

# Making Friends Preschool

## PARENT HANDBOOK

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[www.makingfriendspreschool.com](http://www.makingfriendspreschool.com)

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# I. PRESCHOOL INFORMATION

## Welcome to our preschool

We believe that your child's education is a shared responsibility. We wish to have an open communication with you. Your child will be staying at Making Friends for part of his/her day and we see it important that there will be a two-way relationship between family and preschool.

We hope this partnership is one that we both feel comfortable and know that we both contribute to your child's education, well being and his/her future life in all aspects.

### MISSION STATEMENT

Our program's mission is to relate to each child as a unique individual and make him/her feel that they "count", that they feel listened to, and that they are important individuals in our small community of friends.

### SCHOOL HISTORY

Making Friends opened up in January 1986. Clara had just become a new mother of a beautiful girl, Maia. She could not imagine herself going back to work at a day care center and not be an integral part in Maia's every day's life. Clara had just immigrated to the US barely three years before. Having the perfect setting in a new home, a new baby daughter who took two naps a day and needing to support the financial future of her family, she applied for a family child care licensing, carrying her new born daughter baby in her arms. Would she have enough skills to run her own business? Having worked as an employed preschool teacher in different centers in the Los Angeles area first, and then in Palo Alto, she had no business experience at all. Would she know how to market the program? How about balancing the business and her own family? She could not have done it if she had not met some wonderful committed people who helped her run the program. Susan Garcia stayed with Making Friends for some incredible 16 years. So many other accountable university and community college students, made it possible for her to continue to develop and be successful at doing family child care. She would not have chosen a better profession and passion. Clara is sure now that Making Friends Preschool and its wonderful staff have influenced many people's lives during so many years. She can't imagine a better venue than family child care to develop children's self esteem and contribute to the welfare of families.

# CLARA FLIKER'S CREDENTIALS

## EDUCATIONAL BACKGROUND

2010

Awarded Accreditation by the National Association for Family Child Care

2007

ECERS Environmental Rating Scale to evaluate Family Day Care homes.

2005-2006

Mentoring Early Childhood educators. De Anza College

2004

Supervision and Administration of Early Childhood Programs. De Anza College

1978-1981

Graduated from the School of Education, Oranim, University of Haifa, Israel. Trained by disciples of Piaget in courses as Instruction of Reading and Writing and Art Education.

Received a Teaching Credential, which allows me to serve as a Preschool, Kindergarten and First and Second Grade teacher in Israel.

Practicum at the Children Development Center at Oranim.

## EXPERIENCE IN EARLY CHILDHOOD

2007

Participant at the CAEYC family day care tours for the annual conference.

Making Friends Preschool was chosen to host a tour of my family day care for the conference participants.

2004 to 2006

Mentor teacher for Palo Alto Community Child Care. Palo Alto, Ca

Coaching new day care providers coming into the field.

1986 to date

Director and Teacher, Making Friends Preschool, Santa Clara, Ca

2005

California Child Development Permit- Assistant Head Teacher

2002-to 2007

Spanish Instructor to elementary school children as an extra curriculum activity.

1984

Preschool Teacher, Jewish Community Center, Palo Alto, CA with 2.5 years old group.

1984-1985

Movement Education Teacher, Pepper Tree Day Care, Stanford, CA

Summer 1984 Teacher and Movement Specialist, Tuvia Preschool, Redondo Beach, CA.

Fall 1984

Dancercise Teacher, Tuvia Preschool.

Fall 1984

Staff Teacher, Los Angeles Children's Museum.

1983-1984

Teacher and Movement Specialist, Bnai Tikvah nursery School, Westchester, CA.

1982-1983

Extended Day Care Teacher and Movement Specialist, Temple Solael, Canoga Park, CA

#### AFFILIATIONS

NAEYC and CAEYC chapter conferences, in California and sometimes out of state.

Child Care Network in the San Jose area monthly meetings.

#### LANGUAGES

English Spanish and Hebrew

Clara has 2 children Maia and Adam. She had the opportunity to volunteer in their schools.

She volunteered teaching young children about Judaic customs at local Jewish congregations.

She loves reading about education, parenting and children's psychology.

To stay fit and strong she exercises and goes to the gym.

Teaching languages and young children are a passion in her life.

## DAILY ROUTINE

Our daily routine is based on the children's needs to have a structure to their day.

Children feel secure and safe when they know that everyday, consistently we do the same daily activities at same the same times.

We believe that it is our responsibility to help promote all areas possible of growth throughout the day. By having long periods of uninterrupted free activities, we allow children to experiment through play. Play is the instrument which children have in their power to become proficient in an ever changing world. By allowing children to play freely, we let them explore in depth how they integrate reality outside of themselves.

This is an example of our winter, fall and spring schedule. During the summer we switch our outside time to have it earlier in the morning, when temperatures are cooler.

8:30 WARM UP TIME

9 :00 CIRCLE TIME

9:20 FREE TIME

10:10 SNACK

10:30-11:50 SMALL GROUP TIME

10:50 OUTSIDE TIME

12 LUNCH

12:30 SINGING AND STORY TIME

1 :00 NAP TIME

3:00 -3:15 WAKING UP/PERSONAL HYGIENE

3:15-4:00 FREE TIME AND GETTING READY TO GO HOME

# CURRICULUM

At Making Friends Preschool, we plan and implement our own curriculum. We usually follow the seasons of the year, holidays that children celebrate at home, Science themes, Nature around us, Helpers in our community themes. We also have an emergent curriculum and pick up themes that the children show interest in during the school year and we develop them. These are different areas of development that we foster:

## SOCIAL SKILLS

Dramatic play area (or "housekeeping corner") is a typical area in which children have free time to explore different roles, communicate with others and interact, make choices to pretend, play next to and/or play together with other children. We encourage children to take turns and help them communicate verbally with others. Teachers are facilitators and observers in this area. Usually the dramatic play area is theme-related. Every month we change the props: some examples are - housekeeping, restaurant, produce department, fire station, doctor's office.

## INTELLECTUAL DEVELOPMENT

We offer calendar activities everyday (we count the number of days in the month, etc). Shelf toys, manipulative toys, puzzles, computer preschool games, book area, writing area (crayons, pencils and markers are available at free time daily), spelling the sharing object brought by the helper of the day, etc. The helper counts how many napkins he/she needs to place on the table; these are just a few examples of this area of development.

## LARGE MOTOR ACTIVITIES

We spend time outside on a daily basis. During this time we enjoy many large motor and social activities, playing ball, riding bikes, swinging, digging in the sandbox, splashing in the sprinkler in summer, jumping into leaf piles in the fall, and puddle-jumping in the spring. We also have a day for Exercise time. We learn how to stretch, do aerobic exercise to different music rhythms, yoga poses and also name different body parts that help us move around. This is also a time to learn to breathe and relax.

## CREATIVE EXPERIENCE

This will usually be a craft or art project, always with a process - not product approach. Children are encouraged and respected to create at their own level. Our emphasis is process oriented and not so much teacher directed.

These activities will vary gluing, different media painting, cutting, tearing, collage materials. We experience many different materials such as paper, feathers, eggshells, pipe cleaners, paper tubes, glitter, starch, moon sand, etc.

## EMOTIONAL DEVELOPMENT

We believe that we need to help children verbalize their thoughts and feelings in a socially acceptable way. We believe that when children feel secure and positive about them, they can focus and concentrate socially, intellectually and physically. We help the child build trust in others, to feel secure and respected. We teach "emotions" vocabulary so they learn to identify their inner selves. They learn to use those expressions like, "Can I have a turn?" "In two minutes, etc". They can apply these crucial skills in the world outside of school. We also work to build resiliency in our children, by teaching tolerating disappointments, empathy, conquering fears, and regulate their anger, etc.

## GOOD NUTRITION

Making Friends Preschool is a participant in the California State Food Program, administered by Monterey Bay Area Agency. The daily menu is reviewed and must meet strict nutritional guidelines. We also can be inspected in an unannounced manner. Our preschool is partially reimbursed for meals and snacks. This benefits not only the school, but also the child, by ensuring quality food and nutritionally balanced menus. It is our policy to serve all items on the menu. We encourage children to try new things, at the same time, they are given free choice to eat or refuse what is served. Any allergies should be reported upon enrollment. The weekly menu is posted on the refrigerator door for parents to review. In order to fulfill our nutritional guidelines, we appreciate parents to help us keep up with the requirements. Parents are encouraged to cook with us and be partners in healthy eating habits. We believe that a sound nutrition is part of a healthy child.

## OUTDOOR ACTIVITIES NEAR AND FAR

Making Friends Preschool may take a field trip each month. Often theme related, these range from trips to the local produce department, fire station, nursery, etc. We also go to story hour at the library, local small museums, the pumpkin patch, etc. We believe that real life experience is invaluable to teach our little ones and expand their immediate world. We also go on neighborhood walks to explore nature, season and creatures to be found or simply have a fun time at the Westwood Oaks Park on La Herran.

## LOVE OF READING

BEAR TIME (Be Excited About Reading).

Your child is asked to bring a book from home and we all hear everyone's stories.

We might ask:

What is the title of your book? Who is the author? What is an illustrator?

What is your favorite picture? What happens at the end?

## PARENT-TEACHER COMMUNICATION

Parents are the most important people in children's lives. The relationship that we want to create, is a two way street, with communication and respect in both directions—that is, a reciprocal relationship.

Children feel more secure when they see that the adults who care about them, are in a positive relationship and share trust and respect.

We will at all times be straight forth, and honest about the child's behavior and progress and expect the same from parents, for the child's sake.

We prefer open communication where both parties feel a partnership, working towards what we both think is the best for the child. These are things that we created in order to keep communication flowing:

### SIGN UP SHEET

Parents are required to sign in and out on a daily basis. This ensures us of a record in case of emergencies and also for licensing purposes.

### DAILY CHECK UP

We want to learn about your home and community environment. We encourage parents to communicate daily about children's routines at home. Teachers, family and child benefit from knowing about the child's life at home. If a child did not get enough rest the night before it is important for us, teachers to know. We will try to understand the child's behavior in another light.

### HELPER'S NOTE

When your child is the helper for the day, you will be receiving a note about his/her day and favorite activities.

### NEWSLETTER

Parents will receive a monthly newsletter highlighting experiences the children had during the previous month and also what activities we are planning for that month. We announce birthdays and important events. Parents are encouraged to participate in Activities throughout the year, and are encouraged to share articles or announcements in the newsletters.

### MONTHLY CALENDAR OF ACTIVITIES

This will show the weekly themes and show field trip days, birthdays, days school is closed, and other special activities.

## YEARLY PARENT TEACHER CONFERENCE

During the month of February and March, a developmental record of the child's progress will be made, at which time a parent-teacher conference will be held to discuss the record and address questions and set new mutual goals for the child at preschool. At this time, the contract will also be discussed and renewed for the next year if agreed upon.

## DAILY COMMUNICATION

We will establish an on-going communication daily with parents to discuss the child's day and development. To aid in the proper care parents must inform us about changes in the child's life. (I.e. new siblings, separation, moving, a parent going out of town for a while, etc.) Parents should also notify us when their child will not be coming on a scheduled day or if they expect to be late either bringing or picking up their child on a certain day.

Please, use the house number: 408 241 8466.

Again, it affects positively our children when they see that the adults who care about them, are in a positive relationship and share trust and respect. Confidentiality concerning communication shall be respected by both parents and teachers.

## BULLETIN BOARD

The following items will be posted on the Parent Board:., Monthly Calendar of Events, results of the last monitoring visit by licensing, training certificates from the most recent training attended.

Parents are welcome to post interesting flyers or articles that they might want to share with other families.

## PERSONAL NOTES

Parents are required to check personal notes on a DAILY BASIS. We might need a new supply of diapers, or we are letting parents know about a mild incident in the child's day.

## ABSENCES NOTIFICATIONS

Please, call us every day by beginning of school hours or tell us in advance when you expect your child to be absent from school. It is best to call the house number: 408 2418466

## PARENT PARTICIPATION

Parents are welcome to be part of our school's activities. Sometimes we ask for volunteers to transport, sometimes we have a family of the week event. Other times parents might bring their cultural celebrations to celebrate at school. All parents are requested to ask teachers and as long as the activity is age appropriate, we will be happy to have parents share their time and dedication to preschool.

## PRESCHOOL EVENTS

Cultural celebrations, annual picnics, birthday parties, graduation and farewell parties will be held throughout the year to provide opportunity for daycare families to get to know each other and build relationships between families and children.

Here is what we do to celebrate your child's special day.

### BIRTHDAY CELEBRATIONS AT SCHOOL

Families are invited to come and celebrate their child's birthday at preschool.

Usually, we do have a snack that we ask parents to bring from home.

We appreciate when you bring:

1. Preferably, wholesome muffins without any frosting on top. Banana muffins or apple muffins are popular. No nuts of any kind, please.
2. Fresh fruits already cut up and washed up. Good suggestions are strawberries, oranges or grapes.
3. Candles
4. Birthday napkins
5. Party favors (optional, not necessary) (No small pieces, anything suitable for 2 years old and up)

Usually children sit down at 10 a.m. for the birthday snack. When finished with snack, we sit in a circle and sing the child's favorite songs, we play a party game with musical sticks. The birthday child is the director of the orchestra. We play a fun music piece and we all parade after the birthday child.

We give away a birthday card made up of all our children's wishes, and lastly, we give a book as a present to the birthday child. If you decide to come, be prepared to stay from 10 to 11 a.m.

Every day one child will be Helper for the Day. These are guidelines for parents to follow:

## BEING A HELPER AT MAKING FRIENDS PRESCHOOL

You will be notified in advance when your child graduated to be one of the helpers at our preschool. This is an important achievement in your child's development at preschool. Your child has been observing and integrating the "helper's" responsibilities before being chosen to join in the list of helpers.

### What does being a Helper mean to your child?

I am big enough to follow directions of how to do a job.

I can ring the bells and call "clean up" time when the teacher tells me.

I am learning to serve others.

I can give my friends the napkins at snack and plates for lunch.

I show readiness to be a leader.

I am the first one in line to come inside.

I can do one on one correspondence (an important basic pre-math concept)

I can put one plate per child at the table, etc.

I can speak up at circle time.

I give clues for my sharing.

I am learning to be responsible.

I can remember to do my job every day without being reminded all the time.

Please, help your child:

Take a "sharing bag" home the day before he/she will be a Helper.

Choose something to bring to school to share, that can fit in the bag.

Name the beginning letter of the object.

Think of one or two clues about the object, for ex: what it is used for, what color it is, what it looks like. Put the object in the bag and bring it to school the day your child is the Helper.

Lastly, write the sharing word in a piece of paper in front of your child. Sometimes the child forgets and it is not an obvious object,

The morning that you come to our school, let your child put the bag in his/her cubby.

He/she will bring out the "sharing bag" at circle time and he/she will give the clues to others to guess what the sharing is. The children then help the teacher sound out the word to be spelled on a sharing sheet. We will update you if we are following a certain order (letters of the alphabet, etc).

We hope these skills learned at school can be transferred home and your child can begin the journey into independence.

## II. POLICIES

### DISCIPLINE GUIDELINES

Making Friends Preschool is committed to respecting the uniqueness of each child and following each child's own developmental chronology and stages. We like to prevent, instead of fixing inappropriate behaviors.

We believe "discipline" is a way of teaching and learning, not punishment. Discipline is considered to be a value that needs to be taught. For these reasons, we like to have clear guidelines for all to follow, and we apply natural and logical consequences to empower the child to make better decisions about their behavior. We explain to the children what is acceptable in our preschool. We help them, by motivating them to want to belong to the group and by creating positive habits. We give the children choices and encourage them to cooperate with each other. There are situations in which children might need to be removed from the play area into a "quiet" place so he/she calms down and thinks about their behavior. Again, we focus on creating an environment in which the children feel motivated to follow the routine and the established social rules. We know what a typical preschooler will do after a while of coming to school. He/she wants to be a part of the group and "belong".

Sometimes we have to communicate with the parents, when we see that the child is still having challenges and might not be integrating those social skills needed in their small world. Our concerns might be a good cause for a referral for an outside evaluation.

### DEVELOPMENTAL NEEDS AND SPECIAL SERVICES

Our staff has expertise in child development and we frequently identify behavioral or developmental needs in young children, which parents may or may not recognize. Every effort will be made to involve the parents/guardians in the process of identifying the need and working towards possible solutions. In these instances, the preschool staff may recommend additional professional help or services for the child or family.

## CONFLICT RESOLUTION

The same way we teach our children to express their feelings, and thoughts in a safe way, we would like to be role models for them. Whenever a parent has a concern that needs to be brought to our attention, we would like to propose this conflict resolution system: Communicate the concern to Clara, by setting up a specific time while we are NOT in the presence of children, so we can have a focused attention to the issue.

It is our intention to solve our differences amicably and respectfully.

Early Childhood Educators are expert on Child Development and what is typical in young children, at the same time, we understand that parents are the experts on their own children. When it seems like we cannot get to an agreement on an important issue, sometimes it is in the family's best interest to find another arrangement for their child. Confidentiality concerning communication shall be respected by both parents and me.

## HEALTH POLICIES

Our goal is to keep our children as healthy as possible. Following the recommendations of a Health Department, we do a daily check up when your child arrives. It is in your child's interest that you pay attention and you let us know at your arrival of any symptoms that your child might be developing. We will monitor your child during the school hours. We do our best to keep health standards high to minimize the spread of germs, through washing hands before meals and after using the toilet.

### ILLNESSES

Information Regarding Illness or Injuries

According to state law, children who are ill may not be at school. In order to prevent contagion and provide comfort, a child must remain home, or will be sent home, for any one of the following conditions:

Fever - A temperature of 100° orally, 99° under arm, 101° by ear. Child's temperature must be normal for 24 hours in before returning to return to school.

Diarrhea - Child must be free of symptoms for a full 24 hours.

Vomiting - Child must be without symptoms for 24 hours.

Severe upper respiratory illness - including congestion, constant uncontrolled nasal discharge, mucus in the eyes, colored mucus in the nose, severe uncontrolled productive cough (raising phlegm).

Skin infections or rashes that are suspicious of being contagious - including ringworm, impetigo, measles, chicken pox, herpes, etc. Report to Making Friends Preschool.

Communicable diseases - including measles, tuberculosis, whooping cough, etc.

reportable to the Department of Public Health. Report to Making Friends Preschool.

Any lesion, wound, or skin rash with bleeding or oozing of clear fluid or pus – A child may be returned when: (1.) a health care provider signs a note stating that the condition is not contagious, and (2.) the area can be covered by a bandage without any drainage through the bandage.

Head Lice, Scabies or other infestations – Report to Making Friends Preschool  
Conjunctivitis (“pink eye”) – with white or yellow discharge. Report to us, please.

Mouth sores with drooling.

Severe injury or any condition that appears to need medical attention, which keeps a child from participating comfortably in usual activities, or which requires one to one care. The final decision as to whether a child may attend school or is to be excluded from the program is made by Making Friends Preschool staff.

### MEDICATION

Prescription medication – If medicine is a “prescribed” medication from a doctor, it must be in the prescription bottle and labeled with the child’s name, the time to be administered, and the dosage amount. Medication labeled for someone else cannot be given to your child.

Over the counter medication – If medication is an over the counter medication, it is necessary to bring a note from the doctor with clear directions and recommended dosage. Over the counter medications without a doctor’s note will not be given.

Written permission from parent/guardian – Both of the above must be accompanied by a written note from the parent giving permission to administer the medication. This note must be written and dated daily for the entire time the medicine is to be given.

## TRANSPORTATION AND FIELD TRIPS

Parents are encouraged to help transport children from our preschool and supervise those children during the whole field trip. You will be notified in advance of any field trips.

### GUIDELINES FOR FIELD TRIPS

Carry with you proof of insurance

Have all children in your car buckled. If you need help, please ask the teachers or other parents. Car seats come with different security systems. Parents are required to follow the California Child Passenger Safety Law (Pub 269 by State of Ca Health and Human Services Agency).

When walking during field trips, we teach our children to use the “buddy system.” All children must hold hands with a partner while walking next to a street, close to any body of water, or whenever the place might not be safe for young children moving randomly.

Preferably, the adult in charge holds hands in the middle of two children.

The adult in charge puts an eye on the children under her care at all times.

Only once we are in an enclosed area where it is easy to supervise, children will be able to move freely.

When in doubt, please, ask the teachers. The adult in charge of a particular group, gathers his/her group in order to come back to the car. Please, remind the children about our rules before getting off a car, or going back to the car. Prevention is always best.

We are teaching our children, to watch, and use their senses and become aware of the environment.

When there is a tour, a presentation or a show, please, let teachers know if you are taking a child to the bathroom. We appreciate it when we all help each other supervise the rest of the children. Having these basic rules, assures us that we all have fun, learn and appreciate wherever we go and whatever we do, while we keep safe and learn how to function in open spaces within a group activity.

## EMERGENCY PROCEDURES

Teachers at Making Friends Preschool are certified CPR and First Aid trained.

We do fire drills and earthquake drills and teach children to respond to our clues to what to do in each situation.

We carry emergency supplies and water for up to 3 days.

We ask that you keep us posted of any changes in outside the state contact numbers. In case of an earthquake, local lines might be busy. We might get in touch with you via your "out of state" contact numbers and let you know the welfare of your child. In case of evacuation, we have a roll away plastic can with food supplies inside, that we can carry with us outside the home to an open space close to preschool. We will keep you posted as to where we would be by either posting a sign at the door and/or contacting your "out of state" number.

## POTTY TRAINING

Since there is a partnership between school and parents, we appreciate communication in respect to potty training. Because your child might be part time at preschool, we will have to discuss and cooperate to achieve this goal. We will reserve the right to decide when your child exhibits signs of readiness for potty training. You will receive written information about this when the issue becomes relevant. Under no circumstances, will the child be sent to preschool with no diapers on without a previous agreement with teachers.

## NAP TIME

Naptime is between 1 p.m. and 3:00 p.m. Please, plan accordingly so we respect this quiet time. No accommodations will be provided for children to be picked up during nap time. We are teaching children an important skill: self-regulation.

## TRIAL PERIOD

The first 2 weeks of the child's care will be on a trial basis, both by the parents and by the provider. Prorated fees will be refunded. However, registration fees are not refundable.

## WHAT TO BRING TO SCHOOL

Seasonal blanket

Extra clothing to keep at school. It is best to dress your child in layers, with comfortable clothes that she/he can handle independently.

Parents are responsible to check from time to time, so children have two extra sets of clothing.

Make sure that are weather appropriate and still fit.

Diapers and wipes when necessary are parent's responsibility. Make sure to check your child supplies and provide us with them as soon as possible.

Until your child learns to tie shoelaces, Velcro fasteners are preferred. Bring sneakers to change into if your child wants to wear party shoes.

## WHAT NOT TO BRING TO SCHOOL

We provide educational materials at school. We encourage parents to teach children to keep personal items or toys AT HOME.

Exceptions are pacifiers, or stuffed animals to go to sleep with, or any other security item like a little blanket.

We provide one snack and one lunch during school hours. Please, NO FOOD from home unless there is a previous arrangement.

## PARKING

Strictly No Parking on the driveway and in areas that restrict the access to property. Please, park your vehicle on the street. There is a Santa Clara City ordinance that prohibits parking in areas that restrict access to property.

## PERSONS AUTHORIZED TO PICK UP CHILD

Parents are responsible to provide with names and telephone numbers of persons authorized to pick up children besides parents. No child will be released in the custody of anyone other than the parents unless that person is listed on the Identification and Emergency Information form.

## SUBSTITUTE CARE ARRANGEMENT

Parents are responsible to have an alternative care arranged ahead of time, in case the child gets sick during school hours.

## RATIO TEACHER-CHILD

Making Friends Preschool follows state guidelines for teacher-child ratio. Whenever enrollment is six or less children, there will be one teacher present. If at anytime, enrollment is at seven or more, there will be two providers present.

## PARENT'S NOTICE OF WITHDRAWAL

A 30-day written notice is required when the child is withdrawn by the parents after 2 weeks trial period ends. Notice must be given in person and during normal business hours. Notice given less than one week, before, or during my vacation period, will not be effective until the first business day thereafter. If the child is withdrawn without the termination notice, a full month fee will be assessed. The notice must include Date, reason for leaving, child's last day in care and both parents' or guardians' signatures.

## **III. YEARLY PRESCHOOL SCHEDULE** VACATION

Making Friends Preschool will be closed for vacation up to two weeks in a row and per calendar year. In addition Making Friends Preschool is closed for the Christmas and New Year holiday vacation which coincides with the last two weeks of every calendar year. Tuition is payable in full. Vacation will be announced with at least 30 days in advance.

## NORMAL PAID HOLIDAYS

Martin Luther King's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Yom Kippur  
Columbus Day  
Veteran's Day  
Thanksgiving Day and day after  
Christmas Eve and Christmas Day  
New Year's Eve and New Year's Day  
Last two weeks of December for winter vacation

## SICK, EMERGENCY AND/OR PROFESSIONAL GROWTH DAYS

Making Friends Preschool might be closed up to 5 days per calendar year in addition to the 4 weeks paid vacation, due to sick days, emergencies and/or for participation in conferences for professional growth. Every effort will be made to give advance notice. No deductions in the monthly fee will be made.

## IV. PAYMENTS

### TUITION

The monthly payments are due by the first of each month, or the first day of the month that your child comes to school and according to the amount stated in your contract. Please, make the checks paid to Clara Fliker. Your payment ensures a space for your child during the contracted hours. There will be no credit in time or money for absenteeism. Paid days include sick days, holidays, missed days, and the two weeks that the school closes during the year. A \$15 fee will be charged for each day payment is late including weekends, holidays and vacation periods. A fee of \$25 will be applied for all returned checks in addition to the fees owed. If check is returned a second time, future payments will be on a cash basis only.

A deposit of 2 weeks tuition is required upon enrollment and will be applied towards the child's final days of care, towards vacation pay if the child leaves prior to the yearly preschool two week vacation or forfeited if the child does not come for care as agreed.

## LATE PICK UP FEES

The parent agrees to pick up the child by 4 p.m. There is a \$25 fee every 15 minutes or portion thereof after that time. This fee is due in cash at time of pick up.

## ABSENCES

There will be no deductions for absences. Parents will be paying in full even when their child is absent for whatever reason. Please, call us every day by 9 a.m. or tell us in advance when you expect your child to be absent from school. Please, be prepared to tell us your child symptoms if your child is sick. Clara's house number: **408 2418466**. Her cell number is: **408 203 9954**.

## V. FORMS TO KEEP ON FILE AT SCHOOL

Please, initial each item below to give consent for your child \_\_\_\_\_ (Child's Name), to participate in these activities.

### CONSENTS

#### MY BOOKS AND I AGREEMENT

Making Friends Preschool has a lending library. This program is made possible by a grant of San

Jose Public Library. Families may take a green bag with four books home for a period of a week. Care is taken to select books that reflect the rich cultural and linguistic diversity of our community.

Parents and children are to sign a library card every time they take a bag home and every time they return the bag to school. Please, write down the number of the green bag on the card and the date the bag is taken and when it is returned. Parents are responsible to make sure that the four books are returned. The books are marked with a sticker that says: My Books and I/ Making Friends Preschool. If bag is returned missing a book, parents are responsible to replace it with an equal value book.

{  } I agree to abide by the agreement of My Books and I.

#### PERMISSION TO TAKE A PHOTOGRAPH OF YOUR CHILD

Making Friends Preschool staff will be taking photographs of the children's activities to share with families in the program. Photos will be used for learning purposes and will be shared with this purpose in mind.

{  } I give permission to Making Friends Preschool staff to take photos of my child to be used within the program.

#### PERMISSION FOR WALKS AND TRANSPORTATION

{  } I give permission to Making Friends Preschool staff to go on walks around the neighborhood with my child.

{  } I give permission for my child to be transported on field trips with the program, and in cars driven by enrolled parents. Parents must provide appropriate car seat restraining device for child participation.

{  } I give permission for my child to be transported by bus or train under supervision without a car seat restraining device.

### PERMISSION FOR SUNSCREEN AND CREAMS TO BE APPLIED

{ } I give permission for my child to have sunscreen applied by Making Friends Preschool staff. If I require my child to have a certain brand due to sensitivity, I am responsible for providing another appropriate labeled sunscreen.

{ } I give permission for my child to have an over the counter anti-bacterial cream applied when needed.

### LICENSING FORMS

The following forms must be on file before we can admit your child:

{ } 1. Identification and Emergency Information (Lic 700)

{ } 2. Consent for Medical Treatment (Lic 627)

{ } 3. Receipt for Parent's Rights (Lic 995A)

{ } 4. Care giver Background Check Process (Lic 995E)

{ } 5. Family Day Care Consumer Awareness Information (Lic 9212)

{ } 6. Original immunization updated records shown when filling up Blue Form

{ } 7. Food Program Enrollment Form

Print Legal Guardian or Parent's Name \_\_\_\_\_

Legal Guardian or Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## VI. MAKING FRIENDS PRESCHOOL PARENT CONTRACT (Parent copy)

The following agreement is made between Clara Flicker and Parents or Guardians of (Child's Name) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parents Names : \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

I, \_\_\_\_\_ agree to enroll my child, \_\_\_\_\_ in Making Friends Preschool beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_. I received and read the attached Making Friends Preschool Parent Handbook (2010 version), and I agree to comply with all the policies, rules and responsibilities there stated.

1. The care given will be M -T-Wed -Thu- F and payment for the services will be \$\_\_\_\_\_ on a monthly basis to be paid on the first day of each month.

2. Tuition will stay the same even when child is absent and/or sick or takes a vacation.

3. Tuition will stay the same when Making Friends Preschool is closed for \_\_\_\_ the two week vacation per calendar year, \_\_\_\_ Sick/emergency/professional growth days according to the written policies in our Parent Handbook.

4. Parent agrees to pick up child by \_\_\_\_ and understands that there is a late fee of \$25 for every 15 minutes or any portion thereof.

5. Parent is required to give Making Friends Preschool a thirty-day written notice prior to termination of the child's care and according to the written policies in our Parent Handbook.

6. In case that the child becomes sick and parents are to be called to pick him/her up, parents have the responsibility to provide for alternate care.

{ \_\_\_\_\_ } { \_\_\_\_\_ } We have read Making Friends Preschool Written Policies in the Parent Handbook and agree to abide by the rules and regulations set down in this contract.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

## VII MAKING FRIENDS PRESCHOOL PERMISSION SIGNATURES (Parent *copy*)

- {  } I agree to abide by the agreement of My Books and I.
- {  } I give permission to Making Friends Preschool staff to take photos of my child to be used within the program.
- {  } I give permission for my child to have sunscreen applied by Making Friends Preschool staff. If I require my child to have a certain brand due to sensitivity, I am responsible for providing another appropriate labeled sunscreen.
- {  } I give permission for my child to have an over the counter anti-bacterial cream applied when needed.

### LICENSING FORMS

I have received the following forms:

- {  } 1. Identification and Emergency Information (Lic 700)
- {  } 2. Consent for Medical Treatment (Lic 627)
- {  } 3. Receipt for Parent's Rights (Lic 995A)
- {  } 4. Care giver Background Check Process (Lic 995E)
- {  } 5. Family Day Care Consumer Awareness Information (Lic 9212)
- {  } 6. Original immunization updated records shown when filling up Blue Form
- {  } 7. Food Program Enrollment Form

Print Legal Guardian or Parent's Name \_\_\_\_\_

Legal Guardian or Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

VI  
MAKING FRIENDS PRESCHOOL  
PARENT CONTRACT (School copy)

The following agreement is made between Clara Flicker and Parents or Guardians of (Child's Name) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parents Names : \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

I, \_\_\_\_\_ agree to enroll my child, \_\_\_\_\_ in Making Friends Preschool beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_. I received and read the attached Making Friends Preschool Parent Handbook (2010 version), and I agree to comply with all the policies, rules and responsibilities there stated.

1. The care given will be M -T-Wed -Thu- F and payment for the services will be \$\_\_\_\_\_ on a monthly basis to be paid on the first day of each month.

2. Tuition will stay the same even when child is absent and/or sick or takes a vacation.

3. Tuition will stay the same when Making Friends Preschool is closed for

\_\_\_ The two week vacation per calendar year,

\_\_\_ The last two weeks of each calendar year, for Winter holiday vacation

\_\_\_ Sick/emergency/professional growth days according to the written policies in our Parent Handbook.

4. Parent agrees to pick up child by \_\_\_ and understands that there is a late fee of \$25 for every 15 minutes or any portion thereof.

5. Parent is required to give Making Friends Preschool a thirty-day written notice prior to termination of the child's care and according to the written policies in our Parent Handbook.

6. In case that the child becomes sick and parents are to be called to pick him/her up, parents have the responsibility to provide for alternate care.

{ \_\_\_\_\_ } { \_\_\_\_\_ } We have read Making Friends Preschool Written Policies in the Parent Handbook and agree to abide by the rules and regulations set down in this contract.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

## VII

### MAKING FRIENDS PRESCHOOL PERMISSION SIGNATURES (School *copy*)

- { } I agree to abide by the agreement of My Books and I.
- { } I give permission to Making Friends Preschool staff to take photos of my child to be used within the program.
- { } I give permission for my child to have sunscreen applied by Making Friends Preschool staff. If I require my child to have a certain brand due to sensitivity, I am responsible for providing another appropriate labeled sunscreen.
- { } I give permission for my child to have an over the counter anti-bacterial cream applied when needed.

### LICENSING FORMS

I have received the following forms:

- { } 1. Identification and Emergency Information (Lic 700)
- { } 2. Consent for Medical Treatment (Lic 627)
- { } 3. Receipt for Parent's Rights (Lic 995A)
- { } 4. Care giver Background Check Process (Lic 995E)
- { } 5. Family Day Care Consumer Awareness Information (Lic 9212)
- { } 6. Original immunization updated records shown when filling up Blue Form
- { } 7. Food Program Enrollment Form

Print Legal Guardian or Parent's Name \_\_\_\_\_

Legal Guardian or Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_