

**Alamo Country Preschool**  
**1261 Laverock Lane, Alamo, CA 94507**  
**(925) 406-4332, [alamocountryschool@att.net](mailto:alamocountryschool@att.net)**

**PRESCHOOL ENROLLMENT AGREEMENT**  
**(Parent Handbook)**

**TIMES AND HOLIDAYS**

Alamo Country School is **open year-round from 7:00am to 6:00pm**, Monday through Friday, with the exception of the following paid holidays: One Friday in August (teacher classroom prep day), CPR/first aid training day in the fall, Labor Day, Veteran's Day, Thanksgiving Day and the day after, one staff development day, two full weeks for Christmas through New Years', Martin Luther King Day, Presidents' Day, Good Friday and Easter Monday, Memorial Day, and the Fourth of July.

**Our half-day program ends at 12:00pm.**

**ADMISSION POLICY**

ACS admits children ages two through six years. The process for admission considerations is as follows: The parent will be invited by appointment only to have a tour of the school and an explanation of our program. Class placement and review of forms and procedures will be discussed with the parent. The child will then be admitted on a trial basis. The enrollment fee is to be paid prior to admission to hold the child's placement in his/her new class. **This fee is not part of tuition** and is non-refundable.

**FORMS**

Social Services and the state requires 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, and a Consent for Medical Treatment, Consent for Examination, and Acknowledgment of Receipt of Licensing Reports. Proof of immunizations, including month and year for each is also required prior to enrollment. **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 children with your **first and last name** as well as the time of arrival or departure. Please include the full signature and the exact time. **Missing information will result in a charge of \$25 for each missing signature** and we will have to estimate time of arrival and departure. In addition, the State does audit our records and fine any in- complete signatures. It is understood that you will reimburse ACS 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 and out book for that purpose only. You may leave notes, invitations, etc. in cubbies and take-home folders.

### **Dropping Off and Picking Up**

**SAFETY ALWAYS COMES FIRST!** With our limited parking and full enrollment, we are reminding parents that dropping off and picking up are suppose to be no more than 10 minutes. **We are fearful that should there be an emergency, emergency response vehicles will not have proper access to our school!** A great place to meet for play dates and socialization after pick up is Livorna Park.

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. If your child is enrolled in any enrichment programs, you must have them dropped off no later than **9:00am** to participate. If you should arrive late, take your child quietly to the group. The teacher will **not** be available to speak to you at this time. Please do not drop your child off **past 10:00am** as not to disturb class time. If your child has an appointment please let the teacher know ahead of time to we can properly prepare enough snack, staff, etc.

### **ATTIRE and BELONGINGS**

Please dress your child for active play. Sandals, particularly flip-flops and crocs, are not appropriate footwear for running and climbing. Please have your child prepared for hard play and messy projects. It is a good idea to have your child's name in removable articles of clothing such as sweatshirts and jackets. **Please send a complete change of clothing and shoes for emergency use.** These will be kept and sent home when your child needs another change. Remember to update often as your child outgrows articles. We do our best but we are not accountable for lost items. **Please label all items.**

Please help your children put their belongings in their cubbies. It is very important that you wait until a teacher greets your child before you leave. If you have any special instructions or questions for the director, please note them in the notebook located next to the sign in book and she will contact you at as soon as she is available.

### **LUNCHES**

Lunch is at **11:45. WE ARE A NUT FREE FACILITY! Do not send any nut products of any kind to school.** If your child stays for lunch, please help us encourage good nutrition by not sending candy or other junk foods. 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.

### **NAP**

Naptime 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, blanket, and a small canvas bag.** Please keep them in your child's cubby and **wash them weekly.** There are NO pillows or large stuffed toys allowed. All bedding/bags must fit IN your child's cubby.

### **ITEMS FROM HOME TO SHARE**

**Please send toys/items from home on Wednesday show and tell days only. We encourage you to participate by helping your child pick out something that starts with the letter that we are working on.** Sometimes children have a special experience, which cannot wait until share day. If this happens, please speak with the teacher. Every effort will be made to accommodate your child as sharing promotes language development and self esteem. Please understand that we are not responsible for lost treasures.

### **ILLNESS AND MEDICATION**

**If your child is ill, please do not bring them to school. We are not licensed or equipped to care for sick children.** They will probably not feel like participating in the activities of the day and we don't want to spread any illness to any other children. Should your child be recovering from a minor illness and be on medication, the Director must receive the prescription container, to see that all medications are locked and safe. **Please don't send any medications with your child** or in his/her belongings. The teacher administering the medications is licensed to do so. We cannot administer anything without your filling out Parent Consent for Administration of Medication and Medication Chart, which is located on the refrigerator door in the kitchen. Please date all medications and label with child's name and store in or above the refrigerator. **If your child has had any medication administered within 12 hours of coming to our school, please let at staff member know. In the event of an emergency, we can communicate the medication history to an emergency responder.**

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. If it is in our best interest, we request a **written doctor's note approving your child's return to school.**

**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. YOUR CHILD MUST BE SYMPTOM FREE/FEVER FREE FOR AT LEAST 48 HOURS!!!**

Please choose your contact information carefully. List people who are local, able, 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. **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.**

### **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 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 our disaster plan posted in the office.

If there is an emergency that involves Alamo Country School, the local Sheriff will notify us. At which point we will call you or someone on your emergency list to pick up your child, text alert, or email. If we feel we are in immediate danger, we may make the decision ourselves to evacuate or put a shelter in place.

### **DISCIPLINE**

Positive reinforcement is the 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 out 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 not something we feel cannot control, we will have to dismiss your child from the site. Also, refer to our Termination Policy.

### **INJURIES**

If your child is seriously injured at our school, our procedure is to notify you immediately. We will 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. As stated before if we are unable to contact any persons from your list we will contact CPS and/or the local Police to pick up your child.

If your child has a minor injury, we will insert an "ouch" note in the sign- out book or child's folder. We will state the time, date, injury, treatment given, and by whom.

### **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 (ran), 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 10:00am and 3:00pm. 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.

### **ENRICHMENT PROGRAMS**

All enrichment classes will be managed directly through their program instructors. Each program has created their own flyers and registration process and information. The instructors are fingerprinted and cleared through the state. We do not exchange funds or payments of any kind with our enrichment programs. All questions regarding your child and their participation in these programs need to be communicated directly with them, not ACS.

### **SUMMER**

**ACS is a YEAR-ROUND school, and does include a Summer Enrichment Program** where your child will be participating in workshops and events on site. We have weekly science and environmental themes that are posted on the summer calendar. Classes continue and the routine is the same as the school year. Included are workshops and hands on experiences for all ages.

Our Junior K and pre-k summer program bridges the gap between one on one learning into group class work. This is essentially an academic boost for any child entering Kindergarten. This summer camp is competitive to others being offered by the school district, but more convenient by being available on site and held during our normal morning program.

### **TERMINATION POLICY**

Should your child become dangerous, violent, jeopardizing the safety of themselves or others, or disruptive to our program in any way, 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 refuse business or terminate any client if we feel we are unable to continue to meet the needs to our standards.

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, that availability 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 first day of school. **Tuition is due in advance by the 1st calendar day of each month.** Tuition will be assessed a fee of \$25 if paid after the 15<sup>th</sup> of every month and then \$2 per day thereafter, and is subject to increase. If the tuition is more than 16 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 that 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 charge for any extra days. To maintain our quality program, **makeup days are not permitted. No credit is given for the summer, vacations, holidays, illnesses, and any other days your child is not in attendance.**

**A late fee of \$5 for each minute late will need to be paid by the person picking up the child after our closing time of 6:00 p.m. for full day status or 12:00 p.m. 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! \*\*\***

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

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

\_\_\_\_\_  
**Child/Children's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

Paperwork check list:

- \_\_\_Registration form
- \_\_\_Physicians form (must be filled out by a physician)
- \_\_\_Emergency information
- \_\_\_Admission agreement
- \_\_\_Consent of medical
- \_\_\_Consent to examination
- \_\_\_Parent's rights
- \_\_\_Personal rights
- \_\_\_Health history
- \_\_\_Parent handbook (this signature page)