

Learning to Learn Preschool & Childcare Center

1300 Medical Center Drive
Rohnert Park, CA 94928

License Number #490110439
Federal Id Number #68-0236403

Dear Parents,

We feel honored that you have chosen us to take care of your child. For most of you this is a “leap of faith” that you are entrusting your child to us. We will make every attempt to meet or exceed your expectations.

When a new family begins with us, there is a period of adjustment; you may feel unsure about how our school functions. Many of the questions you have maybe answered directly in this handbook. If your question is not answered feel free to ask us.

We provide a quality program through our dedicated, trained staff, who truly care about children. Our certified teachers are trained in CPR and 1st Aid and know how to handle emergency situations if one were to occur. When we look at your child’s development, we look at the individual child, realizing that all children develop at different rates and in different ways.

Learning to Learn was established in 1983 and we are now caring for a second generation of children whose parents had attended our school. Many of the children who have grown up and come back to visit, tell us all about their friends who attended Learning to Learn with them and have remained friends all these years. We take pride that many of our teachers have been here since the beginning of Learning to Learn.

We hope that we start your child off with good school habits and an excitement for learning. With parent’s help, it is our hope that our children respect and appreciate the school environment for many years to come.

We understand that parents have a choice when selecting a preschool & childcare center. It is our job to make sure that each day you leave your child with us, you feel your choice was the right one. The attached information is for your family to use as a guide for all of your school year fun here at Learning to Learn.

We are looking forward to having your family join our family at Learning to Learn.

Eric O’Neil
Director

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Overview

Program Information

The children in our school are divided into 4 groups. Our licensing ratios are 1:12 student ratio. Some of the activities your child will experience in our program are creative arts and crafts, cooking, science and discovery activities, language arts and pre-math activities.

Ages

Learning to Learn in Rohnert Park serves children 2 years old until the entrance of Kindergarten. The following is a list of the groups and approximately the ages of each. Group ages change depending on the time of the year and the needs of the children.

Red Butterflies-----2-3 years old
Blue Bears-----3-4 years old
Red Cats-----4 years old
Yellow Dinosaurs -4 years old

Hours

Preschool is Monday- Friday from 8:30am – 12:30pm and we are open for childcare from 7:00 A.M. – 6:00 P.M. (Current hours 7:30am -5:30pm)

Days Closed

Our school is closed on the following days

New Years Day	Labor Day
Martin Luther King Day	Thanksgiving
Presidents Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

We are also closed one other Staff Development Day in August (date to be announced). There are no make up days due to school closure.

Enrollment Policy

The center is licensed by the State of California, Department of Social Services. Children are served without regard to sex, race, religion, ethnic background, or disability. This centers program operates without religious instruction of any kind.

For any child with special needs, we will work with parents, physicians and others community services to provide appropriate care for all children who can benefit from our program. Before enrollment the Director will set up an appointment to evaluate the child to see if reasonable accommodations can be met in our setting. If a special need is discovered after the child is enrolled the director will make an evaluation with the input of other professionals to see if reasonable accommodations can still be met. We are a large center and all children need to be able to participate with the teacher/child ratios set up in our school.

Staff

Each staff member meets or exceeds all qualifications as required by the State of California. Staff names and qualifications may be obtained from the director upon request.

Program History, Philosophy and Goals

Learning to Learn History

Learning to Learn Preschool and Childcare Center in Rohnert Park was started in 1984. We are affiliated with Learning to Learn in Petaluma and Redwood Country Kids Club in Rohnert Park.

The founders of Learning to Learn are Jeanne A. Cousino and Helen Dexter Johnson. Jeanne held a Masters Degree in Education and a California Teaching Credential. Helen received her degree in Education from the University of Washington and held a Washington Teaching Credential.

Learning to Learn's Mission Statement

Learning To Learn is an advocate for and provider of quality pre-school and childcare for families living or working in Sonoma County.

Learning to Learn's Philosophy and Goals

Learning to Learn offers a Developmentally Appropriate Preschool Program for children 2 years through the entrance of kindergarten. Our emphasis is to provide a safe, fun and creative learning program for young children.

Learning to Learn was created to provide quality childcare within the framework of quality developmental standards. While building a sense of community for all children and families, our goal is to enhance each individual child's self-concept. Age-appropriate experiences provide opportunities for independent decision making and social interaction while challenging both physical and cognitive skills.

Learning to Learn strives to create an environment that offers children a setting of warmth and security while fostering independence and initiative by allowing a combination of freedom, choice and structure within set limits.

Learning to Learn's primary goal is to provide a non-discriminatory, friendly place where all children have the chance to grow and to respect and enjoy one another. We place an emphasis on building self-esteem and self-confidence and individual growth by nurturing responsible social behavior and problem-solving skills. We believe that childhood is to be celebrated and that individual differences in cultural background, interests and abilities should be recognized, respected and celebrated as well.

We strive to achieve our goals through the following principles and activities:

- Theme related activities and curriculum
- Children are encouraged to include, rather than exclude, other children in activities regardless of age, sex or ability.
- Daily activities are provided in a safe and supportive environment and include age-appropriate crafts, games, outside play and quiet time.
- Our staff encourage children to explore, solve problems and take risks in a supportive and safe environment.

ADMISSION, REGISTRATION AND TUITION POLICIES

Initial Interview and Admission

Admission into our program is open to children ages 2 years through entrance of kindergarten. An initial tour and interview with the parents and the child are required. This may take up to a few days to complete the entire enrollment process. All registration

papers need to be completed in order for any child to start. If the enrollment papers are not complete you will be asked to start the following day with completed papers.

Some children show some anxiety about starting school and for those students we suggest that parents visit our school with their child for short amounts of time before their actual start date. This can be arranged with our office.

Tuition

Tuition is established prior to admission according to your child's schedule. Any schedule changes or termination of services should be indicated to the Office Administrator in writing 30 days in advance. A current tuition schedule is available in the office. Please put your request for a schedule change in writing.

Registration

Parents registering their children in Learning to Learn will be responsible for a registration fee. This fee will be required each year on the anniversary date of your child's enrollment. At this time, we will ask you to update a few of your registration papers. This insures we have the most current emergency numbers for your child.

Payment Procedures

Our tuition is scheduled for weekly payments. Payment is due the first day of the week that your child attends school. Payments will be considered late after Friday and a \$15.00 per week fee will be charged to your account.

Payment methods include checks, cash, and credit cards. Your check can be deposited in the tuition boxes in your child's classroom or outside the office door. Please do not leave cash payments with teachers or in the tuition boxes.

Payments for field trips and hot lunch can be made in cash or a **separate** check from tuition payments.

We will terminate any family who fails to pay tuition 2 weeks past its due date. The family will be obligated to pay for the care they used. If payment is not made in a timely manner your account will be sent to a collection agency.

Withdrawing from Our Program

A thirty-day notice must be given in writing for all deletions to your child's schedule or if you are going to withdraw your child from our program.

Extra Care Hours

If extra hours beyond the contract's scheduled hours are used, payment is due on the day of service. Extra hours must be pre-arranged (at least 24 hours ahead of time) with the office and will be granted **only** if room is available.

Late Fees

Children contracted until 6:00pm (currently 5:30pm) need to be picked up by 6:00pm (5:30pm). Your child has been here all day and they really need you to be on time. Any parent who arrives after 6:00pm (5:30pm) will be charged \$1.00 per minute for each minute you are late. Late Fees need to be paid upon pick up directly to the closing teacher.

Excessive lateness may result in termination of childcare and preschool services.

Returned Checks

Checks returned from the bank will be subject to a \$25.00 extra charge. If we receive several returned checks, we will ask that your childcare be paid with a money order or cashier's check.

GENERAL PROGRAM INFORMATION**Dropping Off Your Child**

With our years of experience, we have witnessed that the best way for parents to drop their child off at school is short and sweet. We have discovered that a long drawn out goodbye, just builds the child's anxiety about you leaving. Please be positive when you talk about the school and let them know how much fun they will have. Be sure to let your child know who will be picking them up and at what time they will arrive. Then hand them over to their teacher so they can comfort them and in a short time they will be redirected to the fun activities. The sooner the child can bond with their teachers the sooner they adjust to school.

Lunch

Parents can provide a nutritious lunch or purchase hot lunch for their child. Please put your child's name on the lunch box or bag. Lunch is a quiet social time where we encourage manners. We coach the children to eat most of the "protein" food in their

lunch before they eat other items. Their dessert is always left for the end of their meal. Please include only one sweet item in their lunch per day. We do not allow Candy and soda at school so please be sure these are left at home. We send uneaten food home to give you an idea of how much and what they ate. You may get notes about your child's likes and dislikes. We have found that the small juice boxes work best for lunchtime, larger juice boxes tend to be wasted. Water and cups are always available.

Naptime

All children who stay for the afternoon will participate in naptime. The length of nap depends on the age of the child. Parents need to supply a **small (3 feet x 4 feet no bigger) blanket**. It will be washed here at school. In order to keep our load size down we need your cooperation on the size of the blanket. To help prevent an outbreak of Head Lice pillows and stuffed animals are not allowed. We also do not allow bottles.

We start out each naptime with either soft music or a story. Children are encouraged to sleep or lie on their beds quietly. This time is necessary for energetic participation in the afternoon program. Most children are ready to rest. Awake children may get up at 1:30pm for quiet play and sleeping children will continue to rest until 2:15pm.

Your Child's Work

Art projects are an important part of your daily curriculum. The art projects at Learning to Learn are mostly process oriented. We use many different art media. We try to make each project a learning experience that is developmentally and age appropriate. We try to have projects that require different kinds of small motor control and skills. Most projects have a final product, which can be taken home. Your child's work is important to us and it can be found in your child's art file or on the bulletin board in their home room. Your child also has the opportunity to do his/her own art projects. Please take time to praise to your child about the work they bring home.

FIELD TRIP PROCEDURES

From experience, field trips run very smoothly when everyone is familiar with the policies and expectations.

- Pre-K children will have a couple of field trips offered during the school year and a few more during the summer.
- Children need to show us that they can listen to the teachers at school in order to be included on a field trip. If a child's behavior is unsafe on a field trip they will need to stay at school for the next trip.

- Parents must sign permission for their child to attend each field trip. All fees for a trip will be noted in your information and need to be paid by the parent before any trip.
- All children need to arrive at school at least 30 minutes before the trip is scheduled to leave. This helps us make sure we have used the restroom, dressed in our Learning to Learn T Shirts, the rules are explained to the children.
- We often ask for parent's help with chaperoning on trips. As we need your full attention on our children, we ask that no siblings come along. The parents who come with us need to assist the teachers. This includes making sure our children stay with the group.
- We ask parents not to buy anything on the trip for their child.
- Appropriate shoes and clothing must be worn on all field trips (no sandals). Please consider the activities and location while selecting clothing for your child.
- All children who are under 8 years old must travel in a car seat.
- During the summer, we are unable to take all the children on the field trips. In order to be fair, field trips will be posted for sign-up on varied days and time and will be a first come basis. Learning To Learn staff are not allowed to sign up any child for a field trip.

Sign In And Out

Licensing requires that each child must be signed in and out by a parent or authorized parent representative, each day on the sign in/out monitor. Children are not allowed to sign themselves in and out of the facility.

Children will be released only to authorized adults (at least 16 years old) designated on the child's Identification and Emergency Form. A photo ID will be requested of anyone attempting to pick up a child. It is the parent's responsibility to notify the person picking their child up to have a valid photo I.D and a car seat. It is the parent's responsibility to notify the director, in writing, of any changes. In addition, it is our responsibility to ensure the safe exit of every child, and we will not release a child to any adult who smells of alcohol, appears inebriated or acting in an erratic behavior. We will then contact another authorized person or the police.

Toys and Personal Possessions

The only day toys or personal possessions are allowed at school is on share days. When a jacket or other personal object is lost please check the lost and found located near the front entrance. If you still can't find your missing item please notify your child's teacher or the office so we can assist in finding it. Please do not send expensive, fragile or irreplaceable possessions to the center with your child.

Clothing

While at school, the children are encouraged to participate in a variety of activities, both inside and out. These activities include running, jumping, climbing, painting and water and sand play. We encourage our young children to have extra sets of clothing here in case of an accident. If Pre-k children have an accident, we have some extra school clothes that they can borrow. Please return them clean as soon as possible.

Birthdays

We welcome the opportunity to share in your child's birthday at the center. Parents may supply a special snack for their child's group. Please arrange this with your child's teacher so we plan only one birthday on any given day.

Behavior and Discipline

In order to maintain a nurturing and safe environment, with the knowledge that different behaviors are appropriated at different ages and stages, the following guidelines will be put into practice at this school.

If several attempts at positive discipline have failed and the unacceptable behavior is continuing, the teacher is to inform the director so that she/he can provide guidance. It may be that other techniques can be used or perhaps the parents need to be informed to enlist their cooperation in helping the child.

No teacher is ever allowed to use corporal or physical punishment. Teachers are not allowed to humiliate, demean or withhold food from any child. The following is a guideline that can be utilized. Every situation and child are considered individually, which might alter the steps taken.

If a child aggressively attacks or hurts another child or teacher, the following actions will be considered:

1. The first time the child will be removed from the group and an incident report will be sent home to the parents.
2. If the behavior is repeated, the child will be removed from the group and the parent will be called and an appointment will be made for a conference. At this point it is likely that exploring outside resources will be part of the conference.
3. If the behavior is repeated a third time, the child will be removed from the group and the parent will be called to pick up the child immediately. The parents will be notified that if the behavior repeats again the child's enrollment will be terminated.
4. If there is another act of aggressive behavior, the child will again be sent home immediately and will be asked to leave the program. All unused tuition will be returned to the parents.

Learning to Learn reserves the right to adjust any of these steps if in the opinion of the school, the child's needs can no longer be met, or the safety of the others are in jeopardy.

In general, we expect the children to show respect for teachers, other children and school belongings. Good manners, empathy and following directions will be taught, encouraged and expected

Health and Safety

The center has several policies and procedures that are strictly followed for the health and well-being of each child in the program. The school has the final say on whether a child should remain at school or go home because of illness.

Daily Health Check

Your child's health status will be checked each day. If your child is not well enough to participate in inside or outside activities, he/she should stay home. This health check may be informal; however, if your child appears to be showing signs of illness, a more formal evaluation will be completed. If the director determines the child to be ill, the parent or other authorized persons will be called to pick up the child within an hour.

Children may be excluded from the program if symptoms appear such as a high temperature, diarrhea, signs of infection, constant dripping nose or cough, sore throat, over tired and feeling lethargic, nausea and vomiting etc. If there is a disagreement between the parent and center staff member regarding exclusion, please talk to the director.

Illness

If your child is absent due to illness, please contact the office. We monitor illnesses going through the center. Notices are posted on the parent bulletin board of any illnesses except colds, and ear infections.

When we all cooperate and work together, we can help reduce the amount of illnesses that occur at our school. While at school, the children wash their hands with soap and water many times during their day, we continually disinfect toys, tables and doorknobs. Sick children are immediately sent home. Below is a list of communicable illnesses that may appear at the center.

Inactive or lethargic	Children who show signs of being inactive or lethargic while at school will be under close supervision. If it seems that the child is unable to function and participate in the program or if these signs are paired with any other symptoms of illness they will need to be sent home.
Fever	Any child with a temperature of 101 degrees or higher will need to be sent home. A child must be fever free for 24 hours before returning to school.
Colds	Your child may attend school if they are able to participate in all school activities. No child's nose may continually run. There should be no fever for 24 hours.
Vomiting	Children can return to school 24 hours after the child stopped vomiting.
Diarrhea	Parents will be called if 3 bouts of diarrhea occur and your child will be sent home. Your child can return to school when they have been free from diarrhea for 24 hours.
Ear Infections	Children may return to school when ears are not causing pain and your child is well enough to participate in all activities.
Bronchitis/Cough/Croup	Children can attend school when they can participate in all activities without continually coughing.
Chicken Pox	Children can return to school after the pox are dry and the child has no fever for 24 hours (usually 3-5 days after last breakout.).

Conjunctivitis/Pink Eye	Eyes must be treated with medicine from a doctor. Children can return to school 24 hours after first treatment as long as eyes are not oozing.
Giardia	Children may return to school after antiparasitic treatment is complete and all symptoms are gone.
Slap Cheek/Fifth Disease	Bright red cheeks or rash usually occurs after fever. Your child may Return to school after fever is gone and rash has lightened.
Impetigo	Your child may return to school 24 hours after first treatment. There should be no discharge. The sore should be covered with a band-aid.
Head Lice	Children can return to school when they are nit free. All nits need to be picked out of the child's hair and all belongings need to be treated.

These are the most common illnesses that occur at our school. Other illnesses will follow guidelines of the Department of Public Health and The Center for Disease Control.

Incidental Medical

Learning to Learn preschool is willing to accept children with the following medical conditions if we have the resources available to do so.

Epi-pen injection for allergic reactions, inhaled medications, anti-seizure medications, prescription medications and over the counter medications.

Medicine Distribution Policy

In accordance with policies regarding children who need medication given to them during the school day, these procedures must be followed in order to administer your child's medicine:

1. All medicine must be in its original container and clearly marked with the child's name and dosage. The medication must be labeled with a current expiration date.
2. A parent must sign in on the medicine chart. Please fill out the form completely.
3. All medications must be placed in the designated locked boxes. Do not put any medications in the child's lunch box.
4. Please remember to take the medicine home with you when you pick up your child.

Bee Stings

Please let us know if you suspect any allergic reaction to bee stings. We treat bee stings with ice. You will be notified whenever your child has a bee sting. We will monitor your child to watch for more severe reactions.

Accidents

If your child is involved in an accident at the center, appropriate first aid will be given immediately (teachers have first aid and CPR training). If it is determined that a physician's care is needed, the parent will be notified immediately to pick up the child. If a severe injury has occurred, we will call 911 and notify the parents. Please remember to keep all of your emergency information current.

Safe Shoes

In order to play safely on our climbers, please dress your child in appropriate shoes. Tennis shoes are the safest on our playgrounds. Please stay away from boots, sandals, crocs and flip flops. If we think your child's shoes are unsafe, we will offer them a pair of school shoes.

Smoking

Smoking is prohibited on the school premises.

Pesticides Notification

In order to control pests at our facility we regularly apply organic and non-organic pesticides. In order to be notified via email, when we will be applying pesticides, please email us at ltolpestidereport@gmail.com to be added to our list.

Center Disaster Plan

A Center Exit Plan is posted in each room. Emergency supplies are on the premises and kept current. There are monthly fire drills, and earthquake drills. In the event of a major catastrophe that requires the children and staff to remain at the center, the staff will stay with the children until an authorized adult, and /or rescue organization responds. As per licensing regulations, childcare providers are responsible to maintain supervision and follow planned emergency procedures until children are picked up by an authorized adult or until specific instructions are provided by local authorities. If we have to evacuate the premises notification will be left on the building as to the children's location.

Nutrition

It is our intention to set a good example and teach our children “healthy eating” habits. At this young age, you can instill lifelong eating habits that will promote optimal brain development, physical development and behavior patterns. No child will ever be *forced* to eat, and we do not use food as a discipline tool. Meal and snack times are social times as well as times to refuel our bodies during a busy day. These are the guidelines we have set up to encourage your child to demonstrate healthy eating habits.

- Children will be encouraged to feed themselves. The teachers will assist the children in opening an item they cannot. Older children will eventually be taught to open containers for themselves.
- Young children need to avoid choking foods such as hot dogs, grapes, nuts and popcorn.
- Lunchbox items should come to school ready to eat oranges should be peeled and sectioned, apple need to be sliced, and spoons or forks need to be sent if needed.
- Children are to start with their healthy items first (this includes a protein, fruit or a dairy item).
- After a couple of bites of their healthy items, the teachers will help the children to open their drinks. Water is always available.
- If you are going to send juice, we would like to encourage you to send small (100% juices) instead of large ones. We find that the large juices are going into the trash with half the juice still in it.
- After approximately 20 minutes if a child has not eaten, we will no longer encourage them, and they can be done with their meal or snack.
- All uneaten food items will be put back in the child’s lunchbox so that parents can be aware of what their child has eaten.
- Please pack child size portions.
- Children need to sit while they are eating and are encourage to use “please” and “thank you” during mealtimes.
- Ice packs should be used to keep items chilled.
- Please limit sugary treats you send to just one. No candy or soda please.

- Please try to include whole grains, fresh fruits & vegetables and some sort of protein every day.

We appreciate your cooperation with these guidelines. We are always willing to give suggestions for healthy ideas that your children will enjoy. We want to keep them nourished and filled up for their busy day ahead.

Communication

Director/Teacher

The most direct line of communication, of course is to talk directly to the director or teaching staff. Please feel free to do so at any time.

Confidentiality

Personal and emergency information about your child will be kept on file at the center. This information, as well as conversations between parents and staff, will be kept confidential.

Weekly Lesson Plans

These can be found on the parent bulletin board and on our website. Weekly lesson plans list the weekly activities planned by the teachers. Refer to your newsletter and our website for information about special days.

Parent Bulletin Board

This area is used for announcements such as special events in the community, illnesses throughout the school, and important information from licensing.

Newsletters

Newsletters are published monthly and posted on our website. These contain important information such as field trips, special days, notes from the office, future activities and themes, and general announcements. It is the parent's responsibility to read the newsletter every month so you are ready for upcoming activities and events.

Parent/Staff Communications

Please check your child's art file daily. Artwork, newsletters and notes to parents are filed in there for you to take home. Parents may request a conference with their child's teacher anytime during the year. All conferences need to be scheduled through the director.

Parent Meetings and Parent Involvement

Parent involvement in the center guarantees continuity between the home and the place where the children spend a large portion of their day. Parent participation also leads to closer relationships among the parents themselves, giving the children a greater sense of community and allowing parents to share their skills and talents.

There are many ways to participate in our school: volunteering with special events, on field trips, participating in fundraisers, sharing your special skills and talents with the children, doing jobs at home for us such as sewing or making special snacks and fixing things around the school.

Each year we host a Parent "Back to School Night" in the fall where parents and children get to play together and meet the teachers. It is strongly recommended that at least one parent attend this very informative event.

Licensing

If you have any questions regarding licensing, contact the local office responsible for Community Care Licensing (address below). Annual visit reports from Community Care Licensing are available to you to review at any time.

Redwood Empire District Office
Community Care Licensing
101 Golf Course Drive, Suite A-230
Rohnert Park, CA 94928-1718 (707)588-5026

The licensing agency has the authority to interview children or staff and to inspect and audit child or facility records without prior consent.

*From all of us at Learning to Learn Preschool and Childcare Center, welcome!
We are eager to make your child's experience at Learning to Learn as pleasurable,
exciting, enriching and fun as possible. We are always willing to assist you in any way,
so please come to us with any questions or concerns that you may have.*

**Learning to Learn Preschool and Childcare Center
Parent Handbook**

Located at: <http://learningtolearnpreschool.com/rohnert-park/news-more-information/>

I have read all of the policies included in the Parent Handbook and agree to them. I understand that failure to follow these policies may lead to termination of preschool and childcare services.

Parent's Signature

Date

Parent's Signature

Date

School/Center Representative

Date

Our Parent Handbook is online to help with paper waste and for easy of viewing.

* Printed copy is available upon request.

