

LOS GATOS ACADEMY PRESCHOOL

Parent Handbook

Procedures
&
Policies

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INTRODUCTION

Congratulations in choosing Los Gatos Academy Preschool (LGAP). We are happy to have you, your child and your family join our LGAP family. We are a state licensed child development program for children starting at age two (2) to entering 1st grade. Please read through this Handbook thoroughly. We encourage you to take your time and ask as many questions as you'd like. We are here to assist your child and your family in making these early days of learning the most successful.

Our Philosophy

All parents want their children to experience success in school. All parents want their children to grow into confident and secure individuals. Beginning with the early years, our philosophy at LGAP is to provide a nurturing and warm balance that thrives on a positive and strong backbone of personal growth, educational learning and playtime. We emphasize this learning process on the development of the whole person and through the needs of your individual child, thus promoting strong successful growth in all areas of development. A child who feels confident and comfortable in school, as well as with their self as an individual, is more likely to enjoy attending school, making friends, and performing to their highest capability. Your child is unique and special. We take special pride and care in creating and implementing our programs. Through the acquisition and development of language, social, academic and behavior skills, each child is provided with the tools and support necessary for building a foundation to participate in school and society to their fullest potential. All children experience success in such a setting. Providing careful preparation can be the most important step parents can take to assure this success throughout their child's long journey.

Our Mission to You

Our mission is to develop an individual program for your child, along with your support, to help the child(ren) grow into confident and motivated learners, and further solidify the development of them as a whole person. Our mission is to nurture your child in achieving their own individual potential as a well-rounded, secure, confident little person with a strong motivation to learn and a strong sense of self as they enter into school. All individuals vary in how they process information and acquire skills. Learning strategies that are helpful for one child may be useless or possibly counterproductive for another. Even very young toddlers demonstrate strong learning preferences. Our teachers develop individualized teaching strategies devised to match your child's own learning style. This, in turn, promotes growth in all areas of development.

OUR PRESCHOOL

Curriculum and Activities

Our curriculum consists of large group activities, small group learning stations and individual learning experiences. Each activity is modified to your child's unique learning style and level in order to create a stimulating, challenging, fun and rewarding learning experience. Your child will have opportunities to choose from a given number of daily activities consisting of:

- Reading
- Math
- Science
- Creative Arts
- Language Development
- Fine and Gross Motor Development
- Physical Development
- Sensory Motor Development
- Social Development

In addition to the regular daily curriculum, your child will be exposed to various extra curricular activities focusing on Cultural Diversity, Music & Dance, Caring for Classroom Pets, Recycling, Fire and Police Safety, Gardening, Cooking, Health & Fitness and much, much more. Daily activities are planned to encourage self-responsibility, exploration, cooperation, creativity and physical movement. The students of LGAP are taught to be respectful of themselves, others and the environment. Learning should be an enjoyable and rewarding experience and, therefore, should not place pressures upon your child.

LGAP consists of the following:

- Introduction to basic academics
- Fine and Gross Motor activities
- Speech & Language development
- Positive social behavior reward system
- Nurturing, warm, fun and creative setting
- Structured social playgroup activities
- Daily communication with parents
- School potty training
- Small Teacher/Child ratios
- Hands on Learning
- Large and small group activities
- Individualized instruction
- Implementation of Hygiene and Nutrition

Classroom Schedule


The schedules provided on the following pages are to be used as a guide. We do our best to keep to the schedules, but we also respond to the needs of the children. Please note that activities will be executed in small groups. Also, please note that not all children will be following these schedules. Some children may be participating in a free choice activity while others are at snack, rest/quiet time, etc. The needs of your child(ren) are always our main concern. Therefore, rest or quiet times may be added or adjusted to meet the needs of your child. Parents will be able to view a monthly calendar of activities on our website (www.losgatosacademyfreshool.org). Additionally, a request to donate any materials needed for projects such as old cereal boxes, magazines, newspaper, milk containers, egg cartons, baby food canisters or jars, etc, may be made by the teacher(s). If you ever have any questions, please feel free to ask your child's teacher or the Director.

Your child's success is our goal. Activities are scheduled for times of optimal learning throughout the day. It is important for your child to feel confident when coming to school. Our operating hours are from 7:00am to 6:00pm. Your child should be dropped off and picked up at your scheduled times. We begin "circle time" at 9am and prefer that all attending children for that day are in class by 9am. If you will be running late, it is suggested that you notify the school on the teacher's phone line. Any students not present at the school by 10am, without prior notification, will be considered absent for that day. We ask that all parent/guardians be respectful of the teachers and other students when dropping your child off at school.

Each classroom has its own schedule for daily activities. Schedules may change to meet the needs of the children. Please refer to the current schedule(s) on the next three pages. The schedules are also available for viewing on our website.

2 Year Old Classroom Schedule

“Tumbling Tigers”

| | | |
|-------------|---|----------------------------------|
| 7: 00-8:30 |  | Morning care |
| 8:30-9:00 | | Free playtime |
| 9:00-9:20 | | Circle |
| 9:20-9:30 | | Snack |
| 9:30-9:50 | | Recess |
| 9:50-10:50 | | Art / Work time / Centers |
| 10:50-11:10 | | Group Activities |
| 11:10-11:40 | | Recess |
| 11:40-12:10 | | Lunch |
| 12:10-12:30 | | Story time / Half day pick up |
| 12:30-2:30 | Rest / Nap time | |
| 2:30-2:50 | Rest clean up / Snack | |
| 2:50-3:50 | Theme day / Activity | |
| 3:50-4:00 | Clean up / Dismissal | |
| 4:00-6:00 | Aftercare | |

Theme Day / Activity

Monday – Music & Dance

Tuesday – Cooking

Wednesday – Health & Fitness

Thursday – Science

Friday – Sharing/Storytelling

3 Year Old Classroom Schedule

“Jumping Jaguars”



| | |
|--------------|-----------------------------|
| 7:00-8:30 | Morning care |
| 8:30-9:00 | Free play |
| 9:00-9:30 | Circle |
| 9:30-9:50 | Recess |
| 9:50-10:00 | Snack |
| 10:00-11:00 | Work time / Centers |
| 11:00 -11:30 | Art |
| 11:30-12:00 | Recess |
| 12:00-12:45 | Lunch / Half day pick up |
| 12:45-1:00 | Story |
| 1:00-2:30 | Nap / Rest Time |
| 2:30-2:50 | Rest clean up / Snack |
| 2:50-3:50 | Theme day / Activity |
| 3:50-4:00 | Clean up / Dismissal |
| 4:00-6:00 | Aftercare |

Theme Day / Activity

Monday – Music & Dance

Tuesday – Cooking

Wednesday – Health & Fitness

Thursday – Science

Friday – Sharing/Storytelling

Pre-K Classroom Schedule

“Leaping Leopards”

| | | |
|-------------|--|-----------------------------|
| 7:00-8:30 | | Morning care |
| 8:30-9:00 | | Free play |
| 9:00-9:20 | | Circle |
| 9:20-9:50 | | Recess |
| 9:50-10:00 | | Snack |
| 10:00-11:00 | | Work time |
| 11:00-11:15 | | Group Activity |
| 11:15-11:45 | | Art |
| 11:45-12:15 | | Recess |
| 12:15-1:00 | | Lunch / Half day pick up |
| 1:00-1:20 | | Writing time |
| 1:20-1:30 | | Story time |
| 1:30-2:30 | | Rest time |
| 2:30-2:50 | | Rest clean up / Snack |
| 2:50-3:50 | | Theme day / Activity |
| 3:50-4:00 | | Clean up / Dismissal |
| 4:00-6:00 | | Aftercare |



Theme Day / Activity

Monday – Music & Dance

Tuesday – Cooking

Wednesday – Health & Fitness

Thursday – Science

Friday – Sharing/Storytelling

Rest/Quiet Time

Rest/quiet time is included in the schedules for children that will be at school for the full day. Depending on the age and needs of your child, rest/quiet time may be added or adjusted to your child's schedule. Our rest/quiet time period varies. Please see your child's classroom schedule. Mats will be provided. A small toddler bed-size sheet is required by licensing. Failure to provide a sheet may penalize the school. The Department of Social Services – Childcare Licensing Division requires each child to have a sheet covering their rest mat. If LGAP is fined because a child does not have a sheet for their rest mat, the fine will be forwarded to the parent(s) for payment. You may also provide a small blanket, pillow and a small stuffed animal or doll. Please label all items with your child's name. These items must fit inside your child's small tote that LGAP provides. Rest/quiet time items must be taken home at the end of every week, laundered, and return to school the following week.

Show and Tell

Children may bring toys, books, stuffed animals or other items to show their friends on Fridays only. Sharing these items during circle time promotes language and social development. Items brought on other days will be placed in a basket in your child's class. When bringing an item to share, please be mindful of its size. Because of safety, please do not bring in any items that are too small (choking hazard) or too large. Also, we suggest that children do not bring toy weapons of any kind (swords, guns, lightsabers, etc.) to share with the rest of the class. Any toys left at the preschool for over 30 days will be deemed unclaimed and given to charity after the first of each month. Don't forget to label your child's toys. Often several children will bring the same toy to share with the class.

LGAP cannot be responsible for lost or broken toys.

Snacks and Lunches

LGAP will serve a nutritious mid-morning snack after 9:30am and mid-afternoon snack after 2:30pm based on the guidelines from the state food program. We also offer an early care snack between 7:00am-7:30am and an aftercare snack at 5:00pm. The snack menu is posted on the parent board and in the school's kitchen area. The snack menu can also be viewed on our website, as well as below. Please make sure LGAP staff is aware of any food allergies your child has and/or any dietary needs. We will note in writing of any allergies and dietary needs of your child and post them near the snack and lunch area. Children need to bring their own lunch and drinks. Please pack nutritious food that your child likes. Please do not send candy or soda, as our school has a reasonable sugar policy. Children tend to choose the sugary items first and then are unable to finish the nutritious food you prepared for them. Please send lunch with any preparation instructions. Staff will warm foods as indicated. Please provide a microwave safe container if your child's food requires heating. For food that needs to keep cool, we recommend an ice pack. The school refrigerator is for school snacks/use only. We suggest that you also provide reusable utensils with your child's lunch in order to limit our impact on the environment. Please see the following page for our snack schedule.

Snack Menu

| | Early Care 7:00-7:30am | A.M. 9:30am-9:45am | P.M. 2:45-3:00pm | Extended Care 5:00-5:15pm |
|------------------------------------|---|--|---|--|
| Monday | <ul style="list-style-type: none"> • Granola/Oat bar • Fresh fruit <ul style="list-style-type: none"> • ½ cup of grapes | <ul style="list-style-type: none"> • ½ cup of animal crackers • ½ cup of apple sauce | <ul style="list-style-type: none"> • ½ cup of Wheat Thin crackers • ½ slice of cheese • ½ cup of carrot sticks | <ul style="list-style-type: none"> • ½ cup Pirate's Booty • ½ cup of dried cranberries |
| Tuesday | <ul style="list-style-type: none"> • Granola/Oat bar • Fresh fruit <ul style="list-style-type: none"> • ½ cup of grapes | <ul style="list-style-type: none"> • ½ Nutri-Grain bar • Fresh fruit <ul style="list-style-type: none"> • seasonal melon | <ul style="list-style-type: none"> • ½ cup of Gold Fish crackers • ½ cup of dried raisins | <ul style="list-style-type: none"> • ½ cup of dried veggie sticks • ½ cup of dried mango |
| Wednesday | <ul style="list-style-type: none"> • Granola/Oat bar • Fresh fruit <ul style="list-style-type: none"> • 3-4 sliced apples | <ul style="list-style-type: none"> • ½ cup of yogurt • ½ piece of toast | <ul style="list-style-type: none"> • 1 Graham cracker • ½ tsp peanut butter • ½ tsp jelly • ½ banana | <ul style="list-style-type: none"> • ½ cup of pretzels • ½ cup of dried raisins |
| Thursday | <ul style="list-style-type: none"> • Granola/Oat bar • Fresh fruit <ul style="list-style-type: none"> • seasonal melon | <ul style="list-style-type: none"> • ½ cup of Cheerios • Fresh fruit <ul style="list-style-type: none"> • 3-4 sliced oranges | <ul style="list-style-type: none"> • ½ cup of pretzels • 1 tbs cream cheese • ½ cup of dried mango | <ul style="list-style-type: none"> • ½ cup of Pirate's Booty • ½ cup of dried apricots |
| Friday | <ul style="list-style-type: none"> • Granola/Oat bar • Fresh fruit <ul style="list-style-type: none"> • ½ banana | <ul style="list-style-type: none"> • ½ waffle • Fresh fruit <ul style="list-style-type: none"> • ½ cup of grapes | <ul style="list-style-type: none"> • ½ cup of Cheez-It crackers • 3-4 sliced apples | <ul style="list-style-type: none"> • ½ cup of dried veggie sticks • ½ cup of dried cranberries |
| All snacks are served with: | Orange juice / milk | | Apple juice / water | |

Sign In/Sign Out Procedures

State licensing requires that all children be signed in and out by parent/guardian or any authorized person(s) as designated on the child's authorization form. Licensing also requires that the signatures are legible. LGAP maintains a strict policy regarding this requirement. Printing your full name and/or signing with a legible and complete signature, with recording the date and time, is required per Section 101229.1 of the state childcare licensing code. If LGAP is fined due to an illegible or incomplete signature, the fine will be forwarded to the parent(s)/guardian(s) that are responsible for the signature. LGAP will not release any child to anyone not listed on the child's authorization form unless the parent/guardian has notified us with prior written notice.

Tuition

An Admission Agreement will be signed by the parent(s)/guardian(s) and LGAP when the child is enrolled. Monthly tuition is due on the 25th day of each month. If the day falls on a weekend or holiday, the tuition is due on the following school day whether your child comes to school that day or not. A grace period is given until the 1st of each month to help parents/guardians turn in tuition. A \$50.00 per child late fee will apply on the 2nd of the month, with an additional \$10.00 per day up to 30 days, if tuition is not received on time. LGAP reserves the right to withdraw your child, without notice, if tuition is not received 10 days after the due date. Please see the "Grounds for Dismissal" for additional information. Accepted forms of payment are personal/business/cashier's checks, money orders, and cash. Any checks returned unpaid to LGAP will be subject to a \$40.00 administrative fee. After two (2) returned checks, all fees must be paid by cashier's check, money order, or cash. Parents/Guardians are liable for all costs incurred by LGAP to collect any and all delinquent fees. Fees and policies are subject to change. At least 30 days prior written notice will be given before any rate, fee or policy changes are made.

For those children still in pull-ups a \$45.00 Pull-up fee will be charged until the child is fully potty trained. Diapers are not permitted. Please see section titled "Pull-Ups". The pull-up fee is non-refundable.

An annual materials fee is charged each September for all children. The materials fee is \$100.00. For those children who will start school after September, the materials fee will be prorated for the remainder of the year. The materials fee is non-refundable.

A student discount is only given to those who have siblings enrolled in the school at the same time. A \$100 discount is given for the second sibling's tuition. Additional sibling discounts will need to be discussed with the Director. The discount is removed once one sibling leaves the school. The discount does not apply to the pull-up fee, registration, or materials fee.

Drop-in Care

Drop in care is available for morning care, aftercare, and regular school days. If your child needs to attend morning care on a drop-in basis (7:00am-8:30am), the cost is \$15.00 per day, per child. Half-day drop-in care (8:30am-12:30pm) is \$40.00 per day, per child. All day drop-in care (8:30am-4:00pm) is \$55.00 per day, per child. Extended drop-in care (8:30am-6:00pm) is \$65.00 per day, per child. These rates are per child not per family. Please speak to your child's teacher or the Director as soon as possible to verify that there is room for your child to attend school. Parent(s)/guardian(s) are asked to notify the school at least 24 hours in advance, or, at minimum, the morning of (as early as possible) the day that the drop-in care is needed in order to ensure that the teacher-to-child ratio is not affected.

Daily Late Fee

A fee will be applied for each late pick up of a child. Late fees will start accruing on the following times: 12:30pm, 4:00pm, and 6:00pm. Fees are per child and not per family. Please see insert for exact fee amount. We understand that situations may occur and there will be late pickups. However, every step should be taken to ensure an on-time pick up of your child(ren). When you know that you are running late, a phone call to the school is expected and appreciated.

Late Fee Schedule

| <u>12:30pm Pick Up</u> | |
|--|-------|
| 12:30 – 12:45pm | \$10 |
| 12:45 – up (per additional minute) | \$ 1* |
| *in addition to the amount accrued from 12:30-12:45pm pick up time | |

| <u>4:00pm Pick Up</u> | <u>6:00pm Pick Up</u> |
|--|--|
| 4:00 – 4:15pm | 6:00 – 6:15pm |
| \$10 | \$20 |
| 4:16 – up (per additional minute) | 6:16 – up (per additional minute) |
| \$ 1* | \$ 1* |
| *in addition to the amount accrued from 4:00-4:15pm pick up time | *in addition to the amount accrued from 6:00-6:15pm pick up time |

All late fees are due the same day or no later than the following day.

Absences and Withdrawal Procedures

LGAP's costs and staffing continue even when children are absent, therefore you will be charged for the space reserved for your child whether he/she attends or not. There are no tuition adjustments for illness, holidays, vacations, or extended absences. If a child must be absent for at least one month and we receive a written request of at least 30 days in advance, we will retain the child's place for a period of one (1) month. **A non-refundable deposit of one full month's tuition is required to secure your child's space.** For absences more than two (2) months we cannot guarantee a space upon the child's return. As your child has priority for their current enrollment, we will place the child at the top of the waiting list.

To successfully avoid any charges, a one (1) month's prior written notice must be given to the Director to properly withdraw your child. **If such notice is not given Parent(s)/Guardian(s) are responsible for payment of the next 30 days tuition. Parent(s)/Guardian(s) are subject to small claims action if the tuition is not paid.**

Any other changes to the child's schedule such as adding, reducing, and changing days will require a 30 day written notice and a new contract. Approval will be based on space availability. If your child needs to attend school on unscheduled days, please check with your child's teacher or the Director in advance to make sure there is an opening and the prorated amount for this time.

Clothing

Please send your child in comfortable clothes in which the child can get dirty and can be easily removed by the child for bathroom breaks. Each child must have a complete set of extra clothes to be kept in their class drawer. Please label all clothing with your child's name. LGAP is not responsible for lost, stolen, or soiled clothing. Please check the lost and found bin frequently for your child's items. The bin is located on the bottom shelf of the front counter. Unclaimed clothing will be donated to charity after 30 days, on the first of each month.

Pull-up Fee

Diapers make potty training more difficult and less successful because the child is unable to use them as undergarments. In order to help your child through the potty training process, we encourage and ask that you please provide Pull-Ups. LGAP does accept children who are not potty trained. A Pull-up fee of \$45.00 will be added to your child's tuition until they are fully potty trained. LGA Preschool does not provide pull-ups, ointments or wipes for students. Your child's teacher will let you know if diapering supplies are running low.

If we are assisting your child with potty training, we ask that you please be conscientious about the clothing that you send your child to school in. We want them to be successful at their attempts. Sometimes belts, hard to remove buttons and/or snaps can be discouraging. Please see your child's teacher for the appropriate steps to take in potty training your child.

Birthdays

A snack may be shared with your child's class or the entire school for their birthday, but it is not required. Snack for either morning or afternoon is acceptable and should be scheduled with your child's teacher in advance. Any in-class entertainment or activity is at the discretion of the teacher. LGAP strongly discourages all day events at school that may alter the children's schedule and takes away from our main program.

The following are some ideas for birthdays:

Snacks:

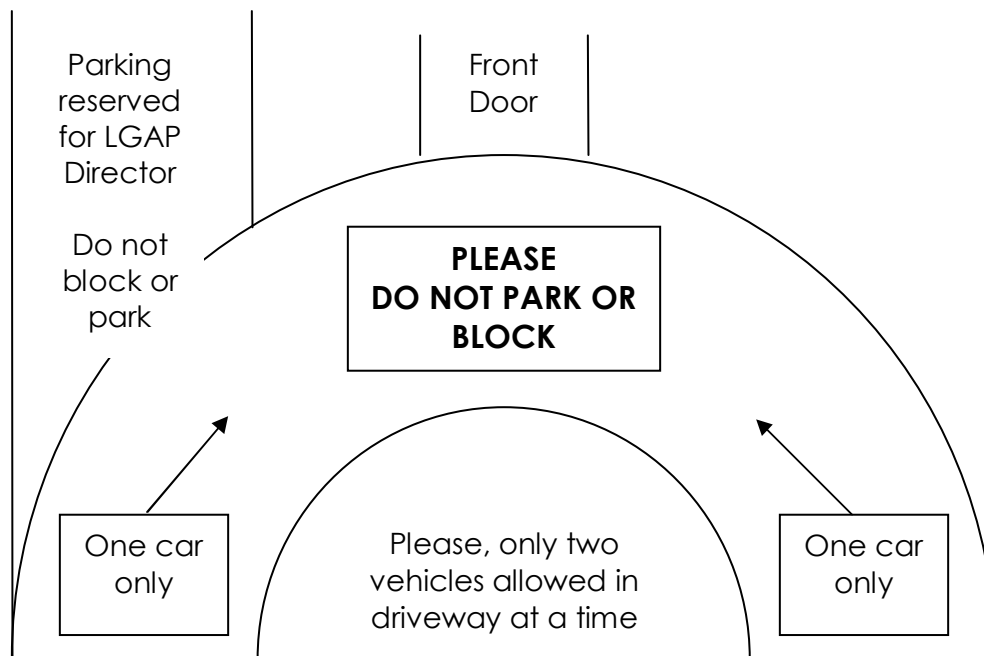
*Bagels *Muffins *Baked goods *Fresh fruit *Donuts *Creative items with low sugar *Cupcakes (pm only) *Cake (pm only) *Popsicles (pm only) *Full Lunch

Activities (pm only):

*Piñata *Arts & Crafts *School visitors *movies

Parking Policy

Parking in the driveway is for those parents who are dropping off/picking up their child(ren) in a quick manner. If you know that you need to speak with a teacher, and will be longer than 5-7 minutes, please park on the street.



NOTE: Please do not block neighbor's driveways or other parent's vehicles.

Medication Policy

LGAP will not administer medication of any kind without written authorization from the child's doctor and parent. Parents/Guardians must provide a completed medication release. Please see your child's teacher or the school's Director for the form.

All prescription and non-prescription medication must be labeled by the pharmacy in its original container. It also must be clearly labeled with the child's name, drug, dosage and instructions. If your child takes medication on a routine basis, such as for asthma, eczema, allergies, etc, please notify the school and follow the procedures as stated above in this section.

Absences and Withdrawal Procedures

LGAP's costs and staffing continue even when children are absent, therefore you will be charged for the space reserved for your child whether he/she attends or not. There are no tuition adjustments for illness, holidays, vacations, or extended absences. If a child must be absent for at least one (1) month and we receive a written request of at least 30 days in advance, we will retain the child's place for a period of up to one (1) month. To secure your child's space, a deposit of the full tuition payment must be made for the month when your child will start attendance again. For absences more than two (2) months, we will not be able to guarantee a place upon the child's return. However, since your child has priority for their current enrollment, we will place the child at the top of the waiting list.

To avoid any fees, a 30 day written notice must be given to the Director in order to properly withdraw your child from the preschool. If such notice is not given, Parents/Guardians are responsible for payment of next month's tuition.

Any other changes to the child's schedule, such as adding, reducing, and changing days will require a 30 day written notice, as well as a new contract. Approval will be based on space availability. If your child needs to attend school on unscheduled (drop-in care) days, please check with your child's teacher or the Director in advance to confirm space availability.

No refund or change in tuition will be made if the school has to be closed for emergency maintenance. Every effort will be made to schedule maintenance afterhours or during the weekends or holidays. Additionally, if weather conditions force the school to be closed, unfortunately, no adjustments to the tuition will be made as these conditions are beyond our control.

Outside Consultation

At this time LGAP does not provide any outside consultation

Additional Services

At this time LGAP does not offer any additional services.

Contagious Disease

If your child is exposed to a communicable disease, a general notice will be posted. Please notify us immediately if your child is exposed to communicable disease outside of the center.

Health and Illness

LGAP operates for well children only. When a child becomes ill, every effort will be made to contact the Parent(s)/Guardian(s). If, however, after 30 minutes neither Parent/Guardian is reached and arrangements for pickup within a reasonable amount of time have not been made, we will start contacting the persons listed on the emergency contact list in sequential order.

A child **will not** be accepted in the group with the following conditions:

- A fever of 100 or above
- Vomiting
- Pink eye, unconfirmed redness of the eye whites, or any off-colored weeping or mucus
- If a child needs an antibiotic for any reason, he/she will not be accepted for 24 hours after medication has been started, unless a medical notes confirms the condition is not contagious
- Any suspicious skin rash will need to be cleared by your doctor before the child can return to school
- Evidence of head lice or any other parasites
- Severe coughing, sore throat and/or difficulty swallowing
- Any signs of an infection, i.e., green mucus, running nose, slight fever, ear pain, etc.
- Diarrhea after two times will be sent home
- Moist and/or open cold sores or sores on body

If a child is sent home with a fever, vomiting, or diarrhea, the child will be excluded from the program for 24 hours.

Immunization Requirements

California Department of Social Services requires that we have a record of your child's most current immunization. This is in accordance to CCR, Title 22, Section 101220.1. You may turn in a copy of your child's immunization record or have your child's physician complete the "Immunization History" portion on the "Physician's Report" LIC 701.

If your child has not met all requirements for immunization, your child can only be admitted if “up-to-date”, i.e., no immunizations due currently. If your child is exempt for medical reasons, a doctor's written statement is required. The statement must include which immunization(s) is/are to be exempt and the specific nature and probable duration of the medical condition.

If your child is to be exempt for reasons of personal beliefs, the parent/guardian must sign and date the “Personal Beliefs Affidavit”. Please see the Director to obtain this form.

Medical/Dental Emergency

In case of serious dental/medical emergency, we will follow these procedures as listed below:

1. Contact Parent(s)/Guardian(s) and 911 emergencies (if emergency care is required immediately) while the child is being tended to with First Aid, CPR, etc.
2. If Parent(s)/Guardian(s) cannot be reached, we will contact persons on the Emergency Form.
3. If the emergency contact(s) can not be reached and the child is in need of medical/dental care, then we will proceed to contact the child's Doctor/Dentist.
4. If the Doctor/Dentist cannot be reached, we will then call the local hospital and/or Emergency Services/911 Emergency.
5. Please note that the child will be tended to at all times. If the teacher(s) feel that the medical condition is serious, he/she will contact 911 immediately.

If your child sustained a minor injury, the injury will be disinfected and treated with appropriate care (i.e., cold/hot compress and/or bandages). If additional care is required to treat the injury, the parent will be notified. An accident/injury report will be completed, placed in the child's file and a copy provided to the Parent/Guardian.

Positive Behavior Management

At LGAP, we honor and support a positive behavior system. All teachers and staff are trained in this behavior management technique that uses positive language, redirection and request for good behavior. We also encourage children to try and control their own behavior. Abusive discipline is strictly prohibited. Only acceptable positive behavior management techniques are used to control and change the negative behavior. Both Parents/Guardians and Director will be notified of any disruptive or inappropriate behavior in school. In the event that behavior escalates and/or becomes continuous or dangerous, the following procedures will be taken:

1. The Parent(s)/Guardian(s) will be notified.
2. A conference, or conferences, will be conducted to assess the situation, as well as to develop and implement a positive behavior plan with an appropriate timeline.
3. If the behavior fails to cease, continues to escalate or is dangerous, the child will be subject to suspension and/or permanently dismissed from the LGAP.

Please see “Grounds for Dismissal” section for more information.

LGAP provides many opportunities to the child for decision-making based on the child's age and ability to accept and grow from the consequences of those decisions. To give children this freedom of choice, they must have the security of loving, thoughtful and appropriate limits.

Techniques used at Los Gatos Academy Preschool:

1. Access the situation
2. State the behavior that is unacceptable
3. State the acceptable behavior
4. Discuss acceptable alternative behavior to resolve conflict
5. State consequences of continued unacceptable behavior
6. Redirect the child to a different activity
7. Meet with child's Parent(s)/Guardian(s)
8. Establish a plan of action to be followed at school and at home
9. Follow up between teacher and Parent(s)/Guardian(s)

Corporal punishment is never used or allowed in our preschool.

Please keep your child's teacher informed of any attitude or behavior changes at home. The school and the home each see different parts of the child's personality. Frequently these are dramatically different. It helps teachers to understand changes in attitude and behaviors at school by relating them to those taking place at home.

Biting Policy

In order to keep the teachers and children safe, LGAP enforces a strict biting policy. Should a child bite in succession, the following will occur:

1. First bite: The child will be sent home immediately and may return to school the next scheduled day. Upon return, staff and parents will do every thing reasonably possible to avoid another incident.
2. Second bite: Same as first bite.
3. Third bite: Child immediately sent home and subject to dismissal from preschool for up to two (2) days. Conference is scheduled with Parent(s)/Guardian(s) and Director to discuss the incident, prevention of future incidents and determine whether the program is suitable for the child.

Grounds for Dismissal

Grounds for dismissal may occur in the following situations:

1. If LGAP does not receive tuition payment within five (5) days after the first (1st) of the month. Please see "Tuition" Section for more information.
2. If the teacher or Director feels that the Program no longer appropriately meets the needs of the child.
3. If, after following the procedures as listed in "Positive Behavior Management", the child's behavior escalates or continues to be inappropriate, disruptive and/or dangerous to him/her self and/or others.

No tuition reimbursement will be made if your child's dismissal is based on the above situations.

Child Abuse

Section 11166 of the California Penal Code requires all staff of LGAP to report any known, observed or suspected forms of child abuse or neglect to a child protective agency. This includes nutritious lunches, appropriate forms of safe transportation to and from school, clean clothing, and bodily injuries or bruising.

Refund Policy

LGAP does not offer any refunds or credits. However, please contact the Director to discuss your situation. Only the Director can determine if a refund or credit is warranted.

Visit Day(s)

After a \$75 deposit and all documents are turned in, your child will now be eligible to complete a visit day(s). The first visit day will be scheduled for two (2) hours. An additional visit, if needed, will be scheduled for up to four (4) hours. Visit days allow the teacher to observe your child and set expectations for their actual first day of attendance.

Trial Period

The trial period continues for the first 30 continuous days, regardless of your child's weekly attendance schedule.

REGISTRATION PROCESS

LGAP does not discriminate on the basis of race, color, creed, ethnicity, sex or religion.

Please review this handbook thoroughly as it contains important information. If you would like to enroll your child(ren) at LGAP, please fill out the "Admission Agreement" found on our website (www.losgatosacademypreschool.org). Once we receive the "Admission Agreement", we will determine space availability for your requested schedule and notify you. Prior to acceptance of your child into LGAP, an interview between the Parent(s)/Guardian(s) and LGAP will be conducted. The parent has the right to enter and inspect the school in accordance with Health and Safety Code Section 1596.857. You will also be provided with this Handbook for policies, procedures and information regarding LGAP. In accordance with the law, LGAP will obtain all identifying, health and personal information for your child in order to understand the child's individual health, physical and emotional development.

Registration Materials

To complete registration for you child(ren), please complete our "Registration" packet. This packet is provided during the tour of our facility. Please note that all required forms must be completed, signed and returned to LGAP before your child can attend their first visit day.

- Admission Agreement Registration Form
- Identification and Emergency Information
- Immunization Record
- Consent for Medical Treatment
- Notification of Parent's Rights
- Child's Preadmission Health History – Parent's Report
- Child's Preadmission Health Evaluation – Physician's Report
- Personal Rights Statement
- Sunscreen Application Permission Form
- Picture and Video Release Form
- (If Applicable) Authorization for Dispensing Medication
- (If Applicable) Written statement from Parent(s)/Guardian(s), or authorized representative, exempting child from medical assessment, immunizations, and/or treatments because of adherence to a religious faith or beliefs.

Admission Agreement

This is your contract with LGAP that is signed by you and the Director. The Agreement includes the agreed upon schedule of attendance, tuition fees and obligations. It also reiterates other important information required by law.

Important Registration Policies

- ✓ It is in the best interest and safety of your child to keep all forms and information current. It is your responsibility to notify LGAP immediately if there are any changes in your child's history. In addition, it is your responsibility to update and resubmit forms according to the changes made.

- ✓ If you do not plan on enrolling your child immediately, you may secure the spot, if available, with a non-refundable holding deposit of \$75.00 (registration fee). At the time your child begins with LGAP, all other fees and deposits are due as required.

- ✓ You have seven (7) working days to accept your child's enrollment and return all requested documents and tuition/fees to LGAP. If you fail to do so, your child's spot may be forfeited and given to the next family awaiting space availability.

- ✓ All requested information and forms must be completed and submitted before your child is scheduled to attend their first visit day.

ACKNOWLEDGEMENT

I have read and understood all of the policies and procedures as described and written in the "Parent Handbook".

Parent/Guardian Name (print)

Parent/Guardian Signature

Date: _____

Child's Name(s): _____
