

Beatitudes for Children

Blessed is the child who has someone who believes in him, to whom he can carry his problems unafraid.

Blessed is the child who is allowed to pursue his curiosity into every worthwhile endeavor.

Blessed is the child who has someone who understands that childhood grief's are real and calls for understanding and compassion.

Blessed is the child whose love of the true, the beautiful and the good has been nourished by someone though the years.

Blessed is the child whose innate imagination has been turned into channels of creative efforts.

Blessed is the child whose efforts to achieve have found encouragement and commendation.

Blessed is the child who has found freedom from selfishness through responsibility with others.



Milpitas DISCOVERYLAND



PARENT HANDBOOK

1991 Landess Avenue
Milpitas, CA 95035
(408) 263-7626

Mission Statement

The mission of Milpitas Discoveryland is to be an extended family for young children and their parents. The primary concern of the Center is for the nurture and well being of the whole child---intellectually, emotionally, spiritually, socially and physically.

PROGRAM HIGHLIGHTS

We believe that every child is a unique and special individual created by a loving God. We believe that growth is sequential and orderly and that children pass through stages of predictable development. We believe that children profit from the opportunity to make choices. We endeavor to provide stimulating opportunities upon which each child can progress in accordance with his or her own personal rate of development.

This handbook has been developed to answer some of the questions you have concerning our Center. Please take the time to read this handbook and keep it in a convenient place for future reference.

Monthly Newsletter

Copies of our newsletter are available on the first of each month in the office. Important information such as field trips, holidays, monthly menus and announcements are contained in the newsletter.

Clothing & Personal Belongings

Be sure your child is dressed appropriately for the weather. Durable and washable clothing will allow your child to participate in a wide variety of activities. Do not send your child in clothing that might be damaged by water, mud, sand or art materials. Shoes and buckled sandals are required at all times---no thongs please.

Discoveryland is not responsible for toys, books, records, videos, jewelry, money or other personal belongings brought to the Center. It is of UTMOST importance that you label all your child's belongings. Check the lost and found for missing items.

Birthdays

Parents are encouraged to bring a special, healthy snack and stay during the celebration. Remember to return our "I'm Having a Birthday" form and let your child's teacher know when you plan to celebrate your child's special day.

Field Trips

You will be notified in advance of each field trip and asked to sign a permission slip or sign your child up for attendance before the day of the trip.

**WELCOME TO
MILPITAS DISCOVERYLAND**

HOLIDAYS AND CLOSED DAYS

Childcare is not available on the following days:

Holidays:

**New Years Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day**

Closed Days:

**Friday following Thanksgiving
One week at Christmas
The day before or following New Years Day
1 In-service day in March**

Notice will be posted in the office and classroom 1 week prior to each Holiday or Closed Day.

Discoveryland is a Christian Preschool and Day Care Center owned and operated by the Milpitas Seventh-Day Adventist Church. We are pleased that you have chosen our school to be an important part of your child's growth and development.

GENERAL INFORMATION

HOURS OF OPERATION: 7:00am – 6:00pm

DAYS OF OPERATION: Monday - Friday

AGES SERVED: 2 years to 6 years

LICENSE & NON -DISCRIMINATION EDUCATION

Discoveryland is licensed by the State of California, Department of Social Services, Community Care Licensing, (License # 430700419) and operated by MAC School Board. Children are accepted without regard to sex, race, religion or ethnic background.

FINANCIAL POLICIES

ADMISSION AND REGISTRATION

Admission

Admission to our program is open to children two to six years of age who are toilet trained. **The following must be completed before admittance:**

- **Discoveryland Application**
- **Identification and Emergency Information**
- **Child's Pre-Admission Health History/ Parent Report**
- **Policy on Sick Children**
- **Parent Permission and Agreement**
- **Parent's Rights**
- **Personal Rights**
- **Consent to Treat Form**
- **Immunization Record**
- **Physician's Report**
- **CDE Meal Benefit Form**

Registration

- An initial registration fee is charged at the time of enrollment. This covers processing the application and the cost of a Center bag.
- An annual re-registration fee is charged each September. All registration fees are non-refundable.

Discoveryland has the right to turn away children from the program based on age, space availability, financial problems or a determination by the staff that the child is not ready for the group experience being offered. Each child is admitted on a two week probationary period.

Tuition Due Dates:

Tuition is due and payable in advance. Payments not received on the first of the month will be assessed a late fee after the 5th. Discoveryland is not responsible for billing. Make checks or money orders payable to **Milpitas Discoveryland** and include the child's name on the lower left hand side.

Discounts:

- A \$10.00 discount is given for full-time payments received by the 25th of the current month for the next month's tuition.
- A 5% discount is given to the second child in the same family.
- 1 week vacation credit may be allowed yearly after the child has attended Discoveryland a minimum of six months. **Days taken in excess will be charged the full tuition rate.**

Late & additional charges:

- \$25.00 late charge (payments made after the 5th of the month)
- \$25.00 charge for returned checks
- \$5.00 late pick-up up to 15 minutes after contract time
-**Additional \$1.00 per minute charge for late pick-up following the 15 minutes after the contract time**

Parents are responsible to give written notice two weeks in advance of your child's withdrawal from Discoveryland.

Nutrition and Meals

Discoveryland serves breakfast, lunch and an afternoon snack daily. Our goal is to offer balanced vegetarian meals that include a variety of choices that are low in sugar, salt and fats. We include whole grains, fruits and vegetables prepared for developing positive eating habits.

Monthly menus are available in the newsletter and are posted on the office and classroom bulletin boards.

Please do not send food to school with your child except by special arrangement with the teacher or Director.

Parents whose children have food allergies or special nutritional needs should see the Director.

BEHAVIOR MANAGEMENT POLICY

Positive reinforcement is the discipline used in our program. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Discipline is designed to promote the development of self direction, self control, and socially acceptable behavior. This is accomplished through consistency, firmness, fairness and follow-through. The following behaviors are not acceptable:

- Disrupting the program
- Endangering the health or safety of children or staff
- Continuous refusal to follow acceptable rules of behavior
- Leaving the premises without permission

POLICIES

Orienting New Families

School is a fun and exciting place for young children but it can be challenging in the beginning. However eager children may seem to start school, once they realize you will not be there with them, they may experience apprehension about attending. This is normal and part of growing up. To help you and your child adjust to school, we like to spend time orienting the entire family to our center. Here's what we do:

1. Introduce the child to our program before the first day of attendance whenever possible. We encourage you to come with your child and spend the morning prior to the first day of attendance.
2. Once registration clearance is made and a start date is set, meet with the director to discuss your child's personality, experience with school (if any) and temperament.
3. A staff person escorts each family to all classrooms and introduces the staff from each room to the child and the family.

Children may go through a period of adjustment in the beginning and "separation anxiety" is to be expected for some. Plan to give your child extra time, hugs and love during the first few weeks as he/she makes the adjustment.

Notification of Change

It is imperative that accurate contact numbers be on file for each child attending Discoveryland in case of an emergency. This information includes address, home and work phone numbers, work location and the names of two person authorized to pick up your child. This information must be kept current at all times. **It is your responsibility to notify the office of all changes to this information.**

Sign In and Out

Licensing requires that each child be signed in and out by a parent or authorized parent representative (over the age of 18) daily. Full signatures are required, no initials. Children will be released only to those authorized persons designated on the child's release form.

Daily Rest Period

Children are required to rest daily after lunch. Parents need to provide a crib size sheet and blanket for naptime.

Health & Safety

For the health of our children, smoking is prohibited on Center premises and during participation on outings and field trips. A Disaster Plan is posted in each classroom.

HEALTH

Daily Health Check

Children will be informally checked daily as they enter the Center. If your child appears to show signs of illness, a more formal evaluation will be completed.

Illness

When your child is ill, call the Center and inform the office staff of the absence and the reason. Children must stay home if they show signs of any of the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Unusual lack of energy, such as sleepiness
- Skin rashes, hives, unknown skin lesions
- Contagious Conditions

Children sent home will need to remain home the following day and until symptom free.

All children in attendance need to be healthy enough to participate in all program activities.

Medication Dispensation

If needed, we will dispense **only prescribed medication** to your child at school. This includes sunblock/sunscreen. Parents will need to complete a medication form and leave medication in the office.

Never leave medication in your child's cubby or backpack. Medication must be in the original container with your child's name on it.

SAFETY & NUTRITION

Accidents

If your child is involved in an accident at the Center, appropriate first aid will be given immediately. If it is determined that a physician's care is needed, the parent will be notified and emergency card instructions will be followed.

If parents or other designated persons listed on the emergency forms are unavailable, the child will be taken to the nearest hospital for treatment.