

# LOS ALTOS UNITED METHODIST CHURCH CHILDREN'S CENTER PRESCHOOL

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[www.childrenscenterpreschool.org](http://www.childrenscenterpreschool.org)

## PARENT'S HANDBOOK – 2024-25



# Children's Center Preschool

## “A Loving Place to Play & Grow”

The Children's Center is a play-based preschool where learning through play supports the whole child. Through experience and practice children will grow socially, emotionally, physically, and academically. We provide a safe place for children to become independent thinkers while developing positive self-concepts. We believe self-regulation and resiliency are direct results of learning through play. By “doing” and “experiencing”, children construct internal building blocks for both personal growth and life skills, with the greatest benefits coming from a child's body and mind working together. It is our commitment to provide a loving, respectful, and joyful place for all children to play, learn, and develop.

Our program provides both structured and unstructured time each day. We understand young children need many opportunities to choose activities from our carefully prepared environment. One of our key goals is to help each child learn to balance their roles as a contributing and cooperative member of a social group, and as an individual who needs to think, dream, and contemplate. Our developmentally appropriate program provides a safe and nurturing Christian environment. Principles of love and respect guide our children as they learn and grow.

The Children's Center Preschool offers a weekday program for children ages 2-5. Typically, our regular preschool classes begin at the end of August and run through early June. In addition, we offer a two-week Summer Camp in June for our currently enrolled students.

The Director and staff are available to you for support, conversation, and conferencing. Our Family Resource Center (FRC) provides informative speaker events and a book lending library for parents. In addition, educational assemblies for children and/or parents will be offered throughout the school year.

The Los Altos United Methodist Church offers separate Sunday school programs with children's choirs, Summer Camp, and special seasonal activities. If you are looking for a home church, please consider a visit to LAUMC.

Thank you for considering the Children's Center for your child's preschool. For more information, please check out our website: [www.childrenscenterpreschool.org](http://www.childrenscenterpreschool.org). You may call the office if you have any questions at (650) 941-5411 or e-mail the Director, Dee Gray at [deegray@laumc.org](mailto:deegray@laumc.org).

## PROGRAM INFORMATION

Our programs focus on social development and learning through play. Each year's class builds a strong foundation on the previous year's program in curriculum experiences and activities offered. The classrooms are set up to invite exploration and foster a lifelong love of learning. Our staff is deeply committed to young children and the importance of early childhood education. All classes begin at 8:45 AM and end at 11:45 AM.

**TWO's:** To register in our Two's program, we expect children to have turned 2 by November 1<sup>st</sup>, 2024. The focus of this class is on social development and learning through play. Separating from parents, learning to take direction, and being nurtured by people outside of the immediate family are important parts of being two years old. The building of trust between teacher and child combined with an emerging peer awareness are key social components and help provide a foundation for learning.

**Tuesday and Thursday classes:** \$5,794.00  
**Monday, Wednesday & Friday classes:** \$8,275.00  
**Monday – Friday classes:** \$14,068.00

**THREE'S:** We recommend this class for children who turn 3 by the month of September 2024. The emphasis in our Three's class is to encourage further socialization by reinforcing how a child's choices affect their relationships and environment. There are greater expectations for participation and age-appropriate play practices. This class fosters independence, creativity, cognitive growth, and fine/gross motor skill development. Children are introduced to phonemic awareness, patterning, and number sequencing with value recognition. Following both verbal and visual directions are also important components of the Three's class.

**Monday, Wednesday & Friday classes:** \$8,500.00  
**Monday – Friday classes:** \$14,449.00

**PRE-KINDERGARTEN:** We recommend this class for children who turn 4 by the month of September 2024. The intent of this class is to further support the development of social awareness, emotional intelligence, and Kindergarten readiness skills. Critical thinking, science, sequencing, sorting, classification, matching, number values, phonemic awareness, problem solving, storytelling and following multi-step directions are all incorporated in our curriculum. Children develop their gross and fine motor skills while working in large and small groups. Through play and collaborative group work, children come to appreciate the value of cooperation and contribution. The children are encouraged to take risks, helping them to discover how the process of learning is often more valuable than the outcome. Mastering appropriate academic and social skills are the cornerstones of this program.

**Monday – Friday classes:** \$14,827.00

## SUMMER PROGRAM

The Children's Center offers a two week "Summer Fun Camp" in June. Students who have attended the Children's Center during the current school year are eligible for enrollment. You may register your child in one, or both weeks of the Summer Fun Camp program.

Each morning is filled with arts and crafts and experiential opportunities both in and outside the classroom. Entertainment, water play, and special snacks are just some of the many surprises during each week. Each camp runs from Monday through Friday, 8:45 AM to 11:45 AM. Classes are typically grouped by age. Registration for the summer program takes place in early spring and is on a first-come-first-served basis.

## ENRICHMENT CLASSES

Enrichment classes are designed to enhance our school year programs and are especially created for the child who is ready for a longer day. These developmentally appropriate classes are short in duration, fun, participatory, and focus on "learning by doing". They are available to Three's and Pre-K children. There are 26 weekly classes from 1:00–2:00 PM, during the regular school year. The enrollment fee is \$900.00 for each of the 26-week program enrichments. The Zoo-phonics enrichment fee is \$1,800.00 for 52 classes (this program meets 2x per week). The sign-up for these enrichments is separate from our regular school year program and takes place in the spring. Offerings for our 2024-2025 school year are listed below.

- **Amazing Animals:** Through music, storytelling, and creative crafts children will go on a captivating journey into the realm of animals. The children will be introduced to the diverse and fascinating creatures that share our planet.
- **Gymnastics:** This class focuses on gross motor, core strength, coordination skills, balance, muscle development and fun
- **Little Yogis:** Children gain flexibility, mindfulness and improve their concentration through breathing, balance and strength exercises.
- **Math Wizards:** Fun with numbers, patterns, shapes, spatial relationships and more.
- **Mini Scientists:** Hands-on, exciting, silly, messy, and building a positive association with science.
- **Music:** Introduction to a variety of musical instruments, rhythmic concepts, and pure joy!
- **Play at Life:** Through dramatic play children experience practical life skills, from setting the table to wrapping a birthday gift!
- **Storytime Adventures:** Creative in-depth explorations of great children's books.
- **Zoo-phonics:** A whole body approach will be used to help the children learn letters and their sounds through fun zoo animals. This class meets twice weekly, and the fee is \$1,800.00

## EXTENDED CARE OPPORTUNITIES

- ❖ **EARLY CARE:** All students are welcome to start the day before their class begins. Early Care is available from 8:00-8:45 AM. The cost is \$12:00.
- ❖ **LUNCH:** This is an opportunity for all age groups to share a mealtime with their friends under the kind guidance and support of teachers. The lunch period is 11:45 AM – 12:45 PM, and includes outdoor play, eating with peers, and often a story time to round out the "lunch experience". Lunch costs \$20.00 and children bring their own **PEANUT FREE** lunches.

- ❖ **MONDAY - FRIDAY PM KID'S CLUB:** This flexible, and optional care is offered from 12:45 PM – 3:30 PM every afternoon, when school is in session. All afternoons are available to children regardless of how many mornings they attend school. Children attending PM Kid's Club enjoy an informal, creative play environment with both indoor and outdoor play. Teachers plan snacks, activities and build curriculum around small-group dynamics. There is no need to sign up in advance and the time period is flexible. Your child can stay for a short period of time, or all afternoon, so this is a convenient and affordable option for busy parents. It is a nice way for students to meet children from other classrooms as well. Again, no pre-registration is required. The cost is \$12.00 per half an hour and a late charge will be applied after 3:31 PM at \$6.00 per minute.
- ❖ Extended care fees for Early Care, Lunch, and Kid's Club are added to your Blackbaud account and invoiced monthly. All billings for Extended Care charges are for the previous month's service.

## YOUR PRESCHOOLER'S DAY

- **ART EXPLORATION:** Art experiences that are open-ended are an important part of developing self-expression. A wide variety of art media and tools encourages children to create their own reality, using representational art forms that demonstrate how children see their physical and social worlds. It can be both fun and inspiring to paint with things like Matchbox cars and golf balls, or to create collages using recycled materials. The process is more important than the product.
- **BIKES & OUTDOOR PLAY:** Our outdoor areas provide a natural contrast to the classroom with further opportunities for social interaction, physical and imaginative play, collaboration, and problem solving. We offer three outside yards featuring play structures, sand, grass areas, and toys. A bike path with many different bike choices, helps children at all stages to further develop gross-motor skills. From the two-year-old's not quite ready to pedal, to the five-year-old's zipping around on balance bikes; all children have the opportunity to participate and have fun in our outdoor area.
- **CALENDAR TIME:** Teachers gather the older students on the carpet area to welcome and celebrate the day. This valuable time is used to help establish and reinforce routines and social concepts, such as greeting each other, exploring the days of the week, the weather, seasons, patterns, and basic counting. Depending on the class, students often take turns standing up next to the teacher to help guide the class through these learning experiences, offering low-pressure and fun opportunities to be comfortable with public speaking.
- **CIRCLE TIME:** A teacher-led time that differs in length and scope depending on the age of the class. Music, movement, flannel stories, books, games, puppets, and social interaction are all a part of the circle "magic". Learning how to participate in a group is a skill that prepares children for other larger group activities. Many social, emotional, and academic skills are practiced and built upon at Circle Time.

- **COGNITIVE:** These activities are specifically chosen for the children by their teachers to introduce or enhance skills in the classroom. A variety of engaging activities are modeled and selected to support attentiveness, memory, critical thinking, following directions, fine motor development, recognition and value of numbers, visual discrimination and classification, recognition of upper-and-lower case letters, phonemic awareness, patterning, sequencing, and task reasoning to finding solutions. Children actively participate in teacher-directed projects with concrete materials, fostering initiation, independence, follow-through, and completion.
- **GYMNASTICS:** Kim Kludt, of Start Fitness, leads your child's class in gymnastics each week. The class focuses on gross motor skills, core strengthening, balancing, and age-appropriate tumbling. Parachute play and movement to music, are fun elements to this program. This program is designed for two-year old through Pre-K aged children.
- **SMALL GROUP:** The class is divided into smaller groups to encourage learning in a structure different from the whole-class environment. The groups might work on a special project, go for a nature walk, listen to a story, or share in fun, informal conversations. Participation in smaller interactive groups fosters reciprocal discussions, listening skills, cooperation, and compromise. This very important part of the day supports deeper relationships between children and strengthens the bonds between teacher and student. Children also have the chance to share their feelings and ideas with a smaller group, that often feels safer. This experience boosts confidence when expressing themselves highlighting their individuality.
- **SNACK:** The children are provided a peanut-free snack each day. Snacks typically include fresh fruit, various crackers or pretzels, and water (all children are encouraged to bring their own water bottles to class). It is not only a chance to socialize in a small group setting, but an opportunity for the children to practice manners and routines they can use at home, on play dates, or when they are out with family and friends.

## POLICIES

**ATTENDANCE / ILLNESS POLICY:** Regular attendance and prompt arrival helps children feel more comfortable and secure attending preschool. If a child seems unwell, has excessive nasal congestion, discharge, or an elevated temperature, they should not be in school. *Children should remain at home for 24 hours **after** signs of fever, vomiting or diarrhea have gone.* Please report any communicable disease to the office. If a child becomes ill at school, we will care for the child as needed while we call the parents or emergency contacts to take the child home.

**BEHAVIOR / GUIDANCE:** We practice loving and kind methods when modeling acceptable classroom behavior. We guide the children to learn through their own experiences, and to develop the skills needed to control impulsive behavior and delayed gratification. We are dedicated to the premise that one does not need to feel worse to behave better. A child's dignity is always respected. We do not use discipline that shames or belittles. If a child displays any severe behavior issues or patterns, the Director will contact parents. Most behavior and discipline concerns are common and ordinary and are handled between the teacher and child. We do consider biting a serious behavioral, health, and safety concern, requiring immediate action. If a child bites another student or a teacher, we will contact parents to take the child home for the remainder of the day.

**BIRTHDAYS:** At the Children’s Center we know how important your child’s birthday is. Parents are welcome to join the birthday celebration. (Please arrange the day with your child’s teachers.) For children with summer birthdays, there will be one classroom celebration at the end of the school year. A special ice-cream snack will be provided by the school for each birthday celebration.

**CALENDAR:** The school year usually begins in late August and ends in early June with our school-wide “Family Fun Day” event. We typically follow the Los Altos School District calendar for most holidays and vacations. A Children’s Center calendar with the exact days and events is included in the start of the school year information packet and is on our website.

**CLASS VISITATION:** If you would like to visit the classroom, please sign up on the classroom’s visitation log Google Sheet (which will be sent out at the start of the school year).

**CONFERENCES:** Parent-teacher conferences are held once a year for three-year-old and Pre-K children. The purpose of these informal meetings are to discuss the developmental progress of each child based on observations and individual assessments. Please make care arrangements for your child on your conference day. (Children should NOT accompany you to the conference).

**DISASTER INFORMATION:** Should a disaster or major emergency occur during school hours, an evacuation may be necessary. An accurate and completed “Consent for Emergency Medical Treatment” form with the “Family Password” and the “Emergency Contact Information” form are both *critical*. These forms provide us with valuable information during an emergency. Please choose your emergency contacts carefully. These contacts should be people familiar to your preschooler and they should work or reside within a 10-minute drive of the Children’s Center. These people need to be willing to come pick up your child in a disaster if you are unable to get to the school. Please consider choosing people who are in two different areas; in emergencies like an earthquake or fire, phones may be inactive, and roads may be closed. For more detailed information about our emergency policies and procedures, please refer to the Emergency Operations booklet, which is included in the start-of-school packet.

**DISMISSAL:**

When your child is dismissed, we ask that you do not allow him/her to play in the play yards or out in front of the sanctuary. This is a church campus where people work throughout the campus and where people come to pray. We thank you for your kind understanding.

**DROP-OFF AND PICK-UP:** Licensing requires that all children be signed-in (prior to entering their classrooms) and signed-out when leaving the school. Anyone may bring a child to school; however, 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. Please notify the office if an unauthorized person is picking up your child. We will not release a child to anyone who is not authorized by the parents.

**EMERGENCY OPERATIONS PLAN (EOP):** The care and safety of your child in all situations is of utmost importance at the Children’s Center. We are very proud to have a comprehensive and detailed Emergency Operations Plan (EOP), created and updated through years of experience. We have worked with the Red Cross, the local police department, and researched preparedness for our evacuation procedures. We hold bi-monthly fire drills, practice lockdowns, and multiple earthquake drills throughout the year. To help students, teachers, and parents be prepared, we also hold a school-wide practice evacuation drill in November.

### **HOLIDAY OBSERVANCES:**

The Children's Center celebrates holidays throughout the year. Typically, we have a school-wide "Halloween Hoot" event in October; we talk about being thankful and share a 'feast' at Thanksgiving; we sing both spiritual and popular Christmas and Hanukkah songs in December; we share and celebrate our love on Valentine's Day; we search for leprechauns in March, hunt for Easter eggs in April; and we dance around the Maypole in May. All celebrations are designed for the preschool child and are age appropriate.

**LATE FEES:** Regular class time is 8:45 AM to 11:45 AM. Pick-up at 11:50 AM or later will be considered late. A \$6.00 late fee will be applied from 11:50 - 12:00 noon. The lunch period finishes at 12:45 PM. A late fee of \$6.00 will be applied to your Blackbaud account for pick-ups at 12:46. Kid's Club begins at 12:46 and ends at 3:30 PM. A late charge will be applied after 3:31 PM at \$6.00 per minute.

**MEDICATION:** Please refer to the **INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATION** section in this handbook.

**OFFICE HOURS:** Each classroom teaching team offers a set weekly timeslot for virtual office hours or in-person meetings. This time is available for parents to meet and discuss their child's progress and share information. If you are unable to meet teachers during these specified office hours, you may arrange an alternative time with the teachers.

**POTTY TRAINING:** Your child is not required to be potty trained before starting school.

### **PROPER CLOTHING:**

It is our goal for all children attending the Children's Center to explore their environment safely and fully. Please dress your children for play. Sturdy, closed-toe rubber soled shoes and socks are a must. ***Please no crocs, sandals, or boots.*** We know this can be a challenge, but it helps ensure your child can fully and safely enjoy their day. Everything that comes to school should be labeled with your child's first and last name as well as classroom number. We maintain a lost and found and donate all unclaimed items to charity at the end of the school year.

### **REFUND POLICY:**

Registration deposits and application fees are nonrefundable and nontransferable. Tuition is refundable in case of withdrawal, with 30 days' notice in writing to the Director and up until May 1<sup>st</sup>, for the school year your child is registered. Tuition will be pro-rated and will be charged for that period, regardless of attendance. In the case of a school-wide shut down, due to property damage, a public health emergency, or a natural disaster, tuition is not refundable or transferable.

### **REGISTRATION PROCEDURES:**

Currently enrolled families have **priority** and may reserve a space for the next school year. All remaining spaces are open to LAUMC members, alumni, wait list families and the general public for registration in early November, on a first-come, first-served basis.

To enroll: -

- Please submit a completed application form
- If space is available, you will be required to enroll in Blackbaud, our financial platform used for emailing and invoicing families. A \$56.00 annual administrative fee will be applied to your account by Blackbaud.

- The Children's Center will charge your account a registration deposit and \$125.00 application fee, both fees are nonrefundable/nontransferable.
- The application fee is waived for LAUMC members.

If your child is unable to enroll due to lack of space, he/she will be placed on the "Wait List". Applicants that are not offered enrollment will have "Wait List" priority for next year's admission. This priority is voided if a space becomes available, is offered, and declined. Classes are contingent on enough enrollment and staffing.

### **REGISTRATION DEPOSIT & TUITION PAYMENTS:**

A registration deposit payment is required to secure your child's placement. Please refer to the annual payment schedule. **Registration deposits and application fees are nonrefundable and nontransferable.**

There are two tuition payments, due in July and February. For children who enroll at the Children's Center *after* the school year has started, tuition is calculated and charged on a pro-rated basis.

**BLACKBAUD TUITION MANAGEMENT:** This financial platform is used for both invoicing and payment services. If both parents prefer receiving notifications, please include a primary and secondary email address in your Smart Tuition portal. Once enrolled, you will be able to pay by check, credit card, or by debiting your checking or savings account. Blackbaud's Parent Helpline number is 1-888-868-8828.

**SECURITY:** There are many gated entrances on our campus. We check them continuously and ask that you close all gates as you pass through. One of the first things we tell the children is: "Only teachers and parents open doors and gates". We have excellent teacher/child ratios, and the children are always supervised. The double doors in the front of the Children's Center are locked in between drop-off and pick-up times; during this period, access to the school is only through the office door, when the campus is open. School entrance and exit areas along with the parking lots on campus are under surveillance by LAUMC's security cameras and are monitored in the school office. All visitors must sign in at the front office and wear a visitors' badge.

**SEPARATION ANXIETY:** Some children experience separation anxiety at the beginning of the year. This is not unusual. Encouraging your preschoolers and sharing your confidence in them will work wonders in building their self-esteem and coping skills. If you give them a quick and confident hug and tell them you will see them when school is over, they are less likely to be concerned. When children discover they *can* be at school on their own, they are on their way to building a strong sense of self.

**SNACKS:** We provide a **PEANUT FREE** snack and fresh fruit every snack time. If your child suffers from food allergies, we ask that you provide his/her own peanut free snack food. There is a snack menu posted outside each classroom, and ingredient listings are posted in the kitchen.

**TOURS:** Parents of prospective students may visit the Children's Center by first contacting our office to make a tour appointment. During your tour you will have an opportunity to experience class activities that are typical for your child's age. This will give you the most complete picture of our curriculum, our philosophy, as well as meeting our dedicated staff.

**TRANSPORTATION:** LAUMC does not provide transportation. We ask that the white curb areas be used only if you have a sleeping baby or a sibling that is ill. Our office staff is happy to assist at drop-off or pick-

up; please do not leave a young child unattended in your car. **HANDICAP SPACES OUTSIDE OF THE CHILDREN'S CENTER ARE TO BE USED ONLY BY THE DISABLED WITH PROPER PLACARDS**

**TUITION ASSISTANCE:** As part of the ministry of the Los Altos United Methodist Church, the Children's Center offers financial assistance to families in need. A "Tuition Assistance Request" letter should be addressed to the Director and should accompany your application for enrollment. Award letters will be mailed in early June. These awards are applied toward the tuition payments and not the registration deposit. Tuition Assistance is not available for the two-year-old program.

**WEBSITE:** The Children's Center website address is [www.childrenscenterpreschool.org](http://www.childrenscenterpreschool.org). Our Instagram handle is **childrenscenterlosaltos**.

## INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATIONS

**EMERGENCY TREATMENT:** You have given permission, on your "Consent for Emergency Medical Treatment" form, for emergency medical/dental treatment, including the use of all emergency services. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise. *Please keep us updated if phone numbers or emergency contacts change.*

**HEALTH & SAFETY:** A child's health and well-being is our most important responsibility. Our priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what the child's symptoms are, so please call the office as soon as possible (650-941-5411).

**IMMUNIZATIONS:** We require our students to be immunized in accordance with the current laws of the State of California.

**MINOR INJURIES AND ILLNESS:** If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, bump) an "Incident Report" will be completed and given to the parents with a copy placed on file at the Children's Center. If needed, we will wash the area with water, apply a Band-Aid, and/or an ice pack. In the event of a more serious injury, every effort will be made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called. The Children's Center also has an **AED** (Automated External Defibrillator) located in the multi-purpose room.

**MEDICATIONS:** Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider.

If prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to: -

- Provide information on possible side effects of the medication.
- Provide each medication in their original container or packaging as distributed by the pharmacy with the prescription label. Prescription labels are to be kept on the container the medication comes in and then placed in a clear, sealable plastic bag. The child's name should be written on

the plastic bag. If medications are non-prescription, the child's name should be written on the container or packaging of the non-prescription medication.

- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current expiration date.
- Do not store medications in lunch bags, backpacks, or any other personal belongings.
- Provide the Director with the physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label.

A licensing form/log (LIC9221) will be kept in the Director's office, indicating who administered the medication, and the date and time given. When an entry is made on the licensing log, a copy will be given to the child's parents or legal guardians.

**EPI PEN:** In addition to the LIC 9221 form, parents are also required to complete a "Food Allergy & Anaphylaxis Care Plan". If a child has a medically prescribed EpiPen, the Children's Center staff will:

- 1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.
- 2) Always keep the EpiPen ready for use. All EpiPen's with individual instructions will be stored in the Children's Center Director's office in a medical lockbox.
- 3) Protect the EpiPen from exposure to light and extreme heat.
- 4) We will note the expiration date on the unit and request a replacement from the parents prior to that date.
- 5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen.
- 6) If 911 is called, we will notify Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and a copy given to the Director.

**FIRST AID SUPPLIES:** Supplies will be stored out of the reach of children in the Director's office.

**MEDICAL TRAINING OF STAFF:** The Children's Center staff have the appropriate ratio of administration, teachers and assistants trained in pediatric CPR and First Aid. Training is provided by CPRescue, 2021 Carousel Drive, Hollister, CA 95023. Telephone, 1-888-313-2444. [www.cprescue.com](http://www.cprescue.com)

**RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN:** Parents are asked to fully communicate with administration about their child's allergies. If a child requires medication during preschool hours, a completed "Food Allergy & Anaphylaxis Care Plan" must be on file in the office before commencement of the school year. Any medication listed on the "Food Allergy & Anaphylaxis Care Plan" must be presented to the preschool in the original packaging. The child's name, doctor's name, phone number and specific written instructions are also required. The child's medication will be kept in a Ziploc bag and clearly

marked with the child's name and classroom number. The Ziploc bag will be stored in the Children's Center Director's office in a medical lockbox.

A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

**SAFETY PRECAUTIONS:** Latex gloves are provided in every classroom for diaper changes and for potential contact with bodily fluids. After each use, the gloves are disposed of in a plastic bag and placed in a trash can with a lid.

**SPECIAL MEDICAL NEEDS:** Our policy is the office administration team and/or teachers do not give injections. The only exception is the EpiPen in the case of extreme allergic reactions.

**UNUSUAL INCIDENTS:** Should a child be involved in an unusual incident, parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (510-622-2602) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to State of California, Department of Social Services, Community Care Licensing Division, CCLD Regional Office, 1515 Clay Street, Ste. 1102, Oakland CA 94512, within 7 days. Copies are also given to the parents, placed in the child's file, and a copy placed in the Director's office.

## FAMILY RESOURCE CENTER

The Family Resource Center is designed to reinforce the Children's Center Preschool's mission of supporting parents and caregivers. We offer:

### **COFFEE TALKS**

These smaller, informal gatherings offer you an opportunity to meet and connect with other parents while listening to speakers discussing a variety of parenting topics and concerns. These events typically take place in the morning on school days.

### **COMMUNITY OUTREACH**

We believe that participating in community outreach is a perfect way to begin instilling lifelong awareness in your child about the importance of helping others in need. We encourage our families to have their children be a part of the process.

### **FRC LIBRARY**

Parents are encouraged and welcome to use this space to browse or borrow parenting books. Our parent resource library offers numerous parenting books for you to "check out". In the FRC office you will also find information about upcoming school and community events. The library is in the Family Resource Center in the school office.

### **SPEAKER SERIES, SPECIAL EVENTS AND PERFORMANCES**

We proudly offer speaking presentations where professionals share their knowledge on a variety of topics. We also provide enriching assemblies for the children, including visits from valuable community members and children's book authors.

If you have questions, please contact Bryn Stuebner, FRC Director at [brynstuebner@laumc.org](mailto:brynstuebner@laumc.org) or by calling 650-941-5411.

Please visit our school website for more information: [www.childrenscenterpreschool.org/frc.html](http://www.childrenscenterpreschool.org/frc.html)

## CHILDREN'S CENTER STAFF

<b><u>NAME</u></b>	<b><u>DOH</u></b>	<b><u>POSITION</u></b>
Erica Aguilar	2021	Classroom Assistant
Vanessa Arqued	2024	Teacher & Classroom Assistant
Joanie Ballog	1998	Teacher
Alli Capek	2018	Teacher
Rachel Choi	2023	Classroom Assistant
Mary Desai	2007	Office Assistant
Ellen Douglas	2003	Classroom Assistant
Mike Gardiner	2006	Science Teacher & Bike Assistant
Rosalind Garrow	2001	Teacher
Denize Gray	2002	Director
Vanessa Hannan	2024	Substitute & Classroom Assistant
Judy Inamori	2003	Classroom Assistant
Susan Kempe	1998	Teacher
Catherine Kibeti	2019	Teacher
Valerie Klazura	2021	Lunch Assistant
Kim Kludt	1998	Bike and Gymnastics Teacher
Elena Lamothe	2021	Teacher
Maggie Leaver	2022	Bike Assistant
Sarah Leung	2022	Lunch & Classroom Assistant
Erika Macias	2018	Classroom Assistant
Chris Margaretich	2001	Substitute Teacher
Betty McDougall	2024	Classroom Assistant
Dana Mendes	1998	Classroom Assistant
Kerry Morgan	2023	Classroom Assistant
Sabine Muller-Roth	2022	Office Assistant
Dana O'Day	2017	Teacher
Nina Patel	2018	Teacher
Katherine Quinlan	2023	Classroom Assistant
Genie Ramon	2023	Teacher
Karen Rooney	2005	Teacher
Lorelei Russell	2003	Teacher
Laury Shattock	2005	Teacher
Bryn Stuebner	2012	Family Resource Director
Tracy Warren	2006	Substitute Classroom Assistant
Kate Webb	2009	Teacher

**All staff members have cleared Criminal Record and Child Abuse Index background checks as required by Licensing.**