

Alamo Country Preschool LLC
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**PRESCHOOL ENROLLMENT AGREEMENT
(PARENT HANDBOOK)**

PHILOSOPHY STATEMENT

ALAMO COUNTRY SCHOOL LLC IS A UNIQUE SCHOOL THAT HELPS EACH CHILD DEVELOP AND ENHANCE SELF-ESTEEM AND VALUES THROUGH QUALITY PROGRAMS WITH A LOVING STAFF IN A COUNTRY ENVIRONMENT. THE PROGRAMS AND FACILITIES PROVIDE A NATURAL ENVIRONMENT FOR LEARNING THROUGH CURIOSITY WITH AMPLE OPPORTUNITY FOR AGE-APPROPRIATE SELF-CHOICE, EXPLORATION, AND EXPERIMENTATION.

TIMES AND HOLIDAYS

Alamo Country School LLC includes six total separate age-appropriate classrooms: two Toddler Programs (2 and 2.5years), two Preschool Programs (3 and 3.5years), a Pre-K 4 Program (3.5-4 years), and a Pre-K Program (4.5-5 years old.)

Half-day programs are available 8:00am to 11:45am, year-round for ages 3-5. Half-day programs are available 8:30am to 11:30am for 2-year-olds. Full-day programs are available Monday through Friday from 7:00am to 5:00pm year-round for all ages.

The exceptions are the following paid holidays/closures: two days in August (Teacher classroom prep days/CPR recertification/in-service trainings), Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving week, two weeks for Christmas through New Year's, Martin Luther King Day, Presidents' Day, Easter Break (Good Friday and the following week), Memorial Day, Summer Break week, Juneteenth, and the Fourth of July (Friday following if it falls on a Thursday or Monday before if it falls on a Tuesday.) We do not participate in any off-site field trips of off-campus activities while your children are under our care.

*We are a closed campus and do not allow visitors or volunteers in any child occupied area.

ADMISSION POLICY

ACS LLC admits children ages two through five years old. The process for admission consideration is as follows:

-The parent will be invited by appointment only to have a tour of the school which includes an explanation of our program. Class placement and review of forms and procedures will be discussed with the parent during the tour, along with fees, tuition rates, hours, etc.

-Next, the parent will return the filled-out Registration Form along with the Registration Fee to hold their child's spot for their class. **The registration fee is not a part of tuition and is non-refundable.**

-After receipt, director will contact parents/guardians with confirmation of start date and a reminder of what forms will need to be filled out and returned before school entry.

-A meet and greet will be scheduled before the child starts. This is a great opportunity for parents and child to meet with their teacher and spend some introductory time together. Admission forms and first tuition payment are due at this meeting.

-The school reserves the right to deny admission or dismiss any student or guardian we feel cannot adequately participate or adhere to our policies. (Please see Admission Agreement for further details.)

FORMS

Social Services and the state require that parents fill out an Identification Information Form, a Health History Report, an Enrollment Contract, a **signed Physician's Report (with up-to-date immunizations and TB report)**, signed receipts for the Parents' Rights Notice, Personal Rights, Parents' Rights, Consent for Medical Treatment, Consent for Examination, Admission Agreement, Health History, Emergency Contact form, Signature page of this Parent Handbook, and Acknowledgment of Receipt of Licensing Reports. **Parents are responsible for informing us of any changes in the emergency or medical information immediately and submitting revised forms.**

SIGN IN AND OUT

Parents must sign in the child with your **first and last name** as well as the time of arrival or departure. Please include the full signature and the exact time. Each child has their own separate page. **Missing information will result in a charge of \$25 for each missing signature.** In addition, the State does audit our records and fine any incomplete signatures. It is understood that you will reimburse ACS

LLC for the cost levied by the State because of your missing full signatures. Only a legal adult may sign a child in/out. We use this as a check list of our children in the event of an emergency. Please use the sign in/out book for that purpose only. You may leave any other information such as notes, invitations, etc. for the teacher to distribute appropriately.

DROPPING OFF/ PICKING UP

SAFETY ALWAYS COMES FIRST! Our parking lot is considered a **loading/unloading zone only**. With limited parking and full enrollment, **dropping off/picking up is to be no more than 5 minutes**. In the event of an emergency, response vehicles must have proper access to our school!

To minimize congestion, only one caregiver per child is permitted for drop off and pick up. Only one parent in the office at a time. Please drop off children before signing in and sign out before picking up. There is no reason to have children in the office. Please do not allow your child to doodle in the Sign In/Sign Out Book. Upon drop off, a teacher will greet your child, help them put away their belongings and assist them with washing their hands.

The formal education program begins at **9:30am** and it is very important for both your child and the group that the children begin their learning together. The teacher will **not** be available to speak to you at this time. Any child arriving **past 9:45am** will not be permitted to attend that day, unless authorized by a director.

***Communication between staff and parents is via “Remind app”, email, or phone call/conference by appointment only. The teacher will not be available for conversation at pick up or drop off. Our focus is on ALL of the children, and we must maintain a visual at all times.**

SICK AND ILLNESS POLICY

If your child is ill, please do not bring them to school. We are not licensed or equipped to care for sick children.

Please keep them home if they have a runny nose, sneezing, coughing, vomiting, diarrhea, skin rash, head lice, or fever. We have the right to send home any child if we are under the suspicion they are not feeling well (this includes not contagious) YOUR CHILD MUST BE SYMPTOM FREE/FEVER FREE FOR AT LEAST 24 HOURS!

In the event that your child contracts a communicable disease, please alert the staff, allowing us to inform parents of other children who may have been exposed. Be sure your physician has recommended that your child return to school and is therefore no longer contagious. It is in our best interest to request a **written doctor's note approving your child's clearance to return to school.**

Please choose your contact information carefully. List people who are local, available, and aware they are on your child's list. In the event we are unable to contact either parent, we will go down the list of your remaining emergency contacts. We call each number twice and give a 5-minute response time for each call. **Your child MUST be picked up immediately and no later than 30 minutes after notification.** In the event we do not get a response or are unable to contact anyone from your emergency list, we will contact CPS and/or the Police to pick up your child. If we need to call 911 and your child is taken to the hospital and we are still unable to reach an emergency contact, the hospital will call CPS.

MEDICATION/IMS PLAN

If your child has had any medication administered within 12 hours of coming to our school, please let a staff member know. In the event of an emergency, we can communicate the medication history to an emergency responder.

Any prescription medications (including Epi-pens) to be administered by a staff member must be brought in their original packaging with instructions attached. Please date all medications and label with child's name for storage in or above the refrigerator. **Please don't send any medications with your child or in his/her belongings.**

The teacher administering the medications is licensed to administer prescription medication only. We cannot administer anything without you filling out a **Parent Consent for Administration of Medication and Medication Chart**, which will be provided to you by a staff member. This form is kept on the side of the refrigerator for easy access by a staff member.

Incidental Medical Services

All ACS LLC staff members are certified CPR and First aid responders by the Red Cross. All are trained in the proper administering of epi-pens, nebulizers, inhalers, oral, and topical medication.

- In the event a child should become ill, they must stay at home until they are no longer contagious. We may require a doctor's note of approval before returning to school. We are not a licensed sick care facility. Children must be symptom free for at least 24 hours. This includes runny nose, sneezing, coughing, diarrhea, vomiting, skin rash, head lice, and fever. ACS LLC has the right to send any child home if we are under suspicion they are not feeling well.
- Alamo Country School LLC will provide medical services including proper storage and administration of medication. Parents are NOT allowed to send medication of any kind with their child or in their child's belongings.
- Upon being able to return to school, a Licensed Teacher can administer further medications provided by the parent. We will not administer anything unless the parent has filled out a **Parent Consent for Administration form**. These forms are charted and located on the refrigerator door in the kitchen. We will chart on your consent form every time the medication is administered: time, date, staff signature. All medication is to be stored inside or on top of the refrigerator. All prescription and nonprescription medication must be in original packaging, properly labeled, including direction of administration and expiration date, and placed in a Ziploc bag. Ways and means of administering must be provided by the parent and doctor and then followed by the staff member.
- When administering medications of any kind, the staff must wear gloves, and then properly dispose of them into the bin. Garbage must be tied and taken out to the receptacle immediately following. Any reusable administration containers must be sanitized and washed between uses.
- ACS LLC has an assigned staff member designated to routinely check expiration dates on medication. After a medication is completed, it will be returned to the parent. The Medical Consent for Administration Form will then be placed in the child's folder.
- No medication and application tools can be used for any other child except the prescribed child.
- We do not go on field trips of any kind. The children should never leave the facility for any reason except in an emergency situation. In the event our school is to be evacuated, we will take all medications with us in the event of needing to administer, to ensure our medication services are not interrupted.

- Due to the seriousness of certain allergies, we are a nut free facility. No snack provided by ACS LLC shall contain nuts of any kind. Children are asked to bring only nut free food items from home in their packed lunches. All outside snacks, or party treats are first examined by the staff to verify they are nut free. Any edible items that come to our school to share with the children must contain an ingredient label, or the item will not be distributed.
- In the event a child should have an allergic reaction, regardless of history, we will call 911 first. Then we will notify the parent. If it is a child with an epi-pen, we will call 911 while another teacher is administering the injection, then notify the parent. After injection, we will properly dispose of the pen by placing it back in the container and into the Ziploc bag. This should then be returned to the parent or given to the emergency responder.
- When we use the parent provided Emergency Contact form, we will go down the list of contacts until we reach someone. We will call, email, and text the numbers provided. We will give a 5-minute response time for each contact. In the event we do not get a response or are unable to contact anyone from the parent provided list, we will contact CPS and/or the police to pick up your child. If we need to call 911 and your child is taken to the hospital, a teacher will accompany your child. If we are unable to reach an emergency contact, the hospital will call CPS.

TRAVELING

Should your family travel out of the country, please plan to self-quarantine and monitor/watch for symptoms before re-entering our facility for at least 3 days (incubation period of many viruses, including COVID.).

INJURIES

If your child is seriously injured at our school, our procedure is to notify you immediately. We will text through “Remind” and call parents first as listed on the emergency form. If we are unable to reach you, we will call the emergency persons listed on the emergency form. **It is important to always update your child’s file with the most recent numbers where you can be reached.** If your child is in medical crisis, we will call 911 and then call you at the number listed on your child’s medical card. If an ambulance or other emergency medical service is needed, you will be expected to pay for the service directly with the provider.

If there is a dental emergency, we will notify you immediately for pick-up.

If your child has a minor injury, we will text you through “Remind” or verbally tell you at pick up time. We will also insert an “ouch” note in the sign-out book. We will state the time, date, injury, treatment given, and by whom.

LOCAL EMERGENCIES AND COMMUNICATION

If you would like to stay informed of current local alerts you may do the following:

* **For text alerts from ACS LLC, send a text to 81010 and text the message @alamocou**

* Register to receive alerts on your cell phone at: (the specific zip codes of the cities that you would like alerts from can be individualized.) <http://cws.cccounty.us>

* Bookmark the above website on your computer, laptop, or smart phone and see a map of current alerts:

<http://www.co.contra-costa.ca.us/index.aspx?nid=161>

* Follow this site on Twitter. Follow CCCWS and set your cell phone to receive a text alert.

* Sign up for EDIS-by-Email and receive alerts through email at:

<http://edis-by-email.net>

Feel free to read and review our disaster plan posted in the office. If there is an emergency that involves Alamo Country School LLC, the local Sheriff will notify us. At which point we will send out a text blast immediately. Any person on your emergency list may pick up your child. If we are unable to reach you via text, we will begin to make phone calls. If we feel we are in immediate danger, we may make the decision ourselves to evacuate or put a shelter in place.

ATTIRE AND BELONGINGS

Please dress your child for active play. Sandals, particularly flip-flops, are not appropriate footwear for running and climbing. Please have your child prepared for hard play and messy projects. Children wearing dresses or skirts need to have shorts or pants underneath so that your child can properly play. Be sure to label. **Please provide a complete change of clothing and shoes for emergency use**, which we will store at school. These will be kept and sent home when your child needs another change. Remember to update often as your child outgrows articles or seasons change. We do our best, but we are not accountable for any lost items. **Please label all items**, especially all removable articles of clothing such as sweatshirts and jackets. Any articles that have been found will be hung on the “Lost and Found” hooks located in the office.

SNACKS

Snacks are provided by ACS LLC. There are two snack periods served daily – morning and afternoon. All snacks are nut free. There is a sample snack menu on the board in the office. If your child has an allergy that requires food from home, please let us know and accommodations will be made.

LUNCHESES

Lunch, which is provided by the parent daily, is served at 11:45. Lunch time is for full day children only. **WE ARE A NUT FREE FACILITY! Please do not send nut products to school.** If your child stays for lunch, please help us encourage good nutrition by not sending any junk food. Any candy packed in lunches will not be served and will be returned home. We suggest you use a “cold pack” in your child’s lunch. We do have a microwave for heat up food; however, we are not cooks and ask that you bring pre-made or pre-cooked foods only, in the proper containers. Please provide a leak-proof, labeled water bottle for daily use.

NAP

Nap time is part of our full-time curriculum. Full-time students are required to rest during the day, between 12:30 and 2:30pm. Sleeping is not mandatory; however, children are asked to rest quietly on their mats. Our goal is to teach the values and skills of relaxation. If your child stays for nap, you must provide a crib size sheet and a blanket. We will provide a school nap bag. Please keep them in your child’s cubby and **wash them weekly**. There are NO pillows or large stuffed toys allowed. All bedding must fit IN your child’s ACS LLC bag. Should your child outgrow naps or become disruptive, we may suggest changing your enrollment to half day or require an early pick up.

Per LIC Section 101230: All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. A napping space and a cot or mat shall be available for each child under the age of five. No child shall be forced to stay awake or to stay in the napping area longer than the normal napping period.

DISCIPLINE

Positive reinforcement is our main form of discipline, regardless of age. Good behavior is acknowledged, creating a positive way of thinking for each child. Limits and boundaries, both inside and outside are clearly established and, when necessary, redirection will be initiated for any child taking advantage of a rule. “Time out” is also used when necessary. During time out, the child is

excluded from any activity for an age-appropriate period of time (one minute per age.) We enforce a “three strikes” policy for biting. We understand some children have difficulty communicating and therefore bite; however, if it is something we feel we cannot control, we will have to dismiss your child from the site. Refer also to our Termination Policy. Conferences are upon request by parents or teacher at any time via Remind App, phone conference or in-person.

NO FORM OF UNUSUAL/CORPORAL PUNISHMENT, PRONE CONTAINMENT, OR ANY VIOLATION OF PERSONAL RIGHTS IS PERMITTED AND WILL BE REPORTED TO AUTHORITIES IMMEDIATELY. THIS IS ALSO GROUNDS FOR IMMEDIATE DISMISSAL.

MANDATORY STATE ACCESS

The department of Social Services of the State of California has the following rights:

- a) To interview children, or staff, and to inspect and audit child or facility records without facility consent.
- b) To observe the physical condition of the child(ren), including conditions, which could indicate abuse, neglect, or inappropriate placement.

BIRTHDAYS AND CELEBRATIONS

A child’s birthday is a day of celebration, and we will be happy to help make this a special event. Parents are invited to bring a nut free treat or snack to share with the class. Snacks are served at 10:00a.m. All special treats must be packaged, and store bought. Arrangements should be made with their teacher ahead of time in case of any allergies and appropriate timing. We will not celebrate birthdays during lunch.

FIELD TRIP PROVISIONS

Our facility does not take the children on field trips.

SUPPLEMENTAL SERVICES

Our facility does not provide any supplemental services.

TRANSPORTATION ARRANGEMENTS

ACS does not provide any transportation. All transportation arrangements are to be made by the parents and guardians of ACS students.

TERMINATION POLICY

Should your child become dangerous, violent, disruptive in any way, or jeopardize the safety of themselves or others, immediate removal may be necessary. The director will have a conference with the parent, and it will be the director's decision as to whether the child can safely return.

The school reserves the right to dismiss any student we feel cannot adequately participate.

We have the right to terminate enrollment if we feel your child or yourself as a parent has become a danger to themselves or others in any way. The school reserves the right to dismiss any student or parent that cannot adequately participate in our program or policies. We have the right to terminate or refuse business to any client/parent/guardian that we feel are unable to meet the level of our standards. (See Admission Agreement for further details.)

Parents wishing to remove their child temporarily from the school for vacation, etc., **will need to pay FULL TUITION during their child's absence as normal costs do continue and that is the only way we can hold your enrollment.** If the child is taken out for two weeks or longer and tuition has not been paid during their child's absence, their spot becomes available to the next person on the waiting list. If tuition is not paid in a timely manner, it will jeopardize the child's enrollment status and withdrawal may be required.

TUITION

First month's tuition shall be due on the child's meet and greet appointment. **Tuition is due in advance by the 1st day of each month.** Tuition will be assessed a fee of \$25 if paid after the 5th of every month and then \$2 per day thereafter and is subject to increase. If the tuition is more than 15 days delinquent, you may be asked to withdraw your child. **All tuition payments are non-refundable unless otherwise decided upon by the discretion of the director and owner.**

Tuition will be adjusted annually. You will be informed 30 days prior to the adjustment, and it will be posted. It will be your responsibility to read all materials given or posted. If you have someone else transport your child, it remains your responsibility to obtain the information. Returned checks will be charged \$25 plus \$2 applicable late fee per child per day until replacement is received and the funds are valid. After a second returned check, you will be required to pay in cash, cashier's check, or money order.

Switching of days is not permitted. In an emergency situation, you may call the morning of to see if there is room. An **additional fee** will be charged for any extra days. To maintain our quality program, **makeup days are not permitted.** **No credit is given for the summer, vacations, holidays, illnesses, acts of God causing temporary school closures, or any other days your child is not in attendance.**

A late fee of \$1 for each minute late will need to be paid by the person picking up the child after our closing time of 5:00pm for full day status or 11:45am for part-time status. This fee is payable to the closing teacher due to the fact she is not paid by ACS past our closing time and/or on her unpaid lunch hour.

A 30 days' written notice is required of the parent to withdraw a child from the school. Tuition will be required during the notice period. Re-enrollment or schedule changes will depend upon space available when the request is made. The undersigned parent or guardian agrees to assume responsibility for all fees and cost of collection. All costs of collection, including attorney and court costs, shall become the responsibility of the parents.

***Please be reminded that this is a year-round facility and does not close for the summer!**

**I have read and understand the information in the Alamo Country
Preschool LLC Enrollment Agreement/Parent Handbook.**

Parent's Signature

Child/Children's Name

Date

Director's Signature

Date

Enrollment forms check list:

- Registration form
- Physicians form (must be filled out by a physician)
- Emergency information
- Admission agreement
- Consent of medical
- Parent's rights
- Personal rights
- Health history
- Parent handbook (this signature page)