



Seasons of Wonder

A School of Exploration

Family Handbook

2022-2023

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Family Handbook Table of Contents

Welcome
Calendar/Days and Times of Operation
Holidays
Definition of Family
Mission/Philosophy
Program Goals and Objectives
Vision
Non-Discrimination Statement
Licensing Information
Family Standards of Conduct
Confidentiality

Arrival and Departure Policies **Page 8**

Arrival and Departure
Cellphone Use
Pickup authorization
Right to Refuse Child Release
Child Custody
Late Pickup
Transportation

Enrollment and Financial Policies **Page 10**

Child Enrollment
Child Files-Enrollment Documents
Tuition Policies
Vacation, Absence or Illness Policy
Emergency Closure Policy
Closure Due to State or Local Mandates
Changes in Enrollment
Late Pickup Fees

Curriculum **Page 12**

Curriculum Philosophy/Framework
Outdoor Learning
Ateliers (Art Studio and STEM Lab/MakerSpace)
Items from Home
Multiculturalism and Diversity
Celebrations
Class Schedule-Routines
Nap and Rest Time
Outdoor Play Policy
Birthdays/Holidays and Celebrations
Learning Trips
TV and Video Use

Health and Safety**Page 14**

Classroom Safety
Hand Washing
Supervision
Discipline Policy
Challenging Behaviors
Developmental/Special Needs
Sick Children/Exclusion
Communicable Diseases
Medications
Emergency Contact Information/Updates
Discipline Policy
Diapering/Potty Training
Sunscreen
Disaster/Emergency Plans
No Smoking on Grounds
Child Abuse Reporting

Meals/Food Program**Page 18**

Meal Time
Lunchbox Suggestions
Food Allergies
Drinking Water

Family Involvement**Page 20**

Open Door Policy
Communicating with Families
Family Events
Program Assessment/Annual Evaluation

Appendix**Page 21**

What to Bring to School/Items Needed
Daily Schedule
Signed Acknowledgement
Parents Rights LIC 995
Personal Rights LIC 613A
Immunization Schedule
School Calendar

Welcome!

We are so glad you are here! The staff welcomes you to Seasons of Wonder, a school of exploration.

We look forward to you joining our family. At Seasons of Wonder you will see your child flourish through messy play, loose parts and open-ended play. Children will create friendships and bonds with their classmates and teachers working together on long-term projects and topics of study.

Thank you for choosing Seasons of Wonder. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Simone Findlay, M.Ed

Owner/Director/Teacher

Calendar/Days and Times of Operation

The Center is open from 8:30 a.m. to 3:30 p.m., Monday through Friday, From August through June. Early drop off is available during the school year, August 15-June 15, 2022 for an additional fee. A copy of this year's school calendar is in the APPENDIX of this handbook.

A 4-week summer program may be offered during the month of July. This program may consist of a partial month, half days or less days per week depending on staffing. A proposal for a summer program will be presented to families in the spring.

Holidays

We closely follow Napa Unified School Districts calendar and are closed for the following holidays:

Labor Day

Veteran's Day

Thanksgiving and Day before and after

Martin Luther King's Birthday

Presidents Day

Memorial Day

Juneteenth

Independence Day (If enrolled in summer program)

Winter Holiday Break: We will be closed for 2 weeks during the weeks of Christmas and New Years

Spring Break: 1 week Typically end of March/early April (same as NVUSD)

We will also be closed for 4 days for Staff Development, these dates will be announced at least 30 days in advance

Every three or four years, school may close up to three extra days for maintenance and repair projects such as paint, carpet, etc. Families will be notified at least 60 days in advance unless an emergency repair is needed.

Monthly tuition rates do not change for months that include closed days due to holidays, breaks or maintenance.

Fully Outdoor Program

We are a fully outdoor program only heading inside for nap time and bathroom breaks. Please see section on Outdoor learning for more information and refer to the section on emergency closures and inclement weather for possible school closures.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Mission/Philosophy

Seasons of Wonder embraces a developmental approach to early childhood education and care. The curriculum focuses on all aspects of a child's growth and development – intellectual, physical, social, and emotional. We follow the Reggio Emilia approach and principles including Emergent Curriculum, In-Depth Projects, Representational Development and Collaboration. The teachers learn alongside the children, help guide and document their inquiries and constantly observe the learning.

Children learn through experiences with open ended equipment and materials coupled with nurturing and helpful interactions with adults and peers. The learning environment is carefully set up to encourage children to think, solve problems, and take risks. Materials that serve many purposes such as sand, water, and blocks are regularly available. Children (and staff) will get messy! Creativity is emphasized not only through painting and other art activities, but also through play with blocks, storytelling, and dramatic play.

Language development is enhanced through emphasis on verbal interactions with other children and adults. Reading to children and the availability of writing materials throughout the environment encourages the development of reading and writing.

Routines such as meals, toileting, rest time, and a regular schedule for the day help children develop a sense of security.

Program Goals and Objectives:

Seasons of Wonder aims to lead through developmentally appropriate practices & innovation as we:

- Provide quality education related to early childhood development and care in an atmosphere that fosters interest in and enthusiasm for learning.
 - Children will develop independence, autonomy and self control
 - Children will develop a positive self concept and a sense of belonging
 - Children will be supported in their Social-Emotional, Physical, Language, Cognitive, Literacy, Math, Science and Technology, Social Studies and Arts development
- Strengthen and empower families to learn together while bridging the gap between home and school
 - The program will actively seek, support, and collaborate with community partners to increase community awareness
 - The program will provide opportunities to connect with other families and create a sense of community.
 - Staff will provide resources to families, including general information on child development and parenting, as well as specific assistance in dealing with developmental difficulties
- Serve as a model teacher-training site and as a leader in developmentally based early childhood education
 - Staff will work together to maintain a safe, healthy and supportive environment for families, children and visitors
 - Staff will continue their professional development to stay up to date with current practices in the field of Early Childhood Education
 - Staff will act as reflective mentors to lab students, student workers and observers

Vision

To support children in their inquiry and wonder, setting up a strong foundation for lifelong success.

Non-Discrimination Statement

We welcome staff, children and families from all ethnic, racial, religious, and national backgrounds. We also do not discriminate because of gender, family structure or disability.

Licensing

The center is licensed through Community Care Licensing:

ROHNERT PARK
101 Golf Course Dr., Suite A-230
Rohnert Park, CA 94928
(707) 588-5026

Notice of Inspection Authority

All parents must be advised that our school is operating fully within the policies and procedures governed by the State of California Health and Welfare Agency and Department of Social Services. These agencies reserve the right to perform the duties authorized in section 101200 (b) and (c) of Title 22 Division 12, Child Day Care General Licensing Requirements.

Family Standards of Conduct

Everyone entering our center will be expected to abide by the following standards:

- Be respectful to staff, your own child, other children and families
- Do not use inappropriate language
- Refrain from using your cell phone in the building and at pick up/drop off

Confidentiality

Our families and staff are protected by *The Family Education Rights and Privacy Act (FERPA)* and the *Health Insurance Portability and Accountability Act of 1996 (HIPPA)*. Information about children, families, and staff is confidential. Confidentiality must be properly maintained.

General guidelines:

- Information will not be shared with outside agencies or individuals without parental consent, except for requests from Child Welfare Services or a court order.
- Parents or guardians have the right to review their child's file upon request.
- Parents have the right to be informed about what services their child will receive before consenting to such services.
- Staff, consultants, volunteers, and college students/interns are informed about children, families, and staff on a "need to know" basis only. "Need to know" means one is provided with the necessary information required completing one's job.
- Information to be protected includes written documents, as well as verbal discussions about children, families, and staff.

Arrival and Departure Policies

Most children do best when arrival and departure times are consistent and, therefore, predictable for them. We ask that children arrive by 9:15 to give them sufficient time to engage in activities before snack and group time. Families participating in early drop off will receive an email with more information on drop off procedures.

In order for our staff to keep all children safe in our care, families, or any person dropping off a child at the center, must be sure to do the following:

- **Sign in** your child on the class sign-in sheets daily. Note the time of arrival and first and last name of the person who has brought your child to school **with a full signature**, not initials.
- **Drop off at gate.** Please allow a teacher to open the gate and do a quick well check of your child prior to them washing their hands.
- **Acknowledge your child's arrival with teacher on-duty if arriving late.** Be sure that one of the staff members assigned to the class is aware that your child has arrived. Some children will quickly go to their group on their own. It is still important that you are sure that a staff member is aware of your child's arrival.

We ask that only the enrolled child enter our outdoor classroom. If you would like to come back to enjoy snack with your child or volunteer in the classroom we ask that you come back after 9:30am and follow our volunteer requirements set forth by the state.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

Departure/Pickup Authorization

Only authorized adults may pickup your child from the Center. If you wish to have adults other than a parent pickup your child, you must list them on the pickup authorization section of the *Contact Information Form*. Until staff is able to identify authorized persons, staff members may be asking them to see a picture ID in order to ensure that the individual is listed on the authorization form.

When leaving the school you must sign your child out. Please note the time of departure and first and last name of the person who is picking up your child.

On an occasional basis, you may send a signed note to give pickup authorization to an adult who is not listed on the form to pickup your child. Remember to inform this person that they must be prepared to show a picture identification card. If this turns out to be a more regular situation, we will suggest that you add this person's name to your pickup authorization.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Late Pickup

Our Center is set-up to provide services between the hours of 8:30 a.m. and 3:30 p.m. Prompt pickup is important for the children who are expecting their parents as well as for our staff who have professional and personal responsibilities after the Center is closed. Late pick up fees will be charged if a child is picked up after closing. Please see section on Late Fees for more information

If some unforeseen circumstance should arise where you cannot pickup your child on time, please call or text the school as soon as possible. It can be disconcerting to be the last child at the center, and it is helpful to let your child know that you or a designated person is on their way to pick them up.

If your child is not picked up on time, and you have not contacted the teacher, authorized individuals will be contacted to pickup your child.

Transportation

We do not provide transportation to and from the Center.

Enrollment and Financial Policies

No supplementary or optional services are offered other than early drop off.

Child Enrollment

Full and Half day schedules are available as well as 5, 3 or 2 days per week.

- Applications are considered based on the program's availability as well as the ages/needs of children (potty trained vs diapers).
- Enrollment is open to any student provided we can meet the needs of that child and the family.
- A wait list is maintained, and should a space become available, you will be notified.
- Enrollment contracts are from the date of enrollment through the end of the academic school year, as outlined in the Admissions Agreement.

Child Files-Enrollment Documents

Before a child's first day, we need to have the following on file in our office:

- Completed admission agreement along with payment of fees including month 1 and \$25 registration fee---An annual fee of \$100 will be collected each August or your child's first month of attendance
- Family Questionnaire
- Notification of parents rights (LIC 995)
- Personal Rights (LIC 613A)
- Consent for emergency medical treatment (LIC 627)
- Emergency Information (LIC 700)
- Physicians Report (LIC 701)—Children must have physical dated within 30 days and TB completed prior to first day. This form must be signed by a physician
- Health History (LIC 702).
- Vaccine Record: All children must have up to date vaccinations, current schedule in appendix
- Parent Handbook Acknowledgement
- Photo release form
- Sunscreen Permission form (If Applicable)
- Dietary Restrictions/Allergies Form (If Applicable)

All files are checked at least quarterly to assure compliance. The content of the file is confidential, but is available to administrators and teaching staff, the child's parents or legal guardian, and regulatory authorities, on request.

Tuition Policies

Tuition payments for each month are due before or on the 1st of the month, whether or not your child is in attendance or school is in session. For example, the payment for October is due by October 1st. You can pay via ACH transfer, drop off/mail in a check or have your bank mail a check every month automatically.

A late fee of \$25.00 will be charged if payment is received after the 1st of the month. Children may not attend if payment has not been received.

There will be a \$40.00 fee for any returned check.

An initial non refundable registration fee of \$50 is due upon enrollment. A subsequent yearly re-registration fee of \$50 is due every August.

A non refundable materials and supplies fee of \$150 is due every August. This fee is used for high quality art materials, emergency supplies and our garden.

In the event of a tuition increase, you will be notified in writing 30 days in advance.

No tuition refunds will be provided.

Vacation, Absence or Illness Policy

The center does not offer a tuition credit if your child is not present. Families may take the month of July off with no tuition due, with advance notice given.

Emergency Closure Policy

In the event of an emergency, please note that we follow NVUSD's emergency closures procedures, with the exception of wildfires. If we are closed due to an emergency or extended power outage, tuition will not be reimbursed. Specifically in the event of wildfires in Napa or surrounding counties, if the AQI (air quality index) is over 150, this air quality is not considered safe for children under 6 years old, and the center will close and remain closed until the AQI returns to safe levels (under 150). For AQI between 101-149 we will closely monitor the outdoor air and may close depending on our exact area. We will not more school sessions inside since we are an outdoor school. We apologize in advance for any inconvenience an emergency closure may cause but we share your commitment in keeping our children safe.

Closure Due to State or Local Mandates

If the center is asked to be closed due to state, county, or city mandates for an extended period of time tuition will be due at the following rates:

Month of closure-Full tuition

Month 2-3: Fifty percent of tuition

Month 4+: Twenty five percent of tuition

If a closure month includes registration or materials fees, the full amounts will still be due.

If you are unable to pay tuition to hold your child's place, you may ask to be placed on the waitlist and would be offered a spot once one becomes available.

Inclement Weather Policy

If forecasted daily high is-

90-94 degrees: Early pick up recommended, especially for children that do not nap

95-99 degrees: We will close at 3pm

100+ degrees: We will close at 2:30pm

We will monitor other weather alerts and advisories, but do not anticipate closures for weather other than heat.

Changes in Enrollment

Children benefit most when the program and home have a similar philosophy of child development, teaching and discipline. They also benefit the most when they attend consistently and have a predictable schedule. We enroll children into our school with the intention of seeing them through to their promotion to Kindergarten. If a parent/family decides to withdraw their child from the program for any reason, a written 1 month notice is required.

Late Pickup Fees

Late pickup fees are assessed and collected monthly. The primary purpose of collecting these fees is to ensure the timely pickup of children. Additional costs are incurred when children remain at the center after closing as staff may have to work overtime to complete daily tasks.

Children **MUST** be picked up **BEFORE** 3:30pm each day. From 3:30-4pm teachers participate in planning, prep, meetings and reflection. Late pick ups or pick ups right at 3:30 cause this time to be cut short. Late fees will be enforced. If you would like to chat about your child's day (and we hope you do!), please plan to arrive between 2:30-3:15.

Late pick-up fee is \$25 per 15 minute block (or portion thereof) after 3:30pm for 1st and 2nd occurrence and \$50 per 15 minute block there after. Excessive late pickups will result in termination of services. A slip will be provided and payment will be due the next time child is in attendance.

Curriculum

Curriculum Philosophy/Framework

Our curriculum strives to reflect the children's interests, abilities, cultures, and families. Curriculum planning is ongoing and evolves as we continue to observe the growth and interests of the children. Learning experiences are developed to address all areas of growth, e.g. social-emotional development, physical development, cognitive/creative development and language development. A wide variety of activities will be planned to offer an in-depth study on a topic of interest, e.g. families, bugs, balls, etc.

We utilize The Project Approach. The Project Approach, as the name suggests, focuses the children on particular topic of interest for a period of time. A project is an in-depth investigation of a topic. The topic comes directly from the children's interests and involves children's attention and energy. Projects involve children in conducting research on events worth learning about in their own environments. The teacher assesses what the children already know about the topic and develops a list of things the children express curiosity about. A topic "web" is then organized as a structure to guide the project.

While gathering information on the chosen topic, children have the opportunity to ask questions, to generate theories and predictions concerning possible answers, to seek answers to their questions, to interview experts and others from whom relevant information can be obtained, and to engage in other activities involved in collecting information.

Taking from the Reggio Emilia approach children will engage in specialized art exploration in our atelier and construct knowledge using the community around us. Our environment consists of beautiful, thoughtfully placed materials meant to provoke wonder and depth of knowledge. We utilize our outdoor spaces as the primary classroom filled with art, math, science, large motor and social opportunities. Children should prepare to get messy through hands on sensory exploration, art and gardening! See the appendix for more information on how we integrate of philosophies such as Montessori and Waldorf.

Ateliers (Studio Spaces)

The schools in Reggio Emilia have separate studio spaces with studio teachers where children can explore things like art and light with a small group. We have 2 distinct studio spaces in our indoor spaces that will be used by small groups of 6-8 students each week. Children will have the opportunity to engage with different media and methods in the art studio and will explore Science, Math, Engineering and more in our STEM lab/Makerspace.

Outdoor Learning and Play Policy

We are a FULLY outdoor school! This means that even if your child is cold or wet, we do not take them inside. We are outside all but 2 hours for nap (1 hour for kids that don't sleep). It is important to dress them for the weather of the day and also consider the weather the night before. The outdoor classroom will be wet if it rained the night before so even if it's not actively raining rain gear is still needed.

Rain boots and rain gear are requested in the rainy season and sun hats with sunscreen in the warmer months. Your child needs rain gear and cold weather gear. These are 2 different things! Snow pants are great for the cold, not so great when sitting in puddles! Make sure rain gear is WATERPROOF not water resistant or wind proof. Rain pants or a rain suit are a necessity. Snow boots are great for the cold, but will soak up the water when jumping in puddles!

More information on what to pack is located in the appendix. Classes are not moved inside due to extreme weather or smoke. Please see our closure policies for more information.

As an outdoor preschool all of our learning, activities and routines are done outside. Children spend time in our main outdoor classroom as well as our garden and additional outdoor space. Children are exposed to the things that interest them the most...the world around them. They are able to see first hand the changing seasons, local bugs and birds, and our growing garden.

Children tend to our garden, planting seeds/seedlings, watering, weeding and of course enjoying the bounty!

Items from Home

In general we ask that items are not brought to school from home. We have limited space for storing additional items and cannot be responsible for lost or broken items. Often times we will ask for help in locating items related to a topic of study, like a bee keeper suit or a tortilla press!

Multiculturalism and Diversity

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. We encourage families to share their traditions, cultures, jobs, and family structures with us.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Celebrations are based on the children's interests, if children express an interest in Christmas we may incorporate it into our environment and curriculum whether it is December or April. If they do not then it would not be focused on. We will create traditions and celebrations within our center based on the families enrolled.

Holidays and birthdays are special occasions in many families. While our curriculum is not focused on the holidays, some celebrations can be wonderful opportunities for the children to become aware of different cultural practices. We welcome families to share your traditions with the center.

TV and Video Use

We have a media free environment with no toys from movies or TV. The center does not include screen time as part of our curriculum or daily activities.

Class Schedule-Routines

The daily schedule includes large blocks of time for exploration. Small groups of children will be invited into the art studio, STEM Lab or garden weekly to have time for in depth, hands on learning. The daily schedule may vary to meet the needs and interests of each group, their families, and a particular day's climate. The flow of the day will always remain the same. See appendix for our daily schedule.

Nap and Rest Time

Nap time is designed to be a pleasant and relaxing time for everyone. Each child has an assigned mat and place for nap. During nap time, soft music is played and lights are off, although doors may remain open. Children are not required to sleep, but may not disturb the others. After 45-60 minutes, children who are still awake will head back outside. As children wake up from nap they will go right back out to our outdoor classroom. Children still sleeping at 2:30 will be gently woken up.

All napping items are provided by the school and are laundered at the end of the week. Mats are sanitized weekly. No items from home are accepted.

Learning Trips

Children may go on short walking trips in the neighborhood, which are only undertaken when there are enough adults to ensure the safety of the children. Notices will be posted where families sign in each day; a 2-day notice will be provided when possible.

Health and Safety

Classroom Safety

Children are encouraged to play safely in the classroom. Both the children and staff follow the following safety rules:

- We take care of ourselves.
- We take care of others.
- We take care of our environment.

Hand Washing

Thorough hand washing is one of the most important ways to prevent the spread of disease.

Children should wash their hands:

- On arrival for the day
- Prior to meals or food preparation.
- After diapering or toileting
- After nose blowing
- After handling any bodily fluids

Sick Children/Exclusion

We are not able to care for sick children. Please keep your child at home if he or she is not able to participate in normal group activities or if they require one on one care (ie. Constant runny nose).

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. If your child is too sick or uncomfortable to participate in daily activities, do not send him/her to school. If you suspect your child is sick, it is likely they are and are in the early phase of an illness when they are most contagious so it is best to keep them home.

Children with seasonal allergies must have a Dr's note on file stating that the child has seasonal allergies (and how allergies present).

Children, who become ill after they have arrived at school, will rest in the Office or another designated location, supervised by a staff member, until a parent or emergency contact can come to pick the child up. If a family is unable to pick up their sick child within the hour they must make other arrangements. If the family cannot be reached within 30 minutes staff will call the next person listed on the emergency contact form.

You will be called and asked to pick up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100.4°F)
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting
- Mouth sores caused by drooling.
- Rash unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours with no medicine.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)

- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Medications

Occasionally, your child may need medication while at school. The teacher will ask that you complete a *Permission to Administer Medication* form. They will store the child's medicine container in a cool, secure place where children cannot tamper with it. **Please do not leave any medication in the classroom (e.g. cubbies or on a counter) without informing the teachers.**

In keeping with the American Red Cross practices, the staff can only administer medication if:

- You have already given the medication to your child once and are certain that it has no ill effects on your child
- The medication is prescribed by your child's physician, has a current date on the label and is in original childproof container with the prescription label attached.
- The medication must contain the expiration date or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- You can ask the pharmacist to dispense prescriptions in two labeled containers so that one may be left at the Center.)
- All medications must be labeled with the child's first and last name.

All medications are kept in a locked container in the kitchen or in the refrigerator. EpiPens are considered emergency medication and cannot be locked. Emergency medications are kept out of the reach of children but easily accessible for quick action. Emergency medications are taken with the child including outside and with other first aid supplies on outings.

Sunscreen, special soaps, lotion, and diaper creams do not need to be kept in a locked cabinet but must be inaccessible to children. Please do not leave this items in a child's lunchbox or bag.

Non-prescription preventatives such as sunscreen, insect repellent, non-medicated diaper cream, lotion, lip balm, and toothpaste are not considered medications and only require parental/guardian consent.

Emergency Contact Information/Updates: Medical/Dental Emergency

Should your child have a medical or dental emergency while at school we will immediately notify the child's authorized representative to obtain specific instructions regarding actions to be taken. We will make prompt arrangements for obtaining medical treatment for any child if necessary. If family can not be reached immediately or if nature of illness or injury such that there should be no delay in getting medical treatment the center will make emergency arrangements.

If your phone number or your emergency contact information has changed, please notify your child's teacher as soon as possible to make those changes. Current contact numbers are very critical in the event of an emergency. Two times a year staff will be asking you to review the information and to make any appropriate changes. At that time, you will initial/date the form to acknowledge that you have reviewed the information.

Discipline Policy

At the Seasons of Wonder, we use guidance techniques that promote a healthy self- concept and create a program that is pleasant for everyone. Our goal is to help children to develop a sense of self-worth, competency and mastery. We never use corporal punishment such as shaking or hitting nor are we ever physically or verbally harsh with children. Food is never withheld as a punishment. We treat all the children with gentleness and respect and expect them to treat one another and the adults with similar gentleness and respect.

Every child will have difficulty following limits from time to time. While we assess the behavior to try and better understand what is going on, we also determine if a change in the classroom environment, our own behavior or the situation can eliminate the cause. We look for ways for the child to meet his/her needs.

We will not discipline children for what has happened in the home, nor ask families to discipline children for what they did at the Center. However, when inappropriate behaviors persist, we may meet with families to plan strategies that can increase consistency between home and school, and that can help children to behave appropriately. If we determine our center is not the right fit for your child and all strategies have been exhausted we will ask you to be dismissed from the program.

Diapering/Potty Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

For health and safety reasons, cloth diapers are not accepted and potty chairs are not used. Families must provide diapers and wipes for their child. The center accepts a limited number of children in diapers. Pull ups are not allowed. Children in diapers are checked at least every 2 hours and changed as needed throughout the day.

Sunscreen

A big part of our children's day is outside time. We do have a nice shaded area and trees that provide shade most of the year. We encourage families to dress their children in sun protective clothing and bring a hat if your child is used to wearing one. We also ask that you apply sunscreen to your child prior to arriving at the center or once you arrive.

If you would like us to apply sunscreen during the warmest months a *Permission Form* must be on file and families must provide sunscreen that is labeled with the child's first and last name. Sunscreen will be placed out of reach of the children, please do not leave on the counter or place in a child's lunchbox. Only Sunscreen or sun block with UVB and UVA protection of SPF 30 or higher will be applied.

Disaster/Emergency Plans

In the event of a natural disaster we will remain at the center until all families are able to pick up their children. In case of an evacuation from the center a notice will be posted on the door stating the relocation site.

Fire

Fire drills will be practiced monthly. A safe area away from the building will be designated. Outside in the safe area the children's attendance will be taken and checked against the daily attendance records. Fire alarms and smoke detectors will be tested monthly, and a qualified person will inspect the fire extinguishers yearly.

Earthquake

Earthquake drills will be covered annually. Earthquake drills consist of the "duck and cover" procedure. A designated off site safe zone is posted at the center. Emergency supplies such as water, food, and first aid equipment are kept in the classroom for such emergencies.

No Smoking on Grounds

Smoking is not permitted on the premises.

Child Abuse Reporting

As mandated reporters, staff are required to report any suspected child abuse or neglect.

Children's and Families Rights

Please see appendix (LIC 995 and LIC 613A) for more information on your rights and the rights of your child.

Meals/Food Program

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician

Drinking Water

Safe clean drinking water is always available and provided through Brita Pitchers. Children are asked to bring a water bottle from home filled with water daily. **Please do not put milk or juice in children's water bottles.**

Meal Time

All children are served a morning snack, lunch, and an afternoon snack. Families provide lunch daily. Snacks are provided by the center. Snacks meet guidelines for the USDA Childcare Food Program and reflect diverse cultural and ethnic eating patterns. A monthly menu is posted on the fridge and on our family Facebook page. The following policies are important for you to know:

- Please be sure that your child eats breakfast prior to coming to school.
- Morning snack is served around 9:30am, Lunch is served at 11:30, and PM snack is served at 2:30pm
- Children are encouraged but are not required to eat the foods offered.
- Children are not offered foods to which they are allergic or, for religious reasons they cannot consume. The kitchen has an allergy list posted.

- Please refrain from sending candy, sugary beverages or processed foods in your child’s lunch.
- Following current American Academy of Pediatrics recommendations, **no juice** is to be served to infants or children under 5 years old. We ask that you do not include anything other than water or milk in your child’s lunch.
- We are not able to cook/heat any food for your child or refrigerate any food/milk. Please send your child’s food in a self-contained and insulated lunch bag daily with ice packs in the summer.
- Food is never given as a reward nor withheld as a punishment.
- We encourage families to provide lunch in a bento style box, making it easy for teachers and children to open and limited single use plastic waste.
- During snacks and meals adults engage in meaningful conversations with the children.

Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Celery sticks Raisins Cheese Cubes Water	Leftover Chicken Roll Orange wedges Broccoli String Cheese Water
Hummus on crackers Apple slices Carrot sticks Yogurt Water	Tofu Rice Strawberries Sugar snap peas Water

Family Involvement

Families are children's first and most important teachers.

It is important to have strong bridges between the home and our Center, so it is our goal at Seasons of Wonder to ensure that every family feels welcomed and involved in our program. Families are encouraged to participate in whatever ways that best fit their schedule, their preferences and the needs and rhythms of their child and family.

Open Door Policy

Families are welcome come back and play or drop in for lunch! Please let staff know if you would like to join us for a certain part of the day. Families are always welcome (once COVID restrictions lift!). We ask that adults do not come in at drop off, but come back once all children are engaged in the classroom.

Communicating with Families

Teachers try to connect daily with each family. If you would like more time to talk individually please let our teachers know and we can schedule a time to do that. Conferences will be offered 2x a year to talk about your child's development. A family only Facebook page has been set up to share pictures and videos from your child's day as well as keep you informed of event, closures and our topics of study.

Family Events

Family events will differ by year and may include family get togethers, work days, and project culmination events. An event list will be distributed at the beginning of the school year.

Program Assessment/Annual Evaluation

Program assessment and evaluation are a key aspect in quality care. Every Spring families will be encouraged to complete surveys to aid in program improvement. Results will be used for continuous program improvement.

Appendix

Recommended Items needed for Outdoor Preschool

Fall/Winter

Base Layer Shirts and Pants (wool is best)
Warm Socks (Wool recommended)
Warm Boots/Tennis Shoes with good grip
Fleece Layer top
Jacket
Waterproof Rain Gear (1 piece Rain Suit or Rain Jacket with hood and Rain Pants)
Rain Boots
Thin Gloves and Beanie style hat (if child is used to wearing them)

Spring/Summer

Lighter jacket
Water Shoes with grip (such as Keens)
Summer hat
Sun protective clothing

What to Bring to School

- Sun hat or winter hat depending on the weather (bring daily or leave at school)
- Labeled Sunscreen with signed permission form
- Lunch Box with ice packs/thermos as needed—**Bento Style Box** Highly Encouraged
- **Insulated** Water Bottle filled daily (ice in the warmer months encouraged)
- Rain Jacket with hood and/or Coat **
- Rain Boots and Rain pants**
- At least 2 extra sets of clothes, more if potty training (pants/shorts, shirts, socks, underwear plus an extra sweatshirt or fleece)
- 2 wet bags-please pack 1 wet bag and all extra clothes into reusable wet bag
- Diapers and Wipes if needed

***Please be sure to clearly label all personal items**

****One full set of rain gear should remain at school and one at home for children to be sent in on rainy days (Rain Boots, Rain jacket and Pants or Full Rain Suit)**

Be sure to send children in play clothes and shoes! They will get dirty as they explore our environment. Be prepared for paint, dirt and sand coming home daily. We do not want to hinder a child's creativity and exploration due to their clothing

Your child does not need a backpack, stuffed animal or other items from home.

Lost Items

Please remember that your child's day is filled with activity. Clothes get wet or dirty and are changed. Shoes may be discarded to run or get into the sandbox. With groups of children, it is sometimes hard to gather all their belongings as the class transitions. Labeling your child's belongings will help us to keep track of them.

Seasons of Wonder

*Daily Schedule**

7:30-8:30am	EARLY DROP OFF-Indoor/Outdoor Exploration: Art, Math, Science, Dramatic Play, Language/Literacy
8:30-9:30am	Outdoor Exploration: Art, Math, Science, Dramatic Play, Language/Literacy
9:30-10am	Morning meeting and Snack
10-11am	Small Group Activities and Outdoor Exploration: Gross Motor, Art, Math, Science, Dramatic Play, Language/Literacy
	**Small groups of children will be welcomed inside the art studio, STEM lab or garden during this time as well
11-11:30am	Gross Motor Time and Lunch Set Up
11:30-12:15	Lunch (Half Day children leave at 12pm)
12:15-2:30	Nap and Quiet time
2:30-3:30	Snack, Outdoor Exploration and Book time

*The flow of the day typically remains the same, exact times may change due to children's interests and weather

Acknowledgment Statement

I _____, have received Seasons of Wonder's Family Handbook and agree to adhere to the guidelines that are put forth in it. I also agree to discuss any future questions I may have regarding practices or policies with my child's teacher or with the Director.

Signature _____

Date _____

2022-2023 School Closures

Thursday August 4 th	School begins
Monday September 5 th	Labor Day
Monday October 31 st	Staff Development Day
Friday November 11 th	Veteran's Day (Conferences)
November 23, 24 and 25 th	Thanksgiving Break (Wed-Fri)
Friday December 23 rd	Half Day (school closed 12:30)
December 26 th to January 9 th	Winter Break (School begins Tues 1/10)
Monday January 16 th	Martin Luther King Jr. Day
Monday February 20 th	Presidents Day
April 3 to 7 th	Spring Break
Monday May 29 th	Memorial Day
June 5 th -7 th (Mon-Weds)	Staff Development
Monday June 19 th	Juneteenth
Friday June 30 th at 12:30)	Last day of School Half Day (School Closed at 12:30)

--Possible Summer Camp July 5-July 28th

2023-2024 School year begins Thursday August 3rd 2023

Additional Appendix:

Parents Rights LIC 995
Personal Rights LIC 613A
Immunization Schedule