

## **Dee Arora - Director**

Dee has a Bachelor of Science in Nursing and a Master's in Early Childhood Education. She has worked as a registered nurse for 15 years in a large hospital. She directs, approves and evaluates the preschool and infant programs.

## **Staff Qualifications**

The teachers are very caring and loving. They have been trained in early childhood education. All staff have been fingerprinted and cleared by the state. Periodically staff receives C.P.R. and First Aid training.

## **Communications**

Please contact the office when

1. Your child will be absent.
2. Your child will be on vacation.
3. Your child will be leaving the preschool.
4. Someone else will be picking up your child.
5. There are changes in address, phone numbers etc.
6. Anything of significance we should know about.

## **Birthdays**

If you wish to have your child's birthday celebrated in preschool, let your child's teacher know in advance. You may bring a peanut free treat, such as, cookies, fruits etc. for your child's classmates.

## **Sharing**

Children may bring items (not toys) to share on certain specified days. Please consult your child's teacher.



**Caring Hearts**  
**Child Development Center**  
**645 W. Fremont Ave.**  
**Sunnyvale, CA 94087**  
**(408)245-6356**

[www.caringheartchildcare.com](http://www.caringheartchildcare.com)

# **Parent Handbook**

## **The Goal and Play-Based Philosophy**

Play is a child's work. Through play children learn to initiate and sustain relationships with others and to build trust and emotional maturity. Play is vital to a child's learning.

We believe that all children learn when provided with an appropriate learning environment. Caring Hearts provides an environment that fosters a sense of accomplishment and creativity, thereby strengthening the self-esteem and confidence of each child.

Caring Hearts provides a quality program that encourages every child to maintain self-control through teacher guidance, role modeling, limit setting and positive reinforcement.

Caring Hearts Child Development Centers primary goal is to provide a warm, loving, supportive and caring environment that encourages intellectual, emotional, social and physical development of each and every child.

## **Policies and Procedures**

Please read these before enrolling your child.

### **Admission Requirements**

All children from the age of 6 weeks through 6 years are eligible. All children, regardless of race or religion are accepted into our program. If a child has been identified with additional needs or behavioral issues that may be interfering with the learning environment, supervision and/or safety of all preschoolers, a positive modification plan will be put in place to redirect the behavior. However, the preschool reserves the right to terminate enrollment at any time. A current physical examination including an immunization record and an emergency information form must be submitted at the enrollment time along with the other admission forms.

### **Registration**

A non-refundable fee of \$100.00 is required at the time of registration. In addition, a non-refundable deposit in the amount of one half of monthly tuition must be paid at this time.

### **Tuition Payment**

The tuition for enrollment in our program must be paid monthly. It is due and payable in advance, regardless of your child's attendance or school closing due to holidays. Tuition is due and payable on the first of the month. A late fee of \$30.00 is added if the tuition is not paid by the 5<sup>th</sup>. Your child's enrollment will be terminated if the payment is not received by the 10<sup>th</sup>. Tuition is based on 20 school days per month.

### **Late Pick Up**

A late pick up fee of \$1/minute is charged and must be paid on the late pick up day

## **Holidays**

We observe the following holidays and two floating holidays.

New Year's Day - January

Martin Luther King Jr. Day - January

President's Day - February

Teacher's In Service Day - March

Memorial Day - May

Independence Day - July

Labor Day - September

Thanksgiving Day - November

Day after Thanksgiving - November

Two weeks at Christmas - December

There is no discount on tuition for the holidays. A one month notice is given for the floating holidays.

## **Clothing**

Dress your child in comfortable clothes and shoes. Please provide a sweater or a jacket for outside play in cold weather. Send extra set of clothes for emergency situations. The extra clothes are stored in your child's cubby. **Please mark your child's name on all items.** We request that you do not send valuables to school, as we cannot assume the responsibility, if lost. You are responsible for bringing diapers and tracking their supply. If you run out of diapers, you will have to bring in extra to replace the ones that we use.

## **Nap Time**

All children will be presented with an opportunity to nap each day. The children may not nap but are required to sit/lay quietly on a mat during the nap period. There are no exceptions to the above.

The preschool provides a mat, a sheet and a light blanket. You may bring a small pillow and an extra blanket.

## Non Bias Curriculum

The school respects all ethnic and religious family celebrations. Parents are invited to come and talk about their celebrations in the classroom.

## Daily Program

Curriculum is based on weekly themes. Circle time, art and science activities incorporate these themes. We encourage children to share books, music etc. about the themes. Our morning curriculum provides structured classes covering the alphabet, numbers, colors, shapes, countries, seasons, holidays etc. Each teacher incorporates such ideas into lessons using stories, songs, arts and craft, dittos and other learning tools. Lunch is served between 11:45 - 12:30.

## Daily Program Schedule

6:30 - 7:30 Indoor free play in organized centers  
7:30 - 8:00 Story time (Books, Flannel Boards, Tapes, etc.)  
8:00 - 9:00 Group activities  
9:00 - 9:30 Circle time  
9:30 - 10:00 Art  
10:00 - 10:15 Morning snack  
10:15 - 10:30 Music and Movement  
10:30 - 10:45 Hygiene and clean up  
10:45 - 11:30 Outdoor Play  
11:30 - 11:45 Hygiene  
11:45 - 12:30 Lunch  
12:30 - 2:15 Nap and Rest  
2:15 - 2:45 Afternoon snack  
2:45 - 3:30 Afternoon Circle time  
3:30 - 5:00 Outdoor Play  
5:00 - 5:30 Music and Story  
5:30 - 6:00 Group Activity

## Tuition Rates

(\$ monthly)

### Age: 2, 3 years

(M - F) Full Day	1675
(M -F) 7:00 - 1:00pm	1250
(MWF) Full Day	1200
(Tu/Th) Full Day	975
Part Time (Tu/Th 9 -12)	560
Part Time (MWF 9 -12)	625

### Ages: 4,5,6 years

(M - F) Full Day	1625
(M - F) 7:00 - 1:00pm	1225
(MWF) Full Day	1150
(Tu/Th) Full Day	925
Part Time ( Tu/Th 8:45 -11:45)	560
Part Time (MWF 8:45 - 11:45)	625

### Infants/Toddlers

(M - F) Full Day	2250
3Full or 5 Half Days	1900
2Full or 3 Half Days	1675
Drop In (under 2 years)	175/day
Drop In (2 - 6 years)	125/day

**ALL TUITION IS PAYABLE IN ADVANCE.**

**Children older than 2 years and not potty trained, will be charged 2 year old rates.**

**To see your children's events and special activities, please like us on Facebook.**

## **Health and Illness**

If your child becomes ill during the day, he or she will be isolated from the other children and you will be contacted to take your child home in a timely manner. It is necessary for you to have a person available to pick up your child if you cannot. Your child needs to stay home when there is fever, heavy nasal discharge, diarrhea, vomiting or constant cough etc. We also ask to be informed when your child has been exposed to any communicable disease.

We do not administer medications.

Parents are free to stop in during the day and give medications to their child/children.

## **Sign In and Sign Out**

State licensing requires that the parent or the designated adult sign the child in and out of school every day on an iPad and an individual pin will be assigned to you.

## **Drop Off and Pick Up**

Please be patient and follow the safe guidelines during the drop off and pick up times.

## **Termination Procedure**

Giving a two weeks notice in writing. Also, the preschool reserves the right to terminate the enrollment of a child, for any or no reason, by giving a two weeks written notice.

Parents who stop attending without giving a two weeks written notice will be liable and charged for two weeks of tuition. If the tuition is not paid within one week of withdrawal from the program, the amount due will be turned over for collection.

## **Guidance**

Each teacher provides a safe and happy classroom environment for all children in attendance. Within this scope, the teacher sets rules and enforces them. However, abusive discipline are prohibited.

Some examples of acceptable discipline are:

- Temporary removal from an activity
- Placing a child on time out (2-5 minutes)
- A private talk about acceptable and unacceptable behaviors.

Our behavior policy is to encourage positive actions through reward of good behavior, redirection and being consistent in not condoning inappropriate behavior. This positive method of discipline develops the child's ability to be self-governing by reinforcing his/her conscious or willingness to please.

## **Hot Lunch**

In addition to morning snack and afternoon snack, we provide a nutritious hot lunch daily depending upon the program chosen. At the beginning of every month, the menu is posted on site. Our meals are nutritionally balanced, peanut free and taste tested to be the favorites of the children. We serve breads, fruits, vegetables, fruit juices, milk, crackers, cheese, eggs, etc. for snacks. Sweets and other non-nutritional foods are avoided. However, exceptions are made for birthdays and special parties. We do offer a vegetarian alternative for all lunches. Parents may choose to send a special lunch/snack for their child/children.