

Grandview Children's Center

Parent Handbook

2022-2023

School Year



Welcome to Grandview Children's Center!

Thank you for the joy and the privilege of caring for your little ones! We are so excited to be a part of your children's lives and appreciate what makes Grandview the magical place that it is: our children, our families, and our teachers!

We feel extremely lucky to be a part of the Grandview Community!

Our Philosophy

At Grandview Children's Center, our mission is to create a loving, nurturing environment where every child feels safe, valued, and supported. We offer a play-based, child-centered curriculum where our little ones are free to explore and create in a variety of opportunity-rich environments cognitively, social/emotionally, physically, and creatively. We are dedicated to addressing the needs of the whole child, keeping in mind that every child learns differently, and celebrating these differences. We feel that parents are a child's first teacher, so we value our parent-teacher relationships and constantly strive to foster, and build upon, our Grandview Community. We want to create a love of learning that will inspire our students to be life-long learners. We will continue to accomplish this mission through dedication, education, and our love of the children and their families.

Here are some helpful things you should know:

We Are a Peanut and Tree Nut Free Center



Safe Spreads

- Sun Butter brand sunflower-seed butter
- I.M. Healthy soy butter
- Trader Joe's soybean butter
- Trader Joe's sunflower seed butter

- 365 organic soy nut butter (sold at Whole Foods)

Thank you very much for helping to protect the well-being of our peanut and tree nut sensitive children here at Grandview!

Things You Should Know! 😊

Hours: The Children's Center is open from 7:30 am – 5pm. To provide a safe, supervised environment, your child may not arrive before 7:30am or remain after 5:00pm. Please bring your child to school no later than 10am for the Ladybug Loft & the Caterpillar Classroom, and no later than 9am. for the Busy Bees Pre-K Classroom. Being on time helps your little ones adjust to their classroom routine and reduces classroom interruptions and distractions.

Ages and Ratio: We accept children from ages 2 years old to 5 years old. To qualify for our Pre-K program, your child must turn 4 years of age, and plan to attend kindergarten, in the fall of 2023. The maximum child/staff ratio is 1:8 in the Pre-K program and 1:6 in the other classrooms.

Food: AM and PM snacks are provided. We ask that your child bring their own lunch and water bottle daily. We are unable to heat lunches up in the microwave due to licensing restrictions.

Clothes: Your child should wear clothes that can get dirty, wet, painted on, stained, and that can be easily removed by the child. If a wet pair of clothes comes home with your little one, please send a replacement set the following day. We make a lot of fun messes around here!

Shoes: Due to safety reasons, we ask that your only child wear closed-toe shoes to school. Sandals, flip-flops, and open-toed shoes are not safe on our play equipment and outdoor yards.

***Just A Friendly Reminder: Please Label Everything!**

Birthdays: Every child's birthday is unique and special just like they are! We want them to enjoy every minute of their special day! So, we ask that since we have many children here at Grandview who have allergies, that you bring your child's favorite fruit, fruit kabobs, fruit salad, decorated fruit cups, etc. for their treat. We will have their friends decorate a birthday crown and sing "Happy Birthday" to them.

Holidays/Special Events: Please see school calendar and emails for dates and information!

Parking: Please Park in the Grandview parking lot on the corner of Glenoaks Blvd. and Ruberta Ave., on Ruberta Ave. or on 5th Street. Please be mindful of parking restrictions (such as street sweeping) on these streets. The church has asked that we do not use the small parking lot between the church and the sand yard. Thank you!

Sign-In: Please remember to sign in and out when you drop off/pick up your little ones. It is a legal requirement and helps us in case of an emergency.

Absences: If your child is going to be absent, please let us know via Email: roxmullich@yahoo.com or call/text my cell phone at (818) 355-5673. We worry about your little ones and just want to make sure everything is ok!

Pick-Ups: Please make sure that the person you ask to pick up your child is listed on our forms and is at least 18 years of age. No child is ever released to someone without previous notice from the parent. You need to call and let us know if someone will be picking up your child who is not on the student file card, and we will need to check their I.D. upon pick-up.

Late Pick-Up Policy: Pick up time is at 5pm. You will be charged a \$1 per minute late fee. Please call and let me know so that I can notify your child and their teachers. Chronic lateness at pick-up can result in expulsion from the center.

Enrollment: A non-refundable registration fee of \$125 and earthquake fee of \$25 for new and returning students, is due in the spring to hold a place for your child in the fall. A 2-week written notice is required if you decide to unenroll your child from Grandview.

Tuition: Full monthly tuition is due on the first day of each month. Tuition becomes delinquent when not received seven (7) days following the due date, and a late fee of \$25 will be assessed if not received that day. Families that are more than 30 days behind in tuition payments will be denied use of the program until brought current. Payments may be made online at Curacubby, in the preschool office, or by mail. The tuition will be the same for every week regardless of school closures due to holidays. Weekly tuition rate is the same even if you are on vacation or your child is ill.

Illness Policy: Our child illness policy is based on the model health care policies developed by the American Academy of Pediatrics. We understand that it is difficult for a parent/guardian to leave or miss

work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Reasons for Grandview Children's Center to exclude children include the following:

- ✚ **Fever of 100 degrees or above (axillary) or 101 degrees or above (orally) - your child must be fever free, without medication, 24 hours prior to returning to school.**
- ✚ **Illness that poses a risk of spread of harmful disease to others - for example, Pink Eye, Hand-Foot-and-Mouth Disease, Covid-19, Chicken Pox, etc. These conditions require a doctor's note prior to your child's return to school.**
- ✚ **Diarrhea: Stool not contained in the diaper or child unable to reach the toilet. If your child has two incidents of diarrhea in one hour, we will ask you to come and pick them up. Your child may return to school when diapered children have their stool contained by the diaper (even if their stools remain loose) and when toilet-trained children do not have toileting accidents due to the diarrhea.**
- ✚ **Vomiting 1 time in the previous 24 hours (unless the vomiting is determined to be by a non-communicable condition, such as car sickness, and your child is not in danger of dehydration.) Your child may return to school when they have not vomited for a full 24 hours.**
- ✚ **An unidentified, suspected contagious rash - Your child will need to be seen by a doctor and must have a doctor's note to return to school.**

🚩 **Conjunctivitis (pink eye) - Your child will need to be seen by a doctor and requires a doctor's note to return to school.**

🚩 **Croupy or Phlegm - Induced coughs, runny noses with yellow or green discharge, and/or chronic ear pain. Clear runny noses & common coughs are excluded.**

Medication Policy: We can dispense prescription medication with written parental consent but, for us to do so, prescription medications must come to school in their original container with prescription instructions clearly marked. Over the counter medications may only be administered by the Center upon written instruction from the child's physician. Your child's doctor may send these instructions to us via email: roxmullich@yahoo.com, or you may bring in a hand-written note from the doctor. All medications are stored in a locked cupboard and all staff is trained in First Aid, CPR, and the proper use of an EpiPen.

Injuries: If your child is seriously injured, or suffers a severe allergic reaction at the Center, we will call 911 to request assistance. You will be notified as soon as possible. If a child must be taken to the hospital I, or a staff member if I am not present, will accompany your little one, provide emergency information, and stay until you, or a parent designee, arrive.

Emergency Procedures: In an emergency, no child will be allowed to leave the Center without parental permission. The teachers will stay with the children and determine the safest place to keep them unless advised by an authority to do otherwise. The teachers will remain with the children until they are released to their parent, or an authorized person listed on your child's emergency form. In case of a major earthquake, children will be

brought to the sand yard if, and when, it is safe to do so. Fire drills are conducted monthly, while earthquake drills are conducted 3 times per year.

Use of Insecticides and Pesticides: Dewey Pest Control provides service once a month, on a Friday, after 6pm. The products used meet the Department of Social Service standards.

Insurance: The parent's medical/accidental injury insurance coverage is primary in the event of injury to your child while in the Center's care. The Center carries a courtesy insurance, which picks up the parent's deductible expenses. If a parent does not have insurance coverage, the Center policy becomes primary.

Celebration Sundays: On the first Sunday of each month, the church has a special children's moment at their 10am service. I teach on those Sundays! We do a brief 5-minute lesson in front of the congregation & then go to one of our classrooms, or one of our play yards where I do a fun activity with the children! It is from 10am – 11am. You can stay at the service, go out for some coffee, or just hang out! It's a great way to build our community, and I love having the opportunity to interact with your little ones!! There is no enrollment necessary, just meet us upstairs off 5th street, at 10am, if you would like to join us!!

Thank you so much for entrusting your most precious treasures to us! We feel extremely lucky to be a part of your children's lives!

Sincerely,

Roxanne

(Center Director)