



# Little Bridges Parent Handbook

## Welcome

Welcome and thank you for choosing Little Bridges Child Care Center for your child. We are here to provide a high-quality, integrated program in an atmosphere of respect and love. Your child will be in a safe Christian environment where he or she can grow intellectually, physically, socially and spiritually.

Every staff member is here to guide and nurture children in their developmental growth. Each classroom encourages a child's desire to learn through hands-on exploration and creative expression in a structured environment. Teachers will be planning monthly themes that will integrate numbers, letters, music, life skills, Spanish, science, Bible lessons, and other concepts.

We are excited to partner in this new adventure with you and encourage you to contact the staff at any time.

Jacque Kirk  
Director

Yumi Lee  
Assistant Director

## Mission Statement

Little Bridges is a loving, Christian environment that stimulates developmental and social growth along with the joy of learning.

We will strive to:

- Trigger curiosity
- Ignite imagination
- Spark a sense of wonder
- Arouse the need to know
- Awaken creativity
- Foster respect and care for others

## Hours of Operation

The school is open from 7:00am – 6:00pm Monday through Friday. Full-day and half-day programs are available. There will be a late charge if your child is left after scheduled hours in the amount of \$1.00 for every minute, payable to the teacher upon pick-up of your child.

Holidays Observed: Normal tuition rates apply during holidays

New Year's Day	Labor Day*
Martin Luther King Jr.	Veteran's Day
President's Day	Thanksgiving Day and day after
Memorial Day	Christmas Eve and Christmas Day
Independence Day	New Year's Eve

\*Little Bridges Preschool will be closed the Thursday and Friday before Labor Day for staff training/in-service days.

## Daily Admittance

Children will be observed for signs of illnesses upon arrival by their teachers. Children with any communicable illnesses listed under the “health requirements” of the handbook will be asked to not attend.

The school staff will not allow any child to leave the school with anyone other than his or her parent, unless authorized by the parent with written permission. If written permission has not been received and the name is not on the information card, a staff member will contact the parent to clarify the situation before allowing the child to leave.

It is required to sign your child “in” and “out” of school every day. Please sign your name and note the time when dropping off and picking up your child. The sign-in sheets are located in your child's classroom.

## Tuition/Late Fees

Tuition is payable in advance and is due on the first school day of the month. A late charge of \$50.00 (fifty dollars) will be assessed if tuition payment is not received when due. Tuition in arrears more than thirty (30) days is subject to a finance charge of 1\_% per month on the unpaid balance, in addition to the \$50.00 (fifty dollar) late charge. A \$30.00 (thirty dollar) fee will be assessed for returned checks. If collection or legal action is instituted on this contract, parent(s) agree to pay all costs and disbursements including all attorney and legal fees incurred to collect and enforce this indebtedness. Any litigation or civil action concerning this agreement shall be venue in a court of competent jurisdiction in Contra Costa County.

There will be no make-up days/hours, vacation credits, or vacation time-offs.

## Health Requirements

The following guidelines have been developed in order to provide a safe, healthy environment for all our students. If a child has one or more of the following symptoms, he or she will be sent home and not be allowed to return to Little Bridges until free of symptoms, have been on medication for 24 hours, or have a physician's release form.

- Fever in excess of 99.6 degrees Fahrenheit
- Excessive sneezing with cold-like symptoms
- Excessive coughing or difficulty breathing
- Unidentified rash
- Ear infection that has not been treated by a physician
- Vomiting one time with a fever, vomiting two times in one day without a fever
- Diarrhea once in a day with a fever, diarrhea twice in one day without a fever
- Excessive runny nose with colored mucus

If your child has any symptoms of illness not mentioned above (listlessness, pale, flushed, stomach ache, etc.) the staff will contact you to discuss whether or not your child needs to go home. You will need to have three names on file to call if you are not available to pick up your child in case of illness.

### Communicable Diseases

Exposure to communicable diseases is reported to parents immediately. We will post a notice in the classroom.

FEVER

RINGWORM

SCABIES

CHICKEN POX

PINWORM

IMPETIGO

HEAD LICE

PINK EYE

STREP THROAT

#### Your child may return to school:

When fever free for 24 hours without medication

When the infected area has disappeared

Five days after second treatment

When the scabs are completely dried

With a doctor's release form

When the skin is clear of all sores

When the nits are completely cleared off hair

When the eyes are clear and there is no discharge

After the 3<sup>rd</sup> day of medication, fever free for 24 hours.

Medication can be brought to school and administered by the child's teacher.

As it is not possible to list all illnesses or symptoms, teachers and directors reserve the right to make individual decisions about children needing to go home.

## **Medication Policy**

If your child needs to be given medication during center hours, we are required to have the following;

1. Medication Release Form filled out and signed by the parent
2. Directions for administering the medication
3. Medication in the bottle from the pharmacy stating name, dosage, time to be given and any side effects to watch for.

If a child above the age of two and weighing more than 24 pounds needs non-prescription medication (such as Children's Tylenol or Advil), a doctor's note is not required. However for children under the age of two and weighing less than 24 pounds,, all medication, including over-the-counter and prescription medications, will only be administered according to written physician instructions.

Note: Canyon Creek Church has received a permit by the City of San Ramon to install cell phone antennae in its tower.

## **Emergency Procedures**

In case of sickness or injury that requires a doctor's or dentist's attention, we will do our best to contact you or your emergency contacts. In the event we cannot reach you, we will contact the physician listed on your child's emergency form. If we cannot reach you or any of your listed contacts, or it is a life-threatening situation, we will call 911 for emergency assistance.

To help our school be prepared for an emergency, we require that each child have an earthquake kit stored in the classroom. We have a disaster plan in place and regularly practice fire and earthquake drills so that the children also know how to respond in case of an emergency.

You can purchase an emergency kit that contains food and water from us for \$15.00 and add a few personal touches. Or you can prepare the entire kit and bring it to the classroom teacher.

In case of evacuation, we will be meeting at Coyote Creek Elementary School located at 8700 North Gale Ridge Road, San Ramon.

## **Personal Property and Dress Code**

Please label all your child's belongings with his or her name. If an item is misplaced, please check the classroom or the "lost and found" in the office. Children should not bring toys to school. Little Bridges Child Care Center is not responsible for lost or broken belongings.

There is no set uniform for your child at Little Bridges – please have your child in appropriate play clothes. Your child should wear shoes that have grip-soles, and all sandals need to be secured by a strap. No flip-flops or thong shoes are allowed.

Each child is required to have a change of clothes in their classroom. Full-day students must provide a crib sheet and small blanket for naptime. Linens will be sent home weekly for cleaning.

## **Food Service**

We provide two snacks a day for our students, one in the morning and one in the afternoon. Our snacks include juice or milk. If your child has allergies that prevent him or her from eating the snacks we provide, we ask that you send in a substitute snack or drink for your child. A snack calendar will be posted in each classroom.

Lunches need to be brought from home.

## **Parent Communication**

We believe that close communication between home and school is vital to a child's well-being and school success. We encourage parental involvement and have an open door policy.

**Parent-Teacher Conferences:** Conferences will be scheduled twice a year. Conferences can also be arranged throughout the year, if necessary.

**Friday Folders:** Friday folders are sent home with your child each week and act as a communication link between teachers and parents. They will contain notes, children's work, calendars, newsletters, and other letters to parents concerning upcoming fieldtrips, conferences, etc.

**Parent Boards:** Every classroom has a parent board where teachers post information about upcoming events, school happenings and special class schedules. Information about monthly themes, special projects, and key concepts being learned in the class are also announced here. Please check the board daily to stay informed about what's happening in your child's school day.

## **Discipline Policies**

At Little Bridges Child Care Center, we believe that discipline is key to learning. Children find security and direction where there is consistent adult guidance and discipline. Our teachers use preventative methods of discipline to reduce the likelihood of disruptive behavior. **Corporal punishment and other humiliating or frightening techniques are never used.**

We have a four-step program in place for behavior problems that victimize others:

1. **First Time:** The child will be told, very seriously, that this behavior is not allowed. An Incident Report will be written and parents will be notified.
2. **Second Time:** An Incident Report will be written and parents will be asked to pick up the child from school. A conference will be held before the child can return to school.
3. **Third Time:** An Incident Report will be written and parents will be asked to pick up their child from school. The child will be suspended from school for three days. Parents will be told that if the behavior occurs for the fourth time, the child may be dismissed from school.
4. **Fourth Time:** The child may be dismissed from school.

Little Bridges Child Care Center reserves the right to immediately dismiss the child if, in the school's sole discretion, it determines that the welfare of the child or school requires such dismissal.