Parent Handbook

Children's Enrichment Center

A Ministry of Twin Lakes Church
(831) 465-3302

#440700992

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The Children's Enrichment Center

Welcome to the Children's Enrichment Center

Welcome aboard! We are looking forward to an exciting new year with you and your family. This handbook has been prepared in order to familiarize you with the policies and procedures of our program. If you have any questions or suggestions, please don't hesitate to stop by the office. Please keep in mind, our school is an all year round program. In order to continue enrollment at C.E.C., you must attend during the summer of the following school year. We hope that through an understanding of our policies, we can work together to help your child's preschool experience be the best it can be.

Philosophy

One of our primary goals is to help each child develop good self-esteem. We provide experiences that will directly assist in this process. We believe that if a child has a good self-esteem that s/he will be successful throughout life. We provide a variety of activities to promote the development of each child's spiritual, physical, emotional, social and intellectual abilities. The activities are planned according to age, ability, needs, and interest of the children. Another one of our main goals is to help each child reach his/her maximum development. We believe that children learn best and more thoroughly when allowed to spend time absorbing concepts and ideas through "hands-on" experiences. We achieve this by having different centers within our classroom. They include art, math, science, computer technology, reading, outside activities, music, and dramatic play. Our hope is that each child will discover that learning can be fun.

C.E.C. Mission Statement

To provide children with the tools necessary to live responsibly, love fully, grow completely, and play within God's loving care.

Hours of Operation*:

Full Day ……7:00am – 6:00pm
Half Day**……8:30am – 12:00pm

*All students **must** be dropped off by 9:00am.
Half Day students **are not to arrive any earlier than 8:30am.

Daily Schedule

7:00 – 8:30	Welcome/Child Directed Activities (Full Day students only)
8:30 – 12:00	Half Day Students Arrive Morning Classroom Activities*
9:00	ALL Students should have arrived for the school day and be ready to start class.
12:00	All Half Day students should have been picked up by this time.
12:00 - 1:00	Lunch
1:00 – 3:00	Nap Time
3:00 – 3:30	Snack
3:30 – 5:30	Outside Stations Afternoon Activities*
5:30 – 6:00	Clean-up
6:00	Center Closed

*See Individual Classroom Schedules Posted by the Teachers.
*See Parent Board for Outside Stations Activities.

Arrivals:

- **9:00 Policy**
  - All children **must** be in their classrooms by 9:00 AM.
  - If an **emergency** arises and you are going to be late, please call the school **before 9:00** and let us know. We will inform the teacher so that she may be prepared to smoothly transition your child into the daily activities that will already be in progress.
  - Children **will not** be admitted past 9:30 AM, even if you placed a call to us earlier that morning.
  - Please check in with the director upon your arrival.
  - Parents are welcome to walk their child into his/her class to help get him/her settled. **However,** we ask that you leave the classroom **before 9:00** so that the teacher can gather the children to start the daily activities.
- Children enrolled in the Half Day program should not be brought to school before 8:30AM. Full Day children are allowed in the building at 7AM when the opening teacher is present.
- It is the parent's responsibility to sign their child in and out every day on the admission sheet located on the parents' board. State Law requires your **legible full signature**. This is important because if there is any type of emergency, we need to know who is here to ensure everyone is safe.
- If you bring siblings with you when dropping off or picking up your child at C.E.C., please hold on to them at all times and do not let them play on the playground equipment. We are concerned for their safety as well as the liability of the school.
- Please schedule doctor's appointments for early morning or late afternoon. For safety reasons C.E.C. doesn't allow remittance back into the school.

Departures:

- **It is essential that you pick up your child on time**! The children in the Half Day program **must** be picked up before 12 PM and our Full Day students **must** be picked up by 6 PM. There will be a late fee of $1.00 for every minute that you are late in picking up your child. Our staff is contracted for specific hours, and often they have personal plans for their off time. If there is continued abuse of this policy, this will result in dismissal of the student.

- We ask that you try not to pick up your child between 1 PM and 3 PM because it is naptime. It is very disruptive to remove a child from the classroom while other children are sleeping.

- If you find it necessary to pick your child up early, please remember once s/he is signed out, s/he must remain in your care for the rest of the day.

- For your child's protection, only persons listed on the enrollment form will be allowed to remove your child from school. If for some reason you wish to authorize someone else to pick up your child, please fill out one of our release forms and give it to your child's teacher. We will then ask for identification from that person when they arrive before releasing your child.

Tuition and Late Fees:

- Monthly statements will be sent detailing your account.

- Payment is due on the first of the month (i.e. April's tuition is due April 1st). If payment is not received in the office by the 15th of the month, it will be considered late. Payment is delinquent on the 16th of the month. A late charge equal to 5% of the outstanding balance will be charged on the 16th. Registration and re-registration fees are non- refundable.

- Enrollment in the program will be jeopardized if the payment is late more than 20 days. The student will be considered dis-enrolled by the parent on the 20th.

- A history of frequent late payments will require an additional one-month deposit.

- If a check is returned due to insufficient funds, a charge of $25 will be assessed and checks will have to be "made good" via cash or cashier's check.

- We are unable to provide past records for income tax or court purposes. Your statements and canceled checks provide this information for you. Our Tax I.D. # is 94-125-1128.

- Due to complications involved in billing two parties, we will bill all incurred charges to the parent who has enrolled the student unless we are notified otherwise.

- We accept two programs that offer subsidized care: the Go Kids Inc. and the Human Services Department of Santa Cruz County. However, payment is due on the first of the month regardless of when your program pays. Your account must be current at all times. Any subsidized care will be applied to your account. Any fees owed by the parent must be paid at time of service.

- When your child is not in attendance due to being sick or on vacation, you are still responsible for paying for your child's scheduled days. You are paying for a space that we are holding for you in your absence. Due to our low tuition, we do not offer credit for these days. We do not offer make-up days or adds unless authorized. In the event of school closure, due to unforeseen issues or events, you are still financially responsible for tuition.

Scheduled Holidays

For each school year we have days off for holidays. We've averaged out the number of days per month over the course of the year so that we could keep the monthly tuition payments the same and avoid confusion. Again, if you have any questions, please stop in to the office.

January	New Year's Day
	Martin Luther King's Birthday
February	President's Day
March/April	Good Friday
May	Memorial Day
July	Independence Day
September	Labor Day
August	Teacher In-Service Days
November	Veterans Day
	Thanksgiving (Thursday and Friday)
December	Christmas Vacation

Each September, an accurate calendar will be given out in order to keep you informed of the exact dates that C.E.C. will be closed.

Scheduled Pesticide Applications

The Healthy Schools Act of 2000 requires all California child care centers to notify parents and guardians of pesticides they expect to apply during the year. If pesticide application are needed the schedule will be:

Scheduled Dates
December 28, 2021 During Christmas Vacation August 30, 2022 During Teacher In Service Days

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you would like to be notified 72 hours prior to every time we apply a pesticide, please see Miss Julie to be placed on the registry. As you can see, we have scheduled pesticide application when C.E.C. is closed. You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at http://www.cdpr.ca.gov./schoolipm

School Adjustment

It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people. It is a great idea to prepare them ahead of time by discussing these changes as far in advance as possible. Talk about the new people and the new things your child will do. Discuss any concerns your child has. Try to present the new experience in POSITIVE TERMS!

On the first day, it is natural for the child to be hesitant, especially if it is the first time the child has been separated from you. A cheerful good-bye kiss and some reassuring words that you will be back after work, is all that you need to do. Usually, the child settles down shortly after the parent leaves and s/he gets involved with other children or activities. Please feel free to call and see how your child is doing. It is not unusual after a weekend for a child to go through some difficulty the first day back to school. Some temporary problems may occur, depending on the child's age. Some children will "act-out" their feelings by:

- clinging to you and refusing to let go
- having tantrums
- not eating
- thumb sucking
- expressing desire to stay home
- forgetting their toilet training

Usually, these are only temporary problems. If your child is treated lovingly, this behavior should go away quickly. Remember if you're enthusiastic, chances are your child soon will be too.

Daily Health Check/Sick Policy

The Staff is devoted to doing their part in keeping your child healthy. Each morning and afternoon, the staff looks over each child for symptoms of illness. Please note the health checklist below. We recommend that each morning you do a quick check before you come to the center in order to avoid any inconvenience to you.

When a child displays any of the symptoms, the teacher will inform you of their condition. It is your responsibility to pick up your child or send someone to pick him or her up within **one hour** of being called. Otherwise, we will call the next person on your child's emergency contact list. It is the parents' responsibility to take their child to the doctor for proper diagnosis. **If the child is sent home**, you must keep him/her at home for at least **48 hours** after being picked up and symptoms have subsided. This protects the class and teachers from catching anything. After being called and your child has been seen by a doctor and **requires medication**, keep your child at home for **24 hours** after medication has been dispensed.

We also ask that you keep your child home for a **48-hour period** after having a **fever** of 100 degrees or more, and after s/he has experienced **diarrhea** or **vomiting**. After being sent home for Nits or lice, your child needs to be free from both for at least two consecutive days before returning to school. Also, if a child is too lethargic to participate in normal school activities, it is best that s/he remains in your care and return to class only when feeling completely well.

We have one more request regarding illness. If your child contracts a contagious illness (i.e. chickenpox, strep throat…), be sure to let the teacher know right away. The center should be aware of any contagious diseases that may be passed to other students.

Health Checklist

1.	Hair/Scalp	Clean-looking, shiny (not greasy), not itchy (Child not scratching)
2.	Forehead	Cool to the touch (fever free for 48 hours)
3.	Eyes	Bright, not red, weepy, crusty or itchy
4.	Nose	Not runny (clear O.K.), no sores
5.	Mouth	No sores, lips moist, no cough
6.	Ears	Clean, not oozing, child not pulling on ears
7.	Arms and Legs	No rashes, open sores or excessive bruising

*The above are quick checks that could be possible indicators of problems.

Immunizations and Pre-Admission Health Evaluations:

- Law requires proof of your child's immunizations. If your child has an exemption, we must have the appropriate forms filled out and placed in your child's file.

- Included in the parent packet you receive is a copy of the Pre-Admission Health Evaluation. Part A is filled out by you, the parent or legal guardian, and Part B **must** be filled out and signed by your child's physician. This, too, becomes part of your child's file.

Medications:

If it is necessary for your child to take medications during the day, we need you to do the following:

- We cannot administer over the counter type drugs (i.e., Tylenol, cough medicine, diaper creams) without them being prescribed by your child's physician. Bring in over the counter type drugs in the original container together with written directions from your child's doctor explaining the method, quantity and hour to take the medicine.

- All prescription drugs must be in the original container in which they were received from the pharmacy, with the label attached containing the specific directions from the doctor.

- A parent must complete and sign a medication release form (located in the CEC kitchen).

- Every parent or guardian must bring the medication with their child and take it home daily.

- The director, teacher or administrator on duty will be able to administer the medication.

- I will provide and allow the administering of sunscreen for my child when needed.

Emergencies and Serious Illness:

In case of emergencies or serious illness, it is the parents' responsibility to ensure that we have the most current information on the child's emergency card. CEC will do the following:

- Attempt to contact the parent or guardian.
- If direct contact fails, we will notify persons listed on the child's emergency card.
- If deemed necessary, call an ambulance.
- A staff member will accompany the child to the hospital and stay until a parent or guardian arrives.

In an emergency situation, 911 will be contacted first, and the parent or guardian will be notified as soon as possible. If I cannot be contracted, I hereby authorize school personnel to obligate me for the emergency medical service. I assume financial responsibility for any and all medical expenses incurred in the treatment of my child.

Minor Injuries:

Scrapes, cuts, etc. are washed with warm water and soap. If necessary, a Band-Aid is placed over the scrape. If your child falls and gets a bump, ice will be applied. For every minor injury, we will fill out an "Ouch Report". This will tell you when and how the injury took place. The "Ouch Report" will be put in your parent pocket.

Kiddie Kits:

State Law requires that each child have an emergency kit labeled with their name on it in case of an earthquake or other natural disaster. The cost is $16.00, and it contains food, water, emergency light and thermal blanket. If need arises, the children will have enough rations for a 72-hour period. When your child leaves C.E.C., we will give the kit to you so that they will have it when they start kindergarten. **Please make sure you purchase one of these kiddie kits.** If paying by check, please do not include it with your tuition payment, but make out a separate check to C.E.C., thank you.

Withdrawal Policy

If you are planning on withdrawing your child, for whatever reason, we request that you give the office notice. You are required to give 30 day written notice prior to the 31st or the 14th of the month, or you will be charged for the month regardless of attendance. (i.e.: If your child's last day is May 31st, then you would need to give notice of termination no later than April 30th.) This also applies to those children leaving the center to attend kindergarten. Not all school districts have the same starting date, and we need to know your plans for staffing purposes. If you fail to give the required notice, you will be billed for two weeks tuition. Please keep in mind, our school is an all year round program. In order to continue enrollment at C.E.C., you must attend during the summer of the following school year.

Clothing and Shoes:

- Since children will engage in vigorous play and a variety of art experiences, we suggest they be dressed in durable, washable clothing.

- Tennis shoes work best; however, all shoes must be safe for running and climbing (no flip flops, crocs, open toes or backs, or cowboy boots).

- A sweater or coat should be provided when the weather calls for it. All clothes, jackets and sweaters must be free from strings or dangling cords. These are hazardous around play equipment.

- All children must bring a complete (including socks and underwear) change of clothes to be placed in their cubbies. Soiled clothes must be taken home and replaced with a fresh set the next day.

- The school is not responsible for replacing damaged clothing.

- Please label **all** of your child's belongings with a permanent pen. Please put your child's first and last name on all of their clothing. We do have a lost and found basket at the back door, so please check it if something of your child's is lost.

Toys From Home:

Since it is disruptive to have toys from home, they will only be allowed at school on a child's classroom share or special day. Your child's teacher will post these days ahead of time.

Parent Pockets:

Every family that attends CEC will have their own parent pocket. The pocket will have your child's last name on it and is located in your child's classroom. **Please be sure to check your pocket daily**. It is our way of supplying you with information about your child, events that will be happening here at CEC, TLC information, book clubs, newsletters, and many other items of information.

Parent Information Board and Table:

This board is just for you. We have the daily sign in/out sheets, state information, daily menu, newsletters, scholastic book orders, Twin Lakes Church information, and so much more. Please be sure we have an updated email address in order to receive CEC's monthly newsletter.

Menus and Food Program:

We are very fortunate to have our own Chef who prepares snacks and lunch for our program. There is a morning snack for all students. Our Full Day program also includes a hot lunch and an afternoon snack. Our meals and snacks are planned to meet the dietary needs of the children through balanced meals each day. Milk is served with the morning snack and with lunch. Juice is served during afternoon snack. Food from home is not allowed due to allergies of other students in the classroom. If you have a dietary issue, you must speak with the office.

Allergies

If your child has any allergic reaction to food items, please let us know.
If substitutions are needed, parents are expected to supply them.

Diapering

If you are a parent of a two-year-old, you will need to provide diapers for your child. Please check your child's diaper supply and restock it when you find that you are low. C.E.C. will provide diaper wipes and changing paper for the children. Our staff is trained to take the necessary precautions to eliminate the spread of any communicable diseases.

Toilet Training

The C.E.C. staff is happy to work with parents and their children during this transition period. We believe that toilet training is a learning process and cannot be rushed. Each child must want to take this major step in order to be successful. We ask that you provide your child with no less than four changes of clothing a day, plus a couple of spare pairs of shoes while we are in the toilet training process. Please do not send potty training children in overalls or clothing that cannot easily be taken on and off by the child. For a two year old to advance to a three-year-old class, he/she **must be** completely potty trained by the end of the summer session. In order to be enrolled in our three year old and four year old class your child needs to be completely potty trained as well.

Nap Time

C.E.C. naptime is from 1-3 PM. All of our Full Day classrooms sleep or rest during these hours. During this time, your child will be provided with her/his own cot and cot sheet. We ask that each child bring in a blanket and pillow, and a stuffed animal if your child would like one. Please make sure that your child's name is clearly marked on each item. These items can be kept in your child's cubby for the week or taken home nightly. Since we share the building with our Sunday School program, we ask that all personal items be taken home over the weekend.

Cooperation and Discipline

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior. For a child not cooperating in a group listening situation, s/he is seated by a teacher and reminded of acceptable behavior. Removal from the group for a period of time is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time to allow the child to calm down. Once the child has decided to rejoin the group with the appropriate behavior, s/he may do so. If a severe behavior problem persists, the parent is asked to attend a conference to discuss the problem(s). When appropriate, it may be suggested that the child seek outside help. If severe problems still continue, dismissal from school may be necessary. Continued enrollment and re-enrollment is dependent on a cooperative relationship between parents and C.E.C. staff.

Sibling Policy

Due to safety and liability concerns, siblings are not allowed to attend C.E.C. inside/ outside classroom functions. These types of functions include birthday parties, conferences, and playing out on the playground. We are sorry for this inconvenience, but we have the best interest of all the children in our minds and hearts. Siblings, as well as families are included at events such as picnics, Bar-B-Ques, and other activities of this nature. We also ask that when dropping off your C.E.C. child you hold on to your other children so that they don't run freely throughout the center.

Birthday Policy

We believe that the celebration of a child's birthday is one of the most special occasions in his/her young life. Parents are welcome to bring in a special food treat (i.e., cupcakes, cookies, family dish, etc.) for the entire class. If you chose to do this, you are welcome to stay and have the treats with us. We want all of the children to have the same type of birthday party while at school, so we ask that you do not bring excessive decorations or extra people (such as relatives). If you have any questions about what is acceptable and what is not, please talk to the teacher or director. Please keep the elaborate celebrations for your child's home party. If you would like to invite children from your child's class to your home party, please give the invitations to the teacher so she may put them in the correct parent pocket.

Special Party Days

On special occasions, we have parties for the children (i.e., Thanksgiving, Jesus' Birth, Easter, etc.). Teachers love to have parent volunteers to help during the party. If you would like to help out, please talk to the teacher ahead of time. The teachers will post a sign up sheet for special materials. Since we have so many special parties throughout the year, everyone will have many opportunities to attend them. So if a party falls on a day that your child does not attend, please do not worry. There will be many other opportunities to join in the fun. **PLEASE REMEMBER THE SIBLING POLICY** on these days. It is strictly adhered to.

Twin Lakes Christian School

Another exciting ministry on our campus is Twin Lakes Christian School for grades K-8th. If you are interested in having your child attend TLCS, please call them at 465-3301 to receive more information. C.E.C. graduates are not assured admittance to TLCS.

Confidentiality of Records

The children's records are open only to the child's teacher, director, and an authorized employee of the licensing agency, or the child's parent or legal guardian.

Facility Emergency Plan

In the event there is an emergency causing evacuation from the Twin Lakes Church campus, please refer to the following secondary locations to pick up your child.

Name	Address	Phone Number
Cabrillo College Football Field	6500 Soquel Dr. Aptos, CA 95003	(831) 479-6100
Willowbrooke Park	2950 Willowbrooke Ln. Aptos, CA 95003	N/A

Thank you for being a part of our C.E.C. Family!
If you have any questions or concerns, please stop in the office.
We are here to help you in any way we can.