

**Sunflowers Daycare Inc**  
**Orkidz Preschool**  
**Admission Agreement Addendum #1**  
**August 20\_\_ through July 20\_\_ PARENT HANDBOOK**

Welcome to Orkidz Preschool! Our goal is to provide the best possible care for your children in a safe and stimulating environment. To better enhance our programs, we realize communication is vital. Our Parent Handbook will detail our guidelines to assure you, the parents, are informed of our policies and procedures. Please read carefully and return your response for our records. Also, feel free to provide us with any input, suggestions, or concerns about how we can serve you and your children better.

**PHILOSOPHY**

Broadening your child's horizon is the key for us via our learning activities and approach: developing each child socially, emotionally, cognitively, and physically. We realize children have a natural desire to learn, and our goal is to assist each child at their level. As teachers, we see the need to be available, responsive, and willing to provide the tools needed, centered on the children's interest, enabling creativity and growth. We believe development has no gaps, and children are always learning. We will provide a cheerful atmosphere, thus helping the adults of tomorrow get as close to their capacity to live productive lives.

**GOAL**

Orkidz Preschool believes that children need stability, continuity, and predictability in their lives. The primary goal of our program was found in the belief that young children are active participants in their learning process. They learn through their own experiences with trials and errors, repetition, imitation, and play. We will provide an opportunity for each child to see, touch, and sense to explore their world. The children will have a warm, loving environment to grow and develop into emotionally and physically healthy individuals.

**PROGRAM**

Childcare needs to be a safe, nurturing place where real learning and exploration can happen. Children should be allowed to make messes, to make mistakes, and find their voice, knowing it will be valued. It should be a place where a child can feel free to shine or merely observe and where inclusivity and differences are celebrated. The children will understand that Orkidz Preschool is a space where their voices are the most important in the room and that all opinions are welcomed and honored. At Orkidz Preschool, children will feel free to express themselves and share their loves and dislikes with equal passion in a space free of judgment or shame.

A childcare facility should be a place for parents to know their children will be nurtured and well cared for. We encourage parents to visit the preschool during the day as we have an Open-Door Policy. Orkidz Preschool will seek the input of parents regarding day-to-day agendas, policy changes, and center events. We will set up a classroom and center-wide potlucks and events to bring together our beautiful community at Orkidz Preschool.

## Curriculum

Orkidz Preschool will implement a dynamic, play-based curriculum that incorporates artistic and practical activities into the daily activities, which will teach children empathy and proper communication skills while fueling their imagination with vivid stories, games, and songs. To ensure that this curriculum is adequately implemented, the director will ensure that the staff and caregivers are properly trained, credentialed, inspired, and supported.

## GENERAL INFORMATION

### **HOURS OF OPERATION**

We are open Monday-Friday, from 8:00 am-6:00 pm. Parents who require additional care before or after work hours are welcomed to arrange per the availability. Rates may vary for extra hours.

### **HOURS OF CARE**

Full-time hours total 26-45 hours maximum per week, or a total of 5 plus hours per day, not to exceed 9 hours per day. Parents in need of additional hours may speak to us to arrange extra contract hours and costs to avoid late pick-up fees.

### **HOLIDAYS & VACATIONS**

Orkidz Preschool will be closed all major holidays in addition to the winter and summer break, all indicated in our school calendar. These are **PAID HOLIDAYS** (Please be sure to get our school calendar). Parents must pay for the scheduled holidays, or spring & winter breaks dates per contract. All families are required to pay year-round for care.

### **SUPPLIES**

- Two Complete changes of clothing, more if we are toilet training, to be left at the daycare. The clothing includes shirt, pants, socks, and underwear. Please be reminded to leave clothing appropriate for the season.
- Crib sheet and blanket needed (cots & cribs provided by Orkidz Preschool).
- Wipes, diapers, diaper rash cream, water bottle(s), and pacifier (if needed).
- Swimsuit, sunscreen, and towel, for summer months.

Note: A physician should prescribe any medication to be applied during care hours.

### **SERVICES PROVIDED**

- **Providing care ages 24 months-5 years**
- Operating from 8:00am-6:00pm
- Nutritional Meals Provided
- Theme Field Trips
- Holiday/birthday parties
- The year-round program providing care Monday through Friday.

## **PARENT INFORMATION**

### **PARENT DONATIONS AND VOLUNTEERING**

We are grateful to have parent volunteers; we appreciate your support in assisting us with your donations, providing your skills, talents, and hearts to serve. Some field trips and outings occasionally require additional parents to volunteer to walk with us or drive their cars. To assure everyone's safety, we ask that all drivers bring their current insurance documents to be on file at the preschool before the field trip. We truly appreciate your donations and your willingness to volunteer your time.

### **CHANGES TO POLICIES**

**Orkidz Preschool will notify parents and guardians by 30-day written notice in case of any changes, especially policy, rates, and fees.** The policies, contracts, consents, and forms will be reviewed and updated if needed years in May. Please give written notice of any changes that may occur, especially names, addresses, updates, immunizations, or additional adults added or deleted to pick up your child.

### **TERMINATION OF CARE**

**Care can only be terminated by a parent/guardian with a two months notice in writing.**

Parents are required to pay whether the child does or does not attend daycare. We reserve the right to immediately discontinue care for the following reasons from children/parents and guardians: non-payment, failure to respect our business policies, staff, and managers, any behavior in the event the child is harmful to the physical or emotional wellbeing of the other children, or failure to respect or abide by our rules and regulations. We aim to continue lifelong friendships with our families with relationships that keep doors open.

### **NON- DISCRIMINATION**

We shall not discriminate about admissions based on race, creed, color, national origin, religion, or sex.

### **DRESS CODE**

Please dress your child appropriately. The activities may be messy. Please do not send your child in clothing that you do not want stained. Weather permitting, we will spend a lot of time outdoors. Please supply a change of clothing in the event of accidents.

### **NAP TIME & REST PERIOD**

All children will have a rest period during our nap hours from 1:00-3:30 pm. No child is forced to sleep; however, they must remain quiet. Children who wake up early or seem to have difficulty sleeping will have a place to read quietly or have a quiet activity until rest time is over. Please try not to schedule pick-ups or visits during this time.

### **MEDICAL EMERGENCIES**

Although supervision is constantly given, accidents like tripping, bumps, blows from other children, etc. If the child is injured in a non-life-threatening way, we will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (i.e., needs stitches, broken arm, or dislocation, etc.). All costs associated with injuries to the child will be the parent's responsibility unless we are negligent. In the case of a medical emergency, we will attempt to contact you immediately. If we cannot reach you, we will start calling the people designated as your emergency contacts. We will transport your child to his/her doctor or the hospital, if necessary. If immediate intervention is required, we are

certified in infant, child, and adult CPR and First Aid. We will take the appropriate action, including calling 911 and having your child transported to a children's hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

### **MEALS**

We participate in the State Food Program. We provide nutritionally balanced meals and snacks for your child and receive partial reimbursement. The registration form must be filled out and dated before your child's first day. Please do not send any food or drink with your child without prior approval from the provider. All children are fed homemade food. We follow nutrition guidelines. We make sure the children are served a variety of fruit, vegetables, and starches. We also will follow any nutrition guidelines you request. We make sure to document all food and formula that your child is fed on the daily sheets that we provide to parents when picking up their children.

### **TOILET TRAINING**

We will assist you in the toilet training process with the understanding that we will be a team. Working together with a plan to help make toilet training successful, we ask you to send the following: clothing that is easy on/easy off, at least three complete clothing changes, and pull-ups for nap time with the Velcro sides. We will send home in plastic bags the soiled clothing each day for you to take. Each child is different, so patience and wisdom are essential for us all. (See rate sheet reduction for children fully potty trained)

### **TRANSPORTATION**

We do not provide any transportation services for children.

### **DISCIPLINE POLICY**

We encourage children to follow the rules and instructions, but we do not have corporal punishment based upon respect to human rights and State of California law.

### **SIGN IN, SIGN OUT POLICY**

We use an electronic application (HiMama) for communication and sign-in and sign-out and collecting the signature during the sign-in/out process. Parents are required to sign the sign-in/out paper sheet in case of the unavailable electronic application.

## **ORKIDZ PRESCHOOL DAILY SCHEDULE**

8:00-8:30 Arrival, Daily Health check, Welcome children, & Handwashing

8:30-9:00 Breakfast

9:00-9:15 Group time & Read aloud.

9:15-9:45 Handwashing & Toilet training

9:45-10:15 Child-Directed Learning (Kids Communication)

10:15-10:45 Learning centers and small group activity. Yoga & Music class

10:45-11:45 Outdoor Play

11:45-12:15 Washing hands & Toilet training

12:15-12:45 Lunch Time

12:45- 1:15 Brushing teeth & preparing cots for nap time

1:15-3:00 Naptime & Quiet work time

3:00- 3:30 Handwashing & Toilet training

3:30-4:30 Outdoor Play

4:30-5:00 Dinner

5:00-6:00 Parents pick up

Weekly activities include a field trip to the library & Nature Walks

## **ACTIVITY STATIONS**

### **ART**

Children are encouraged to explore and develop through a wide variety of mediums, including painting, glitter, glue fabric, playdough, and crayons. At Orkidz Preschool, we love to make messy, fun art projects, so expect to see finger painting, pudding art, and sand sculpture throughout each week. We emphasize the joy of the art process rather than the product.

### **CIRCLE TIME, MATH, ART & SCIENCE**

During this time, teachers and children sit in a group and discuss a variety of topics. Math, science, fingerplays, songs, and exposure to quality literature are some of the things that happen at this time. On any given day, you may see children exploring the environment around them, taking a sense test, counting fishes, listening to a story, or just singing songs. This is the time when children and teachers get to know each other better. Through sharing and the duration of the children's stay and Orkidz Preschool, the staff and students develop a special bond of friendship.

### **OUTDOOR PLAY**

Our program incorporates outdoor activities, giving the children different opportunities to climb, jump, and run. Outside time is a great time to practice gross motor skills and large muscle development. Theatrical movements, nature walks, and dancing are fun ways to enjoy the outdoors.

### **BLOCKS, LIBRARY & HOUSE**

One group may use blocks to construct the Bay Bridge or a dinosaur world, while others in cozy chairs read books that take them away to Neverland or dress up as pirates in the dress-up area. The post office enables writing on cards and envelopes and sending them home. Mother Goose curriculum and homework packets are sent home to assure academic success is provided to all children. Children love receiving recognition with encouraging stickers or stamps for their completed work.

## **HEALTH MATTERS**

### **ILLNESS**

Children who are exhibiting ANY symptoms of infections or illness within 48 hours are likely to be contagious should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100 F measured orally or 101 F measured rectally, nausea, or vomiting, diarrhea, sore throat, loss of voice, hacking cough, or continuous coughing, yellow or green runny nose, draining nose, draining eyes, or ears, rash, or head lice. We reserve the right to determine whether a child should remain here at daycare where illness is considered. Parents of children who become ill will be promptly notified and expected to pick up their child immediately during the day. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

### **MEDICATION**

No child will be given any medication, prescription, or over-the-counter unless the parent presents the doctor's prescription or note. Prescription medication shall have the child's name, name of the medication, doctor's name, name of the pharmacy, prescription number, date, and direction for administering. The medication must be in the original container as dispensed by the pharmacy. We have permission to administer medication forms to be filled out each time your child will need medicine to be administered. Written permission is required to use diapering products, sunscreen lotion, and insect repellent.

### **DAILY HEALTH CHECK**

The parent or guardian must bring the child into the daycare and stay until the staff has welcomed the child. This is to permit a daily overview of health screening to ensure that staff are aware of any current health issues or concerns prior to the parents leaving the daycare.

### **CHILD ABUSE/NEGLECT**

Daily we make sure we are receiving little ones' health, free of any outwards neglect or abuse. We are required by law to report any suspected signs of child abuse and or neglect. This includes any form of physical punishment witnessed, marks, or bruises on their body. We understand accidents occur, so please do not get offended in the event you are questioned. Safety first!

### **TWO AND THREE-YEAR-OLDS CARE**

For our two and three-year-old, this can often be their experience in a group setting. We are striving to make each child feel safe and secure. A strong developmentally appropriate curriculum further enhances this nurturing environment. When you visit the room, look for a wide variety of exciting hands-on activities, including art, music, and quiet reading. We structure our program to provide each child with a range of activities to explore and learn from each day. Maintaining a consistent and predictable daily routine is a wonderful way to create a secure environment. Young children enjoy the security of knowing that, for example, circle time is right after breakfast and diaper or bathroom time. Each teacher works hard to establish a routine that is right for his or her group. A typical preschool day begins at 9:00 am. Children and parents are greeted as they arrive. Some children will have already arrived for breakfast. Parents are encouraged to establish a drop-off routine. Some parents wave goodbye. Others ask their children for a big hug and kiss to start the day. Whatever routine you choose, it is important to maintain it daily. It is an added piece of security for the children.

During this drop-off time, teachers are arranged throughout the room. These include our reader center, kitchen, and block area or table games. This is a significant time for our children, as it gives them a free choice and a sense of control. Just like our children, the teachers arrive at different times. When a teacher arrives, we start our circle time at 10:00 am. We ask that no children arrive later than this time.

Preschoolers have just begun to realize the world around them and love to be in control. A two-year-old's behavior characteristics are a 200-300 word vocabulary, egocentric thoughts, independent thinking and actions, and a sense of adventure. A three-year-old usually has a greater vocabulary and is developing a wonderful sense of imaginative play. Our materials are geared to all stages of development. Puzzles, water tables, blocks, books, large toys, manipulative play dough, crayons, dress-up, and our kitchen equipment are some of the materials we use to enhance learning and imaginative play at Orkidz Preschool.

### **WHAT IS EXPECTED OF YOUR CHILD BEFORE ENTERING KINDERGARTEN?**

Kindergarten is exciting for parents and students alike. Preschool graduation is now history, and school clothes shopping has begun. But before your child walks into his and her kindergarten classroom, you need to know what teachers expect the new schoolchildren to know.

### **Academic Knowledge**

1. Your child will need to know how to spell and write his or her full name. This may sound silly, but it is a fundamental skill that each Kindergartner needs to know. Not only will your child need to find his or her name tag to find their cubby, lock, and desk, but to also make their lunch choices and keep their paperwork from going into another child's cubby. Most children have mastered this skill in preschool, but if your child does not know how to spell and write his or her name, it is important that they learn how to before kindergarten begins.
2. Your child will need to know, write and recognize the whole alphabet. The alphabet is taught in preschool, but children still have problems recognizing some of the letters, such as b and d. Each week the kindergarten teacher will review different letters of the alphabet with the class. Still, the children will also be expected to write the letters and recognize objects or pictures that begin with those letters. If your child knows the alphabet before going into kindergarten, she or he will have less time trying to learn the letters and more time applying that knowledge to learning to read.
3. Your child will need to know how to count to 100 by ones, fives, and tens. By the end of the first marking period, your child will have been tested in his or her knowledge of counting. Most schools have a goal to have each child in kindergarten know how to count to 100 by ones, fives, and tens. Your child will also be expected to recognize and write numbers.
4. Your child will need to know basic shapes. Teaching math to kindergarteners uses basic shapes as fundamentals. When a child knows his or her shapes, math is easier to learn in kindergarten. Knowing shapes also helps your child identify objects, such as a ball or a board better.

### **Social Skills**

1. Your child will need to know how to share and play with other children. If your child is an only child who never plays with others, this is an essential social skill to teach them. By getting along with other children, your child will learn how to develop friendships and compromise. If your child went to preschool, this is a skill that has already begun developing. Not only will sharing increase friendships, but it will also decrease your child's doubt about whether or not he or she "belongs" with other kids.
2. Your child will need to know how to stay on task. It is hard for a teacher to sit with one child all day long because they cannot stay on task during their assignments. It takes the teacher's time away from other students, depriving them of learning. You can do some simple tasks at home, such as reading, writing sentences, or counting, to help your child learn to concentrate.
3. Your child will need to know how to respect their fellow classmates and teachers. When your child is in school, it is important to remind them that they should respect the other children's belongings as well as the other children's boundaries. Your child will need to know that damaging another child's belongings is not acceptable. If your child loves to give hugs, remind them that not all children, or teachers, want to receive hugs. Teaching your child about respect helps them to learn good manners in the classroom and playground.
4. Your child needs to be emotionally ready for kindergarten. If your child has severe anxiety when you leave the room, and preschool did not help with those feelings, you need to consider how well she or he will do when away all day. Most teachers are happy to have parents stay for half an hour the first day of school but ask that the parents don't come in every other day to sit with their child until the tears subside. Most teachers try to teach students independence and having separation or emotional difficulties hinders that progress. These are basic guidelines that your child will need to know before entering kindergarten. If your child can do most of these things, he or she is ready to start kindergarten.



## **PRE-KINDERGARTEN CURRICULUM**

Orkidz Preschool encourages children to learn by playing. Our hands-on age appropriate curriculum offers math, science, art, and literature activities that provide great experiences for our eager learners as they prepare for the adventures of kindergarten. Centers of free play are offered daily and give your child the opportunity to explore various activities. Examples of centers include free art, water tables, dolls, puzzles, dress-up, blocks, and literature. Although these centers are offered to all the children, Pre-K students take their exploration one or two steps further.

### **MATH**

Math takes place throughout the day. This program involves a hands-on interactive approach to learning math concepts such as one-to-one correspondence, matting, and patterning, counting, and sorting. We use circle time to introduce the activities of the day. Our emergent curriculum approach is to leverage children's interest in playing grocery stores with play money to going to shop at a Safeway store using real money, further enhancing math skills, counting, and recognizing money. Flashcards, dominoes, games, and homework assignments help the little ones further excel in foundational mathematics skills.

### **SCIENCE**

Our goal for science is to expose children to the natural world around them. We take nature walks and record what we see and hear. We grow plants from seeds and watch their progress. We also experiment and hypothesize and what will happen. We provide a sampling of what the world must offer.

### **ART**

Art time provides each child with more opportunities to express themselves. The children experiment with paints, crayons, markers, recyclable items, clay, and many other mediums.

### **LITERATURE**

We provide quality literature daily to our students as well as activities that take books many steps further. The students may act out a story, make up a new ending, make puppets, or find a few favorite stories they cherish. Books are always welcomed. Some unique aspects of our Pre-K curriculum are journal writing, word banks, and letters. The children then write complete words. We feel that our chosen activities provide excellent introductions to letter recognition and pre-writing skills. Remember, each child learns at different levels. The goal is to assist the child and learn to love writing while creating great stories.

### **Rights of the Licensing Agency:**

[Section 101200(b) &(c)]. The Department or Licensing Agency shall have the authority to interview children or staff members, and to inspect and audit child or facility records without prior consent. The school shall make provisions for private interview with any children or staff member, and for the examination of all records relating to the operation of the school. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

## **CONFIDENTIALITY**

The information you supply to Orkidz Preschool will be kept confidential. We will respect your privacy. Often, new parents ask that we give references to call before enrolling. We select various parents' names according to the ages and parents' requests. Please let us know if you do not wish to have your phone number given out. Before enrolling your child in Orkidz Preschool, there are several things you must do. Read through and become familiar with the policies. You will be required to sign a form that indicates that you have read, understand, and agree to all policies as outlined. Any acquaintance visits must be made. We will not care for children unless those have had one, preferably two, visit Orkidz Preschool to become familiar with the services provided. All appropriate forms must be filled out, signed, and on file prior to admission. All necessary forms/consents will be given to you in your admission package. All required supplies must be brought within one week prior to your children's first day.

**Dear Parents,**

**We may be related at birth, adoption, or invitation.**

**We may belong to the same race, or we may be of different races.**

**We may look like each other or different from each other.**

**The important thing is, we belong to each other.**

**We care for each other.**

**We agree, disagree, love, fight, and work together.**

**We belong to each other.**

**Please share your family story with us so that we can include, validate, and celebrate each child's familial relationships as part of our day-to-day interactions with your child and all of our children. We welcome you all and look forward to developing a rich and supportive relationship with you and your child.**

Thank you kindly for reading Orkidz Preschool Parent Handbook. We hope to make sure you are informed and updated should there be any additional changes.

We welcome your input and support.

**ORKIDZ PRESCHOOL**  
**2022-2023 PARENT HANDBOOK**

Parents, please complete the following information below and return it to daycare.

We the parents of (child/children's name) \_\_\_\_\_

Have read and will adhere to the policies detailed in the parent's handbook for Orkidz Preschool.

We will notify Orkidz Preschool Teachers as indicated per these agreements listed should there be any changes to our schedule, emergency information, or our decision to terminate our need for childcare services. We will plan to give notice as indicated in the agreement. We will be sure all medical info is up to date and my child's immunization records on file.

We understand that Orkidz Preschool will go on walking trips. We give our permission for my child/children to attend all these walking trips.

Parents Name (Printed) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Start of Care Date: \_\_\_\_\_

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