasons</p> <p style="text-align: center;">For closures due to other reasons (e.g. power outage, weather, acts of God, etc.), Parent/Guardian is expected to pay for care on these days</p>	



Emergencies

Emergency Evacuation

In the event of an emergency at Discoveryland, children will immediately be evacuated if necessary. Emergency officials will be contacted. Parents will be contacted immediately. At the discretion of the provider, the parent may be required to pick up the child from care. If the building must be evacuated during the emergency and cannot be occupied for the rest of the day, the children will be taken to the playground where parents will be called to pick up their children.

Emergency Drills

In compliance with the state of California law, fire drills must be practiced at least once a month. Earthquake drills must be practiced once a month, and Shelter-In-Place drills must be practiced once a month. Before drills, children will be instructed on the procedures and allowed to practice. We maintain records of these Drills and report to the appropriate agencies.

Meals and Snacks

Meals & Snacks

Parents will provide all meals and Discoveryland provides two healthy organic snacks. Parents are encouraged to provide nutritious food for their children. Please do not send candy or chocolate with your child. Food sent will only be given to your child and won't be shared with others (except for birthdays). Water is available to children as needed throughout the day. Please send a reusable water bottle labeled with your child's name, as well as a labeled lunch bag.

At all times while drinking and eating, children are required to be seated and not engage in any play activity. This is to ensure safety, prevent choking, and promote healthy eating and drinking habits. If your child has allergies and/or a special diet, please give us written notice.

Bottles for Infants and Toddlers

Please provide the necessary bottles and formula for your child daily. Following CA health codes, all unused formula will be discarded at the end of the day.

Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is to ensure safety and to prevent potential dental issues.



Illness and Injury Policies

Child Absence Due to Illness

If your child has a fever, vomiting, diarrhea, Covid, cold, flu or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours unmedicated. When a child is ill and will stay home, the parent/guardian is expected to make every effort to give the provider as much notice as possible. The parent/guardian is still expected to pay for their child's sick days. If a child does not arrive for the day and no notice has been given to the provider, the parent/guardian is still expected to pay for that day of care.

Illness During Care

When a child begins showing symptoms of illness while in care, the provider will immediately notify the parent/guardian. If a child presents with a fever above 101, vomiting, or diarrhea, the parent/guardian or approved pick-up person, will be required to come pick up the child from care. Discoveryland Preschool may require a physician's note to return the child to care at our discretion. The children will be kept isolated with a staff member to reduce any potential spread of illness.

Injury

In the event of injury, the parent/guardian will be notified immediately and an incident report will be completed. First aid will be applied. If the injury is more substantial, the provider will require the parent or authorized person to pick up the child from care. If it is a life-threatening injury, emergency authorities will be contacted immediately.

Bug Bites & Stings

If your child receives an insect bite or sting during our care, we will administer first aid if you have signed the first aid consent form. If you have not signed the consent form, we will notify you immediately so that the child can be picked up if deemed necessary. An incident report will be filed for documentation.

Allergies

If your child has allergies, please complete that section on the enrollment form. The parent is required to provide information during registration and enrollment about the child's allergies. Life-threatening allergies require physician's documentation and emergency medication to be supplied to the provider. Our staff is fully trained to administer emergency medication (e.g. Epi-pen) if necessary. In the event of a life-threatening allergic reaction, the parent and emergency services will be contacted immediately.



Medical

Medication Administration

Both prescription and non-prescription medications can be given to your child at Discoveryland if a parent completes a Medication Authorization Form. Prescription medications must be prescribed by a doctor and come in their original container with a pharmacy label showing the child's name, medication name, dosage, and prescription date.

For non-prescription medications, a doctor's note is required. The note must state that Discoveryland staff can give the medication and should include the correct dosage as listed on the packaging. All medication is stored in a secure cabinet out of children's reach. We keep a record of any medication administered.

Vaccination Requirements

All children enrolled at Discoveryland must have up-to-date immunizations as required by the California Department of Health. This rule applies to all children, from birth to school age. A doctor or healthcare professional must provide proof of immunization, either with a signature or a stamp. The documentation must include the child's name and birth date, the type and number of vaccine doses, and the exact date (month, day, and year) of each vaccination. A photocopy of this record is acceptable. Any exemptions from these immunization requirements must follow the rules set by the California Department of Health.

Safety and Security

Security System

Your child's safety and security is our highest priority. At Discoveryland all classroom doors are locked. All exits are also equipped with alarms.

Fire Safety

Fire extinguishers and smoke detectors are present throughout the building as required by CA Dept of Social Services. Our facility is regularly inspected by safety officials to ensure compliance with CA law.

Carbon Monoxide

Our center is equipped with carbon monoxide detectors in all rooms to ensure the safety of everyone.



Discipline

Behavior Management

Positive reinforcement and redirection are the primary methods used in our program. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Redirection is designed to promote the development of self-direction, self-control, and socially acceptable behavior.

This is accomplished through:

- Prevention - trying to avoid problems before they arise by good classroom layout and management on the part of the staff.
- Redirection - moving the child's attention from the disruptive behavior to an activity which is acceptable.
- Discussing outcomes - making certain the child understands the consequences if he or she persists in unacceptable behavior.
- "Take-a-break" - giving the child space apart from the group to gain self-control, while discussing outcomes.

Calm Down Area

If a child becomes overwhelmed, they will be guided to use the calm-down area, there they can practice self-soothing activities like deep breathing, cuddling a stuffed animal, or playing with a sensory toy. After calming down, the child will be gently reminded of the rules and encouraged to rejoin the group. A teacher will help the child process the situation by acknowledging their feelings, recounting what happened, and discussing possible options for the future.

Harm towards others

If a child harms a staff member or child, the child will be separated from the group until the child can regain self control. Once the child regains control, he or she will be asked to apologize to the adult or peer. The parents of the children involved will be notified by the end of the day. An incident report will be completed. Safety is our top priority. Any recurring or habitual harm will be discussed with the parents, staff, and Director.

Biting

If a child bites another, the child who bit will be removed from the group, and first aid will be given to the injured child. Both parents will be contacted right away, and incident reports will be written for both children involved. If the bite breaks the skin, it is advised that the child see a doctor. If biting becomes a recurring issue, the parents will need to meet with staff to create a plan to manage the behavior. If the biting continues despite these efforts, the child may need to be withdrawn from Discoveryland Preschool.



Discipline

The following behaviors are not acceptable:

- Disrupting the program.
- Endangering the health or safety of other children or staff .
- Continuous refusal to follow acceptable rules or behavior.
- Bullying of any kind whether racial, verbal, or physical.

If several attempts at redirection have failed, the director will work in conjunction with the staff and parents to form a plan to help the child become successful.

Staff will always encourage appropriate behavior by using the 3 R's: Respect for self, Respect for others, and Responsibility for your actions. Our success depends on parent involvement and it is important to be a positive role model for children so they are clear what is expected.

Through behavior management, children's rights are always respected. We respect the rights of the child and understand that each child is individually created by God for a special purpose and will be treated as such with love, kindness, and respect in all dealings.

The preschool reserves the right to dismiss the child if, in the opinion of the preschool board, the child's needs can no longer be met and the behavioral plan is not working.

Dismissal

Our staff is willing to join with parents as a team to work together toward the best interest of the child. If there are behavioral issues, the teacher will communicate with the parent and discuss expectations and formulate a plan for correction. If behavioral improvement is not notable, a meeting (of the parent, teacher and director) will be called to discuss further outcomes. We will do everything we can to make preschool a positive experience for your child as well as the other children. In very rare cases, we may need to request that your child withdraw from preschool.

if a situation where preschool staff believes any person may cause harm or otherwise endangering children or staff, that person will be required to immediately and permanently leave the premises and the proper authorities will be called.

The preschool board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not, voluntarily withdraw the student. We recognize that our program may not meet the needs of every family. Parents who are unhappy with the program are encouraged to find one that better suits their needs and philosophy.

Also, if any account is delinquent, a student may be asked to withdraw.



Communication

All children and babies will receive a daily note from the caregiver or teacher within Procure. For infants and toddlers, the note will contain the amount of formula or milk consumed, and amount of soiled diapers, and time. The teacher may include additional information at her discretion. Please feel free to communicate with your child's teacher briefly upon arrival or dismissal. For more in-depth conversations, please request a conference with the teacher. You may also utilize the Procure messaging system.

Parent Involvement

All parents are welcome to visit their child at Discoveryland at any time. We welcome input from parents about the education and care of their children. If you wish to volunteer at Discoveryland or join us on field trips, please contact any staff member so we can make the necessary arrangements.

Toilet Training

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child can pull up and down pants and underwear with minimal assistance
- The child can communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is cooperative when taken to the restroom

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day. A visual toileting schedule will also be provided so that your child can learn the steps of the toileting process. You will be given a copy of the visual schedule to use at home for consistency and will also receive a daily log of your child's toileting progress.

During this time, you will be required to provide several sets of extra clothes to be kept at Discoveryland. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace them with clean clothing by the next day. Please update extra clothing as the weather and seasons change.



Clothing

Children should come dressed in comfortable, season-appropriate clothing that can get dirty, since some activities we do daily are messy. Spare changes of clothing are required for all children. Indoor shoes are required for all children. Feet are required to remain covered by public health guidelines at ALL times when indoors. Indoor shoes also protect your child's feet in the event of a fire drill in the winter months/rainy days. Please also remember that, whenever weather permits the children are taken outside for two hours everyday. Please ensure your child has proper outerwear so they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel, they will have to remain indoors with a teacher or use donated outerwear the Preschool may have.

Naps and Quiet Time

All children will be provided with a nap or quiet time daily for 2 hours. Children who do not nap will be permitted to engage in quiet activities on their nap mats, such as playing with sensory toys or reading books.

Caregivers will work with parents to develop a unique nap schedule for infants, based on age and needs.

Toys, Media and Photo-Video Policy

Toys

We provide age-appropriate toys for all children in our care. For this reason, please do not send toys with your child to Discoveryland. Toys tend to get lost, taken, or broken very easily. Any toys will be given to a staff member and kept in a safe place, such as the child's cubby, until they get picked up for the day.

Electronic Media

We have tablets or iPads available for your child to use educational content, audiobooks, or games and for use during special times. Children also have access to educational video programs to supplement their learning. However, electronic visual media may only be used for children up to a maximum of 20 minutes or less per day.

Photograph and Video Policy

We love to take photographs of the children to share with families. You will be required to sign a photo and video release for us to photograph your child.

We have a private social media group where we post photos. To be invited to this group, please let us know during registration. Short videos are also created of students engaging in learning experiences and may be shared in the private social media group and for promotional purposes.



Child Abuse Policy

We are mandated child abuse reporters by law. If abuse is suspected of a child in our care, we are required to report it to CA Department of Social Services as required by CA law. Please be aware, children will NOT be released under any circumstances to impaired individuals.

If we have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to CA Department of Social Services as required by CA law.

Supplies

Supply Account

Please provide the following supplies and write your child's name on all items.

INFANTS	TODDLERS	PRESCHOOLERS
<ul style="list-style-type: none">• Diapers• Wipes• Ointments• Pacifiers• Bottles (pre-made)• Extra can of formula• Baby food• Bibs• Crib sheet• Blanket• At least 3 changes of clothing	<ul style="list-style-type: none">• Diapers/Pullups• Wipes• Ointments• Pacifiers• Bibs• Blanket• Stuffed animal• At least 2 changes of clothing• Lunchbox with breakfast and lunch• Water bottle	<ul style="list-style-type: none">• Blanket• Crib sheet• Stuffed animal• Change of clothes• Lunchbox with breakfast and lunch• Water bottle





Daily Schedule - Infants

Infants may remain in our care for a maximum of 8 hours a day. Giving parents the schedule options of:

- 7:00 AM to 3:00 PM
- 7:30 AM to 3:30 PM
- 8:00 AM to 4:00 PM

Time	Activity
7:00-8:00	Arrival and Free Play
8:00-8:30	Feeding and Changing Diapers
9:00-10:00	Nap Time (as needed)
10:00-10:30	Feeding and Changing Diapers
10:30-11:30	Indoor or Outdoor Play
11:30-12:00	Circle Time
12:00-12:30	Feeding and Changing Diapers
12:30-1:00	Indoor or Outdoor Play
11:30-12:30	Feeding and Changing Diapers
12:30-2:30	Nap Time (as needed)
2:30-3:00	Feeding and Changing Diapers
3:00-4:00	Dismissal and Free Play





Daily Schedule - Toddlers

Toddlers may remain in our care for a maximum of 8 hours a day. Giving parents the schedule options of:

- 7:00 AM to 3:00 PM
- 7:30 AM to 3:30 PM
- 8:00 AM to 4:00 PM

Time	Activity
7:00-8:00am	Arrival and Free Play
8:00-8:30am	Breakfast and Diapers or Toileting
9:00-10:00	Indoor or Outdoor Play
10:00-10:30	Snack and Diapers or Toileting
10:30-11:00	Circle Time
11:30-12:30	Lunch and Diapers or Toileting
12:30-2:30	Nap Time
2:30-3:00	Snack Time
3:00-4:00	Free Play and Dismissal





Discoveryland Preschool Daily Schedule Preschool

This is a sample and may be adapted to best meet the students' needs when needed.

	MONDAY - THURSDAY
7:00 AM	Preschool Opening
	Meet and greet / Free play
8:45	Morning work (writing, coloring, drawing, etc)
9:00	Worship & Circle Time
9:30	AM Snack
9:45	Group Activity or Project (arts, crafts, show&tell, games, cooking, dancing, etc)
10:15	Outdoor play (weather permitting)
11:30	Lunch
12:30 PM	Half-day program pick up time Nap / Quiet time
3:00	PM Snack
3:30	Outdoor play
5:00	Pick up time - Classroom clean up
6:00 PM	Preschool Closing

	FRIDAY
7:00 AM	Preschool Opening
	Meet and greet / Free play
8:15	Worship in Chapel
8:45	Circle Time - Fun Friday
9:30	AM Snack
9:45	Group Activity or Project (arts, crafts, show&tell, games, cooking, dancing, etc)
10:15	Outdoor play (weather permitting)
11:30	Lunch
12:30 PM	Half-day program pick up time Nap / Quiet time
3:00	PM Snack
3:30	Pick up time - Classroom clean up - Free play
4:00 PM	Preschool Closing

Music Class: Mondays

Jump Bunch (sports): Bi-weekly on Fridays



Children's Rights

Each child shall have rights that include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interfering with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to address and telephone number of the complaint receiving unit of the licensing agency and information regarding confidentiality.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.



Parent's Rights

As a parent/representative, you have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
- Request in writing that a parent not be allowed to visit your child or to take your child from the child care center, provided you have shown certified copy of a court order.
- Receive from the licensee the name, address and telephone number of the local licensing office.
- Be informed by the licensee, upon request of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may be obtained by contacting the local licensing office.

Community Care Licensing, Bay Area District
1515 Clay Street, Suite 1102
Oakland, CA 94612-1413





Parent Handbook Agreement Policies and Procedures

After reading the Parent Handbook, please sign below and return the form to the Discoveryland office.

We, the parent(s)/guardians of _____ have read and understand the contents of the Parent Handbook. We agree to follow the policies outlined in Parent Handbook. We understand that Discoveryland reserves the right to amend policies and procedures when necessary and that we will be notified of any changes in writing and will abide by changes.

Any changes made to the Handbook will be distributed by Discoveryland.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by _____

on _____





Emergency Medical Authorization

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, _____, However, if I cannot be reached, I hereby authorize staff at Discoveryland Preschool, to secure emergency transportation for my child to the nearest medical facility and to secure the necessary medical treatment. I understand the providers in the childcare center are trained in the basics of first aid and CPR. I authorize them to give my child first aid and CPR when appropriate. I also understand that any expenses incurred will be my responsibility.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by Discoveryland Preschool _____

on _____





Medication Administration

I hereby authorize staff at Discoveryland, to administer prescription medication to my child as indicated on the prescription. I hereby authorize the staff at Discoveryland Preschool, to administer non-prescription medication to my child as indicated by signed doctor's note.

The following medications will be administered to my child:

Medication	Dosage	Dates	Time	Special Instructions

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by Discoveryland Preschool _____

on _____





Authorized Persons

I authorize staff at Discoveryland Preschool to release my child to the following authorized persons:

Name	Relationship	Address	Phone

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by Discoveryland Preschool _____

on _____





Child Illness Policy

Your child's health and safety is our first priority at Discoveryland Preschool. In order to maintain a safe and healthy environment and prevent the spread of illness, we have developed the following child illness policy.

If your child has any of the following symptoms, please keep him or her home and notify Discoveryland Preschool by calling 925-278-1354 or by leaving a message after hours. Your child may not return to Discoveryland until unmedicated and symptom-free for at least 24 hours.

If your child becomes ill while in our care, you will be contacted immediately so that he/she can be picked up.

Symptoms:

- A fever of 100.4 F or greater
- Vomiting
- Diarrhea
- Positive Covid, Flu, Strep, or other communicable disease test
- Unexplained rash or hives
- Persistent cough (not allergy-related)
- Mucous -excessive and or persistent from mouth, nose, and eyes.
- Ear drainage or severe earache, suspected ear infection or ear infection
- Eye infection or suspected eye infection
- Difficulty breathing or wheezing
- Oozing sores or cuts
- Headache moderate to severe
- Head lice, ringworm (until treated)
- Unexplained fatigue

Please sign and date indicating your understanding of this policy.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by _____ on Date _____





Discoveryland Preschool

800 Grayson Road, Pleasant Hill, CA 94523
 Achildsheartinc@gmail.com / ph 925-278-1354




Allergy Information Form

Please complete one form per child in our care. According to state law, a copy of this form must be kept on-site before the child's enrollment in Discoveryland Preschool. All child care providers must review this form, kept on file, and reviewed yearly with the parent/guardian.

CHILD INFORMATION:

 Name (Last, First)	DOB	Gender

PARENT/GUARDIAN INFORMATION:

	Parent/Guardian	Parent/Guardian
Full Name		
Address		
Home#		
Mobile#		
Work#		
Email		

PHYSICIAN INFORMATION:

 Physician Name	Address	Phone

ALLERGY LIST: Place a check mark next to your child's allergies.

Foods

- _____ Peanut/Peanut products
- _____ Soy
- _____ Eggs
- _____ Fish/Shellfish
- _____ Tree nuts
- _____ Gluten
- _____ Wheat
- _____ Rye
- _____ Eggs
- _____ Dairy/Milk
- _____ Sesame
- _____ Other _____
- _____ Other _____
- _____ Other _____

Environmental

- _____ Pollen
- _____ Mold
- _____ Trees
- _____ Dust/Dust Mites
- _____ Insect bites
- _____ Bee stings
- _____ Roach droppings
- _____ Pet dander
- _____ Smoke
- _____ Cleaning products
- _____ Air pollution
- _____ Other _____
- _____ Other _____
- _____ Other _____

What are the signs and symptoms of your child's reaction?

What treatment does your child need for his/her allergic reaction? Please list medications and doses.

Does your child use an Epi-Pen? YES / NO

Additional Information:

Parent Name _____ Parent Signature _____ Date _____

Parent Name _____ Parent Signature _____ Date _____

Reviewed by _____ Staff Signature _____ Date _____

Discoveryland Preschool



All About My Child

Child Information

Name: _____ Nickname: _____

DOB: _____ Age: _____

Address: _____

Cell phone number: _____ Home phone number: _____

City, State, Country of birth: _____

Family and Home information

Parent Name: _____ Parent Name: _____

Number of brothers: _____ Number of sisters: _____

Names and ages of siblings: _____

Are other people living in the home? Yes / No

If yes what are their names and relationships to your child?

Are there any pets at home? Yes / No

If yes, please list type of pet and name:

Languages spoken in the home: _____

Languages your child speaks: _____

Languages your child understands: _____

Medical Information

Does your child have any medical issues? If yes, please describe:

Medications:

Allergies:

Surgeries/Hospitalizations:



Discoveryland Preschool



All About My Child

Previous Daycare Experience

Name of daycare attended: _____ Dates: _____

May I call this daycare for a reference? Yes / No

Name of daycare attended : _____ Dates: _____

May I call this daycare for a reference? Yes / No

My Child's Likes

Toys: _____

Activities: _____

Books: _____

Movies: _____

TV Shows: _____

Characters: _____

Songs: _____

Other interests: _____

My Child's Dislikes or Fears (Please list and explain)

Eating Habits

Favorite foods:

Foods your child dislikes:

Favorite treats:

Snacks:

Does your child have any food allergies? yes / no

Please list foods your child typically eats for each meal:

Breakfast : _____

Lunch: _____

Dinner: _____

Snacks: _____

Desserts: _____



Discoveryland Preschool



All About My Child

Sleeping Habits

Does your child nap? Yes / No

If yes, what time(s) does your child nap? _____

How long does your child sleep at night? _____

Does your child sleep with a special blanket, pacifier, or stuffed animal? yes / no

If so, describe _____

Toileting

Is your child toilet trained? Yes / No

If yes, does your child use a potty chair? Yes / No

If not toilet trained, are you currently toileting training at home? Yes / No

Please explain what you are doing:

Is there anything else you would like us to know about your child?

Parent Signatures

Parent Name _____

Parent Signature _____

Date _____

Parent Name _____

Parent Signature _____

Date _____

This Section to be Completed by the Provider

Reviewed by _____ (provider's signature) on (date) _____

Follow up questions for parents or comments:





Incident Report

This form is to document injuries, accidents, medical situations, and student behavior incidents.

Date: _____ Time of Incident: _____ am/pm

Child's Name: _____ Child's Age: _____

Location of Incident: _____

Description of Incident: _____

Description of Injury: _____

Witnessed by: _____

Person Attending to Injury: _____

Treatment Applied: _____

Notes: _____

Parent was notified by _____ on (date) _____

Director's Name: _____

Director's Signature: _____

Date: _____





Fieldtrip Permission Form

I understand that my child, _____ will visit (location)
_____ on (date) _____.

I hereby authorize the staff at Discoveryland Preschool to transport my child
by (car/bus/van) _____.

The departure time is _____ am/pm and the return time is _____ am/pm.

In case of an emergency, I can be contacted at (phone) _____.

I hereby authorize my child to go on this trip.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Received by {enter name of Daycare provider} _____

on {enter date} _____





Discoveryland Preschool

800 Grayson Rd, Pleasant Hill, CA 94523
achildsheartinc@gmail.com /ph 925-278-1354



Child Care Services Contract

PARTIES:

This Child Care Contract made (date) _____ is between:

Provider(s): _____ and

Parent(s)/Guardian(s): _____.

FOR THE CARE OF:

Child Name: _____ DOB _____

Child Name: _____ DOB _____

Child Name: _____ DOB _____

Child Name: _____ DOB _____

Provider may amend the contract by giving the Parent/Guardian a copy of the new or changed policies at least _____ weeks before any changes go into effect.

HOURS OF CARE NEEDED:

	SUN	MON	TUES	WED	THURS	FRI	SAT
DROP OFF							
PICK UP							

PAYMENT FOR CARE PROVIDED:

1st Child \$ _____ per month/week/day/hour

2nd Child \$ _____ per month/week/day/hour

3rd Child \$ _____ per month/week/day/hour

4th Child \$ _____ per month/week/day/hour

PAYMENTS/FEES:

Payments are due the Monday before care. Payment may be made through Procure or by check. A late fee of \$50 per day will be assessed for each late day. If payment is more than three days late, this agreement will be terminated.



Parent/Guardian will be charged additional fees for late pick up.
\$30 for the first 10 minutes and
\$5 per minute

HOLIDAY CLOSURES:

Discoveryland Preschool will be closed on all federal holidays except Veteran's Day

During holiday closures, the Provider will not provide care and Parent/Guardian will be billed.

CLOSURES DUE TO OTHER REASONS:

For day care closures due to other reasons (e.g. power outage, weather, acts of God, etc.), Parent/Guardian {is or is not} expected to pay for care on these days.

VACATIONS:

Provider will take ____ weeks of vacation time during the year. Provider will give Parent/Guardian ____ weeks notice of this vacation. Parent/Guardian {is or is not} expected to pay for care on those days.

If a Parent/Guardian plans on taking a vacation and the child will not be in care, the Provider must be given ____ weeks notice. Parent {is or is not} expected to pay during their scheduled vacations.

ILLNESS/INJURIES:

When the Provider is ill and unable to provide care, he/she will make every effort to provide as much notice as possible. Parent/Guardian {is or is not} expected to pay on provider sick days.

When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the Provider as much notice as possible. Parent/Guardian {is or is not} expected to pay on child sick days.

If a child does not arrive for the day and no notice has been given to the Provider, Parent/Guardian is still expected to pay for that day of care.



When a child becomes ill while in the care of the Provider, the Provider will immediately notify the Parent/Guardian. If child presents with a fever above [enter number], vomiting, or diarrhea, the Parent/Guardian or approved pick up person, will be required to come pick up the child from day care.

In the event of injury, Parent/Guardian will be notified immediately. If it is a life threatening injury, emergency authorities will be contacted.

TRIAL PERIOD:

All children will be accepted on a 2 week trial period to ensure that the child is a good fit for our daycare. During this 2 week trial period, the Provider or Parent/Guardian can terminate this agreement with 1 day written notice if it believed that the child is not a good fit for our daycare. After the 2 week trial period, care can be terminated by either the Provider or Parent/Guardian by providing a 2 week written notice and a reason.

AGREEMENT SIGNATURES

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names.

Provider Name _____

Provider Signature _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____





Discoveryland Preschool

800 Grayson Rd, Pleasant Hill, CA 94523
www.discoverylandph.com /ph 925-278-1354




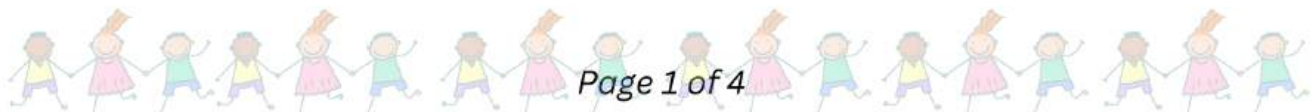
Child Care Enrollment Form

CHILD INFORMATION:


Full Name	Age	Gender	Address

PARENT/GUARDIAN INFORMATION:


 Parent/Guardian	Parent/Guardian
Full Name	
Relationship	
Home Address	
Home#	
Mobile#	
Work#	
Email	



AUTHORIZED CONTACTS:

	Contact #1	Contact #2	Contact #3
Full Name			
Relationship			
Home#			
Mobile#			
Work#			
Email			
Emergency Contact	Yes or No	Yes or No	Yes or No
Pick up /Drop off	Yes or No	Yes or No	Yes or No

CHILD MEDICAL INFORMATION:

	Pediatrician	Specialist
Name		
Address		
Phone number		
Email		

CHILD MEDICAL INFORMATION CONTINUED:

Allergies	
Medical Conditions	
Medications	
Other	

CARE SCHEDULE:

Write hours that care is needed for each day.

Drop off time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
AM							
Pick up time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
PM							

PAYMENTS/FEES:

Payments are due the Monday before care. Payment may be made by {enter payment methods here}. A late fee of \$_____ per day will be assessed for each late day. If payment is more than one week late, this agreement will be terminated.

Parent/Guardian {will/will not} be charged additional fees for early drop off/late pick up. This fee will be \$_____ per _____ minutes.

ACKNOWLEDGEMENT:

I have read and understand the policies and procedures for Discoveryland Preschool

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Date: _____

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Date: _____

