

New World Child Development Center

Parent Handbook

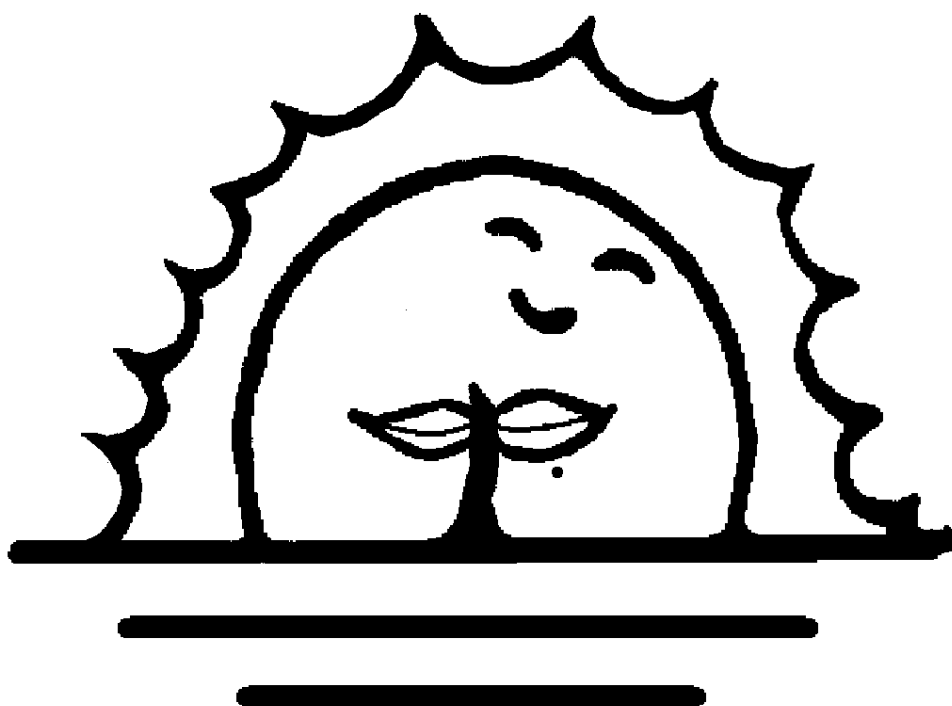


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Philosophy:

We believe every child is a special individual and every child enjoys growing and learning in a caring, responsive and safe environment.

That is what NWCDC is dedicated to provide a rich and diversified environment to support each individual child to strive for their potential.

Mission:

New World CDC's mission is to promote the development of the whole child in

- Developing a positive and healthy self-image through understanding and respecting individual differences.
- Promoting curiosity and interests in their world to enjoy the process of learning.
- Developing effective communication skills through an open environment which encourages self-expression and group discussion
- Developing the sanitary health habits
- Promoting the unique creativity in each child by actively encouraging various forms of creativity.
- Facilitating learning about the world through science experiments, literature, field trips, and hands-on projects.

New World CDC's goal is to create a balance, harmonious atmosphere, in which ethical standards are cultivated and children's potential is challenged.

Program Methods

We respect the different developmental level of each child and offer wide variety of activities to challenge individuals.

We carefully structure each classroom environment to encourage exploration, choice-making, large and small group activity, and the development of self-help skills.

We create a climate for adult-child interaction which encourages conversation, shared involvement in activities, joint problem solving, and genuine expression of feelings in constructive ways.

We encourage development of social skills through modeling, facilitation of new friendships and assisting with conflict resolution.

We provide an outdoor environment which invites active, vigorous exercise in a natural setting. Trees, grass, flowers, fruits, sand, water and naturals are emphasized. Children have many opportunities to observe and care for plants and small animals in this setting.

We are a family-friendly program; we support parents through open access to all classrooms, a parent board, referral and resources, and parent-teacher conferences.

We provide an environment that is sensitive and respectful to individual differences because we believe this is the way to lead us to our better future---- a diversified and harmonious new world.

Policies:

Admissions:

1. Eligibility:

Children's ages from 6 weeks to 12 years old are admitted regardless of race, color, creed, sex and nationality. Enrollment priority of infant's room is given to families with siblings who are either alumnus or currently enrolled, and families who intend to retain their children in the Center through the after-school program.

2. Enrollment Procedure

- A. An initial visit to the Center by appointment to meet the director, tour the grounds, and visit the classroom.
- B. Completing the enrollment application's form.
- C. Paying the enrollment fee of \$250 and one month deposit. These fees are non-refundable.

Birthdays

Each month we will celebrate children's birthday in the classroom. Parents are welcome to bring birthday treats for child's classmates; parents are encouraged to bring healthy snacks. Please be aware that an alternative to birthday "treat bags" is purchasing a book or toy for your child's classroom in honor of their special day.

Communication

1. Conferences: There are two conferences per year between parent and teachers; a progress report will be discussed during the conferences.
2. Newsletter: each month the Center will publish a newsletter that will include events and programs for each classroom.

3. Parent and child's folder in each classroom: each child will have a folder containing child's work with teacher's comments. Please check your folder daily and take the time to respond to the teacher's comments, as your input is valuable to us.
4. Problems/Concerns: Our Center communication thrives on direct constructive communication. If you have an issue to discuss, please take it directly to the person or group it most directly involves. For concerns regarding your child, talk to her/his teacher or caregiver about your concern. If this is not satisfactory, please talk to the program supervisor.
5. Comment box: The goal for all our communication is to jointly create and maintain the best possible learning environment for your child. To achieve this, we depend on your ideas and input.

Discipline

Children learn to take responsibility for their actions and feelings. In order to provide a safety and respectful atmosphere in which to explore and grow: rules will be clearly set up and understood. When a child acts in a way that interferes with other children's rights, the teacher will listen to the child and talk about other ways to solve the problem. If a child is very angry or is out of control, he/she will be separated from other children to deal with his/her feelings. We want children to know they are loved no matter how they are feeling; but that hurting others, showing disrespect, or disruptive behavior does not solve the situation. We will conduct a conference with parents, shall a pattern of maladaptive behavior arises, to work together to find a solution for the problem. However, **if all reasonable resources have been exhausted, and the problem continues (after the third conference), the child will be suspending from our program.**

We don't provide consulting service but shall refer parents who need such services to community resources.

Corporal punishment of any sort: spanking, slapping, grabbing, or pushing, is not tolerated on this Center whether by staff or parents.

Dress

Please remember that playing, running and jumping are part of school activities, and that clothing and footwear that inhibit play are keeping your children from enjoying themselves.

For safety reasons, we do not allow cowboy boots, slippers, long dresses, dangling earrings or makeup. Close-toed shoes are highly recommended. **Please label all clothing.**

Emergency

We will first try to contact the parent or the other people listed on your emergency information form to take your child to the medical facility indicated or to the nearest medical center. A staff person will remain with your child until you arrive. If time is of the essence, we will call 911 or ambulance to transport the child to the medical facility at your expense. It is your responsibility to keep the emergency form up-to date, so be sure to notify us of any changes.

In the event of an emergency, such as fire or earthquake, the staff will remain with children until parents or an authorized adult collects them all. We have first aid supplies, food and temporary shelter supplies on site, you will be asked to send an emergency food pack for your child. Please comply with this request as soon as possible.

Field Trip & Transportation

Transportation for field trips is done by school van, bus, and private car. If you do not give permission for your child to attend a field trip, or if you have arrived late, your child will go to the Blue Room until the field trip returns. Parents or guardians ONLY are authorized to sign field trip permission forms. Please be on time, as we cannot wait. On time also includes being here by the designated time so that we may go over rules and regulations and assign the children to the parent volunteers.

Health and Safety

1. Health check: There will be a health check upon arrival by a staff person every day. Children may not be in school within 24 hours of having a temperature over 101 degrees Fahrenheit, diarrhea, vomiting, or any contagious disease. If a child becomes ill while at school, she/he will be provided a cot in an isolated area and the parent or designated person to reach in the emergency card will be called to come and take the child home.
2. Communicable Disease: When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the child must stay out of school. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the health department.
3. Administration of Medication: No medication such as, but not limited to, aspirin, cough medicine, eye-drop or nose drops may be given to a child except under the following conditions:

a: When there is a signed, dated, written authorization from the parents on file stating the exact dosage of the medication and directions for its administration. The medication must be labeled with child's name. All medication will be stored in the office/kitchen in the container labeled "Medication". Please do not put medication in your child's lunch box for self-administration.

b. Prescription medication must be in the original container, must be labeled with the child's name, the name of the drug, dosage, direction for administration, date and physician's name. Expiration dates will be checked. There is a medication basket in the kitchen refrigerator for refrigerated medications; there is a basket on top of the refrigerator for non-refrigerated medications to be stored.

4. Hygiene: Children will be instructed to wash hands after toileting and before and after handling food. Wet or soiled clothes will be changed promptly. Wet mats will be washed immediately with a disinfectant.

Licensing Agency Rights

The State of California General Licensing Requirements, Section 101195 States: The Department of Licensing agency shall have the authority to interview children or staff, to inspect and audit child or facility records without prior consent. The license shall make provisions for private interviews with child(ren), or any staff member, and for examination of all records relating to the operation of the facility. The Department of Licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren)

Meals

Lunches:

We have an optional hot lunch program available. Orders are due by the first of each month; otherwise, parents must send a lunch with their children each day. We suggest the noon meal should consist of at least one item from each of the following categories:

- a. Protein sources, such as meat, poultry, fish, eggs, cooked dried peas or beans, or cheese.
- b. 2 vegetables and/or fruits
- c. Cereal, or whole grain or enriched bread products
- d. 1% fat or less, Grade A vitamin D milk.

Snacks:

We provide a morning and afternoon snack. Snacks are served at approximately 9:30 a.m. and 3:30 p.m. In accordance with state guidelines, each snack consists of at least two of the following: mild or a milk product, fruit, fruit juice, vegetable, or protein, whole grain or enriched bread or cereal.

Monthly lunch and snack menus are posted on the kitchen bulletin board. A list of children's allergies and special food requirements is posted in the child's classroom.

Treats from home for special occasions such as birthdays are welcome. Please bring treats that are nutritious and low in sugar.

Sign-in /Sign-out Procedures

1. Each child must be signed in and out daily by the parent/guardian or a substitute, as authorized on the enrollment forms. When signing in the responsible adult must sign his/her full legal name and indicate the time of arrival and follow the same procedure on the pick-up time.
2. Parent/responsible person should ensure that the child's teacher is aware of your child's presence before you leave.
3. The authorized pick-up list may be updated by a note from the parent/guardian, signed and dated. The Center will then add/delete the name on the sign-in/sign-out list.
4. A person under 18 years of age may not sign a child out. Families, whose circumstance conflict with this policy and wish to remain in the Center, must have a conference with the director.
5. If a parent/designated person on the sign-out list arrives to sign a child out while he/she is under the influence of alcohol or drugs, the police will be called immediately and will deal with the situation as they see fit.

Termination

Parents may withdraw a child at any time and for any reason with one-month notice in advance. To be effective, withdrawal notices must be received in the office in writing. The Center reserves the right to terminate a child's enrollment when it is deemed in the best interest of the child or the Center. The parents will be given a two weeks period to make other child care arrangements and will be financially responsible for the portion of the semester which has passed.

Toys

Sometimes your child may wish to bring in a special item from home to show the other children or to use as a “security blanket.” Please make sure these items are labeled. We feel strongly that if children are going to bring things from home they must keep track of these items themselves. Teachers cannot be held responsible if the items are damaged, lost or misplaced. We do not allow toy guns, including water pistols at school.