



PARENT HANDBOOK



9600 S. Western
LOS ANGELES, CA 90047
(323) 242-0769

Definitely Learning Infant Center & Preschool

A CHILD LEARNS WHEN:

He has a great variety of experiences—stimulation and contact with people and objects. These experiences have meaning to him and are suitable to his age.

He has opportunities to satisfy his curiosity and learn through discovery.

He works and plays in a pleasant place where he has more chances for success, than failure.

He has opportunities for free play to practice what he learns.

REMEMBER. . .

Growth is continuous and UNEVEN.

And no two children grow in the same way.



Family Handbook

About the School

Definitely Learning Infant Center & Preschool recognizes the need for a quality preschool experience in our community. We are eager to serve families in Los Angeles and the surrounding communities. Definitely Learning Infant Center & Preschool is licensed to serve approximately 50 children each day.

Mission

Our mission is to creatively nurture preschoolers to be a step ahead of the rest by providing a high quality first learning experience in a safe environment where the love of learning is at the center of all we do.

Vision

To provide a safe, nurturing environment for preschool children to learn through discovery and exploration as they develop socially, emotionally, and academically.

Philosophy

Early childhood is a time of rapid growth and development; a time when children must be free to discover, explore, experience, and gain mastery of skills and knowledge in a safe, predictable, supportive environment.

We believe children are a heritage and a gift from the Lord. DEFINITELY LEARNING whole-heartedly believes Proverbs 22:6 "Teach your children to choose the right path, and when they are older, they will remain upon it." Therefore, we partner with you, the family, in teaching your child.

Our program allows children to mature at their own rate relative to their unique abilities and interests by participating in a variety of developmentally appropriate indoor and outdoor, active and quiet, teacher-directed and child initiated activities.

Experienced, well-trained staff provides a nurturing environment that promotes the development of positive self-esteem, self-direction, social interaction skills, and spiritual values. Because our child development program serves as an extension of the family to the children served, the staff seeks to support the needs of the parents whose children are enrolled in our program. Our parent involvement program provides meaningful opportunities for parents to participate in Definitely Learning Infant Center & Preschool activities. Parents are encouraged to work closely with the Definitely Learning Infant Center & Preschool staff to assist each child in achieving optimum growth, development, and happiness.

Program Goals

Definitely Learning Infant Center & Preschool is here to creatively nurture children in all aspects of personal growth: social, emotional, academic, and physical. All children participate in the following:

Each child shall be assured of a safe, clean, secure environment supervised by caring adults, Each child shall have the opportunity to participate in a balance of spontaneous and directed play experiences. Each child shall have the opportunity to use a variety of equipment and materials that promote concrete experiential learning. Each child shall have the opportunity to achieve the following objectives:

1. Foster positive self concept
2. Develop social skills
3. Encourage expressive and receptive language development
4. Enhance physical development and perceptual motor skills
5. Encourage creative expression and appreciation for the arts
6. Encourage discovery, exploration, and experimentation
7. Develop a respect for cultural diversity
8. Learn basic concepts and develop critical thinking and problem solving skills

Our program supports the following goals for all parents participating in the program:

- * Each parent shall know that quality childcare will be provided.
- * Each parent shall have the opportunity to develop an awareness of how children mature and develop.
- * The Definitely Learning Infant Center & Preschool staff shall enhance the parent/child relationship and serve as a support system to the family unit by providing opportunities for parent participation in Definitely Learning Infant Center & Preschool activities, maintaining regular parent/staff communication efforts, and by demonstrating respect for parents as the principal influence in the young child's life.

Hours of Operation

Definitely Learning Infant Center & Preschool operates between the hours of 6:00 am and 6:00 pm, Monday through Friday on a year-round 12-month program. There will be no reduction in tuition for illness or holidays. Parents have the option of the following schedule:

Short Half Day - leave before lunch	8:00 am - 11:30 am
Extended Half Day - leave after lunch	6:00 am - 12:30 pm
Full Day	8:00 am - 3:00 pm
Extended Full Day	6:00 am - 6:00 pm

Holidays

The Definitely Learning Infant Center & Preschool will be closed on the following holidays:

New Year's Day	Labor Day
President's Day	Thanksgiving Day and the day after
Memorial Day	Christmas Eve and Christmas Day
Independence Day	All days between Christmas and New Year's Day

We are closed for five non-holiday days. The two days before school starts in September are Staff Orientation days. Refer to current yearly calendar for actual dates.

If any of the Definitely Learning Infant Center & Preschool's observed holidays fall on a Saturday or Sunday, those holidays will generally be observed on the following Monday.

Admission Requirements

Admission is open for children from the ages of 0 to 5 years old providing they have not entered Kindergarten.

Our Definitely Learning Infant Center & Preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin or ancestry. Our interest and concern is your child.

Each child, before his/her first day at Definitely Learning Infant Center & Preschool, must have a physical examination by a doctor, including a TB test, to be certain that the child is in good physical health and free from any communicable diseases. Also, a complete report of the child's medical history must be submitted prior to admission.

We adhere to state regulations regarding immunization records for your child. Immunization records must be presented prior to admission and kept current. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots.

Children who are handicapped but have their own teacher/aide and can operate in the parameters of our program may be accepted. The school does have the staff and training to care for 'special needs' children.

Admission Procedures

The parent (or parents) may visit and tour the Definitely Learning Infant Center & Preschool prior to admission. The Director is available to explain the Definitely Learning Infant Center & Preschool program, policies of the school, and answer any question you may have. The Director will gain information from the parents concerning their child's health and physical and emotional development and will assess whether Definitely Learning Infant Center & Preschool is able to meet the child's needs.

Parent Handbook

Once it has been determined that the parent's and child's needs will be met by the Definitely Learning Infant Center & Preschool program, parents will be given an Admission Packet to complete.

An annual, non-refundable registration fee is required of each child; see Tuition Schedule for current rate. March is re-registration month and the annual fee becomes payable. For new families, registration is in April, call for specific dates.

The State Department of Social Services and Definitely Learning Infant Center & Preschool require the following forms to be a part of the Admission Packet. These forms are to be completed by the parent and kept current throughout each child's enrollment in the Definitely Learning Infant Center & Preschool:

- * Application for Enrollment
- * Emergency Card
- * Identification and Emergency Information Form
- * Continuing Medical Release Form
- * Physician's Report
- * Immunization Record
- * Parent's Rights Form
- * Personal Rights Form
- * Child's Pre-Admission Health History - Parent's Report
- * Admission Agreement
- * Family Handbook Form
- * Field Trip Permission Form
- * Permission for Taking Photographs

Parents are responsible for keeping the school informed as to changes of address and other emergency information, i.e. employment change, new cell phone number, etc.

Parent Orientation Night is provided for all parents. The purpose of this meeting is to meet their child's teacher, discuss the school's philosophy and policies, and determine goals for your child.

Summer Session Reservations

Please remember, Definitely Learning Infant Center & Preschool is a year round school. If your child does not attend Summer Session your space for Fall cannot be guaranteed. Remember to take this into consideration when registering for the new school year as you pay your non-refundable registration fee.

Each spring you will have the opportunity to sign up for Summer Session. For parents whose children are already attending Definitely Learning Infant Center & Preschool, there is no registration fee. New children who are not currently enrolled in the program will pay a small non-refundable registration fee.

Withdrawal Procedure

Parents must notify the Director in writing two weeks in advance of the child's withdrawal from the Definitely Learning Infant Center & Preschool. We make this request so that we may begin the enrollment process for other children on the waiting list.

If written notification of withdrawal is not received in the office, the parent will be responsible for two weeks tuition after notification is received.

"Terminate-At-Will" Policy

In an effort to provide the children in Definitely Learning Infant Center & Preschool'S care the safest positive learning environment possible, Definitely Learning Infant Center & Preschool has established a "Terminate-At-Will" policy. This policy can be used when the actions of another child, or parent of a child, enrolled in Definitely Learning Infant Center & Preschool compromises the safety or security of a child or children. It can also be used for, but is not limited to, nonpayment of tuition and fees.

Every effort will be made to help redirect the negative behavior of a child or help bring current a delinquent payment situation. But, to avoid complaints and fines from our State Licensing Agency, immediate termination of a child's enrollment may be necessary in these situations.

Tuition

Please refer to our Tuition Schedule for current tuition and enrollment fees.

Payments are due and payable prior to school attendance. You will be expected to pay for EACH DAY your child is scheduled to attend. **No credit will be given for any absences.** You may pay your tuition weekly or monthly:

Weekly: Payment is due and payable on the first day of the week your child is scheduled to attend. Weekly accounts become delinquent if tuition is not paid on the first day of the week your child is scheduled to attend. A late fee of \$10.00 will be charged your account. If payment becomes two weeks late, your childcare services will be discontinued.

Monthly: Monthly tuition is calculated by the number of Mondays in each month. The number of weeks in the month will be posted on the bulletin board in the Definitely Learning Infant Center & Preschool office. Multiply the weekly rate times the number of weeks. Payment is due and payable on the first day of the month your child is scheduled to attend.

Monthly accounts become delinquent if tuition is not paid on the first day of the month your child is scheduled to attend. A late fee of \$25.00 will be charged to your account if payment is not made by the 5th of the month. If payment is not received by the 10th of the month, your childcare services will be discontinued.

If your childcare services are discontinued, a \$25.00 re-registration fee will be required upon re-enrollment (within 3 months of last day attended) when space is available.

A return check fee of \$25.00 will be charged to your account for all insufficient funds checks. After two returned checks, tuition payments will be accepted in cash or Money Order only.

Late Pick-Up Fees

Late pick-up fees will be assessed as follows: \$10.00 for each fifteen (15) minutes past scheduled pick-up time to a maximum of forty (\$40) dollars.

The Definitely Learning Infant Center & Preschool closes promptly at 6:00 pm. If you are late on a consistent basis, you may be asked to withdraw. **Please note:** The staff will attempt to contact the child's parents and/or authorized adults on the emergency card for pick up. If contact cannot be made by 7:00 pm, the local Police Department will be contacted.

Curriculum

Our Definitely Learning Infant Center & Preschool has a planned curriculum. Each classroom has planned activities geared to the interest and age level of that particular group of children. Learning activities are balanced between teacher-directed activities and child initiated activities. The daily schedule is posted in each classroom to inform parents of current learning themes and activities. Your child will be exposed to the following areas:

Physical Development - Toys and playground equipment are used to develop muscular coordination and control of both large and small motor skills.

Art - Includes easel and finger painting, clay, playdough, crayons, felt pens, chalk, paper, glue, scissors, collage, and constructions to stimulate the child's imagination and help him/her express his/her feelings and ideas through artistic activities.

Music and Dramatics - Music appreciation is developed through listening to tapes, CDs, musical games, rhythm instruments, and group singing.

Science - Our science program is an active and on-going program that uses magnets, magnifying lenses, measuring, plant and animal life, nature and sensory materials which enhances the curriculum.

Games - Manipulates, problem solving, matching, sorting, shape and color discrimination, counting materials of varying degrees of difficulty, offer opportunity for decision-making, free choice of working alone or interrelating with other children.

Library - Books are available to the children to enrich their experiences and interest. Books and poems are read to the children to encourage language development and understanding of the written word.

Cooking - Simple cooking experiences develop many skills and concepts, as well as enriching the vocabulary. It also stimulates conversation and appreciation for group effort.

Math - Concepts of how many, more or less, small and large, big and little are introduced. Numerals 0 to 20 will be taught with emphasis on the concept of how many.

Letters and Sounds - We present a very basic instruction on how to print letters both in upper and lower case. Introduction to the phonetic uses of the alphabet will also be taught.

Computers - We offer computers with a large variety of skilled programs, which are age appropriate. Since children's perceptual skills mature greatly between the ages of 3 and 5, the computer training is geared to complement that development.

Statement of Discipline

It is vital to the well-being and successful development of young children that they have clear, consistent, and appropriate limits on behavior, based on their age and maturity level. Behavioral expectations and classroom limits are made clear to the children and are reinforced in a firm, positive and loving manner. The following are examples of our discipline techniques:

1. Teachers know the age characteristics of children and behavior that is typical of a stage a child may be going through.
2. Discipline (re-directing behavior) is used as a teaching opportunity to assist the child in self-control and proper decision-making skills.
3. Children are praised with sincere comments about specific events and are communicated to in a respectful and thoughtful manner.
4. Expectations are always clearly stated ahead of time.
5. When undesirable behavior arises, the Definitely Learning Infant Center & Preschool staff uses the following as a guideline:
 - a. Re-direct the child to another activity
 - b. Talk with the child about choices to make him/her aware of the undesirable behavior.
 - c. Separate the child for a few minutes as a 'thinking time.' This is not a 'time out,' it is to allow the child to gain control of his/her actions.
 - d. If the above efforts are not successful, the Teacher or Director will talk with the parents about other options to assist the child in learning the appropriate behavior.
6. At no time will a child be struck, roughly handled, verbally abused, threatened or restrained as a form of punishment.

Arrival and Departure

The Department of Social Services and the Definitely Learning Infant Center & Preschool require parent/adults to sign each child in and out of the Definitely Learning Infant Center & Preschool daily, noting the arrival and departure time on the computer touch screens at the front desk. ***It is the parent's responsibility to be sure that a teacher acknowledges a child's arrival and departure every day.*** Children should never be left

unattended in the classroom or on the playground. Parent should allow enough time to ensure smooth transitions for the child at arrival and departure times.

Upon arrival, parents should help the child place personal belongings in his/her cubby. **Upon departure,** check for parent notices, art work or other projects. Children are eager to share their creative projects with parents, so it is important that you collect these treasures.

- r- Children are released only to parents or other authorized adults listed on emergency cards. All information on emergency cards must be kept current and complete. Any changes are to be reported to the Director immediately.
- r If anyone else is to pick up your child on a particular day, the parent is required to notify the teacher and to notify the front desk so an identification code can be issued. If you forget, please call the Definitely Learning Infant Center & Preschool office to let them know. The office will inform your child's teacher. Every person picking up your child will be required to show picture ID before the child will be released to him/her. Parents will also be asked to show picture ID until the teacher becomes familiar with them. This is for your child's safety. We ask that you inform the people designated to pick up your child of this process so they will be prepared.

r- Children will not be released to anyone less than 18 years of age, including siblings.

- * Children will not be released to older siblings unless they are listed as authorized on the emergency card.
- * Children will not be released to any adult suspected of intoxication from alcohol or drugs.
- * Staff may not legally restrict a **parent** from picking up their child, even if they do not appear on the emergency card. Staff will only prevent a parent from picking up their child if there is an active restraining order on file at the Definitely Learning Infant Center & Preschool. In cases of limited custody, staff will abide by the custody agreement as long as a copy is on file. **Please notify your child's teacher or the office of any potential problem situations that may arise in this area.**

Parking

Please park in designated parking spaces only. Additional parking is also available behind the playground. Do not park along the red curbs. Do not leave your car engine running when you leave the car. Do not leave small children unattended inside the car. Do not leave your car unlocked with your purse or valuables inside even if you are gone for a few minutes. Handicapped parking spaces are clearly marked and are available for use by handicapped only. Please do not leave your car in our parking lot for the entire day if you carpool to work. Our parking lot is shared with the business community around us.

Car Seats

Every Definitely Learning Infant Center & Preschool child, by law, must be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat.

Health Requirements

Is your child well enough to attend school?

Each child must be healthy enough to participate in the Definitely Learning Infant Center & Preschool's regular program. It is the parent's responsibility to verify that their child's health is adequate for participation in program activities before bringing the child to school each day. Should parents observe any of the following symptoms, parents are required to adhere to the following guidelines regarding keeping the child at home.

Symptom:	Child Must Remain Home Until:
Fever of 100 or above	the temperature is normal for 24 hours.
Cold/Flu	thick yellow or green mucous discharge is no longer draining from nose and coughing has subsided.
Diarrhea/Vomiting	loose stools and vomiting have subsided and the child has returned to normal eating without stomach upset.
Ear Ache/Sore Throat	until the child has been seen and treated by a physician and/or symptoms subside.
Red, Watery Eyes	eyes return to normal, are no longer red and burning or Itching.
Rash	until the rash disappears, or it is determined that the rash is not a result of a communicable disease.

It is recommended the child stay home from school when a child is fussy, cranky, or generally not himself/herself. Rest at these times may prevent the development of serious illness.

Daily Health Checks

Your *child's health is of major importance to us.* The staff completes a health check for each child daily upon arrival at the Definitely Learning Infant Center & Preschool. If the Director or Teacher determines that a child is ill, he/she will not be admitted on that day. If a child becomes ill while at the Definitely Learning Infant Center & Preschool, the staff will notify the parents by phone to pick up the child from the Definitely Learning Infant Center & Preschool. Because of limited space and personnel, it is imperative that your child be picked up within one hour after notification of illness. If your job prevents you from picking up your child within one hour, please make arrangements with a family friend or relative to provide care for your child until you are available. An isolation area is provided at the Definitely Learning Infant Center & Preschool for **temporary** care of an ill or injured child until picked up by an authorized adult.

Your child will not be admitted to the center or will be sent home if any of the following symptoms of illness are present:

1. *The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children.*
2. *The illness/recovery prevents the child from participating in routine activities.*
3. *Temperature -100.0 degrees or greater accompanied by behavior changes or other symptoms of illness.*
4. *Runny nose (thick runny secretions), coughing, difficulty breathing, lethargy, persistent crying and/or irritability.*
5. *Diarrhea - one or two incidents, increases in stool water.*
6. *Vomiting - one incident.*
7. *Mouth sores with drooling or other draining sores.*
8. *Rash with fever or behavior changes.*
9. *Conjunctivitis (pink eye).*
10. *Scabies, head lice or other infestation.*
11. *Impetigo.*
12. *Strep throat.*
13. *Chicken pox - exclude from school for six days after onset of rash or until all sores have dried and crusted.*
14. *Mumps - exclude until nine days after the onset of gland swelling.*
15. *Measles - exclude for six days after onset of rash.*
16. *Rubella - exclude for six days after onset.*
17. *Shingles.*
18. *Respiratory illness.*

When a child is sent home ill, he/she may not attend school the following day. Children may not return to the Definitely Learning Infant Center & Preschool until they are symptom free for 24 hours.

Alternative Child Care Arrangements for Sick Children

All parents should make alternative arrangements for childcare in the event that their child becomes ill. It is difficult to make emergency child care plans at the last minute. It is stressful to the parent as well as the child and may lead to inadequate or inappropriate care of the child. It is recommended that parents keep a current list of friends and/or relatives on file in the school office who can pick up your child in the event that you cannot come to the school immediately and/or cannot be reached.

Communicable Diseases

The Director must be notified immediately if your child contracts a communicable disease so that incubation dates can be verified and the health of all children at the Definitely Learning Infant Center & Preschool are protected. We must notify all parents and the local Health Department of a communicable disease. **Strep throat, pinworms, head lice, measles, mumps, chicken pox, and impetigo** are among the conditions categorized as "highly contagious". **Please help us protect the health of all children in the Definitely Learning Infant Center & Preschool by notifying us immediately, even if you only suspect that your child may have a communicable disease.**

Allergies

When a doctor diagnoses a child as having an allergy, a statement to that effect must be delivered to the office. The statement should include the kind of allergy and what precautions, if any, should be undertaken at the Definitely Learning Infant Center & Preschool.

Medications

The Definitely Learning Infant Center & Preschool staff is authorized to administer oral medication under the following conditions:

1. A current written prescription from the prescribing doctor detailing the amount, method, and time schedule by which the medication is to be administered accompanies the medication. Please get this written information from your doctor at the same time as he/she is writing the pharmacy prescription.
2. Regular or on-going medication treatment must have a note signed by the physician requesting this treatment by Definitely Learning Infant Center & Preschool staff.
3. The parent has completed Permission to Administer Medication Form for each day that the child is to receive medication.

Over-the-counter medication, including aspirin, cough medicine, throat lozenges, etc. is administered only upon clear written instructions by the parent on the Permission to Administer Medication Form. *Medications will not be given with instructions contrary to recommendations on labels.*

Accidents and Injuries

Injuries sustained at school are reported to parents on an 'Ouch Report' that is completed in duplicate. The parent signs the report at the time the child is picked up and retains a copy. The other copy is placed in the child's file. Parents are called immediately in the event of any serious or questionable injury, including any injury to the head. If the parent or guardian cannot be reached and an emergency exists, the Director will seek medical care as needed and as designated by the parent on the Emergency and Identification form.

Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all children will be kept at the Definitely Learning Infant Center & Preschool until an authorized person, as indicated on the Emergency and Identification form, picks them up. Parents are asked to sign out their child at the "Parent Command Station." Our staff will locate your child and bring him/her to the parent for dismissal. For the safety of all children, parents are asked to follow this check out procedure instead of trying to locate their child on their own. If we are not aware that you have picked up your child, we may believe your child is missing, thus adding additional stress to the situation.

Ample food, water, and first aid supplies are on site to care for all children for up to 72 hours. Should it be necessary to evacuate children from the Definitely Learning Infant Center & Preschool, the location of the emergency shelter will be posted on the main entrance door of the

Definitely Learning Infant Center & Preschool. Every effort will be made to notify parents of an evacuation.

Food Program

Breakfast - a breakfast comprised of three food groups will be served to extended day children arriving before 7:30 am in accordance with licensing requirements.

Snacks - A nutritious mid-morning and mid-afternoon snack will be provided for Definitely Learning Infant Center & Preschool children each day. Children attending half-day receive only the mid-morning snack. We serve a variety of raw fruits and vegetables, pretzels, cheese, crackers, 100% fruit juice, milk or water. Menus are planned to include one serving from two or more of the major food groups and meet licensing requirements for nutrition and quantity served.

Lunch - Parents of children attending the full day program and children attending the half-day program who remain for lunch will bring a lunch from home. Lunches brought from home should be packed with an ice pack to ensure freshness. Please pack nutritious foods, no candy or soda. If a parent neglects to bring lunch from home for his/her child, an substitute lunch will be provided by the center for an additional charge, which will be added to the next tuition payment.

Menus will be printed on a monthly basis and made available to parents.

Rest Time

Each child staying after 12:30 pm is required to rest according to State Licensing Regulations. While children are not required to sleep, we feel that a rest is beneficial to the child. A fitted crib sheet is required to cover your child's rest mat. A small crib sized blanket may be brought. Bedding goes home each Friday, or the last day of attendance that week, to be washed and returned when the child returns to school. Please mark your child's name clearly on each item.

The purchase of a rest mat and sheet is required for all students staying for rest time. If a child, who regularly stays for rest time, does not have a mat sheet, one will be provided and the parent's account will be charged for another sheet.

Clothing

Children should wear comfortable, washable clothing suitable for active and messy play. Please do not send your child to school in their 'dress up' clothes. Our days are filled with sand, paint, glue, and even dirt. Precautions will be taken, such as paint smocks, but the staff will not be responsible for dirty clothing.

Clothing should promote self-sufficiency. Definitely Learning Infant Center & Preschool children should be able to use the bathroom independently and need to be able to get in and out of their clothing.

Children must wear shoes and socks. Shoes should be sturdy and safe for climbing. Sandals, if worn, must have a back strap.

Each child must have a full change of clothes in their cubby at all times. Please label the bag and each piece of clothing with your child's name. Soiled clothing is bagged and marked with your child's name and placed in his/her cubby. Please wash and return a full set of clothing.

Personal Items and Toys

We ask that your child not bring toys and items from home, as they are easily lost. Teachers will inform you when they have special 'share days' when the children may bring an item to share. Please label the item. **Guns, weapons, money, and candy are not allowed at the Definitely Learning Child Development Center at any time. If they somehow find their way to the Definitely Learning Infant Center & Preschool, they will be taken away and kept by the teacher until the child is picked up.**

Birthdays

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays here at the Definitely Learning Infant Center & Preschool if that is your preference. Parents are welcome to provide the morning snack for your child's class. Please discuss this with your child's teacher a week in advance. This is a 15-minute time slot, so please keep refreshments simple. Elaborate parties and favors should be done at home.

Parent Involvement and Communication

Parents are encouraged to visit the Definitely Learning Infant Center & Preschool at any time. Participation in classroom activities, parent education meetings, and assistance in fundraising activities for the Definitely Learning Infant Center & Preschool is encouraged.

From time to time, parents will be encouraged to share any special skills or talents they may have with our children. An interest form requesting parent's response will be distributed in the fall of each year.

Parents are requested to advise the Definitely Learning Infant Center & Preschool of any changes at home that may affect their child's behavior including divorce, death in family, change of residence, foster care or adoption, etc., so that the staff can be sensitive to the child's special needs during stressful times. Definitely Learning Infant Center & Preschool children often pick up on parent's concerns and worries, even when the parents try to keep them from the children. We have books and other curriculum materials dealing with issues that can be shared in class. These help the child better understand and deal with the things that are happening in their lives.

Parents receive monthly newsletters and snack menus. Special notices are sent home and posted on the parent bulletin board. Be sure to check your child's cubby daily for important communication from the teacher and the office.

Accessibility and Security

Our facilities are closely monitored throughout the day to limit access to authorized individuals only. We plan to provide the opportunity for parents to view their child's class on a secure web site by means of protected web cameras via pass code. The pass code will continuously be updated and parents will be notified when these changes occur. These codes will be released to authorized individuals only and may be canceled by Definitely Learning Infant Center & Preschool administration if policies pertaining to web cameras are not adhered to. Web Camera policies are a part of the Admissions Packet.

Permission to Photograph

As a part of your child's Definitely Learning Infant Center & Preschool experience they may be photographed in conjunction with a school activity and/or project, craft, group event, etc. The photographs might be published in the school or church newsletters, local newspapers, web site, etc. A permission slip to photograph your child is provided in the admission packet. If you do not wish your child's picture taken, please indicate your desire on the permission slip.

Reporting Child Abuse

We are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parent of the report. Please understand that we are legally obligated to comply with these guidelines.

CDSS Inspection Authority

In accordance with Title 22, Section 101200, any duly authorized officer, employee, or agent of the California Department of Social Services may, upon presentation of proper identification, enter and inspect our facilities, with or without advance notice, to secure compliance with, or to prevent a violation of the licensing agreement. The Department has the authority to interview children or staff, and to inspect and audit childcare center records, without prior consent. The Department also has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Any person may request an inspection of our facilities in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirement prescribed by the statutes or regulation of this state. A complaint may be made either orally or in writing.

Parent Questions About the Family Handbook

Please ask the Director questions about anything in the Family Handbook that you do not understand or about which you would like additional information.

Definitely Learning Infant Center & Preschool

PARENT AGREEMENT - FAMILY HANDBOOK

We, the parents of _____, have read the Family Handbook in its entirety.

Please initial the following:

_____ We have read and understand the illness policy.

_____ We have read and understand the discipline policy.

_____ We have read and understand the emergency disaster procedures.

- * We understand that Definitely Learning Infant Center & Preschool does not tolerate profanity, obscenity in word and/or action, or disrespect to the personnel of the Definitely Learning Infant Center & Preschool.
- * We will encourage our child(ren) to comply with school regulations.
- * We realize that the Definitely Learning Infant Center & Preschool reserves the right to dismiss any child and/or family who does not respect its spiritual standards or cooperate in the educational program.
- * We understand that damage to property by our child will be directly charged to us.
- * We give permission for our child to take part in all school activities, and to absolve the Definitely Learning Infant Center & Preschool from liability of any injury to our child at school or during any school activity.
- * We agree to pay the TUITION AND ANY OTHER FEES as are chargeable according to the current tuition schedule and fees that have been stated in this handbook and/or the Admission Agreement.
- * We agree to pay our financial obligation to Definitely Learning Infant Center & Preschool on the due date.
- * We understand and agree to ALL of this FAMILY HANDBOOK.
- * We agree to accept and abide by all rules and regulations of Definitely Learning Infant Center & Preschool.

Parent's Signature

Date

Parent's Signature

Date