



Discoveryland Preschool

Parent Handbook

2022-2023

Discoveryland Preschool

Discoveryland Preschool
85 Cold Springs Road
One Angwin Avenue (mail only)
Angwin, CA 94508
Telephone: 707-965-2092
Fax: 707-965-9627

Contents

The Program /	2
Parent Responsibilities /	6
Enrollment /	8
Financial Policies /	10
Attendance /	12
Discipline /	14
Emergency Procedures /	14
Miscellaneous /	17
Infant Care /	19
Appendix A /	22
Appendix B /	23
Appendix C /	25
Index /	Inside back cover

Angwin

Personnel

Ada Funes Rusch, *Owner, Director, Infant teacher*

B.S., A.S., Early Childhood Education; B.S., Liberal Studies
California Child Development Program Director Permit

Jackie Lewis, *Assistant director, Pre-kindergarten teacher*

B.S., Early Childhood Education
California Child Supervisor Permit

Ashlee Jones-Navarro, *Preschool teacher*

B.S., Early Childhood Education
California Child Supervisor Permit

Mika Horinouchi, *Two's teacher*

Kindergarten certificate
ELED certificate
Continuing Education of Early Childhood units
California Teacher Permit

About Discoveryland

Discoveryland is a California state licensed facility providing a morning preschool program, full day care and infant care. Discoveryland is operated by Ada Funes, a licenced and early-childhood professional with more than 30 years of experience teaching and running a preschool. Discoveryland is owned by Discoveryland Preschool, Inc.

Licensure

Discoveryland Preschool is licensed by the State of California,
Department of Social Services.

License: 283010218; 283010219

Community Care Licensing Division

1450 Neotomas Ave Suite 100

Santa Rosa, Ca 94505

707-588-5026

History of Discoveryland Children's Center

In the early 1960's Oral Smith, a teacher at Pacific Union College Preparatory School, started a preschool in the basement of Ambs Hall in connection with the home economics department of Pacific Union College. The rationale for this preschool was to provide experience for college students who were getting a teacher education degree in home economics and were required to have experience working with children.

As the interest and need increased, the center expanded and moved in 1968 to a renovated College-owned house on the corner of Cold Springs Road and Howell Mountain Road. By 1978 this facility became too small and a center was designed specifically for child care in Angwin. It was officially named Discoveryland Preschool. This facility, which started as a teaching outlet for college students, continues today. However, the ability to contribute to the needs of the community, outside of the college, has now taken a larger scope and embraces that philosophy. The mission will continue under the ownership of Discoveryland Preschool, Inc.

THE PROGRAM

Philosophy

The staff at Discoveryland makes a concerted effort to provide reliable preschool and child care services and to provide loving, nurturing care for each child. Our goal is to work as a team with parents, sharing ideas and concerns about the growth and development of their children in our care.

We believe that every child is a unique, special, and creative individual of great value designed for a specific purpose by God. By providing a warm, secure environment, we hope to develop within each child a feeling of self-esteem. Because children profit from the opportunity to make choices, every effort is put forth to give each child the chance to move about in an environment which offers many attractive, interesting and stimulating experiences. Thus, through an individualized response to the environment each child becomes a well-rounded human being capable of choices appropriate to personal needs and the ability to develop in all areas of growth—spiritual, emotional, social, physical, intellectual, and creative.

Goals

The following goals guide Discoveryland in the preparation of the learning environment and curriculum:

1. To establish an awareness of individuality and personal self identity, encouraging positive self-esteem.
2. To build self-control and self-discipline.
3. To expand freedom of choice and decision-making within reasonable limits and encourage problem solving.
4. To establish an awareness and love of God and a respect for creation.
5. To develop creativity.
6. To promote curiosity about and an awareness of the world in which we live.
7. To develop language and conceptual skills.
8. To provide appropriate play experiences that contribute to the developmental needs of the child.
9. To develop fine and gross motor skills.
10. To build good health habits and manners.
11. To provide experiences which will stimulate a sense of personal responsibility and an awareness of the rights of others.

Purpose

1. To provide an opportunity for children to experience a quality learning and social environment.
2. To provide quality preschool and child care for Angwin and the surrounding communities.
3. To provide educational learning experiences for Pacific Union College students.

Curriculum

Our first goal is to stimulate joyful intellectual curiosity and an appreciation for learning in community. With mindful attention to developing each child's ability to respond with empathy, compassion and kindness to others, the teachers devote time and attention to gently nurturing a greater awareness of the present moment. This supports each child's developing ability to interact appropriately with peers and adults in a group setting, gradually increasing the ability to react with increased self-control and compassion. The more academic

aspects of the curriculum stem from this foundation of nurturing calm and consideration for the needs of others.

Daily Schedule

(See *Appendix A*, page 22)

Program Activities

The program includes the following:

Indoor Activities:

- Food experiences using a variety of foods and processes in preparation of healthy snacks.
- Science and nature with discovery and exploration.
- Sensory materials for a variety of tactile experiences.
- Art for experimentation in a variety of media stressing creative self-expression.
- Manipulative materials for spatial and matching experiences and small motor development.
- Dramatic play areas for housekeeping, dress-up, play acting roles, and practical life experiences.
- Pre-writing experiences using cutting, coloring, and small motor development.
- Pre-reading experiences using books, listening opportunities, and language development.
- Motor perception with body and spatial awareness and the development of integrated motor skills.

Outdoor Activities:

- Development of cooperative and large motor skills by using the following equipment:
 - swings and slides
 - climbing equipment
 - mud kitchen
 - sandbox
 - water play
 - tricycles and riding toys
 - balls—throwing and catching
 - play structures
 - large motor games
 - walks to PUC campus and trails
 - zip line

Check-In/Check-Out

The computer in the entrance is for checking-in and checking-out. Every child must be checked-in and checked-out correctly each day to avoid late charges. Signing a child in and out is mandatory by California State Licensing

Circle Times

Each classroom has two circle times, a morning welcome circle and thematic circle time. These activities are carefully planned to be learning experiences for the children.

Morning Welcome Circle

The morning circle time is at 8:45 a.m. and is an introduction to the day's activities. Please plan to arrive prior to the morning circle time or please wait to bring your child at 9:15 a.m. after the circle time has ended (see each classroom schedule). It is very disruptive when children arrive during the morning circle time, so please plan accordingly.

Group Times

Welcome time is at 8:45 a.m. and is an introduction to the day's activities. Circle times occur between 10:30-11:30 a.m. These activities are carefully planned to be learning experiences for the children. Please plan to arrive and depart prior to or after these activities.

Lunch

Lunch is served between 11:30 a.m. and 12 p.m. for infants, and 11:45 p.m. to 12:30 p.m. for all other groups.

Rest Times

Rest time is taken in the afternoon from 1 p.m. to 2:30 p.m. A bed with a blanket is provided for each child. Bedding is washed weekly.

Snack

Mid-morning and mid-afternoon snack that may consist of fruit, vegetables, crackers, or other healthful seasonal foods will be served along with water. Each snack will consist of food from two different food groups.

PARENT RESPONSIBILITIES

Clothing

Each child should be dressed appropriately for the weather with sweaters, jackets, mittens, and hats as necessary. Each child needs a complete change of clothing at school with the child's name written in ink on the clothing article. Durable and washable clothing will allow the child to participate in a wide variety of activities. Please do not send children to preschool in clothing that might be damaged by water, sand, mud or art materials.

Shoes or buckled sandals are best for outdoor play. A swimming suit, water shoes, and towel should be sent with your child for the summer. Your child's safety and comfort will be considered at all times.

Please label all clothing, lunch pails, etc. with your child's name. With so many children enrolled, there are often duplications. Items not labeled and not claimed in one month will be donated to a needy cause.

Cubbies

Each child at Discoveryland is assigned a space for their jacket, extra clothes, lunch, and materials for taking home. Each child's space is identified by a name and snapshot photo. Dirty clothing will be placed in a plastic bag and should be taken home each day. If your child has dirtied all of his or her own spare clothes, we will provide them with clothes. If your child comes home in clothes which are not his or hers, please wash and return these items as soon as possible.

Parent Corner/Entrance

The parent entrance will be equipped with the following:

- A computer to check your child in and out, to check your account, and to display any needed messages.
- A parent bulletin board to display special announcements.
- Payment box for payments.

Parent Grievances

If a parent has a grievance with the program or a specific staff member, the parent should arrange to discuss the problem with the director to help facilitate a solution.

Parent Meetings

Parent meetings are held at Discoveryland when announced.

Parent Rights

This form must be signed by the parent before the child enrolls and is included in the registration packet.

Parent/Teacher Communication

Parents will be informed of current information and events through e-mail messages, or a newsletter, or on the bulletin board. Please read the information in the newsletter and on the parent bulletin board as these will notify you of any special activities, events or announcements important to your child during the month. Also, check your mailbox daily, please, for materials to take home. Parent/teacher conferences will be held by appointment with the director.

Parent Visits

Parents are welcome to visit Discoveryland at any time. Personal appointments can be made to meet with teachers after school hours.

It is easier for the child and parent if both have visited the school together prior to the first day at school. The child's anxiety is somewhat relieved if opportunity is given to become familiar with the teacher and surroundings. We encourage parents to visit their child's room at any time. However, if this causes an upset to your child's day, we ask that you call to check up on your child.

Personal P_oroperty

Discoveryland is not responsible for damage to personal property or for lost articles. The parent assumes full responsibility for all items sent with their child.

Personal Rights

This form must be signed by the parent before the child enrolls and is included in the registration packet.

Special Needs

If your child has special needs that the preschool is equipped to handle, parents should make these needs known to the director at registration and methods to

deal with them must be discussed and agreed upon before the child attends.

Special dietary and allergy arrangements must be made in writing and the director should be notified of such before a child begins attendance. If very restrictive dietary adjustments must be followed, it may be necessary for alternate snacks to be sent from home.

Toys from Home

A soft nap time toy or comforting item, for those adjusting to school, will be allowed to be used during nap time or until adjustment is successful. Please do not bring toys from home as they are easily misplaced or broken.

Transportation Policy

The Discoveryland staff is not responsible for transporting children to or from school. Parents are responsible for finding persons, outside of Discoveryland staff, to transport their children when they are unable. Parents are also responsible for arranging their own childcare during holidays and after hours. Please do not request the staff to make exceptions to this policy.

ENROLLMENT

Admission Policy

Discoveryland grants admission to children ages three months to six years whose needs can be met by the program. Discoveryland reserves the right to refuse admission on the basis of age, available space, or inability to provide adequately for the needs of the child.

1. A child must be fully immunized before he or she begins attendance at Discoveryland.

The immunization requirements are:

- 3 Polio shots (3 doses with one after the third birthday)
- 4 DTP shots (Diphtheria, Pertussis/Whooping Cough/Tetanus, 4 doses with one taken after second birthday)
- 1 HIB shot
- 1 MMR shot (Measles, Mumps, Rubella with 1 dose on or after the first birthday)

-
- 3 Hepatitis B shots
 - 1 Varicella
 - Official record or copy of immunization must be submitted to the director and will be kept on file.
2. Before a child begins attendance all registration materials must be completed and on file. The registration fee and beginning tuition must be paid in full. The registration packet has all the forms.
 3. Any unpaid balance due Discoveryland must be paid in full before a child resumes attendance beginning with the new two-week pay period.

Items from Home

(See *Appendix B*, page 23)

Nondiscrimination

Discoveryland Preschool is operated on a nondiscriminatory basis and no one will be excluded from enrollment because of race, gender or religious affiliation.

Registration

Children may be registered at any time space is available. If space is not available, an application should be completed and returned with the application fee in order for the child to be placed on the waiting list.

The parent or guardian must complete the forms in the registration packet before any child may be admitted to Discoveryland. The necessary forms in the registration packet are as follows:

1. Admission Agreement
2. Emergency Information
3. Personal Rights
4. Health History Report & Immunization Record
5. Parent Agreement
6. Parent Rights
7. Physician's Report
8. Consent for Emergency Medical treatment

FINANCIAL POLICIES

Admission and Financial Contract

The registration, insurance, and nap time fees are due before the child begins fall attendance. This fee includes enrollment in the following summer session. Those enrolling only for the summer session will pay modified fees. All fees are non-refundable once the child has attended school. **Payment is due on the 5th of each month.**

Tuition is billed monthly and payment is due five days after the bill is received. Tuition payment must be received in order for your child to continue attending school. The rate does not change if a child misses days due to illness or vacation.

Signing a child in and out is mandatory by California State Licensing. If the school is found to be out of compliance, a \$1,500 fine could be charged against the school. The child's parent or guardian who signed for registration will be responsible for reimbursing the school if a fine is incurred.

If a child willfully damages or destroys school property, the child's parent or guardian who enrolled the child will reimburse the school for replacement or restoration costs.

Collection/attorney fees accrued to collect past-due payment will be charged to the child's account.

Fee Schedule/Admission Contract

This form must be signed by the parent before the child enrolls and is included in the registration packet.

Financial Assistance

(See *Appendix B*, page 24)

Late Fees

A late fee of \$25/first 10 minutes & \$5/minute will be charged for students picked up:

Full-day: Monday through Thursday after 5 p.m.; Friday after 4:30 p.m.

Insurance Fee

Insurance is included in the registration fee.

Records

The following records are required to be kept on file:

- a child's current address, home phone number, parent's work number, parent's cell phone number
- place of employment for both parents
- a list of people and medical personnel to be called for emergencies
- legal custody report (if applicable)

Please inform the director if there are any changes regarding the above information. We appreciate your cooperation.

Registration Fee

A registration fee is charged at the time of registration to cover the cost of materials the children will be using for the year. This fee is non-refundable and must be paid in advance annually (September-August) when enrolling your child. All fees and tuition are paid in advance. Registration fees are partially prorated after January 1.

Returned Checks

There will be a charge of \$35.00 for returned checks. If two checks are returned within a three-month period, then only cash or money order will be accepted as payment.

Tuition

Monthly tuition charges must be paid before the child's care begins on the first of each month. Tuition is the same for weeks with holidays. If tuition is not paid by the due date, it will be considered delinquent and subject to a late fee. Tuition payment must be received in order for your child to continue attending school.

Please note that after five school days, a late fee of \$40 will apply

ATTENDANCE

Absence

If your child misses a day of attendance, that day may not be “made up” on another day.

If your child needs to be away from school for an extended period of time, please see the director to make special arrangements. We cannot always guarantee admission after extended leaves.

Arrival and Pick-Up

Please plan for your child to arrive before the morning welcome circle which is at 8:45 a.m. If you are running late, please plan to arrive after the morning welcome circle ends at 9:15 a.m. (see classroom schedules). Please call the center if you are running late. Please plan to have your child arrive no later than 10 a.m. so they are able to participate in the activities that the teachers have planned for the day. We find that when they arrive late in the morning they have missed out on important learning experiences and that drop-offs are more difficult.

Attendance Plans

Plans may be selected for:

- *Full-day hours:* Monday-Thursday, 8 a.m.-5 p.m.; Friday, 7:30 a.m.-4:30 p.m.
- *Part-day hours:* 8:00 a.m.-3:00 p.m.

Holidays

Discoveryland is closed the following holidays:

- | | |
|----------------------------|--|
| Martin Luther King Jr. Day | Independence Day |
| Presidents' Day | Labor Day |
| Easter Friday | Thanksgiving (Wednesday, Thursday & Friday) |
| Memorial Day | Christmas (Closed Christmas through New Years) |

On occasion Discoveryland will be closed due to teacher in-service or continuing education. These dates will be posted on the yearly calendar.

Vacation Notice Form

Please fill out a Vacation Form when your child will be on vacation.

Weather Closures

Weather in the Napa Valley can be unpredictable and Discoveryland will always put the safety of your child first if weather may present a risk. Discoveryland will communicate any closures or changes in hours due to weather via email messages to families, updates on our Facebook page, and outgoing messages on our phone. If the advisories are posted during business hours, our staff will also inform each family if we require an early pickup due to closure. We will stay open as long as it is not a safety issue for our staff or families.

If the National Weather Service announces a flood advisory for the Napa River or a snow advisory for the mountain areas around St. Helena in winter, or if there is elevated fire or smoke risk during fire season, please check your emails and our Facebook page regularly for any updates. Discoveryland has a safety plan, including evacuation, if required.

Withdrawal Policy

A child may be asked to withdraw from the program under the following conditions:

- the child has a consistent problem of aggressive or disruptive behavior that continues after the following:

1. Parent conference
2. Time for improvement
3. Re-evaluation
4. Parent meeting to discuss options if behavior has not improved
5. Expulsion

- the child has special needs which the school is not able to meet

- the child's parents fail to meet their financial responsibility

A Discoveryland administrator will meet with the parents in an attempt to correct the problem. If a solution is not found, a five-day notice of termination will be given.

Keeping rates as affordable as possible requires that Discoveryland operates at capacity level, thus two weeks notice must be given if your child is to be withdrawn. Tuition will continue for the next two weeks if notice is not given.

Discipline

Discipline

It is against Discoveryland policy to use any punishment which includes negative physical touching. In addition, the staff is required not to use any technique against a child which results in humiliation, ridicule, or deliberate devastation of self-esteem.

Discoveryland staff utilizes the following techniques:

1. Prevention—trying to avoid problems before they arise by good planning.
2. Extinction—ignoring the negative behavior so that the child is not reinforced for doing it.
3. Redirection—distracting the child’s attention from the disruptive behavior by some other activity which is acceptable.
4. Discussing outcomes—making certain the child understands what will happen if he or she persists in an unacceptable behavior.
5. Take a break—giving a child space apart from the group to gain self-control.

If several attempts at positive discipline have failed, the director will provide guidance for the teacher to help correct the problem and will solicit parent cooperation. The school reserves the right to dismiss a child if, in the opinion of the staff, the child’s needs can no longer be met.

EMERGENCY PROCEDURES

Accidents

If your child is hurt or has another emergency situation, the following will be done:

1. If the injury is not serious, simple first-aid will be administered by the school staff. An “Ouch Report” will be sent via e-mail on the computer check-out screen and written up and placed in parent’s mailbox.
2. If the injury is serious or may require a doctor’s attention, the parent or other responsible person will be contacted and the child will be taken to the emergency room at St. Helena Hospital.

Emergency Disaster Plan

An emergency plan is posted by the two major entrances.

Emergency Information

This form must be signed by the parent before the child enrolls and is included in the registration packet.

Health History

This form must be signed by the parent before the child enrolls and is included in the registration packet.

Illness Policy

A fact of life is that children get sick, and the staff recognizes the difficulty that working parents have when their child is sick. However, so that an illness is not spread to the other children, their families and the staff, it is required that you find alternate care for your sick child. Arranging such care as soon as your child's symptoms appear will avoid the last-minute morning rush. It is important to call and notify the school when your child is sick and will not be attending. You will be asked to take your child home if:

1. The illness prevents the child from participating comfortably in facility activities.
2. The staff cannot adequately care for the sick child without compromising the care of the other children.
3. *Fever*—axillary (armpit) temperature of 100 degrees or greater at school or within the last 24 hours. A fever must be gone for 24 hours before returning to school without the aid of medication.
4. They have signs or symptoms of possibly severe illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, or green/yellow mucous continually draining from the child's nose for more than one day).
2. *Eye infection* (conjunctivitis) "pink eye"—May return 24 hours after treatment applied. Viral cases require a doctor's note for return.
3. *Diarrhea*—after two very liquid stools. May return after 48 hours of no diarrhea.

-
4. *Strep Throat or Other Streptococcal Infection*—until 24 hours after initial antibiotic treatment and cessation of fever.
 5. *Impetigo*—until 24 hours after treatment has been initiated.
 6. *Vomiting*—vomiting more than once in previous 24 hours. May return after 24 hours of no vomiting.
 7. *Rash with Fever and Behavior Change*—until a health care provider determines that these symptoms do not indicate a communicable disease.
 8. *Scabies, Head Lice*—24 hours after treatment has been initiated and no nits appear in hair when inspected.
 9. *Chicken Pox*—until 6 days after onset of rash and all sores have dried and crusted.
 10. *Pertussis*—until 5 days of appropriate antibiotic treatment to prevent infection from recurring.
 11. *Mumps*—until 9 days after onset of parotid gland swelling.
 12. *Measles*—until 6 days after onset of rash.
 13. *Rubella*—until 6 days after onset of rash.

Upon arrival, each child is checked by a staff member to screen for early signs of illness. As stated in Title 22 Regulation 101226.1:

- (a) The licensee shall be responsible for ensuring that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted.
- (b) (1) No child shall be accepted without contact between center staff and the person bringing the child to the center.
(2) The licensee shall require that the person bringing the child to the center remain until the child is accepted.

If your child becomes ill while at school, you will be notified immediately and asked to pick up your child for the protection of the other children and the staff at Discoveryland. If your child contracts a communicable disease such as chicken pox, ring worm, pink eye, scabies, etc., please notify the director so other parents will be aware of possible symptoms in their children. The staff at Discoveryland have to take into consideration not only the health of your child, but the health of all the children in their care. Thank you for helping us to have a healthy preschool.

Medication

If your child has an allergy or is recovering from an illness and is no longer contagious but still requires medication, it may be given at school under the following conditions:

1. The medication is in its original prescription container.
2. The child's name, dosage, times of administration, name of physician, and name of pharmacy are properly labeled on the container.
3. All medications must be turned in to the director or teacher in your child's class upon arrival.
4. Parents must complete the "Medicine Form" for the medication to be dispensed.

All medication is kept in the kitchen out of children's reach.

Physician's Report

This form must be signed by the parent before the child enrolls and is included in the registration packet.

MISCELLANEOUS

Birthdays

Birthdays are usually celebrated during afternoon snack . Parents are welcome to send a special treat but please let us know in advance. It is also thoughtful to inquire about dietary limitations so that alternate treats can be provided for the children who require them.

Celebrations

Occasionally special holiday celebrations will occur when there are games, food, and/or entertainment.

Cleanliness

The teachers keep the toys clean in each classroom by sanitizing them weekly.

Disclaimer

This handbook is for informational purposes and does not directly or indirectly constitute a contract between a parent and Discoveryland. Also, the contents of this handbook are subject to change at any time at the discretion of the Discoveryland staff, the owner/director.

Field Trips

Consent for field trips is part of the application form. Field trips are taken several times a year. Teachers are present for all field trips. Parents are encouraged to drive children on field trips. Parents must have proof of adequate insurance and seat belts for all children. Parents will be notified at least one week prior to a driving field trip. Spontaneous walking trips close to the school premises may be taken without notice when weather permits.

Fund Raisers

Fund raisers are held periodically to help defray the costs of additional equipment or children's supplies in lieu of higher tuition. Notice will be given in advance of any fund raisers and each parent is asked to participate if possible.

Necessary Items From Home

(See Appendix B, page 23)

Student Teachers/Observers

Discoveryland is a preschool used as a learning laboratory for early childhood education majors at Pacific Union College. These students form an important part of the staff and assist full-time teachers with supervision and teaching. Some students at Discoveryland will be completing lab assignments while others are hired to serve as teacher aides. At times other students may come to observe the children in compliance with class assignments. Students also help with observation and evaluation for curriculum planning. Please extend your support to these teachers of the future.

INFANT CARE

Licensure

Discoveryland Infant Center is licensed by the State of California, Department of Social Services.

License: 283010218

Community Care Licensing Division

1450 Neotomas Ave Suite 100, Santa Rosa, Ca 94505, 707-588-5026

Program

The program will consist of:

- Quiet and active play.
- Independent Play.
- Rest and relaxation.
- Individual attention.
- Being held by the care provider.
- Toys which will provide auditory, visual, tactile stimulation.
- Toys which will provide manipulative skills.

The above activities will occur according to the needs of the group of infants enrolled and to their age needs. Play may occur both indoors and outdoors, weather permitting.

Discipline

Infants usually respond positively to tender loving care which will be administered to each child throughout the day. However, should negative behavior occur it will be dealt with in the following manner:

- *Redirection*—distracting the child's attention from the disruptive behavior by some other activity which is acceptable.
- *Extinction*—ignoring the negative behavior so that the child is not reinforced for doing it.
- *Prevention*—trying to avoid problems before they arise by good planning.

Food Service

Prior to the infants first day at Discoveryland, the parent shall instruct the care giver of the following:

-
- Instructions from the child's physician relating to special diet or feeding.
 - A feeding schedule.
 - Breast milk or formula (mothers are encouraged to breast feed their infants during the day).
 - A schedule for introducing solid or new foods.
 - Instructions on food consistency.
 - Instructions on food likes and dislikes.
 - Any food allergies.
 - A schedule for introduction of cups and utensils.
 - The parent will provide all of the snacks, formula, and solid food the child is expected to eat throughout the day.
 - If formula is to be prepared, the specific brand of formula shall be stated in the feeding plan.
 - All bottles and formula shall be labeled or placed in a container with child's name on it.

Items From Home

- Three nonbreakable bottles (marked with child's name or initials).
- Formula and directions for preparation which the care giver can make up for feeding.
- Diapers.
- Two complete changes of clothing.
- One blanket or necessary items for sleeping.
- Any solid food your child needs for the day.
- Pacifier, if needed.

Napping

Each child will have his/her own crib or cot (for older toddlers only when they have the ability to climb out of the crib). Children are placed in the crib for napping only and are removed when awake. Cribs are separated from the rest of the room but are easily observed by the care giver. Rest for younger infants varies. For older infants it is between 12:30-2:30 p.m. Providers must check in on every infant every 15 minutes and document the check in.

Needs and Service Plan

Prior to the infant's first day Discoveryland, the parents will assist the teacher in completing a needs and service plan which will include the following:

- An individual feeding plan.
- A sleeping plan.
- Any services needed by the infant which are different from the normal program.
- A plan for subsequent personal interviews with the parent.

Parents will be provided with a copy of the Needs and Service plan and any subsequent updates. A quarterly update is mandated. Each update should be verified by the parent's signature.

The caregiver will chart the times and amounts of each feeding, both formula and solids, naps, medications, and a notice for supplies the parents need to bring. This enables the parent to see how the entire day has gone and how to plan for the evening.

Personal Care Services

Infants will be kept dry and clean at all times and shall be checked frequently for wet or dirty diapers. Diapers and a change of clothing should be kept at Discoveryland for the infant. Any wet or soiled clothing will be placed in a plastic bag and sent home at the end of the day.

The diaper changing area is sanitized after each changing and all soiled diapers placed in an airtight container. Towels and wash clothes are not shared with other infants.

Toys

All toys are cleaned and sanitized daily.

Visitation

Parents are invited to visit the infant room before enrolling their child. This will enable the parent to feel more comfortable with procedures and routines when the child is left with the care giver. Visitation is permitted at anytime before or after enrolling. However, if this causes an upset to your child's day, we ask that you call to check up on them.

APPENDIX A

The Daily Schedule for Infants*/Toddlers

8:00-9:00	Arrival and free play / Welcome
9:00-9:10	Breakfast
9:10-9:30	Worship and snack
9:30-10:30	Outdoor play (weather permitting)
10:30-11:45	Sensory Activities and Circle: songs, art, reading, floor time
11:45-12:30	Lunch
12:30-2:30	Nap time
2:30-3:30	Free play and snack
3:30-5:00	Outdoor play (weather permitting) and closure, 3:30-4:30 on Friday
5:00	Closing (<i>Note: closing is 4:30 on Friday</i>)

**Note: (hours are 7:30 am - 4:30 pm on Friday)*

The Daily Schedule for Twos Room*

8:00 - 9:00	Arrival & free play
9:00-9:30	Worship & snack
9:30-10:00	Inside activities
10:00-11:30	Outdoor play
11:30-11:45	Transition time (taking of jacket, washing hands)
11:45-11:50	Group time
12:00-12:30	Lunch
12:30-1:00	Transition time
1:00-3:00	Nap time
3:30-3:45	Snack time
3:45-5:00	Clean-up time, Story time and Home

(Note: closing is 4:30 on Friday)

The Daily Schedule for Preschooler/Pre-K*

8:00 - 8:30	Opening, free play
8:30-9:00	Welcome Time/ worship
9:00-10:45	Snack, Learning Centers, art, math, reading, writing, & science activities
10:45-12:00	Outdoor play and circle time (for individual groups)
12:00-12:30	Lunch
12:30	Morning session ends
12:30-1:00	Story time and preparation for naps
1:00-2:30	Nap time
2:30-3:00	Story time
3:00-3:30	Quiet activities, put beds away
3:30-4:30	Snack, freeplay in Learning Centers, afternoon activity
3:30-4:45	Outdoor play
4:45-5:00	Clean-up time, Story time and Home

(Note: closing is 4:30 on Friday)

*Changes will be made in this schedule in compliance with age and needs of children. These schedules are examples. Schedules vary by classroom. Please see the schedule in the classroom your child is enrolled in.

APPENDIX B

Necessary Items Child Should Bring from Home

1. A picture of the child for identification on the cubby.
2. One complete change of clothing (pants, shirts, underwear, socks).
3. Slippers.
4. Mittens, hats, jacket for cold weather.
5. Swim suit, towel, water shoes, and sunscreen for hot weather.
6. All items brought from home should be marked with child's name using a permanent marking pen. If you do not have one, bring these items to Discoveryland and use our marking pen.

For Toddlers Wearing Diapers:

1. Diapers with child's initial or name on each one (Center diapers will be charged to you at 50¢ a change).
2. Extra pairs of underwear or training pants are needed when potty training.
3. Swim diapers for water play.

Financial Assistance Options

Community Resources for Children

3299 Claremont Way, Suite 1, Napa, CA 94559

Phone: 707-253-0376

www.crcnapa.org

This source offers funding to low-income families who are working or have members who are working and going to school. There is always a waiting list so getting on the list as soon as possible is advised. Depending on income you may be eligible for up to one hundred percent of child care costs being paid.

Napa County Employment Training Office

2447 Old Sonoma Road, Napa, CA 94558

Phone: 707-253-4291

Contact: Your Social Service Case Worker

This source offers funding to families on AFDC who are going to school to train for employment. You must be on AFDC to qualify. For qualifying families one hundred percent of child care costs are paid for a full-time student.

Preschool for All

Julio Olguin, Executive Director

julio@shpreschoolforall.org

707-363-6525

Scholarships cover tuition based on financial need.

Pacific Union College Student Waiver Fund

PUC Student Financial Services office

One Angwin Avenue, Angwin, CA 94508

Phone: 707-965-7200

Contact: Freddy Whiteside, ifwhiteside@puc.edu

This fund is set up to help families who are attending Pacific Union College at least half time and who are unable to receive aid through either of the above options. The College pays a percentage of child care costs based on hours scheduled for the quarter and financial need

APPENDIX C

Food Guidelines

We strongly recommend that all lunches be prepared with healthful, whole grain foods, fruits, and vegetables. Foods such as, candy, cookies, and sugary drinks are not recommended for young children. Some guidelines which might be helpful when feeding children are:

1. Serving portions should be only 2 Tablespoons of a certain food per year of age. (Example: a two-year-old would probably eat $\frac{1}{4}$ - $\frac{1}{2}$ sandwich if they eat fruit and other foods along with it).
2. No hard candy or gum should be sent in the lunch.
3. All oranges, apples and other fruits and vegetables should be peeled and cut into smaller sections.
4. Try to serve food that your child will like which are not high in fat or sugar. Try to get nutritious drinks which are not just flavored sugar water. Please avoid sending desserts.
5. Be creative and provide variety in taste and texture. Cutting sandwiches with fancy cookie cutters can sometimes enhance the desire to eat more.
6. Put the child's name on their lunch container or brown bag for identification. The child is not always able to tell the teacher which lunch is theirs, especially if another child has an identical lunch container.
7. Please, only bring food that can be heated up in the microwave, ready to eat.

NOTES

NOTES

NOTES

index

Absence	12	Insurance Fee	11
Accidents.....	14	Late Fees.....	11
Admission and		Licensure	1
Financial Contract.....	10	Medication	17
Admission Policy	8	Necessary Items From	
Arrival and Pick-up	12	Home	18, 23
Attendance Plans.....	12	Nondiscrimination	9
Birthdays.....	17	Parent Corner/Entrance	6
Celebrations	17	Parent Grievances.....	6
Check-In/Check-Out.....	5	Parent Meetings	7
Clothing.....	6	Parent Rights.....	7
Cubbies.....	6	Parent/Teacher	
Daily Schedule	3, 22	Communication	7
Discipline.....	14	Parent Visits	7
Disclaimer.....	18	Personal Property.....	7
Drop-In.....	13	Personnel.....	1
Emergency Information	15	Personal Rights	7
Fee Schedule	10	Philosophy	2
Field Trips	18	Physicians Report.....	17
Financial Assistance.....	10, 24	Program Activities.....	4
Fund Raisers	18	PUC Student Waiver.....	11, 24
Goals	3	Purpose	3
Group Times	5	Records.....	11
Health History	15	Registration.....	9
History	2	Registration Fee	11
Holidays	13	Rest Times.....	5
Illness Policy	15	Returned Checks	11
Infant Care	19	Snack.....	5
Licensure	19	Special Needs	7
Program	19	Student Teachers/Observers....	18
Discipline	19	Toys from Home	8
Food Service	20	Tuition.....	11
Items from Home	20	Transportation Policy.....	8
Napping.....	20	Withdrawal Policy.....	13
Needs and Service Plan	21		
Personal Care Services.....	21		
Visitation	21		

Discoveryland Preschool

Discoveryland Children's Center
85 Cold Springs Road
One Angwin Avenue (mail only)
Angwin, CA 94508
Telephone: 707-965-2092
Fax: 707-965-9627