



# Parent Handbook

## The Learning Center at CCGI

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(559) 651-2244

[iloveccgi.com](http://iloveccgi.com)

# WELCOME

Welcome to The Learning Center at CCGI. We are committed to providing a safe, fun, and loving environment for your child during their early years of growth and development. The Learning Center is a caring center in which parents, children, and staff work together to provide a quality enrichment program. We offer childcare for ages 2-12.

Please take the time to read the entire handbook. If you have any questions during the year, please feel free to talk to a Learning Center staff member.

## Philosophy

Our philosophy is to provide a safe, nurturing atmosphere where children can learn and grow. Each child is recognized as an individual with their own distinctive needs. Our program is designed to teach each child to be respectful of others and to themselves.

## Hour of Operation

The Learning Center is open from 7:30am-6:00pm. Please see our holiday schedule for special days that we are closed. Our late fee policy is: \$1.00 per minute per child if you pick up your child after 6:00pm. The late fee is due upon arrival to the Front Desk.

## Program Goals

- To offer an environment that is safe, where children can learn and explore through age-appropriate activities.
- To provide age-appropriate curriculum that is challenging and benefits the child academically.
- To offer an atmosphere where a child learns responsibility, how to treat others and have a positive outlook on self.
- To offer an atmosphere where expectations and challenges are age appropriate.

## Preschool (Age 2-5)

Our Preschool Program is designed for children ages 2-5. These children will be introduced to weekly themes that are taught through literature, art, songs, and dramatic play. For children entering Kindergarten, there is a strong emphasis on kindergarten readiness and academics. Children will also enjoy inside and outside play experiences using age-appropriate manipulatives to develop large and small motor skills.

## School Age (Age 5-12)

Our School-Age Program is designed for children ages 5-12 and is to help the children with homework, while also providing art, activities, and age-appropriate centers. We offer outside play time as well as organized classroom activities.

## **Enrollment Information and Agreement**

The Learning Center accepts children ages 2-12, regardless of race, color, creed, or religious beliefs. Admission is based on available space in the class requested and an agreement between the director and parents.

## **Registration and Enrollment**

Requirements for admission include the following records that are to be filled by a parent/guardian.

1. Registration Form
2. Financial Agreement
3. Physician Report (Preschool Ages: 2-5)
4. Pre-Admission Health History
5. Identification and Emergency Report
6. Immunization Record
7. Medical Consent Form
8. Parent's Rights Form
9. Personal Rights Form
10. Permission Slip to attend CCGI sports & Photo Waiver
11. Van Transportation Permission Slip

## **Registration Forms**

All registration forms must be filled out completely and must be returned to The Learning Center prior to your child's first day. Children cannot be admitted to our program without proof of current immunization and notice of TB risk factors indicated by physician. \*\*Children enrolled in Kindergarten through 6<sup>th</sup> grade are not responsible for filling out a Physicians Report or Immunization Card.\*\*

A file containing registration forms, documented information and any other important information will be maintained for each child and each child's file is kept confidentially. Access is given to The Learning Center Staff members, The State Licensing Department, and the child's parents. The information in your child's file is of the utmost important. \*\*Please report all changes including phone numbers, addresses, email, employment, etc. immediately to The Learning Center.\*\*

## **State Licensing Authority**

The Learning Center at CCGI is licensed through the Department of Social Services Community Care Licensing Division. The address for the Department is 770 East Shaw Avenue, Suite 330, Fresno, CA 93710. The phone number is (559)243-4588. The Department of Social Services of Community Care Licensing has the authority to interview children or staff and to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for private interviews with any child or any staff member and for the examination of all records relating to the operation of the facility. The Department of Social Services Community Care Licensing shall have the authority to observe the physical condition of any child, including conditions which could indicate abuse, neglect, or inappropriate placement.

### **Registration Fee**

Each year there is an annual Registration Fee of \$45.00 per child. This is a non-refundable fee.

### **Tuition**

Upon registration, parents are liable for monthly tuition for the time that their child is enrolled in our program. A two-week notice is **required** if you need to withdraw your child from our program. All parents are required to sign a financial agreement. Late fees are applied to tuition if your payment does not reach CCGI by the 7<sup>th</sup> of each month.

### **Vacation Credit**

All children who have been enrolled in our program for one year are eligible to take a two-week vacation credit. Please inform the director at least two weeks prior to your vacation so that we may adjust the tuition.

### **Payment Policies**

- Payments may be made online through the Parent Portal.
- Payments may be made at the Front Desk (cash, check, or credit card.)
- Make checks payable to CCGI.
- A late fee will be applied after the 7<sup>th</sup> of the month.
- After 30 calendar days and a payment is not received, your child will be temporarily dismissed until payment is received.
- A two-week notice is mandatory if you need to drop your child from the program.
- At least a 10-day advance notice will be given prior to any rate change.
- Registration fees are non-refundable
- NO refunds or adjustments for absences will be made

**Returned Check Policy:** If your check is returned to CCGI, a \$25.00 fee is applied to your account.

### **Security Policies**

Parents or other authorized adults must accompany the child to and from the classroom and make certain that a staff member acknowledged the child's presence. When picking up a child, the adult should make certain that a staff member is notified. Children may leave the classroom with an authorized person only (those listed on his/her emergency card.) NO EXCEPTIONS!

Authorized persons, other than the enrolling parent, will be asked to identify themselves with a valid driver's license or photo identification before a child is released.

All parents have access to their own child(ren) at any time. If this should not be the case for your child: please bring a legal document to the director for special arrangements. Copies of such documents must remain in your child's file. It is the parent's responsibility to update any necessary information on their child's Identification and Emergency Information Form. Staff must be able to locate you if your child becomes ill or injured.

### **Sign-In Sheets**

**All children must be signed in and out by an authorized adult each day.** A legible printed name and time must be used each day when you drop off your child and when you pick up your child. It is the parent's duty to sign in correctly. If your child is not signed in correctly, we cannot accept responsibility for that child. The State Licensing evaluates all sign in sheets yearly and requires that parents write clearly.

### **Medication**

A Learning Center staff member will administer medication if a "Medication Authorization Form" has been completed. Medicine must be given to the Director with child's name, dosage amount, time, and reason for medication.

### **Accidents and Injury Reports**

Accident Reports will be filled out by the teacher on duty when a minor accident (scrape, bump, etc.) occur. The teacher supervising the class, the parent and the Director must sign the Accident Report Form and file the form in your child's file. Parents will be called immediately in the event of any serious or questionable injury. If a parent or guardian cannot be reached and an emergency exists, the staff will seek medical care as needed and as designated by the Identification and Emergency Card.

### **Snacks and Lunch**

The Learning Center provides morning and afternoon snacks. Snack is served at 9:00am and 2:30pm. If your child attends preschool in the morning, please be here by 9:00am.

Parents are responsible for bringing a nutritious lunch and drink. **Absolutely NO soda or candy.** Please make healthy food choices! Please send fruit instead of sugar free treats. Please keep an ice pack in your child's lunch pail. **Please NO fast food.** You may bring warm-ups for your child's lunch. Please bring a refillable water bottle.

### **Birthdays**

Parents are welcome to bring something special to The Learning Center for their child's birthday. Please notify one of the teacher's or Director and we will let you know how many students will be present on that day. Please make sure all items are store bought and have a list of ingredients on the package for allergy purposes.

## **Clothing**

Please dress your child in clothing that will allow them to participate in all play- both indoors and outdoors. Clothes may get dirty. Please keep a complete change of clothes in your child's cubby in case of spills or accidents. Make sure clothes are appropriate for the season!

## **Shoes**

Please send your child in shoes that are made for active play- indoor and outdoor and appropriate for the season. We recommend that sandals have a back strap and please no high heels.

## **Nap Time**

Nap time is for FULL DAY preschoolers. Nap time is from 12:30-2:30pm. Please bring a small pillow and small blanket. All blankets will be sent home on Friday's to be washed. Please remember to bring back your child's blanket when you return to school.

## **Toys and Sharing**

Please do **NOT** allow your child to bring any personal toys to school. Toys are often broken or lost causing the child to become upset. We do supply a day full of activities and have plenty of toys to entertain your child. Each Friday will be a "Share Day" for the Preschool children to bring in something special from home that they would like to share with the class.

## **Field Trips**

The Learning Center will take a few field trips throughout the year. We will give ample notice to the parents. Parents are required to sign a permission slip.

## **Discipline**

Discipline is not a punishment. Our staff models appropriate behavior and teaches the children manners that the child can use in everyday situations. Our staff uses positive techniques which include redirection, problem solving, communication, and reinforcing positive behavior. No one is allowed to hurt (physically and verbally) another person. The use of words to express our feelings are encouraged and modeled.

## **CCGI Sports**

All Learning Center students will have the opportunity to participate in CCGI's classes. We offer gymnastics, dance, and cheer classes at a discounted rate to the Learning Center students. All children enrolled in CCGI sports will be signed in and out by a teacher to their assigned class. Their coach will escort them back to The Learning Center and they will be signed back in.

All registration and fees will need to be completed online through the Parent Portal before a child can participate. Your account will be charged separately for classes that you are enrolled in. You must notify the Front Desk when you need to drop or change a class, or you will automatically stay enrolled.

## **School-Age Homework**

Teachers are on hand to guide children with their homework. Each child is asked to work on at least 2 pages per day or complete the daily homework assigned by their teacher. Please double check your child's homework.

## **Van Rules**

The school aged van program is for children who attend Kindergarten through 6<sup>th</sup> grade. Our van driver is licensed, CPR qualified, and trained to drive safely. The van picks up at certain schools in our area. The van will wait 5 minutes at the designated van stop every day for your child. You must notify CCGI **BEFORE** 10:00am if your child will **NOT** need van transportation.

The van schedule only runs on time with the help of the driver, children, teachers, and parents. All children are required to sit in a booster seat (provided by CCGI) if they are 6 years of age and/or 60lbs. or under. Children must always use appropriate behavior and language in the van. Inappropriate behavior will not be tolerated on the CCGI van at any time.

## **Classroom Rules**

1. Respect yourself, others, and property
2. Be polite and courteous
3. Be a good listener

Please practice these rules with your child at home.

## **Consequences of Unacceptable Behavior**

1. The Learning Center staff will correct unacceptable behavior by stating the inappropriate behavior, redirecting the child, and reinforcing positive behavior. Corporal punishment will never be used.
2. The child may lose a privilege that is related to their inappropriate behavior.
3. In instances where improper behavior is repeated or the safety of other children is at risk, the behavior will be discussed with the parents.
4. If after involving parents, and the behavior continues, the child may be removed from the center. The Director retains the right to determine if a child is compatible and/or benefiting from the program.

## **Dismissal from the Program**

We reserve the right to dismiss a child from the program for the following reasons:

1. Parent/guardian or child has abusive conduct towards staff members, other children, or property.
2. Parent/guardian or child jeopardizes the health or safety of other children or staff.
3. Parent/guardian is non-cooperative with staff; operating policies and Admissions Agreement or becomes delinquent in payment of fees.

4. Parents have not followed through with the The Learning Center recommendation regarding intervention for their child.
5. The child is not ready for the type of program that the Preschool or School-Age Program offers.

The Learning Center works with the children to help them relate to other people and their peers. When it has been observed over time, that a child exhibits dangerous or abusive behavior to themselves or others, the staff will take the following steps as necessary:

1. Document behavior through observation and recording.
2. Establish an individual plan for the child.
3. Conference with parents to establish an individual plan for consistent treatment of the child at home and at The Learning Center.
4. Make a referral for evaluation or counseling.

### **Policies on Health**

The California State Law requires that a staff member greet children each day and look for signs and symptoms of illness. Parents are asked to be considerate of their own child's health as well as that of the other children, staff, and teachers.

**You must keep your child home if he/she has any symptoms of a communicable disease.**

Parents are asked to please report contagious diseases immediately so that the parents of other children exposed in the class may be notified.

### **You may not bring your child to The Learning Center when any of the following take place:**

1. The illness prevents the child from participating comfortably in routine activities.
2. The illness requires more care that the childcare staff can provide without compromising the health and safety of other children.
3. The illness is any of the specific diagnosed conditions listed below:
  - a. **Fever** – Temperature of 100.0 F or greater.
  - b. **Signs and Symptoms of possible severe illness** – until medical evaluation allows return. May include unusual lethargy, uncontrolled coughing or wheezing, persistent crying or irritability, or difficulty breathing.
  - c. **Uncontrolled Diarrhea** – until it is controlled or stops.
  - d. **Mouth Sores, with Drooling** – until a health care provider determines the condition is not from a communicable illness (doctors note required).
  - e. **Vomiting** – more than once in the previous 24-hour period until the vomiting stops or health care provider determines that the child may be in childcare and is not in danger of dehydration.
  - f. **Rash with Fever or Behavior Change** – until a health care provider determines that the child may be in childcare (doctors note required).



- g. **Pink Eye** – with white or yellow eye discharge, until 24 hours after treatment is made (doctors note required).
- h. **Head Lice, Scabies, or other Infestations** – until 24 hours after treatment is started and in case of head lice, the child must be completely nit free.
- i. **Impetigo** – until 24 hours after treatment has begun.
- j. **Strep Throat or other Streptococcal Infections** – until 24 hours after antibiotic treatment has begun.
- k. **Chicken Pox** – until 6 days after the onset of rash or sooner if all sores have dried up and crusted over.
- l. **Shingles** – until the sores have crusted over unless a health care provider determines that the child should otherwise be excluded.

If you have any questions or concerns, please contact the Front Desk (559) 651-2244 and ask to speak to the Director of The Learning Center.

-Thank you

“It must not be forgotten that the basic law of children’s creativity is that its value lies not in its results, not in the product of creation, but in the process itself. It is not important what children create, but that they do create, that they do exercise and implement their creative imagination.”

-Vygotsky