

ALL SEASONS

CHILDREN'S LEARNING CENTER

TIPS &
GUIDELINES



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WELCOME TO OUR SCHOOL Adjustment & Observation

Dear Parents,

All Seasons Children's Learning Center wishes to extend a warm welcome to all our new young students and families. The staff is dedicated to ensure your child receives a positive learning experience and that transition into a new environment is successful and safe.

The first days at preschool can be unsettling to many preschoolers and for many parents as well. Some children become anxious about how to cope all at once with the new adults, groups of strange children, and unfamiliar surroundings. Other children are more upset by the separation from home than by the new experiences.

With this thought in mind, we would like to take this opportunity to inform you of our guidelines of respect and social behavior.

For new children, the school carries an observation period of four weeks when behavior and adjustment is closely observed to ensure your child is acclimating well. At the same time, we work diligently to ensure that guidelines for safety and respect are followed and practiced by all within the school environment. Sometimes very young children with undeveloped verbal skills or not used to routine environments display anxiety with aggression such as hitting, biting, pushing or not responding to adult directives.

When a child exhibits such signs of behavior, the school will inform you immediately so that a workout plan may be put into action in order to assist your child overcome this phase. The help of the parents is always the most influential and important of all. Our goal is to provide a safe classroom environment for all our young students. When a child is not able to adjust to a socialized setting and overcome difficult behavior patterns, it jeopardizes the welfare of other children. On occasion, when all attempts have failed to assist the child, the school has had no other alternative than to release the child from the program. It is our belief and commitment that when the school and home work in partnership, the child prospers and succeeds. We feel that the most important teacher a child will have is the parent and the first classroom, the home.

We hope you and your child enjoy a happy and rewarding relationship with us, and we look forward to getting to know you. If you have any questions, please do not hesitate to visit or speak with us, we are here to help.

Respectfully yours,

The Administration

IMPORTANT ITEMS TO BRING ON THE FIRST DAY OF SCHOOL

- ★ It is important that on the first day every parent reports to the office to finalize any necessary paperwork.
- ★ For children starting full-time, remember to bring a standard fitted crib sheet and small pillow. (this does not apply to part-time students)
- ★ All new students must also bring a full change of clothes labeled with the child's name and a small hat to protect the head and ears from the sun during outdoor activities.
- ★ A small bottle of sun screen lotion.
- ★ A small water bottle or drinking cup with water or juice. (indoor water fountains are available, yet children should have fluids accessible inside the classroom.

Please remember that all meals are provided by the school and you do not need to prepare snack or lunch.

(Unless your child has dietary restrictions)



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Preparing Your Preschool Student

Make sure your child has had some supervised time away from you before they enter school. This may be a day care or preschool experience or with friends or relatives. Letting your children occasionally be in an environment away from you helps develop more independence among young children.

Talk to your child about going to school. Tell them about positive experiences you remember from your first days of school. Talk to them about what they'll learn in school.

Take your child to school. Let him/her visit and play in the yard while you are there. Let him get acquainted with the other children, the staff, the toys, and the layout of the building.

Tell him/her the principal's name, the names of the teachers, if possible. Assure him/her that it is natural to be frightened. Everyone is here to be his/her friend.

Never use school as a threat, such as, "You can't go to school today because you are bad," or "You have to go to school today to learn how to listen." Parents and schools should be perceived as people and places that show comfort and safety.

Take your children to "Observation Day" if these are available. Let him/her meet the teacher and time to spend in the classroom.

Set aside a day to gather the supplies they will need for school. If you need to purchase materials, empower the child to decide what he/she wants and needs. Include items of comfort.

Talk with your child about what the first day will probably be like. Tell him/her about fun with other children, with books and puzzles, with the big blocks, outside play, learning new things, and snack or lunch breaks.

Make your child aware that every child goes to school and that schools are wonderful places to learn. It is your child's job to be a student, just like it is your job to go to work. Talk to your child about friends who will also be at school.

Prepare your child for his/her first day. For example, "Tomorrow I'll be taking you to school so that you can be in Mrs. Smith's class. It will be so much fun and you will make many new friends.

If you see a few tears when you are leaving the classroom, don't worry. The tears disappear once Mom or Dad leaves. A few tears may return if you meet your children after school, but be assured; that most tears disappear almost the minute parents are out of sight.

If your child clings to you and cries at the top of his/her lungs about your leaving, the best thing to do is to leave quickly. The longer you stay, the more difficult the situation will be. Those who cling and cry loudly calm down within a few minutes and enjoy school. Some of these children will continue this behavior for several days or even weeks. It's hard on the parents and teachers alike. Be assured that if your child continues to be upset after you leave and the teacher cannot calm him down, someone from the school will call and let you know.

School personnel will identify children who continue to display anxiety about coming to school and who may need extra help in dealing with those anxieties. Keep in close touch with your child's teacher. Schooling is an on-going partnership between teachers and parents.



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Safety Policies

It is important that all staff members at All Seasons Children's Learning Center observe and practice standard safety guidelines to ensure the welfare of every child. The staff will be required to read and acknowledge receipt of the School's safety policies.

Prevention

- The children must be at all times under direct adult supervision.
- Fighting is not allowed; running and throwing objects is not permitted.
- Children will not be allowed to climb on indoor furniture such as worktables, desks and chairs.
- Children will not be allowed to be barefoot about the school with the exception of a prescribed activity or during naptime.
- Children will not be allowed to color on the walls or table surfaces.
- Children will not be allowed to play unattended with water in the restrooms.
- Children will not be allowed to play with blunt objects such as scissors unless supervised by an adult as part of a class activity.
- Children will not be allowed to enter the kitchen unsupervised.
- Children will not be allowed outside unless a staff or adult is present.
- All electric outlets shall remain covered.
- No toys or equipment with easily removable small parts shall be allowed.
- No suckers, gum or hard candy is allowed.
- All poisonous substances are stored in a locked cupboard out of the reach of children.
- Medications shall not be stored in the same cupboard as poisonous materials.

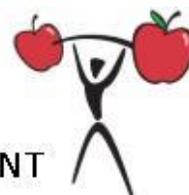
Playground Supervision

Supervising the children in the playground is as important a task as supervising children in the classroom. The physical welfare and safety of the children need to be the staff person's first consideration.

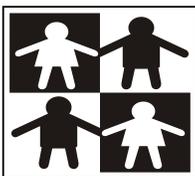
- Do not congregate into groups with other adults. Spread out throughout the playground, with each adult supervising a specific group of children and a specific piece of equipment.
- Stand so that you are in a position to forestall possible accidents. If you are engaged in helping one child, stand so that you can see the group. Do not stand with your back to the group.
- An open mug containing hot liquid will not be allowed in the yard or in the classroom.
- Check the equipment daily. Be sure that slides and other climbing equipment is firmly affixed, nails or screws are not loose, and that there are no sharp edges. If a piece of equipment needs to be repaired, make sure the children do not use it and notify the administration of what needs to be done.
- Give special attention to the high climbing equipment or portable toys.
- Make sure that each child's clothing is adjusted to the weather.
- Children should not be allowed to go into the building alone if there is no one else on the premises.
- If a child is hurt or injured, notify the other staff members that you must go into the building so that they can watch your group.
- Children must never go home with unwashed hands and face. If a child soils, he or she must be changed immediately.

ILLNESS AND SCHOOL POLICY

MAINTAINING A HEALTHY ENVIRONMENT



<p align="center">When Should a Child Stay Home from School</p> <p align="center">(Students are also sent home if any of the symptoms below are evident during school hours)</p>	<p align="center">When Can a Child Return to School</p>
<p><u>Common Cold:</u> Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 2-5 days, fever develops along cold sores, or discharge becomes yellow or green.</p> <p><u>Fever:</u> If a child's temperature is 100 degrees or greater, he/she should remain home until he/she has been without fever for a full 24 hours without the aid of fever-reducing medication. Remember that fever is a symptom indicating the presence of an illness.</p> <p><u>Flu:</u> Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for a full 24 hours.</p> <p><u>Head Lice:</u> Lice are a small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to their shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following a lice infestation, your child may return to school after receiving treatment with a lice shampoo, AND ALL NITS HAVE BEEN REMOVED.</p> <p><u>Impetigo:</u> Blister-like lesions, which later develop into crusted pus-like sores. Your child should remain at home from school until receiving 24 hours of antibiotic therapy and the sores are no longer draining.</p> <p><u>Pinkeys:</u> Redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or crust on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from eyes have stopped.</p> <p><u>Skin Rashes:</u> A physician should immediately evaluate skin rashes of unknown origin before your child is sent to school.</p> <p><u>Strep Throat:</u> Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving full 24 to 72 hours of antibiotic therapy.</p> <p><u>Vomiting and Diarrhea:</u> Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until all vomiting, diarrhea or fever clears for a full 24 hours. If your child has any of these symptoms during the night, he/she SHOULD NOT BE SENT TO SCHOOL THE FOLLOWING DAY.</p> <p align="center">ALL THE SYMPTOMS LISTED ABOVE ARE HIGHLY CONTAGIOUS AND THE SCHOOL WILL REQUEST A DOCTOR'S RELEASE THAT HE/SHE IS ABLE TO RETURN TO SCHOOL.</p>	<p>A child may return to school if he/she no longer has cough producing phlegm, sneezing, and no longer discharging green/yellow mucous through the nose. Cold sores must have scabbed and child is no longer drooling. For the sake of the other children, keep them out of contact and school as much as possible.</p> <p>A child may return to school if he/she has been fever-free for 24 hours without the aid of fever suppressant medication.</p> <p>The child should be free of symptoms, like coughing, sneezing, wheezing, body ache before returning to school. <i>Common ear infections are not contagious.</i> The only reason to keep a child with an ear infection out of school is for his or her own comfort and proper administration of antibiotics.</p> <p>Child must be free of lice and nits, plus proof of treatment is required.</p> <p>Child is on medication for 24 hours and sores must be dried and covered.</p> <p>A child who has an inflamed or draining eye should be kept out of school until examined by a physician and has received 24 hours of antibiotics. A doctor's release will be required.</p> <p>A child may return to school once the doctor has diagnosed the rash and child is no longer contagious.</p> <p>Child must be on antibiotic for 24 hours before returning to school. A Doctor's release will be required.</p> <p>Free of diarrhea for 24 hours without the use of medication. Child has ceased to vomit for 24 hours and all symptoms are clear.</p>



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PARKING LOT SAFETY

Your safety and that of your child are very important to us. Therefore, we ask that you strictly observe the following safety guidelines when dropping-off and picking up your child at the School.

1. Be very cautious when entering and leaving the School's driveway on Baldwin Avenue.
2. Do not block the driveway at any time.
3. Drive very slowly and cautiously at all times while on the School's premises and be considerate to other vehicles.
4. Stay within the School's designated traffic lanes and observe all stop signs.
5. Refrain from using your vehicle's horn except in an emergency situation.
6. All children must be dropped-off or picked-up at the gate located on the north side of the playground.
7. **Never allow your child to walk unescorted on or near the School's driveway or parking lot. Always hold your child's hand when walking in the driveway area.**
8. Use the turn-around area and the north traffic lane only for exiting the School's parking lot.
9. Do not park or leave your vehicle unattended at any time in neither the turn-around area nor the north traffic lane.
10. Be careful of other parked vehicles. Avoid inflicting damage to other cars or school property.
11. If you need to leave your vehicle in order to go inside the School's building or playground area for an extended period of time, please park on Baldwin Avenue.
12. When picking up your child at the end of the day, please exercise proper supervision of your child/children in the playground if you are allowing them to play. Often parents are engaged in conversations and are not aware that gates are open or that a child is using the equipment in an unsafe manner.

THANK YOU FOR YOUR COOPERATION