



SAN FRANCISCO

# Parent/Guardian Handbook

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[SeabirdPreschool.com](http://SeabirdPreschool.com)

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Welcome to Seabird Preschool, thank you for choosing Seabird Preschool.

It is a privilege to help with the education of your child during his/her formative years. We look forward to developing a relationship with your child.

## **1. PHILOSOPHY & MISSION STATEMENT**

Positive learning experiences at an early age contribute to the development of a child's sense of self and emotional well-being. Children thrive best in a program that is integrated across academic disciplines and grounded in the concepts of social responsibility. Seabird Preschool's goal is to nurture, guide, and support our preschoolers by giving them appropriate tools to grow and challenge themselves emotionally, socially, and academically.

Our curriculum is designed to:

- Encourage a love of learning
- Foster both self-care and empathy for others
- Help each child become a productive member of society

We look forward to getting to know your family and building a partnership between school and home.

### **a) PROGRAM**

Our program addresses the individual, social-emotional, and educational needs of children between the ages of 2 to 5½ years. Every month the staff will establish a theme for the children to learn about as a group. These planned themes will include specific projects, materials, books, and guest speakers.

The Seabird Preschool program is designed to develop:

- Independence
- Gross and fine motor skills
- Problem-solving skills
- Math skills
- Communication and social interaction
- Empathy skills
- Self-esteem

By experiencing success in these areas, a child becomes more confident.

We believe thinking skills are nurtured by the active involvement of all senses, and therefore offer an enriching mix of both concrete and abstract learning that involves sight, hearing, smell, touch, and taste, including the exploration of:

- Music

- Movement
- Physical education
- Science
- Nature
- Language
- Reading
- Art
- Imagination
- Diversity

The developmental evaluation of each child is an important part of the Seabird Preschool Program. Written observations and assessments are kept up to date, and parents/guardians are informed regularly about their child's development.

## b) **PROGRAM GOALS**

Seabird Preschool strives to provide:

- The highest quality child care available to families.
- A safe & nurturing child-centered program with a focus on developing a social-emotional foundation.
- Developmentally appropriate activities for the social, emotional, cognitive, and physical growth of each child.
- A supportive environment, which fosters autonomy and self-help skills.
- Opportunities for parents/guardians to be our partners throughout the child's experience in our program.

## **2. STAFF**

Seabird Preschool takes pride in the strength of our staff and their commitment to making the program unique and dynamic. We are specially trained, highly dedicated individuals, who have a passionate interest in the education of young children.

### **Director**

Our Director is a qualified professional with a background in child development and extensive teaching experience. She/He works closely with the staff to ensure they receive support in all areas. The Director strives to keep all communication open and positive.

### **Teaching Staff**

Our Director, Lead Teachers, and Teachers are trained in the field of early childhood education and child development and have all the requisite credentials for working with young children, including up-to-date training in CPR and First Aid procedures.

Seabird Preschool Teachers are committed to providing a learning environment that emphasizes development of the whole child. Our Teachers are expected to establish a positive relationship with the children and their families and maintain an attitude of professionalism at all times.

Seabird Preschool staff members participate in seminars, workshops, and training on current trends and issues in early childhood education. We also encourage them to be members of child advocate groups and to make independent efforts to remain informed about current research in our field and the ever-changing needs of today's families.

**a) Lead Teachers**

The Lead Teacher is in charge of classroom management and supervision, working closely with the Director to plan and implement the curriculum, children's assessments, and supporting each child's developmental growth. She/he works closely with teaching staff and are responsible for daily communication with parents/guardians.

**b) Teachers**

Teacher's responsibilities include working closely with the Lead Teacher to implement the curriculum, maintaining the classroom, and supervising the children. She/he is responsible for communicating daily with parents/guardians on issues relating to individual children's needs and development.

**Parents/Guardians – Your Role in the Preschool Experience**

1. Take the time to get to know your child's teachers.
2. Familiarize yourself with our monthly and daily planned themes, activities, and special events (via the Monthly Newsletter, activities calendar, Teacher email updates).
3. We encourage Parent/Guardian input, ideas, and involvement.

**3. HOURS OF OPERATION**

Seabird Preschool is open Monday through Friday from 7:30am to 6:00pm. We observe approximately 24 holiday school closure days.

**4. ARRIVAL & DISMISSAL PROCEDURES / SCHEDULE of DAILY ACTIVITIES**

**Drop-Off & Pick-Up Policies**

1. Children should **arrive no later than 8:45am.**
2. All children must be signed in and signed out properly at drop-off and pick-up. Children will not be released to unauthorized persons without prior written consent from parent/guardian.
3. When you arrive for pick-up, be responsible for your child and ensure school rules are being followed.

**Sign In / Out Procedure**

We use Brightwheel, an application, to sign in and out. All parents/guardians are required to download it prior to their child's enrollment. Only authorized persons listed on your Pick-Up Form will be allowed to take your child from the school. Should it be necessary to have someone who is not listed pick up your child, you must give Seabird Preschool written notification/authorization. Inform the individual that your child will only be released when he/she has shown us a proper photo ID.

- The Brightwheel Sign-in/out iPad kiosk is located near the main entrance of the school.
- Upon arrival at drop-off and pick-up, parents/guardians are required to check into the application with their 4-digit code or QR code.
- If a child is picked up early and will be returning to the school that same day, parents/guardians must check in and out for each drop off and pick up.
- This application is our only record of the children who are actually present each day. We rely on the accuracy of this data to know which children we are responsible for.

**Late Pickup Policy**

While we understand that emergencies occur from time to time, we must be very strict about late pick-ups. If an emergency arises or you are running late, call Seabird Preschool with your estimated arrival.

- Half-day pick-up time is **12:15 pm**. Allow enough time to visit with your child and Teacher(s).
- Full-day pick-up time is **5:55 pm**. Allow enough time to visit with your child and Teacher(s).
- A \$5.00 per minute late fee will be assessed for children picked up after the times noted above, (12:15pm for children enrolled for half days and 6:00pm for children enrolled for full days). Excessive tardiness can result in cancellation of enrollment.

**Schedule of Daily Activities**

7:30am	Greetings / Free-play
8:45am	Circle Time
9:15am	Snack
9:30am	Pelican’s Lesson Time / Puffin’s Outdoor Time
10:45am	Puffin’s Lesson Time / Pelican’s Outdoor Time
11:45am	Lunch
12:15pm	Half-Day Student Pick-up
12:30pm	Clean Up
12:45pm	Nap Time
2:45pm	Wake-up
3:00pm	Snack
3:15pm	Outdoor Time
4:30pm	Group Time / Circle Time
5:00pm	Free Play / Clean-up
5:55pm	Full-Day Student Pick-up

**5. HEALTH GUIDELINES**

Abiding by our sick policy greatly contributes to the health and safety of our children and staff members. There will be an informal health check of each child as he/she arrives. Any child who appears ill on arrival or who becomes ill during the day will be sent home promptly.

Make sure you or an authorized caretaker are reachable at all times throughout the day so that if your child becomes ill, we can reach you immediately to send your child home.

Notify us at once if your child develops a communicable disease such as Chickenpox, etc., so we can notify other parents/guardians of the exposure.

Please apply sunscreen to your child before dropping off them at school when necessary. We will send reminders about field trips or outings with sun exposure to ensure that children have protection.

**PARENTS MUST KEEP CHILDREN HOME UNDER THE FOLLOWING CONDITIONS:**

**Colds:**

Most children with mild colds can come to school. A doctor should see a child who has had a cough for longer than 2 weeks.

If your child has the following symptoms, he/she should stay home:

- Fever over 99.5° F or 37.5° C
- Excessive cough or runny nose
- Unusually fussy behavior
- Difficulty breathing

**Fevers: (over 99.5° F or 37.5° C):**

A child MUST be fever-free for 24 hours before returning to school.

**Mucus:**

A runny nose showing yellow or green mucous indicates infection rather than allergies and should be checked by a physician.

**Cough:**

If your child has a deep hard constant cough do not bring him/her to school.

**Diarrhea:**

Diarrhea can be very contagious, especially in a school. Children MUST recover completely from diarrhea 24 hours prior to returning to school.

**Bloody and Mucus Stools:**

A doctor should see children with stools that contain blood or mucus.

**Vomiting:**

Children MUST be free of vomiting for 24 hours prior to returning to school.

**Rashes:**

- A rash with fever and behavioral changes needs to be seen by a doctor to confirm that it is not contagious.
- Impetigo is a highly contagious rash that needs treatment with medication 24 hours prior to returning to school.
- Heat or diaper rashes are ok.

**Scabies:**

Children can return to school after the first treatment.

**Chicken pox:**

Children may return to school only after all the spots have dried and crusted over (usually 6 days after onset of the rash).

**Head Lice:**

Children may return to school after treatment including removal of all nits. All bedding should be taken home and washed in very hot water.

**Pain:**

A child in any kind of persistent pain or pain that interferes with activities at home or school should be taken to a doctor.

**Eyes:**

Excessive tears, redness, swelling, pus, inflammation or pink eye indicate a highly contagious infection. A child must be on medication for 24 hours prior to returning to school.

**Antibiotics:**

- Any child who is prescribed antibiotics must be on the medication for at least 24 hours before returning to school.
- See policies for medications below.

**MEDICATION:**

Physician-prescribed Medication:

- If your child is prescribed any medicine that needs to be administered at school, you must submit a Medical Consent Form.
- MEDICATION MUST BE SENT IN THE ORIGINAL CONTAINER, CLEARLY LABELED WITH YOUR CHILD'S NAME, AND MAY NOT BE SENT IN YOUR CHILD'S LUNCHBOX.
- Give the medicine directly to the Teacher on duty with dosing and time instructions.

**IDENTIFICATION AND EMERGENCY INFORMATION:**

Update your child's Identification and Emergency Information, Form LIC 700 when there is a change in any of your contact information.

**6. EMERGENCY PROCEDURES**

**School Evacuation:**

In the case of an emergency/disaster and there is the need to evacuate the school, the staff will gather the children and meet on the playground for a headcount. They will then contact



parents/guardians via email and/or telephone and wait for parents/guardians to pick-up their child/ren.

Seabird Preschool provides a basic 3-day earthquake preparedness kit, which includes snacks and water.

Medical/Dental Emergency Procedure & Incidental Medical Services:

1. A completed Physician's Report must be submitted prior to enrollment into Seabird Preschool.
2. If you are contacted because your child is not well enough to participate in the preschool program/schedule/activities, you must pick up your child immediately.
3. The staff of Seabird Preschool may administer prescribed medications with a signed Consent Form.
4. In the event of an emergency, you agree that Seabird Preschool has your permission to administer First-Aid and/or CPR or seek immediate medical or dental treatment in the best interest of your child.

**7. TUITION & FEES**

1. Monthly tuition:

Full Day Program (7:30am – 5:55pm):

5 days	\$2,100.00
3 Days M/W/F	\$1,650.00
2 Days T/Th	\$1,075.00

Half Day Program (7:30am – 12:15pm):

5 days	\$1,650.00
3 Days M/W/F	\$1,000.00
2 Days T/Th	\$650.00

2. An application fee of \$100.00 is required when applying to Seabird Preschool.
3. A one-time enrollment fee of \$250.00 is required at enrollment. This fee is not applied to tuition.
4. Once accepted, a non-refundable deposit payment in the amount of \$1,500.00 is due within fourteen (14) days of acceptance to secure the students' enrollment. The deposit will be applied towards the last month/s tuition balance.

**Five (5) Full-day program student:** The undersigned agrees to \$2,100 by the 1<sup>st</sup> of each month according to the contracted schedule.

**Less than five (5) Full-day and Half Day program student:** The undersigned agrees to pay the tuition payment by the 1<sup>st</sup> of each month according to the contracted schedule.

Enrollment is subject to availability and not guaranteed.

- a) All late payments/returned checks are subject to a \$100 late administrative fee.
  - b) Tuition may be paid by:
    - 1. Check
    - 2. Money Order
    - 3. Cashier's Check
    - 4. Cash
    - 5. Auto payments through Brightwheel with your bank account. (See accountant for information)
    - 6. Credit Card (Plus 3% Convenience Fee)
  - c) Tuition must be paid in full, regardless of whether your child is unable to attend the program due to absences, personal vacations, scheduled school closures, holidays, or illness.
  - d) Seabird Preschool reserves the right to suspend care and refuse to allow the child to participate in the program if there is an outstanding tuition balance for longer than fifteen (15) days. Repeatedly failing to timely pay tuition may result in termination of your child's enrollment in the program.
- 5. A late pick-up fee will be assessed for children that stay longer than their scheduled departure time (12:15pm for half-day children and 5:55pm for full-day children) at the rate of \$5.00 per minute.
  - 6. Seabird Preschool maintains basic earthquake preparedness kit, which includes snacks and water.
  - 7. Children enrolled in the full-time program are required to bring a bag with nap supplies: crib-fitted sheet, blanket, pillow, etc.
  - 8. Seabird Preschool reserves the right to modify tuition and fees on an annual basis.

### **Siblings:**

A 5% sibling discount is granted on the lesser tuition; if tuition is the same amount 5% will be deducted from one child's tuition.

### **Missed days:**

There are no reimbursements nor make-up days for school missed due to personal illness, recognized holidays, family vacations, or other reasons.

## **8. DISCIPLINARY POLICIES / BEHAVIOR MANAGEMENT**

Discipline is not about punishment or control. Discipline is about guiding and teaching children, helping them to make wise decisions about their behavior.

Seabird Preschool believes in promoting behavior management and behavior modification rather than 'disciplining' young children. Discipline should be a learning process, not punishment. Children need the security of limits, which tell them what is acceptable as well as what is not acceptable.

Discipline will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature.

Teachers will talk about the situation with the child to help them develop the skills and tools needed to problem solve. When problems arise inside or outside the classroom, the child will be given:

- The opportunity to adjust his/her behavior
- Choices that allow for individual needs
- Redirection to another activity

Positive reinforcement is our basic management policy. We treat each and every child with respect and fairness.

### **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between toddlers and young preschoolers. The safety of the children at Seabird Preschool is our primary concern.

Our biting policy addresses the actions the staff will take if a biting incident occurs. It states:

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted.
- The bitten child will be comforted, and their wound will be assessed/cleansed.
- Staff will remove the biter from the situation and begin a discussion reinforcing positive and effective ways to communicate. Age-appropriate consequences will be implemented.
- The parents/guardians of both children will be notified via telephone.

### **CONFLICT RESOLUTION**

Young children have strong feelings and emotions, which often confuse them and are beyond their control. Children need help learning to understand, label, express, and manage their emotions in appropriate ways. The aim of our program is to provide adult support as each child learns to master self-discipline and self-control.

Within a secure environment, children learn that their actions and behaviors have consequences for themselves and those around them. We provide firm, broad limits and consistent boundaries that enable them to grow as they play in a stress-free environment.

A positive approach to guidance and discipline will be used with an emphasis on acceptable and appropriate behavior. When children behave negatively, they will be shown positive alternatives. Feelings will be respected, and children will be shown acceptable ways to express their feelings. Responsibility and consideration towards others will also be emphasized.

Repeated negative behavior during an activity might result in children being withdrawn from the activity while we attempt to help them develop an understanding of a more agreeable alternative. At no time will any form of physical punishment be administered to a child.

Parents/Guardians will be informed of significant discipline problems.

- We will schedule a Parent/Guardian/Teacher/Director Conference to seek a solution to the existing problem.
- After appropriate solutions have been developed and utilized, if a child still exhibits serious behavioral problems that affect other children or require professional treatment, we reserve the right to dismiss the child from enrollment at the preschool.

## **9. DIAPERING & TOILET TRAINING**

Seabird Preschool preschoolers share the bathroom and may use the child-sized toilets alone or in groups. Preschool children should be allowed to feel comfortable with their bodies and we understand their natural sense of curiosity. We consider bathroom time an opportunity for ‘teachable moments’ about body awareness.

It is not necessary for children to be potty trained to attend our Puffins program, however for the Pelicans program it is a requirement. Our staff will patiently assist each child with toilet training when they are ready. There is no pressure, demand or shaming. We will work with the child and parents/guardians to ensure the process goes as smoothly as possible.

Here are a few things to keep in mind that will help make your child’s potty-training experience successful:

- Potty-training takes time and does not happen overnight.
- Clothing is a big part of potty-training. Make sure your child’s clothing is easy to put on and take off.
- Keep the staff informed on how the potty-training is developing at home. If there are any changes, let the staff know to maintain consistency between home and school.
- Children will inevitably have accidents, make sure they have up to three sets of socks, shoes, underwear, and pants to change into.

An additional monthly fee of \$250.00 will be charged for children who require potty-training. You must provide diapers and any other diapering products required for your child in diapers. We will inform you when you are running low on any products. These items will be kept in a labeled bin in the bathroom.

## **10. SNACKS & LUNCHES**

### **1. Snacks (school provided):**

We serve a nutritious mid-morning (9:30am) and mid-afternoon (3:00pm) snack. Each snack will consist of a variety of fruits and vegetables, crackers, cheeses, and water. The meals are prepared on-site by a designated Teacher and stored in appropriate containers and temperatures. All food is properly and safely handled & stored on-site. See the posted snack menu for specific snack details.

Be sure to keep the teachers informed of any medical information (allergies) that your child may have. Seabird Preschool is a tree nut-free and peanut-free school. However, some products may have been processed in a facility and runs the risk of cross contamination, see a teacher for specific product information.

## 2. Lunches (parent/guardian provided):

- Parents are expected to provide their child with a complete, nutritious lunch and beverage.
- Uneaten portions of food will usually be sent home, so you will know what your child has eaten at school, and we will keep you informed of your child's eating habits.
- Do not include items that are choking hazards.
- No glass or sharp containers.
- Seabird Preschool will assist in heating up food when needed.
- In the event that a child does not have a lunch, one will be provided. Parents/Guardians who forget to provide a daily lunch for their child more than twice in a month will be charged a fee of \$5.00 for each lunch provided.

## **11. NAP TIME**

Nap/rest time is part of our full day program, scheduled from 12:45pm to 2:45pm every day. The transition into nap time begins immediately after lunch for our full day enrollees.

Children enrolled in the full-time program are required to bring a bag with nap supplies: crib-fitted sheet, blanket, pillow, etc.

## **12. PARENT / GUARDIAN - TEACHER CONFERENCES**

Parent/Guardian/Teacher Conferences are offered twice a year by your child's Teacher(s). The first conference is held early in the school year to discuss and plan individual goals for your child such as potty-training or Kindergarten goals. The second is to discuss your child's progress and set appropriate goals for the following year. You are always welcome to schedule a conference with your child's teacher or the Director to talk over any special needs, feelings, or concerns that may arise throughout the school year.

## **13. VISITING POLICY**

Parent/Guardians are welcome to visit at any time per Licensing however we appreciate an advance notice to reduce interruption in the classroom. The Teachers and Director look forward to the opportunity for parent/guardian-child observation and parent/guardian-teacher collaboration.

## **14. COMMUNICATION/PHOTO & VIDEO**

We believe that parent/guardians are the primary influence on their child's development. Consistent communication between parent/guardians and staff is important for the success of your child's preschool experience.

We offer a variety of ways to keep parents informed and encourage parents/guardians to share any information with our staff that will assist us in better understanding your child's needs and to interact with him/her effectively.

The Director and/or teachers email parents a monthly newsletter and calendar of planned activities and events for each age group. The newsletter and calendar are also posted on the front door. Your child's Teacher will email updates with information about activities and special planned events; at times parents will be asked to send special items, dress their child in a specific way, volunteer to help with an activity, be aware of a holiday or special day, or otherwise be advised of important school news.

During the school year, we take photos of the children at Seabird Preschool. Your privacy and wishes are important to us and we want to make certain that this practice is acceptable to you. We are requesting your permission to take photos of your child at school for classroom use and to display them during events, programs, and presentations or for publication and advertisements, associated with Seabird Preschool.

## **15. FIELD TRIPS AND TRANSPORTATION**

### **Field Trips:**

Field trips, to explore and experience off-site learning, may be planned and scheduled. Parent/Guardians will receive notice along with field trip details 15 days prior to the planned date. A Field Trip Consent Form will be posted for Parent/Guardians to review and give their consent for their child to attend and participate in the field trip activities.

### **Transportation:**

Most field trips will be within the city limits and the students along with their teachers will reach their destination via foot or public transportation. If there is a need for private transportation, parents will be notified of the transportation agency providing services. Only drivers licensed for the type of vehicle operated shall be permitted to transport children. Motor vehicles used to transport children shall be maintained in safe operating condition. All vehicle occupants shall be secured in an appropriate restraint system. Children will not be left in parked vehicles.

## **16. PROBATIONARY PERIOD**

The initial four weeks a child attends Seabird Preschool will be viewed as a probationary period. During this time the preschool and parents/guardians can determine whether or not a child will benefit from his/her attendance. In very rare cases, the Director may recommend that a child be enrolled in a program that would be better suited to meeting the needs of the child and/or family.

## **17. EARLY WITHDRAWAL / DISMISSAL**

1. In the event that a Parent/Guardian elects to withdraw the child from the preschool, the Parent/Guardian must give Seabird Preschool a 60-day written notice of withdrawal. During the 60-day period, the Parent/Guardian must make regular tuition payments.

2. For the welfare of the program and the health and safety of other students, Seabird Preschool may at any time suspend or dismiss a student in its sole and absolute discretion for the following reasons:
  - Endangerment to self (child), other children, or the staff
  - Inability of the program to meet the needs of the child/parent/guardians, or signs that the child is not benefiting from our services
  - Parent/Guardians who are constantly disrespectful to our staff
  - Non-payment of tuition and/or other monthly fees
  - Repeated or excessive tardiness
  
3. If a child is withdrawn early or is dismissed, there will be no refund for tuition payments or any fees.

## **18. MODIFICATION CONDITIONS & LICENSING**

### **Modification Conditions**

Our program has a need and services plan in accordance with the American Disability Act. We will accommodate the requirements of special needs children. If additional help or staffing is needed to accommodate any individual child's special needs, it will be implemented at the parent/guardian's expense.

### **Licensing**

The State of California Department of Social Services Community Care Licensing Division Licenses Seabird Preschool. The Preschool operates to meet or exceed State Standards set for Child Care. These standards relate to Staff qualifications, health issues, facility design, teacher-child ratios, teacher-child interactions, nutrition, and records. The department of Social Services (DSS), has the right to perform the duties authorized in Section 101195(b) and (c) of the General Licensing requirements. These duties include investigating all written and oral complaints made against any children's facility. DSS may enter the school at any time unannounced and interview the children and staff without prior notification. Should a complaint be investigated, the school will be informed of the results of the investigation.