

Parent Handbook

ST. PAUL LUTHERAN CHILD DEVELOPMENT CENTER



www.st-paul.org



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Welcome

“

The mission of St. Paul CDC is to provide a loving and safe atmosphere for the encouragement of learning, self-discovery and independence through the use of Montessori principles, using Jesus Christ as our role model.

”



A Message from the Director

We would like to welcome each of you to the St. Paul family. We are excited you've found that our staff, curriculum, and environment fits your needs.

We are proud to be able to serve your family and we aspire to do it with excellence.

We have parent-teacher conferences scheduled twice yearly - once in the late fall and then again in the spring. However, if you have family needs, academic, or other concerns you'd like to discuss with me, please call the school office at (650) 969-2696.

Yours In Christ,

Monica



About Our Church



A Message from the Pastor

Greetings in the name of our Lord and Savior Jesus Christ!

We are so pleased that you chose to send your children to the St. Paul CDC. We here at St. Paul believe that children are a blessing from the Lord and that He desires all parents to be "fruitful, fill the earth and subdue it." The Lord's pattern for His creation is to see parents have children and raise them in truth and love. We are dedicated to supporting parents with quality education in a caring environment for your children.

As students at St. Paul CDC, your children will encounter caring teachers who will teach them to grow, understand, and care about all of God's creation, themselves included! Through God's Word, we will teach them that God loves His creation so much that He sent Jesus to renew His creation, us included!

I have the privilege of leading chapel with the children every Tuesday morning in our sanctuary. As I get to know your children, I would love the opportunity to get to know you as well. Feel free to call me at the church office at (650) 967-0666 or e-mail me at Noah@st-paul.org. (And please contact me with any special prayer requests your family may have.) May the Lord bless you as you raise the children He has graciously given to you!

Pastor Noah



Tuition Policy

We are pleased to announce that we are now partnering with Smart Tuition for the processing and collection of tuition and fees for the 2015-16 school year. All children must be enrolled with Smart Tuition.

Smart Tuition makes it easy for you to:

Select a payment method that works best for you

- Choose to receive a monthly invoice, or
- Set up recurring automatic payments from your bank account or credit card
- *Visa, MasterCard, Discover, and American Express* are accepted

Access your account online

- Review account history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

Receive payment and follow-up reminders

- For recurring payments, a reminder is emailed 7-10 days before due date
- Receive an email and call for missed payments and outstanding balances
- Make a payment or set up recurring payments

Speak with a customer service representative

- Live agents are available 24 hours a day, 365 days a year
- Spanish-speaking representatives are available
- Call toll-free to make payments at (888) 868-8828

Please visit **www.enrollwithsmart.com** to enroll with Smart Tuition
We are listed as: St. Paul Child Development Center

Our school code is: 12997

Curriculum Goals

Through the curriculum at St. Paul Lutheran CDC each child will have the opportunity to:

In Practical Life:

Develop independence, develop the use of small muscle and eye-hand coordination, demonstrate social graces and manners, practice left-to-right movement, experience problem solving, practice care of self and others, develop a sense of order.

In Sensorial:

Recognize, identify and explore geometric shapes and solids; recognize and identify primary and secondary colors, develop visual, auditory and tactile discrimination, develop visual, auditory and tactile memory.

In Language:

Recognize story sequences, express self verbally and through written language, express self through correct language usage, identify initial and final letter sounds, identify vowel sounds, recognize calendar language, understand classification, association, rhyme and opposites, recognize letter names, recognize alphabet sequence, recognize words in print, recognize proper names.

In Mathematics:

Recognize numerical symbols, sequence numbers verbally (1-100), sequence numbers visually (1-100), associate quantities and symbols, understand numerical concepts through concrete manipulations, be introduced to simple mathematical functions, recognize calendar concepts, recognize time concepts, recognize and construct patterns, explore measurements, explore simple fractions, recognize even and odd concepts, demonstrate understanding of more/less/equal, demonstrate understanding of sets.

In Science:

Identify and demonstrate awareness of simple body parts, explore animal kingdom through use of classification, associations, similarities and differences, identify major body functions, identify and practice safe and healthy habits, identify and explore the four food groups, identify and expand knowledge and use of the five senses, recognize and explore the four seasons, identify ecological needs, identify and explore simple machines.

In Social Science:

Recognize and accept differences and similarities in people, identify and explore differences and similarities in families, transportation modes, identify, recognize and demonstrate an appreciation for the world's environment, be introduced to the history of the United States.

In Motor Development:

Be introduced and encouraged to develop a variety of skills including: balance, flexibility, agility, hand-eye coordination, spatial awareness, foot-eye coordination. These skills shall be implemented through a variety of games and media including obstacle courses, hoops, parachute, balance beam, balls, bean bags, climbing equipment, ropes, body action, songs, dances, scarves, etc... Body movements such as jumping, hopping, crawling, running, balancing, and marching will be introduced.

In Art:

Be introduced to primary and secondary colors through a variety of media (easel painting, watercolors, marking pens, crayons, chalk, etc...) Be exposed to a variety of process-oriented art (cutting, gluing, tearing, drawing, creating collages, etc..., encourage-ment of fine motor development.

In Faith:

Experience and explore our relationship with Jesus as our friend and His childhood, be introduced to and explore the Gospel and Old Testament, recognize the unconditional love of God and live our daily life as a child of God. Recognize the many gifts from God, construct simple prayers verbally, learn to forgive ourselves and others, express respect and love for others.

In Music:

Develop listening skills, practice group singing, explore rhythm through body movement, dance and musical games, be introduced to rhythm instruments, experiment with tempo, tone and harmony.

Daily Schedule (Room 2 schedule varies)

7:30 OPENING — Daycare Activities

8:20 Outside Play

8:45 Worship — Bible story. Chapel on Tuesdays

9:15 Job Demonstrations

9:30 Independent Work Period (Children choose activities and explore the environment)

Types of Montessori activities include:

•Practical Life Area

•Math & Pre-Math Area

•Geography Area

•Science Area

•Art Area

•Language Area

•Sensorial Area

•Library Area

•Writing Area

10:40 Music Program: music appreciation, rhythm, movement, singing and introduction to music theory

11:00 Outside Play

11:45 Lunch

12:30 Naps

2:15 Children transition from nap to work activities

2:45 Science Circle

3:00 Motor Development

3:30 Outside Play, including learning stations:

•Gardening

•Blocks

•Dramatic Play

•Bikes

•Art Activities

•Gross Motor

•Sand Play

5:00 Special Activity — Stories, Skits etc. . .

5:15 Daycare Jobs

5:50 You need to arrive before 5:50 p.m.

6:00 CLOSED



Drop-off & Pick-up Policies

Drop-offs

It is best for your child to have a quick drop-off. If your child is tearful or having a difficult time parting with you, establish a routine, such as 5 pushes on a swing and 5 kisses before you leave. Even if your child is very upset, it is best to say goodbye and let a teacher comfort your child.

Drop-off Times

Our center opens at 7:30 a.m. You may drop your child off between 7:30 a.m. and 8:30 a.m. Children enrolled in our program benefit the most when they are dropped off by 8:30 a.m. It gives them the opportunity to say hello to their friends and teachers before we begin our day. At 8:45 a.m., we begin our "Uninterrupted Time" during which the children participate in worship and job demonstrations of materials from our shelves. This time is much more effective without the distraction of late parents. We want to help you maximize your child's learning experience. Therefore, the next drop-off time will be 9:30 a.m. when worship and job demonstrations have been completed.

•Parents will not be permitted to drop off their child between 8:45 and 9:30 a.m. unless your child has had a doctor appointment and the staff was notified ahead of time. Please do not put us in the awkward position of enforcing this.

Pick Up Guidelines

All children need to be off the premises by 6:00 p.m. We ask that parents arrive by 5:50 p.m. to pick up their child. This enables the staff to give you and your child the attention you deserve at the end of the day. Also, this will give your child time to gather his/her belongings, valued art work and not feel rushed out the door.

We understand that emergencies and occasional traffic problems occur; please give us a call and the staff will certainly wait for you.

However, a Late Fee is required at the rate of \$2 per minute for pick up after 6:00 p.m. This fee is paid directly to the teacher on duty at the time to reimburse the teacher for the additional time served. Do not include any Late Fees in your tuition check. Late Fee payments must be made directly to the teacher.



Lunch and Snack Time

- Included with your tuition is a morning snack. This is not designed to be breakfast, but rather a mid-morning snack. It is usually a fruit and a carbohydrate. For example, an apple wedge and a piece of raisin toast.
- Included with your tuition is a hot catered lunch and an afternoon snack. Afternoon snack is similar to morning snack, and always consists of two food groups.
- Our lunches are catered by Campus Caterers, who meet all state requirements for portion sizes and daily nutrition standards.
- Please let staff know of any food allergies. A menu is provided every three months and is also posted in the classroom.

Rest Time

- The children's rest time runs from 12:30 — 2:30 p.m. The older children may get up early for a small group lesson and a second independent work time in Room 3.
- The children rest on mats with sheets, both of which are provided by the school. Once a week, sheets are laundered and beds are sanitized.
- Parents may provide a small, lightweight blanket. Children are not permitted to bring stuffed animals, toys or pillows to sleep with. We will provide your child with soothing music, dim lighting and a back rub when possible.

Biting Policy

As a staff, we work with every child to develop the appropriate language for handling social situations with their peers, however, sometimes children will bite. Children who bite usually do so because they are frustrated or angry. Typically, they want a object or a privilege that another child has and bite as a way to get what they want. They often act quickly and impulsively.

We certainly understand that biting can occur at preschool. If a child does bite, the Director will contact the parents to let them know with a note or call. If a child bites a second time, the parents will be contacted again. If the child bites a third time, the parents will be contacted and asked to pick up the child for the remainder of the day. If the child continues to bite, the school may have to ask the parents to place him/her in another program. Hitting and spitting will be dealt with similarly on a case by case basis.



Art File

The Art File is located by the Art area in Room 3. In this file, each child has a folder where they can place their treasured work. Using the Art File involves several skills: letter recognition, name recognition and fine motor skills. Please help your child check this file each day. Not only are they building cognitive skills, but something more valuable is happening. They are developing self esteem and pride in their work.



Birthdays

We celebrate birthdays with special celebrations. The birthday child walks around a candle which represents the sun. Each trip around the “sun” represents one year of life. As the child circles the “sun,” the teacher says something special concerning the events in the child’s life during that year.

We ask that the parent and child make up a sentence which describes something the child has accomplished during each year of life.

For example:

- Timmy was born at Stanford Hospital.
- When Timmy was one, he learned to walk.
- When Timmy was two, he flew to visit his grandparents in New York.
- Now Timmy is three, and he goes to a Montessori school and rides a tricycle.

You are also welcome to include a photograph of your child for each year of life. Parents are welcome to join us for birthday celebrations.

If you are providing a treat for the children, please let the school know ahead of time. Please make treats as low sugar as possible.

For example:

- mini cupcakes (no frosting)
- fruit popsicles
- Chex party mix
- pumpkin, banana or zucchini bread (no nuts as we have some allergies)
- granola bars
- mini muffins
- popcorn

NOTE: No candy please and remember – small portions.



Clothing

Appropriate clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing.

- Aprons are provided at the center for art and water activities.
- Shoes without backstraps and thongs are not permitted.
- Children are not allowed to wear superhero clothing (i.e. Batman, Power Rangers, etc...) as it can encourage violent play.
- Children will not be allowed to use the climber unless they have on tennis shoes.
- Children need to have an adequately warm jacket or coat always available to them in their cubby.

Encourage independence

Since independence is one of our major goals for the children, we encourage them to take care of themselves whenever possible. Often, a child's clothing can determine his or her level of independence and can affect his or her self esteem. Whenever possible, please provide your child with clothing which he or she can take off or put on independently. For example, if your child needs help from an adult to snap his pants or buckle her belt, he or she would probably benefit from wearing pants with an elastic waist.

Change of clothes

The school provides aprons. However, certain water and art activities can be messy and even the older children may have a bathroom accident, especially during illness. To help minimize any embarrassment or inconvenience to your child, please send a complete change of clothing (pants, shirt, underwear and socks) to school. Please label the clothing with your child's name.

- Please also be sure to prepare a new change of clothing for each season so that the clothing is weather-appropriate.

Conferences

Parent-teacher conferences are held twice a year in November and April. The meeting gives parents and staff an opportunity to discuss the child's adjustment to school and his or her social, physical, emotional and cognitive development. An appointment for an additional conference can also be made any time throughout the year. Please feel free to contact the director at 650-969-2696 at any time if you have questions or concerns.

Medical

Medications

- By law, we can only give your child medicines prescribed by a doctor. We cannot distribute over-the-counter medications such as Tylenol, Benadryl, Aspirin, etc...
- When a prescription drug is brought to school, it must be presented to a staff member. The first day the medicine is brought, it must be in its original prescription container, including the label with doctor's name, recommended dosage, etc...
- Following the first day, the prescription may be brought in a single-dose container and presented to a staff member.

You also must sign the medication form located on top of the cubby area. The only time St. Paul staff administer medication is at lunch time.

Fevers

Your child must be fever-free without Tylenol or other fever-reducing medications before returning to school. If your child has been sent home with a fever, he or she may not return the following day and must be fever-free for a minimum of 24-hour period before they can be readmitted. In other words, your child must be kept home for a whole day after the fever has broken. The same rule applies to children who have vomited.

If a child becomes ill during the day, he or she will be placed in isolation and the parents will be contacted with a request to take the child home. Licensing requires that your child be picked up within one hour. If after 30 minutes we are unable to reach you, we will call your emergency contact.

Other symptoms

Children with discharging eyes or ears, rashes or yellow nasal discharge should be kept at home, as well, for the protection of the other students and staff. If your child vomits or has diarrhea at home or at school, you will need to keep them home for 24 hours before they may return. If your child has been exposed to a contagious disease, please report it to St. Paul staff.

The following are categorized by State regulations as highly contagious and must be reported:

- Strep throat**
- Pin worms**
- Measles**
- Viral infections**
- Conjunctivitis**
- Mumps**
- Chicken Pox**
- Scarlet Fever**
- Infected ears and/or glands**

Conjunctivitis

If your child wakes up with the following symptoms:

pinkish or red eyes, eyes burning, itching or hurting, crust or discharge in corner of eye or in the lashes, or you notice your child rubbing their eyes, you must have them seen by a doctor before returning to school. If we notice any of the symptoms listed, even if the child has been seen by a doctor, we are required by law to have them leave the center. Your child is not allowed to return until they have been taking the antibiotic eye drops or gel for 24 to 72 hours AND they are not symptomatic.

Medical emergencies

In the event of a medical emergency or accident, we shall contact the parents and the doctor of the child. If it is impossible to reach either party and emergency treatment should be required, the child will be taken to El Camino Hospital. Your authorization for the center to contact your family physician and to take whatever medical procedures deemed necessary are a part of this agreement.

First Aid

When your child has a minor mishap on the play yard, such as a bump or scrape, the staff will provide you with a first aid report attached to your child's sign-in sheet.



Sunscreen

During the summer months we encourage you to apply a “full day” sunscreen to your child. If your child is fair-skinned, or you feel it necessary for them to receive a second application, please leave a bottle of sunscreen with your child’s name on it with a teacher. DO NOT LEAVE IT IN YOUR CHILD’S CUBBY! You will also need to sign a release form. (Check the Parent Information Board).

Disaster Plan

The school will provide a 3-day emergency survival kit. This kit is good for five years.

Each kit includes:

- 3 8 oz. boxes of water
- 3 days food rations
- 1 4-inch snap light
- 1 space blanket

In the event of a Disaster

Please be assured that your child(ren) will be supervised and cared for until a parent or designated adult comes to pick them up. If we need to vacate the facilities, either a staff person will remain behind or a written notice will be posted on the classroom door to inform you as to the location of your child.

Should the communication system be down and you are unable to reach the center, your child will remain in the care of a staff person. If that means we have vacated the center, a notice will be posted to that effect. It is our intent, however, to remain at the center until all children have been picked up by their parent or designated adult.

Following a Disaster

To assess damage to the facilities and to allow small children to be with their own family immediately following a major disaster to regain feelings of security, the center will be closed at least one day following a disaster.

You can assume that unless contacted, the center will be closed and will open again following that first day of closure. Further closures will be announced over the radio or by telephone to each family.

Parent Notebook

The Parent Notebook is located by the Sign-in Book. This notebook is for messages concerning pickup, doctor appointments, medicine or vacations. However, please do not put concerns about your child's social, developmental or any type of private needs in this book. This notebook is open to the public and you may not want to share your concerns with others. Any concerns about your child should be left in the black mailbox or addressed to a teacher. The teacher may ask you to write the information down so that it can be shared with the other members of the staff. The staff will review your needs and respond to you as soon as possible.

Parent Resources

We have a parent library shelf with parenting and activity ideas located in the area between Rooms 3 and 4. These books are available to borrow by signing them out in the parent notebook located by the

Potty Accidents

We are licensed for children between the ages of 2-1/2 (and potty trained) through age 6. We are not allowed to have children in pull ups or diapers of any kind as per State Licensing Code. Children must wear training underwear (no pull ups) to school. We will do our best to send your child to the bathroom during transitional times during the day, i.e. before worship, before recess, before lunch and after nap.

If an accident does occur your child will need a change of clothes in their box. We will supervise your child while they change their clothing. You can help your child handle this task by encouraging him/her to dress themselves including putting on their own shoes when they are home. After they complete the change of clothes, they will place the soiled clothing in a plastic bag in their cubby. A note will be placed on your sign-in sheet informing you of their potty accident. Please remember to refresh their clothing box. If your child uses "CDC" clothing, please return the clothing to a teacher once it has been washed.

We certainly understand that children will have accidents, especially when they first begin our program. We will certainly make every effort to accommodate this transition period. However, if after several weeks your child does not appear to be making progress, we may ask that you withdraw your child for a period of time. You may re-enroll at a later date provided that we still have space available.

Probation & Withdrawal

Six weeks is usually considered the amount of time a child needs to adjust to a new situation, therefore, the new child is given a two month period to establish themselves before they are considered fully enrolled. Every effort will be made on the part of the school to assist you and your child during this transition. However, the school reserves the right to terminate a child's enrollment when neither the needs of the child nor the needs of the remaining children in the program are being met.

Withdrawal from the center by either the parent or on request by the school will include:

- Written notification 30 days prior to withdrawal,
- The tuition deposit will be applied to the remaining tuition or returned when the tuition has been paid and 30 days written notice is given.
- A parent can appeal any decision by the school to terminate the enrollment of their child within one week of receiving notification.



Publicity and Photographs

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials including social networking sites. Your permission for photographs including your child without compensation is part of this agreement.

Questions?

For questions or concerns for any of our staff regarding your child or our program, please e-mail us or write a note in the parent notebook or the black box. If you'd like to meet in person, we'd be happy to set that up.

Bookkeeping

For any bookkeeping questions regarding tuition, deposit, or registration fees, please contact our bookkeeper, Andrew Colandrea at: cdcbook@st-paul.org

Volunteer Participation

As described in our Admission Agreement, each family enrolled in the Child Development Center is responsible to participate a minimum of 10 hours during the school year.

*The Board of Directors has determined that families who do not perform their required hours will not be considered to be “in good standing” and their tuition deposit or future enrollment will not be available.

These are some of the opportunities available to you (a comprehensive list will be provided for you on Back to School Night or upon request):

Weekly Laundry

Includes washing nap sheets and dust cloths. Laundry should be picked up on Thursday evening and returned Friday morning. (1-hour credit for each load)

Nap Room Supervisor

On a weekly basis from 1:00–2:00 p.m. on Friday (1-hour credit weekly)

Home Projects

Teachers provide.

Maintenance Assistance

Signs will be posted as needed.

Substitute

Teachers sometimes become ill, attend seminars, etc. . . If you can help by substitute teaching in our classroom, please let us know. A teacher’s degree is not required.

