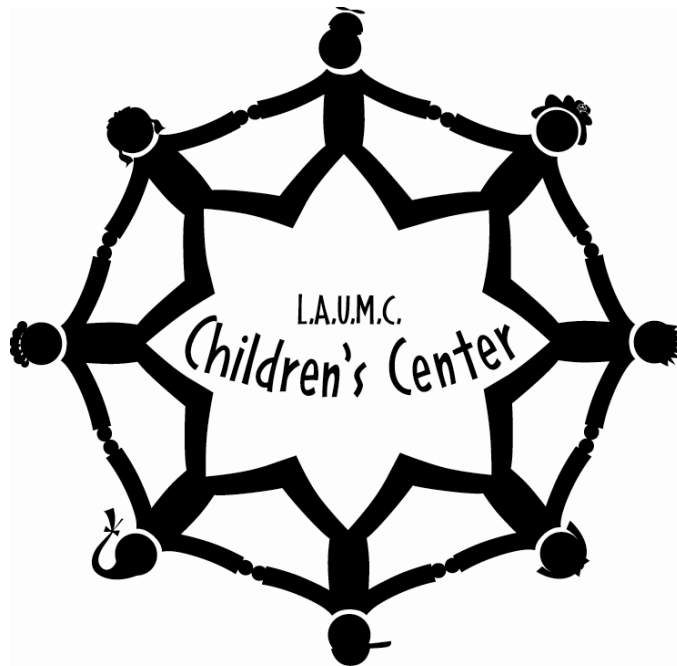


LOS ALTOS UNITED METHODIST CHURCH CHILDREN'S CENTER PRESCHOOL

655 Magdalena Ave
Los Altos, CA 94024
(650) 941-5411
www.childrenscenterpreschool.org

PARENT'S HANDBOOK



SCHOOL YEAR
2012 - 2013

Los Altos United Methodist Church

Touching Heaven, Changing Earth

Children's Center

A Loving Place to Grow

The Los Altos United Methodist Church Children's Center provides a ten month, week-day program for preschoolers. Our developmental program provides a safe, nurturing, Christian environment. Principles of love and respect are utilized in encouraging children as they learn and grow.

Our curriculum is based on the Christian belief that all people are children of God and that the diversity of races, cultures and perspectives is a gift which enriches us all.

LAUMC's Children's Center is not only for children. You, as parents, are an integral part of this school. You are always welcome here. The staff and Director are available to you for conferencing, support or simply for conversation. We have formed the Family Resource Center (FRC) to provide coffees, speakers, as well as a lending library for parents. These are free of charge and open to the entire community.

Our purpose is to nurture each child's emotional, intellectual, and social development. Our program provides both structured and unstructured time each day. We believe young children need many opportunities to choose activities from a carefully prepared environment. They also need to accept times when there is not a choice. Education is not only about imparting facts and imposing schedules. Children need time to dream, think and contemplate; to make sense of and enjoy the beauty of God's world. Our rules to live by are:

Be kind to yourself

Be kind to others

Be careful of all creation

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CHILDREN'S CENTER CALENDAR 2012 - 2013

JULY

S	M	T	W	T	F	S
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AUGUST

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NOVEMBER

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APRIL

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MAY

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JUNE

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23	24	25	26	27	28	29

 LAUMC CC PRESCHOOL CLOSED
 SPECIAL DAYS: Parents invited to attend. No lunch or afterschool care.

- August 30: Parent Information Meetings
- Sept. 3: Labor Day (School Closed)
- Sept. 4 & 5: Orientation Days
- Sept. 5: Emergency Operations Meeting 7PM
- Oct. 19: Harvest Faire (School Closed)
- Oct. 29 & 30: Halloween Performance & Party
- Oct. 31: Staff Development Day (School Closed)
- Nov. 12: Veteran's Day (School Closed)
- Nov. 17: Open House (10 AM - 12PM)
- Registration for 2013-2014 begins*
- Nov. 19 & 20: Emergency Evacuation Drills
- Nov. 21-23: Thanksgiving Recess
- Dec. 17 & 18: Christmas Program

- Dec. 19- Jan. 4: Christmas Vacation
- Jan. 7: School Resumes
- Jan. 21: Martin Luther King (School Closed)
- Jan. 22: Staff Development Day (School Closed)
- Feb. 18-22: Winter Break (School Closed)
- March 29: Good Friday (School Closed)
- April 4 & 5: Spring Sing
- April 8-12: Spring Break (School Closed)
- May 17: LAUMC Rummage Sale (School Closed)
- May 27: Memorial Day (School Closed)
- June 5: Children's Center Fun Day
- All Classes Attend*
- June 10-14: LAUMC Vacation Bible School
- June 17: Summer Fun Zone begins

Please Note: Events and Dates are subject to change

PROGRAMS OFFERED FOR 2012 - 2013

TWO (Child must be two by 9/1/2012)

This program is designed for the older, independent TWO. The focus is on social development and learning through play.

Tuesday / Thursday PM
1:00 - 3:00 (Sept - Dec.)
1:00 - 3:30 (Jan. - June)

16 Students 2 Teachers/1 Assistant
Annual Tuition - \$3392
Registration Deposits - 2 @ \$424
Tuition Payments - 3 @ \$848

THREES (Child must be three by 11/2/2012)

This is a developmental program focusing on social interaction, fine and gross motor, free art, and cognitive work. This program includes both structured and unstructured time.

Tuesday / Thursday AM
8:30 - 11:30

18 Students 2 Teachers/1 Assistant
Annual Tuition - \$3392
Registration Deposits - 2 @ \$424
Tuition Payments - 3 @ \$848

Monday / Wednesday / Friday PM
1:00 - 4:00

18 Students 2 Teachers/1 Assistant
Annual Tuition - \$4776
Registration Deposits - 2 @ \$597
Tuition Payments - 3 @ \$1194

PREKINDERGARTEN (Child must be four by 11/2/2012)

The focus of our FOURS is Kindergarten readiness. We believe that social maturity, (the ability to delay gratification, to share, to communicate feelings), is as important as academic ability.

Monday / Wednesday / Friday AM
8:30 - 11:30

20 Students 2 Teachers/1 Assistant
Annual Tuition - \$4776
Registration Deposits - 2 @ \$597
Tuition Payments - 3 @ \$1194

Monday / Wednesday / Friday PM
1:00 - 4:00

20 Students 2 Teachers/1 Assistant
Annual Tuition - \$4776
Registration Deposits - 2 @ \$597
Tuition Payments - 3 @ \$1194

INNOVATIVE

The Innovative Class is designed to provide an enrichment program for our FOURS who are also currently enrolled in our three day, Pre-k, 4 -year-old, program. This program is multi-culturally based with an emphasis on exploring the similarities and differences of global communities.

Tuesday / Thursday AM
8:30 - 11:30

20 Students 2 Teachers/1 Assistant
Additional Annual Tuition - \$3392
Additional Registration Deposits - 2 @ \$424
Additional Tuition Payments - 3 @ \$848

YOUNG FIVES (Child must be five by 11/2/2011)

This class is designed for the child who turns 5 in late summer or fall. It provides an opportunity for the child to enjoy being part of a small class, build self-esteem, confidence and continue to develop their kindergarten readiness skills.

Monday - Friday PM
1:00 - 4:00

18 Students 2 Teachers/1 Assistant
Annual Tuition - \$8160
Registration Deposits - 2 @ \$1020
Tuition Payments - 3 @ \$2040

SUMMER PROGRAM

The Children's Center offers a "Summer Fun Zone" for four weeks during the summer. Children who have been attending the Children's Center during the current school year are eligible for enrollment.

Each week has a different theme and runs for 4 days from 9 AM - 12 PM. Each day is filled with arts & crafts, experiential opportunities and outdoor play. The themed weeks culminate with guest entertainment and special snacks. Classes are grouped by age and offered in each of our five classrooms. The cost for each week is \$175.

All classes are contingent on sufficient enrollment and are subject to change

EXTENDED CARE OPTIONS

PLAY PALS

Additional classroom experience is available on a drop-in basis. This program may be reserved by calling the Children's Center in advance or checking availability with the office staff.

M/W/F Mornings:

8:30 - 11:30 Cost: \$45

Monday - Friday Afternoons:

1 - 2:30 Cost: \$25

1 - 4:00 Cost: \$45

The children will participate in a variety of activities, enjoy snack and outside play. The afternoon **PLAY PALS** program includes a required rest period. Children are encouraged to bring their own special blanket or "lovey." Space is limited to 12. The **PLAY PALS** class is **NOT** available on days with special events including the Halloween program, Christmas program and Spring Sing.

EXTENDED CARE

The Children's Center has several options to extend your child's day at school. Participation is available on an as needed basis. Charges are based on actual usage. Children in our Two's program may not participate in the extended care program or Play Pals program.

Early Care

- Before school care is available beginning at 8 AM
- Cost: \$12 per hour and \$ 6 per 1/2 hour
- Children will be taken to their classroom 15 minutes before class begins

After School Care (After school cell # is: **650-776-8324**)

- After school care is available beginning at 3:30 PM
- Afternoon children who are not picked up are taken to room #3 at 3:35 PM
- Cost: \$12 per hour and \$6 per 1/2 hour
- All children **MUST** be picked up by 5:00 PM
- Following a 5 minute "grace period," a \$5 per minute Late Fee will be assessed

LUNCH

Children bring their own, "zero-trash," nutritious lunch. **THE CHILDREN'S CENTER IS PEANUT FREE. PLEASE DO NOT SEND PEANUT BUTTER OR ANY OTHER FOOD CONTAINING PEANUTS IN YOUR CHILD'S LUNCH.** If sending another "nut butter," please indicate by including a note in the lunch box.

- Cost : \$12 (Available daily, except for days with special programs, such as Halloween, Christmas and Spring Sings)

Morning children are taken to Room #1 at 11:35 AM. Afternoon children may be dropped off in Room # 1 after 11:35 AM. All children will go outside to the BEACH at 11:40 for supervised free play. **Children will NOT be released from the play yard except in an emergency AND with the Director's approval.** Children will be returned to the multi-purpose room at 12 noon. If you are picking up your child at 12, please sign them out and pick up their belongings in front of their room. Children remaining for lunch will sit at the tables and wait for the teachers to pass out hand wipes. After grace, the lunches will be handed out and the lunch staff will help the children open their containers. We encourage them to eat their "healthy" food first and save their treats for last.

Children will go to Room #2 for story time at 12:25 PM. They are released as parents arrive and sign them out. Dismissal runs from 12:30 - 12:40. A late fee of \$6 will be assessed at 12:45 PM. Afternoon children will be taken to their classrooms at 12:45 PM. Children remaining will join the PM Play Pals class.

EXTRACURRICULAR CLASSES

GYMNASTICS

Kim Kludt, the director of START Fitness, offers an after school exercise Gymnastics class every Wednesday for boys and girls at the Children's Center. Children practice age appropriate tumbling acrobatics, balancing skills on the balance beam, jumping on the vault and interactive games with the parachute. This is an ideal class for coordination, agility, muscle development and listening skills. This weekly program runs year round (September - May) and costs \$500.

COOKING CLASS

Kids in the Kitchen is a 60-minute hands-on, interactive program designed to enhance and support the Children's Center curriculum. In each class, Lisa Davies, Children's Center teacher, provides hands-on opportunities for the children to explore and experiment in the kitchen. They also taste their own delicious treats and create something yummy to take home. At the end of each class, Lisa provides a recipe for the children to put in their own recipe boxes. This class takes place once a month on Mondays, and costs \$160.

SCIENCE CLASS

Fun Science for Young Kids enrichment program offers children an exciting opportunity to explore scientific concepts and activities in a guided, small-group setting. Mike Gardiner, Children's Center staff member, uses fun, hands-on activities, short- and long-term experiments, and relatable explanations of science terms and concepts, to entertain and educate the naturally-curious scientist in your child.

This weekly, year round class takes place on Tuesday or Thursday and costs \$600.

REGISTRATION AND ADMISSION

The Children's Center Preschool begins accepting applications for the next year's enrollment immediately after the November Open House. We invite all new perspective families to come and see our classrooms and meet some of the staff. We are always available to answer questions. To initiate the admissions process, parents may submit a completed application and a \$100 non-refundable application fee. This fee is waived for members of Los Altos United Methodist Church

Priority is assigned as follows when considering children for admission:

1. Children who have completed our 4's program and wish to enroll for another year
2. Children who are currently attending the Children's Center
3. Children of Church Members
4. Children of Alumni Families
5. Children with Wait List Priority
6. Date of Application

Parents will be notified regarding acceptance in late January.

PAYMENT SCHEDULE

Your annual tuition is payable as follows:

- Registration deposit # 1 is due March 1, 2012
- Registration deposit # 2 is due May 1, 2012

Both registration deposit payments are totally non-refundable and are only used if the child remains enrolled for the entire school year. (Period 4: 3/29/13 - 6/8/2013)

- Tuition payment # 1 due August 1, 2012 (Period 1: 9/4-11/2/2012)
- Tuition payment # 2 due November 1, 2012 (Period 2: 11/3/11-1/24/2012)
- Tuition payment # 3 due February 1, 2013 (Period 3: 1/25-3/28/2012)

If your child is not offered placement, you may ask to be placed in the WAIT POOL. Wait pool applicants that are not offered placement will have wait list priority for the next year's admission. A calendar, listing all school holidays, will be included in the summer mailing.

- All classes are contingent upon sufficient enrollment and sufficient staffing
- Room assignments and teacher placements are subject to change

ALL APPLICATION FEES & REGISTRATION FEES ARE NON-REFUNDABLE

POLICIES

TUITION ASSISTANCE

As part of the ministry of the Los Altos United Methodist Church, the Children's Center offers a generous assistance program to families in need. Request forms are available in the office. All requests for assistance are taken seriously. Decisions are made by the Director and the Senior Pastor. A new request must be made each year. Assistance amounts will be finalized by June so that award letters can be included in the June mailing. Tuition assistance is not offered for the Two's program.

ATTENDANCE / ILLNESS POLICY

Regular attendance makes school a happier more consistent experience for your child - as does prompt arrival. If they seem unwell, have excessive nasal congestion, discharge or an elevated temperature, they should not be in school. Children should remain at home for 24 hours after a fever breaks. If your child has allergies that require medication, we request that you send complete instructions with your signature, the Doctor's name and phone number, and the medication, all in a Ziploc bag that is clearly marked with your child's name and room number. This will be kept in your child's classroom backpack. If your child plans to stay for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

TRANSPORTATION

LAUMC provides no transportation and encourages carpooling for the social growth of the children as well as for the environment. We ask that the white curb areas be used only if you have a sleeping baby or a child that is ill. Office staff is happy to assist, if needed.

The handicap spaces are to be used only by the disabled

DROP OFF AND PICK UP

Upon arrival, your child will be greeted by his or her teachers. For your child's safety, we ask that you sign them in, (and out), using your full name, writing legibly. If someone other than you will be picking up your child, please call the office or write a note letting us know who to expect. **WE WILL NOT RELEASE A CHILD TO ANYONE WHO IS NOT AUTHORIZED BY THE PARENTS.**

Some children experience separation anxiety at the beginning of the year. This is not unusual. Encouraging your preschooler and sharing your confidence in them will work wonders in building their self-esteem. If you are unsure and "rescue" them, the lesson they will learn is, "Mommy doesn't think I can do this, so I must not be ready for school." Your child will read your face. If you look worried, they will be unsure as well. If you give them a confident hug and kiss and tell them you will see them when school is over, they are less likely to be concerned. When a child discovers they *can* go to school on their own, they are on their way to building a strong sense of self. Remember, we are a very experienced and loving staff. That is why you chose the Children's Center. We will love your child!

SNACKS

We provide a snack at mid-session, both morning and afternoon. The Children's Center is **PEANUT FREE**. We will serve no snack containing any peanut product. We request parents to do the same. Also, do not include any peanut butter or other peanut products in your child's lunch. If your child suffers from food allergies, we ask that you provide his/ her snack food. You are welcome to send a special treat for your child's birthday. Please do not bring cupcakes with "mile high" frosting. Cookies, Rice Crispy Treats or homemade cupcakes or muffins are preferred. The typical daily snack menu consists of crackers, gold fish, pretzels or graham crackers with fresh or dried fruit.

WITHDRAWING YOUR CHILD

Should you need to withdraw your child for any reason, two weeks' notice is required. Payment of tuition for that period will be charged regardless of attendance.

EMERGENCY TREATMENT

You have given permission for emergency medical/dental treatment, including the use of all emergency services should the need arise in our admissions agreement. This will be implemented only in extreme situations. We will make every effort to reach you should such an emergency arise. We ask that you keep us updated as phone numbers or emergency contacts change.

PROPER CLOTHING

It is our goal for all children attending the Children's Center to fully explore their environment. Please dress your children for play. Sturdy shoes and socks are a **MUST**. **NO CROCS, SANDALS, or BOOTS**, please. Everything that comes to school should be labeled with your child's first and last name as well as classroom #. We maintain a lost and found and donate all unclaimed items to charity at the end of the year.

MEDICATION

We must have parental authorization in order to dispense ANY medication to your child. Please give the medication along with a signed note detailing your instructions to your child's teacher. All medication is kept in the classroom backpack.

FIELD TRIPS

We will not be taking the children off campus for field trips. From time to time, we will bring people from the community, i.e.; physician, police officer, fire fighter, or community members with special talents to enrich our program. The **INNOVATIVE** class is the exception to this policy having generally 2 fieldtrips during the year.

EMERGENCY OPERATIONS PLAN (EOP)

The Children's Center offers "preparedness" training to all of our families each year. We have an elaborate plan in place to offer care and comfort to our children for up to three days in the event of an emergency. We have worked in conjunction with the Red Cross and the Police Department as well as researching the internet in order to keep current on evacuation procedures and facility preparedness. All staff has Criminal Record and Child Abuse Index Clearance. They are trained annually in Child CPR and First Aid techniques as well as preventative health practices including food preparation and sanitation that helps reduce the spread of infectious diseases. We hold monthly fire drills, have class earthquake drills throughout the year and hold a full school evacuation drill, with the parents' involvement, annually.

DISASTER INFORMATION CARD (YELLOW CARD)

This information pertains only to disaster/emergency situations. Please make sure that the persons you have authorized to take your child from school are aware that they are expected to come immediately to the school in case of disaster. It is crucial that these persons know exactly when your child attends LAUMC Children's Center. Please choose your emergency contacts very carefully. These contacts should be people who could arrive at the Center with a 10 minute drive. Please consider choosing people who are located in two different areas. In case of earthquake, tornado or fire, phones may be inactive and roads closed.

DISCIPLINE

We practice loving, positive discipline. We guide our children to learn by experience and to develop the skills needed to control impulsive behavior and delay gratification. We are dedicated to the premise that one does not need to feel worse in order to behave better. Behavior improves as discouragement lessens. Teachers use “I” messages: “I can’t let you...”, “I can see that you are very angry.” No discipline that shames or belittles a child will be employed. No punitive measures, and, of course, no corporal punishment will be used. Children’s dignity will always be respected. In very rare cases we find that our program does not meet the needs of a child. Should that situation arise, we will make every effort to find the appropriate help and/or program for the child.

SECURITY

There are many gated entrances on our campus. We check them continuously throughout the day. Please help us by closing all gates as you pass through, and by closing any gate you see open.

Children are to be signed in prior to entering their classrooms. Anyone may bring a child to school; only parents or authorized persons may sign a child out at dismissal time. We will only release a child to someone who has been authorized by a parent.

When the children leave the classroom they are counted. One teacher leads them, one teacher follows and, whenever possible, there is a third person near the center of the group. The children are counted again before coming back to class. The children are visually supervised by their teachers at all times.

The first thing we teach the children is: ONLY TEACHERS AND PARENTS OPEN DOORS AND GATES! We have excellent teacher/child ratios; therefore our children are carefully watched and supervised. Nonetheless accidents do happen and injuries do occur. It is our policy to tell parents about these “hurts” at pick up time. In the event of a more serious injury, the Director is notified and every effort is made to contact a parent. All Staff are kept current with first aid / CPR certification.

VISITATION

We invite, and encourage, you to visit LAUMC’s Children’s Center. Choosing the right school is important, and deserves thoughtful consideration. You may drop by on any school day, mid-morning or mid-afternoon, for a brief tour. This tour takes about 10 minutes and no appointment is needed.

Spending an entire morning or afternoon in one of our classrooms is what we recommend. This will give you a much better picture of our curriculum as well as our dedicated staff. Simply call the office in order to schedule your visit. We limit visitors to one per classroom. All visitors are required to sign in at the office.

At the conclusion of your visit, office personnel will answer any questions and assist you in any way they can.

PAPERWORK REQUIREMENTS

All necessary paperwork and required forms will be mailed to you. If you have any questions, please contact the office.

RETURNING CHILDREN

- Each year a new **Disaster Information Card** (yellow card) and **Admission Agreement** are required

NEW CHILDREN

- **Disaster Information Card** (yellow card)
- **Admission Agreement** - You are given two forms, one to complete and return and one to retain for your files
- **Notification of Parents Rights Form** - Addresses your rights as parents and gives you the address and phone number of the state licensing agency
- **Personal Rights Form** - Addresses the rights of children attending this facility
- **Child's Preadmission Health History: Parent's Report** - An opportunity for you to share your thoughts regarding the life and habits of your child
- **Caregiver Background Check Process** - Information for parents (nothing to return)
- **Physician's Report** - State law requires that your child have a statement regarding his or her health and an immunization record, signed by his physician, in the preschool file. The immunizations required by law for children over 18 months are:
 - Polio 3 doses
 - DPT 4 doses
 - MMR 1 dose (after 1st birthday)
 - Hib 1 dose (after 1st birthday)
 - Hep B 3 doses
 - Varicella 1 dose

**ALL FORMS MUST BE COMPLETED AND SUBMITTED TO THE CHILDREN'S CENTER OFFICE
ON OR BEFORE THE FIRST DAY OF SCHOOL**

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. Each child receiving services from a Child Care Center shall have the rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

NOTIFICATION OF PARENT’S RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS IS:

Licensing Office Name: **Community Care Licensing**

Licensing Office Address: **111 North Market Street # 300 San Jose, Ca. 95113**

Licensing Office Telephone#: **(408)277-1286**

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of the children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>

THE PRESCHOOLER'S DAY

Each day at school will include:

ART AND CRAFT ACTIVITIES

This is an important part of developing self-expression. The process is more important than the product. There are also 'cognitive' teacher-directed projects that focus on a particular skill. Cooking projects, science experiments and practical life activities which aid in the development of independence skills are also enjoyed.

BIKES AND OUTDOOR PLAY

This unstructured time offers opportunity for creativity, imagination, social interaction and growth in your child's gross motor skills. Kim Kludt of *Start Fitness* will lead your child's class in gymnastics (in lieu of their bike time) one day a week.

CIRCLE TIME

This 20 minute, teacher directed period, might include music, movement, science, math and/or literature all under the guise of finger plays, flannel board stories, puppets, instruments and more. Circle time is the perfect place for learning it isn't always 'our' turn, to be able to sit without touching our neighbor, to cooperate, and to listen.

SMALL GROUP

The class is divided into three equal groups. They might work on a special project, go for a nature walk, or learn a new skill that is better taught within a small group. This is a very important part of our day.

SNACK

A healthy snack is served each day. They always include fresh fruit as well as crackers, goldfish or pretzels. We offer purified water (through a reverse osmosis system) each day in the classroom as well as out at the play yards. Birthdays are very special, parents are welcome to bring muffins or cookies as a special snack treat.

FAMILY RESOURCE CENTER

“Helping you raise your children”

ABOUT

The Family Resource Center was created to support the Children’s Center Preschool’s mission of helping parents raise their children into happy, healthy, competent and faithful adults. The FRC room is located in the Children’s Center office. Parents are welcome to use this space to browse or borrow parenting books in the lending library as well as get information on events and resources at the school and in the community. We offer a speaker series tailored to the concerns and needs of our parents, guest performers for families to enjoy together, and a variety of parenting groups. All of these are open to the community.

SPEAKER SERIES

We offer free speaking presentations where professionals share their knowledge on a variety of topics. Over the years we have had speakers discuss discipline, sibling rivalry, friendships, raising girls, raising boys, and building resiliency. We also offer an annual Kindergarten Readiness Panel in November. All of our speaking events are free. A sampling of past events include:

- Dr. Jerry Shapiro: “What Boys Need: Creating a Healthy Life for Our Sons”
- Dr. Denise Pope: “The Well-Balanced Child”
- Dr. Brene Brown: “The Gifts of Imperfect Parenting: Guideposts for Cultivating Hope, Joy, and a Resilient Spirit”
- Dr. Kenneth Ginsburg: “Building Resilience in Children and Teens”
- Susan Stone Belton: “Connecting with Your Child Everyday”
- Christine Carter: “Raising Happiness: Simple Steps for a More Joyful Family”

LOVE AND LOGIC PARENTING CLASSES

This is a six-week parent training program designed by the Love and Logic Institute and facilitated by a trained professional. This class is offered in the fall and occurs once a week for six weeks. The information is provided at the beginning of the school year.

COFFEE TALKS

These smaller, informal gatherings offer you an opportunity to meet and connect with other parents while listening to speakers discuss a variety of parenting concerns. Past topics include: “Behavior 101: Avoiding the power struggle and understanding your preschooler’s behavior,” “Separation Anxiety,” and “Helping Your Preschooler Build Self-Esteem and Autonomy.” These events take place in the morning. Coffee and refreshments are served. Childcare is also provided in the church nursery.

FRC LIBRARY

Our parent resource library offers numerous parenting books, CDs, and DVDs for you to check out and use. Please visit anytime during school hours. The library is located in the Family Resource Center in the school office. Download a printable copy of the book list on our website.

CONTACT

If you have questions about any of our programs or have ideas for a speaker, please contact FRC Program Coordinator, Jenny Morgan, at jennifermorgan@laumc.org or (650) 941-5411x119. Visit our website for more information: www.childrenscenterpreschool.org/frc.html.

CHILDREN'S CENTER STAFF

Joanie Ballog	1998	Teacher
Heidi Bliss	1998	Teacher
Merry Cohn	2000	Teacher
Lisa Davies	2000	Teacher
Mary Desai	2007	Assistant
Ellen Douglas	2003	Assistant
Mike Gardiner	2006	Gross Motor Resource
Rosalind Garrow	2001	Teacher
Luanne Graves	2006	Assistant & Lunch Staff
Dee Gray	2002	Teacher
Elizabeth Halden	2005	Assistant
Mary Hoeber	2008	Lunch Staff & Substitute
Judy Inamori	2003	Assistant
Caroli Johnson	1998	Administrator
Susan Kempe	1998	Teacher
Cathy Koehler	2009	Teacher
Kim Kludt	1998	Perceptual Movement Instructor
Danielle Lanthier	2006	Teacher
Bert Loughmiller	2006	Woodworking Instructor
Chris Margaretich	2001	Teacher
Non Mead	2001	Director
Dana Mendes	1998	Assistant & Lunch Supervisor
Emily Morgan	2000	Teacher
Jennifer Morgan	2007	Family Resource Center Program Coordinator
Sabine Muller Roth	1999	Office Assistant
Carolyn Pescosolido	2001	Teacher
Karen Rooney	2005	Teacher
Lorelei Russell	2003	Teacher
Lea Schlemmer	2003	Teacher
Laury Shattock	2005	Teacher
Betsy Sickler	2002	Assistant
Jill Stevens	2000	Teacher
Katie Stout	2009	Assistant
Maureen Stuart	2006	Assistant
Tracy Warren	2006	Assistant
Kate Webb	2009	Assistant
Lisa Whelan	2001	Teacher
Joyce Williams	1998	Assistant
Linda Wood	1998	Teacher/Puppets

The Los Altos United Methodist Church offers a full Sunday School program and Children's Choirs during the year, Vacation Bible School, Family Camp in the summer, and special seasonal activities. If you are looking for a church home, please visit LAUMC or view the website: www.laumc.org.

Thank you for considering the Children's Center for your child's preschool. You may call the office if you have any questions at (650) 941-5411 or contact us at childrenscenter@laumc.org. You may contact our Director, Non Mead at: nonmead@laumc.org.