



STEPPING STONE UNIVERSITY PRESCHOOL

"The stepping stone into your child's future!"

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PARENT HANDBOOK

2020-2021

A Montessori Inspired Learning Environment

880 Manzanita Drive, Room 22

Los Osos, CA. 93402

(805)752-1086

WWW.SSUPRESCHOOL.COM





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Welcome!

Welcome to Stepping Stone University Preschool! Please take some time to read the Parent Handbook, it contains important information about our school's essential policies, procedures and programs. Understanding these policies will help us work together to provide the finest educational experience possible for your child. Please read this handbook carefully and keep it for reference. We will revise the Parent Handbook periodically to comply with updated county, state and federal regulations, and in order to provide more clarity about procedures and policies. Check with Ashtane Bixler for updates. It is a requirement that parents and teachers sign and return the signature page to indicate that they have read the handbook.

Thank you!
Ashtane Bixler

Welcome to Stepping Stone University Preschool

We are so excited to provide your child their first stepping stone into their early years of their educational journey. Thank you for entrusting us to provide a safe, loving, fun and Montessori inspired program with your child. We look forward to a Successful year.

1. ABOUT SSUP

A.HISTORY

Owner, Director & Lead Toddler Teacher, Ashtane Bixler gained her passion and inspiration for teaching and providing childcare by watching her mother. As she grew up, her mom had a daycare within their home. Watching the love her mother had for the children and the relationships that were built with their families throughout the years inspired her to teach. Ashtane specializes in Montessori philosophy and in Early Childhood Education. She attended college in Visalia, and Irvine California as well as attended Ashford University. Ashtane has completed her in class Montessori training for ages 18 months-3rd grade, Early Childhood Development Coursework in toddler, primary and early school age emphasis & Childcare Center/ School Directorship Certification. She experienced guided Montessori training throughout her career in 2006 and continues her educational hourly training through CAP SLO and educational training annually. Ashtane began teaching in 2006 in Irvine, Ca. She fell in love with Montessori Philosophy and later moved to San Luis Obispo in 2007 and began teaching at a local private Montessori school. She then opened a large licensed montessori inspired family Childcare home and loved the program she created. She continued teaching and decided she was ready to grow into a Montessori Inspired Preschool center in Los Osos, Ca. in 2016. Her love and passion shows through and vows to provide a quality, loving, and inspiring toddler and primary preschool early childhood educational program to her local community.





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B. ABOUT SSUP

Founded Stepping Stone University Preschool in 2016. We are located in Los Osos, CA. We offer a toddler and primary preschool & Kindergarten program. SSUP provides full and half day program options. Extended care is also available in the morning and afternoons. We are open Monday-Friday from 7:30 a.m.- 5:30 p.m.

*DUE TO COVID-19 OPERATIONAL HOURS MAY CHANGE

*SUMMER 2020 PROGRAM: JUNE 29TH- AUGUST 5TH

OPERATIONAL HOURS: MONDAY-FRIDAY 8:00 A.M.-12:00 P.M.

MOTTO

"THE STEPPING STONE INTO YOUR CHILD'S FUTURE!"

Stepping Stone University Preschool Goals/ Vision

- Encourage the process, experience, and satisfaction of each child's accomplishments.
- Support each individual child and facilitate independence, leadership, cooperation, communication, and respect for self, others, and their environment.
- Provide curriculum and opportunities to meet developmental and social emotional milestones.
- Promote continuous discovery in an organized and well prepared environment.
- Support our families, gain trust and communicate effectively.
- Support our community.
- Maintain passionate, dedicated and knowledgeable teachers & staff.
- Have fun, be creative, inspire each other and BE A TEAM!!!

C. PHILOSOPHY

Our Toddler and Primary Preschool/ Kindergarten Montessori Inspired classrooms allow the children to explore and learn at their own pace and have direct control throughout an organized learning environment. Our classroom environments are prepared with materials to stimulate the child's senses which makes the learning experience more memorable. The Montessori education method is a progression of learning initially internalizing independence, coordination, concentration and order which then leads to each child to transition to more abstract learning. Our school encourages and supports multi age grouping which results in leadership skills in the older children as well as promoting self esteem in the younger children by being able to accomplish more challenging activities. Our multi-age grouping promotes respect, kindness, love and a community bond within our classrooms. Our classroom environment cultivates the child's independence, individualization, and connects the child to the world by allowing them to explore many different areas of the classroom. Each student will grow from their peers and develop competency in

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practical life, sensorial, cultural, mathematics, problem solving, language as well as basic life skills. Our classrooms radiate a harmonious, caring, and respectful atmosphere allowing each child to succeed in a positive way. Allowing creativity is an important focus in our program as well. We allow the children to be creative whether it is through art, music, self expression and encourage the child to use their imagination when it's appropriate. Using their imagination enhances their ability to create things, vision what is beyond the world. Imagination is also a natural process of learning and involves the child to use many parts of their body. We also incorporate music & movement and will be using the "music together" curriculum. We also incorporate portuguese and spanish within our curriculum.

D. SCHOOL ADMINISTRATION & SUPPORT

Matters related to:	Person to contact:
School mission and goals, Faculty, enrollment, tuition payments, tuition arrangements, parent/student interviews, classroom tours, contracts, curriculum, academic counseling, school policies/procedures, safety/security human resources, hiring, staff scheduling, Student records, training, licensing, admission, tours, emergencies, event planning, advertising etc.	School Director: Ashtane Bixler abixler.ssupreschool@gmail.com (805)752-1086 Please visit: www.ssupreschool.com For forms, scheduling and additional information
Primary Preschool/Kindergarten Information, Administration related information in the Director's absence.	Assistant Director Lead Primary Preschool Teacher: Angelica Jacobs AJacobs@ssupreschool.com Lead Toddler Teacher Ashtane Bixler abixler.ssupreschool@gmail.com

E. FACULTY INFORMATION

SSUP prides itself on the quality, educational depth, passion, dedication and the talent of its faculty. Our staff consists of qualified Lead Teachers and Assistant Teachers under supervision of a full time Director. We encourage all staff members to have earned or are working toward either a Bachelor of Arts or Science degree with Early Childhood units, Associate of Arts degree, or Certificates in Human Development, Child Development or Early Care and Education. The staff is CPR and First Aid certified. We also participate in educational training throughout the year to all staff by participating in Community Action Partnership and Office of Education workshops offered in San Luis Obispo, CA.





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F. CONFIDENTIALITY

All Staff agrees to respect a code of confidentiality regarding information about all children and families. We encourage you to share important and necessary information about your child or your family with the Director and the child's teacher. This information will help us effectively prepare and plan to best meet his/her needs. All information you share with us will be held in confidentiality. Community Care licensing staff has the authority to review records and interview staff, children, and parents.

G. SCHOOL HOURS/ SCHEDULES

***SCHEDULE MAY CHANGE DUE TO COVID-19**

Monday- Friday 8:00 A.M.-3:30 P.M.

Full Day Classes: 8:00 A.M.-3:30 P.M.

Half Day Classes: 8:00 A.M.-12:00 P.M.

SUMMER PROGRAM: Half Day Classes: 8:00 A.M.-12:00 P.M.

Extended Care Blocks (Not available during the summer session).

MORNING EXTENDED CARE BLOCK: 7:30 A.M.-8:30 A.M.

AFTERNOON EXTENDED CARE BLOCK: 3:30 P.M.- 4:30 P.M.

EVENING EXTENDED CARE BLOCK: 4:30 P.M.-5:30 P.M.

Extended Care Blocks are not included in tuition.

MUST PURCHASE BLOCK(S) A MONTH IN ADVANCE AT AN ADDITIONAL CHARGE OR IF ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR, YOU WILL BE BILLED ACCORDINGLY PER USE)





Toddler Daily Schedule- CATERPILLAR ROOM

7:30a.m.-8:00 a.m. **Early Morning Extended Care (additional fee applies)**
8:00 a.m.-8:30 a.m. outdoor play/ drop off transition
8:30 a.m.- 9:00 a.m. greeting & morning group (show a work, calendar etc.)
9:00 a.m.-9:30 a.m. snack time
9:45 a.m.-10:45 a.m. Montessori work period
11:00 a.m.-11:30 a.m.- outside playtime
11:30 a.m.-12:00 p.m- closing group, handwashing & half day dismissal
12:00 p.m.-12:30 p.m lunch time
12:40 p.m.- 3:00p.m. rest time
3:00 p.m.-3:30 p.m. afternoon snack & dismissal outdoor playtime
3:30 p.m.- 4:30 p.m. **1st block of Afternoon Extended Care (additional fee applies)**
4:30 p.m.-5:30 p.m. **2nd block of Afternoon Extended Care (additional fee applies)**

Primary Preschool Daily Schedule- BUTTERFLY ROOM

7:30 a.m.-8:00 a.m. **Early Morning Extended Care (additional fee applies)**
8:00 a.m.-8:30 a.m. outdoor play/ drop off transition
8:30 a.m.- 9:00 a.m. greeting & morning group, new work, calendar
9:00 a.m.-10:45 a.m. work time
11:00 a.m.-11:30 a.m. outdoor play
11:30 a.m.-12:00 p.m. closing group/sharing/ half day dismissal
12:00 p.m.-12:30 p.m. lunch time
12:30 p.m.-1:15 p.m. recess-outdoor play
1:15 p.m.-1:30 p.m. bathroom/ rest transition
1:30 p.m.-3:00 p.m. rest time
3:00 p.m.-3:15 p.m. afternoon closing group
3:15 p.m.-3:30 p.m. afternoon snack & dismissal
3:30 p.m.- 4:30 p.m. **1st block of Afternoon Extended Care (additional fee applies)**
4:30 p.m.-5:30 p.m. **2nd block of Afternoon Extended Care (additional fee applies)**

H. CLASSROOMS/ PROGRAMS

TODDLER PROGRAM- CATERPILLAR ROOM

Toddler program will provide care for children ages 18-36 months. In the classroom we facilitate the child's need for independence, exploration, practical life skills, potty training success, language development, counting, color recognition, and practice in a fun, loving and organized environment that sparks the child's interest and inspires them to learn at their own pace. The teachers will observe the child and discover his or her needs and interests and assist the child to ensure he or she is successful. The toddler classroom also encourages freedom to make choices, encourages language and music and helps guide the child to build confidence, learn self help skills, social skills and help facilitate toilet training and meet their developmental milestones.





PRIMARY PRESCHOOL-KINDERGARTEN PROGRAM- BUTTERFLY ROOM

Our Primary Preschool Classroom serves potty trained children ages 2 ½ -6 years old. Our multi age classroom facilitates cooperative learning, role modeling, respect, leadership, independence and a mentoring community allowing all students to care for one another, themselves and their environment. The classroom is prepared and organized in a way the children are able to move freely and explore their world of concrete and abstract materials. A new child that enters the classroom at age 2½ years will naturally begin in our practical life section which helps encourage fine motor skills, self help skills, practical life skills, and allows the child to express themselves artistically. In the practical life area they will also be able to create their own snack and wash their own dishes which helps cultivate independence. This area of the classroom also encourages care of their environment. As the child grows and becomes more interested in exploring their senses and other dimensions, they will naturally go to the sensorial area. The child will also progress to the math, language, science, geography, areas of the classroom. Allowing the child to move at his/her own pace will provide independence, confidence, self sufficiency, and allow the child to meet their own developmental milestones appropriate for each individual child. The teacher will help guide each child, introduce works, and provide extensions to support their activeness of education and ability to learn. The classroom focuses on social and emotional development, problem solving in an environment that is peaceful, meaningful and sensitive to one another. **Before the child can start Primary Preschool-Kindergarten classroom he/she MUST be potty trained.**

EXTENDED CARE

Extended Care is offered three times throughout the day to better help meet the needs of our working families. Extended Care is additional to the tuition and is offered in three separate time slots. Extended care may include art, music and movement, outdoor playtime, dramatic play etc. Extended Care is for children whose parents are contracted for these programs. Extended Care must be paid in advance with tuition. If the extended care schedule changes please notify the director before the 15th of the month to be billed accordingly. Occasional pre-arranged drop -in care is permissible if the ratio meets licensing requirements. You will be billed according to use. **DO NOT USE ANY EXTENDED CARE WITHOUT PRIOR ARRANGEMENT.**

OPTIONAL CARE-WINTER & SPRING BREAK

As we have scheduled winter and spring breaks calculated into our tuition and calendar. We acknowledge it may not be as easy for our SSUP families to find child care during our closures. As a courtesy we may be offering Optional Care however it is not guaranteed and it will be based upon teacher's availability and demand. The school must have a minimum of six (6) students signed up in each classroom for this program to be offered. The hours will be 8:30 a.m.- 3:30 p.m. **NO EXTENDED CARE WILL BE AVAILABLE.** This is an optional program and is not guaranteed unless ratio is met and/or teachers are available. Also this option will be billed separately per use. **OPTIONAL CARE IS NOT INCLUDED IN THE YEARLY TUITION.**

SUMMER CLASSES

Please see CALENDAR for the summer class schedule. Summer classes are fun, exciting and will include a theme for each week. Each class will transform their program and provide hands on experiences. There may be a few special visitors, field trips etc. Summer tuition will be billed per use. Please ask the Director for more information.





2. ADMISSIONS

A. ADMISSIONS

Stepping Stone University Preschool (SSUP) admits students of any sex, race, color, creed, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Stepping Stone University Preschool does not discriminate on the basis of gender, race, color, sexual orientation, creed, national or ethnic origin in the administration of its educational policies, admissions policies, or financial aid programs. Your child must be within the relevant age parameters to be enrolled in SSUP. SSUP requires children entering the Primary preschool program be toilet-trained prior to entrance.

B. ADMISSION PROCESS

-Step 1. Tour and observe at SSUP.

-Step 2. Complete the SSUP Application and pay the \$75.00 (new students) or \$50.00 (returning students) non refundable application fee by check or online.

-Step 3. Complete the required licensing forms and documentations requested by SSUP

-Step 4. Schedule an interview/ contract signing prior to the start of school. During this meeting we will review completion of all forms and discuss the child's needs. First month's tuition must be due at this time.

APPLICATION

Prospective families will be given an application. Application must be completed and submitted within 30 days accompanied by a \$75.00 non-refundable fee.

APPLICATION DECISIONS

SSUP makes admission decisions if space is available and if SSUP can meet the child's needs.

Acceptance of placement in the program is confirmed by the submission of the steps completed above and the following:

1. COMPLETED ENROLLMENT PACKET
2. PARENT/STUDENT INTERVIEW
3. SIGNED ENROLLMENT CONTRACT
4. PAYMENT OF NON-REFUNDABLE FIRST MONTH'S TUITION

NOTE: NO STUDENT IS CONSIDERED ENROLLED IN THE SCHOOL UNTIL THE FUNDS ARE RECEIVED AND ALL LICENSING FORMS HAVE BEEN COMPLETE AND ON FILE.

WAITING LIST

If space is not available the child's name and application will be put on a waiting list. The Director will call as soon as an enrollment spot is available. The perspective family will be given (5) five days to give SSUP a decision upon acceptance of enrollment.





PARENT/STUDENT INTERVIEW

The interview is an informal way for prospective parents and the schools representatives to become acquainted with each other and share pertinent information.

ENROLLMENT CONTRACT

The enrollment contract is an agreement between SSUP and the parents of the child enrolled or the legal guardian. This contract must be signed and dated by both parties (SSUP) and the parent(s) and/or legal guardian(s).

3.BILLING, PAYMENTS, FEES & TUITION INFORMATION

A.BILLING

SSUP bills on or around the 15th of every month. Please check your email and child's "take home folder" for billing statements. Extended care must be paid in advance and will be billed as scheduled from the enrollment contract. If the schedule changes please be sure to notify the director of the changes, to be billed accordingly. If you have made arrangements with the director for drop in extended care or are late picking up your child you will be billed the following billing period if after the 15th for your use/charges. Please review our Extended Care and Late Policies for more information.

B. TUITION

Tuition is due on or before the 1st of the month. Tuition must be received by 5:30 p.m. of the due date to avoid late fees. Please pay online through our invoicing system by check or submit a check or cashier's check in the payment drop box located in ROOM 22.

It is the responsibility of the parent/ legal guardian named in the contract to pay all agreed upon tuition and fees, as well as any other costs related to field trips or extracurricular activities.

No tuition reduction will be made for absences of any child. Tuition is due monthly regardless if the child is present.

C. NON- PAYMENT

If the payment is not paid within three (3) days of the due date, you will not be allowed to bring your child to SSUP unless special arrangements are made in writing and signed by both parent/guardian and the director. If the payment is not paid within five (5) days of the due date, your child will be disenrolled and you will be subject to a thirty (30) day notice of withdrawal.

D. DELINQUENT ACCOUNTS

The parent/guardian who signs the Application for Enrollment and the Admissions Agreement for the child is financially responsible for tuition and any other expenses relating to the student. Accounts that fall delinquent will be sent to a collection agency.





E. RETURNED CHECK

A returned check fee is \$35.00 per occurrence. If we receive two (2) returned checks, you will be required to pay by cash.

F. ALL FEES- ALL FEES LISTED BELOW ARE ALL NON REFUNDABLE

-NON REFUNDABLE APPLICATION FEE: \$75.00 (new student) \$50.00 (returning student) due at the time of enrollment when submitting an application.

-TUITION \$_____ (PRICES VARY PER OPTION)

***PLEASE NOTE: APPLICATION FEE & REGISTRATION FEE ARE NOT THE SAME FEE.**

-ANNUAL REGISTRATION FEE: \$75.00 (new student) \$50.00 (returning student)

-ANNUAL FALL MATERIAL FEE : \$75.00 helps offset paper products, art supplies, upkeep of pencils, art material, projects for holidays, party supplies etc.

-EXTENDED CARE FEES)\$_____ (PRICES VARY PER OPTION)

-EDUCATIONAL ENHANCEMENT FEE: \$75.00

-LATE FEE: \$35.00 if payment is made after the 1st of the month

-LATE ARRIVAL/PICKUP FEE: \$1.00 PER MINUTE (SEE ARRIVAL/PICKUP POLICY)

-OPTIONAL CHILD CARE (WINTER/SPRING): \$_____ (PRICES VARY PER OPTION)

-RETURN CHECK FEE: \$35.00 per check (AFTER 2ND OCCURRENCE TUITION MUST BE PAID BY CASH)

-STOP PAYMENT FEE: \$50.00 per transaction

-SUMMER ENROLLMENT FEE: \$75.00 (NEW STUDENTS)

-SUMMER ENROLLMENT FEE: \$50.00 (CURRENT SSUP STUDENTS)

-SIGN IN & OUT FEE: \$5.00 PER OCCURRENCE

G. RE-ENROLLMENT FEES

Families currently enrolled in the school will have the opportunity to re-enroll each spring for the following academic session. Annual re-enrollment fees will be collected to secure your child's placement in the classroom for the summer and fall academic sessions.

H. SIBLING DISCOUNT

A 15% Sibling Discount is offered off the monthly tuition of the lower tuition rate. This discount is available for immediate family members only.

NOTE: This discount does not apply towards application fees, enrollment fees etc.





4. SCHOOL POLICIES & PROCEDURES

A. ENROLLMENT / DISMISSAL POLICY

Stepping Stone University Preschool, (SSUP) reserves the right to refuse service to anyone. SSUP has the right to terminate any child or parent at any time without any prior notification, at will. Disenrollment will not result in a refund of any tuition for days not used during that month. All tuition, registration fees, material fees, and deposits are non-refundable. However, we will do our best to provide a courtesy transitional period for you to make other arrangements depending upon the severity of the dismissal and the corrective action plan that is given. Courtesy transitional period is NOT guaranteed and tuition will still be due during that period if granted. Please review our "Discipline Policy" and our "Potty Policy" if dismissal is based on those grounds.

B. WITHDRAW

SSUP requires a 30 day written notice of withdrawal. Once the notice is given it is your obligation to pay for the remaining 30 days of a prorated tuition amount. Students not attending the summer session must give a 30 day notice of withdrawal. Should this thirty day notice not be given, you will be responsible for a full month of tuition.

C. STUDENT RECORDS/FILE

Student records must be completed prior to scheduling the child's first day. The school stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a policy of the school. Student records are kept in a locked cabinet and include complete registration forms, progress reports and conference notes. All student records remain the property of the school. Student records are confidential and can only be released with written parent permission. Parents and legal guardians who desire to review the student's records are requested to call the Director-Ashtane Bixler and request a meeting to have access to the student's file. A staff member must be present whenever records are reviewed.

D. ATTENDANCE

Parents should notify the school by 9:00 a.m. if a child is going to be late or is unable to attend school.

E. ABSENCES

Attendance is very important for the consistency of your child and the class as a group. If a child is absent, we do become worried and concerned, so we ask if the child is absent for any reason please call to let us know. If the child has contracted an illness or communicable disease that can be spread, it's important we are aware of it. If a student must be away for any length of time for reasons other than illness, parents should contact the director Ashtane Bixler in advance to discuss the situation. If a vacation is scheduled, parents should provide a written statement or via email to the Director Ashtane Bixler dating when the child will be gone and the date the child will return.





F. ARRIVAL POLICY & PROCEDURE

Arrival time for toddler and primary preschool students is between 8:00 a.m.-8:25 am. and for children that have registered for morning early care they will need to arrive at 7:30 a.m.-8:00 a.m. If you are early, and not enrolled in the early care program, please wait with your child until 8:00 a.m. and teachers are on duty.

Please escort your child to their classroom. If you are later than 8:30 a.m., We ask that if class has begun that you please wait outside until you are greeted by a teacher. This is to ensure an easy transition for your child and to avoid interruptions among the children inside the classroom, we ask that you say your "goodbyes" outside of the classroom. ***Due to new COVID-19 "check in" protocols, we will not be able to screen any child after 8:25 a.m. If you arrive after the transitional drop off time frame 8:00 a.m.-8:25 a.m., your child unfortunately will not be able to attend SSUP that day.**

If for some reason, tardiness becomes a habitual problem, the parent will be addressed and if the issue is not resolved, after the first five minutes of being late, the school has the right to impose \$1.00 per minute for every minute thereafter. The teacher will keep a record of the late times and initial. If the Arrival Late Fees and Pickup Late Fees listed in these policies exceed \$40.00, students listed in this contract will result in termination from Stepping Stone University (SSUP).

NO-DROP IN CHILDCARE

As we want to respect the children and the consistency of their schedules. Drop in childcare is not allowed. It is very difficult for their child to understand as he/she is coming in late (being he/she is used to a routine but unaware of actual time) he/she may be unable to use certain materials or may want to do activities that have already ended or are not available because they have arrived late. Also teachers schedule for the children on a daily basis. It is very important that all children feel inclusive and we are consistent to support and nurture their sense of security and wellbeing.

****If you have discussed a late arrival with the Director-Ashtane Bixler in advance due to a doctor's appointment or scheduled activity etc. it is acceptable and this does not apply in that circumstance.**

*We understand things come up and the staff will try to accommodate as much as possible. Communication and respect is key to ensure all families, students and SSUP Staff are supporting one another.





G. PICKUP / DISMISSAL POLICY & PROCEDURE

-Dismissal time for half day children in the Toddler and Primary Preschool program is 12:00 p.m. and full day children is 3:30 p.m.

-Parents are required to park in the lower parking lot and come to the classroom and sign their child out.

-Children will not be escorted into the parking lot by a teacher or themselves under any circumstances.

-For your child's protection, SSUP will not release a child to someone under the age of 18 years old other than a custodial parent unless written authorization is provided to the school. If written permission has not been received by the school, SSUP will call parents to confirm alternate release arrangements and to obtain verbal authorization of those arrangements before the child is released. Authorized person must provide a valid ID to the teacher on duty or to Ashtane Bixler.

-Authorization can be granted on the emergency information form, but make sure to include a note signed and dated anytime changes in dismissal are made.

-Children who have not been picked up by 12:00 p.m. for half day students and 3:30 p.m. for full day students. Parents will be called and depending upon ratio, it will determine if the a child can participate in extended care. In the circumstances, there is not enough space in extended care the child will be in supervision of the director.

-Parents will be billed for this time. If the parent is late picking up their child from Late Afternoon Extended Care past 5:30 p.m. the parent or guardian will be billed \$1.00 for every minute the parent is late. The total amount due will be placed next to the sign out sheet and initialed by the teacher.

****Please remember to sign your children IN and OUT daily, it is part of CA. licensing requirements. If you fail to sign out your child there is a \$5.00 fee per each occurrence.****

- If the child is left at school for over an hour past their scheduled time and no contact has been made with the parent the local sheriff's department will be called.

-If the teacher/ director becomes suspicious or feels uncomfortable with the parent/guardian or authorized person who is picking up the child because they may be impaired, unstable or acting odd. They reserve the right to call the local sheriff's department and will not release the child if/until the sheriff's department deems it is safe to. Our staff have been instructed to do so and it is in the best interest of the children and their safety. **If the Arrival Late Fees and Pickup Late Fees listed in these policies exceed \$40.00 per student listed in this contract as a result, the student will be terminated from Stepping Stone University (SSUP).**

H. DAILY HEALTH CHECK

A daily health check is given upon each child's arrival at school. If your child appears to have symptoms of illness during the day, he/she is immediately isolated from the others. A parent is contacted and a request is made for the child to be taken home. It is our policy that a child must be fever free for 24 hours or have a doctor's permission to return to school. *PLEASE REVIEW NEW COVID-PROCEDURE.





COVID-19 PLAN

Stepping Stone University Preschool will follow the recommendations of our local health department, San Luis Obispo County, the Centers of Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and Community Care Licensing Department (CCLD) for pandemic outbreaks. We will undertake the following precautionary measures, as recommended, to protect our employees and the students we serve at Stepping Stone University Preschool. Our exclusion policy for ill children, staff members, family members, visitors, and volunteers have necessarily become stricter.

What you will expect from us:

- Clear communication regarding changes to our policies and daily operations.
- Daily wellness checks for each teacher and student upon arrival to the center, including but not limited to temperature, and checks for any signs of illness/colds.
- Increase our daily cleaning and sanitizing routine of the center including but not limited to beds, toys, and other frequently used materials, items, and surfaces.
- Frequent cleaning and wiping down handles, hard surfaces, sinks, bathroom handles, playground equipment, etc. before, during and after school.
- Creating visual boundaries in the classroom and carpet squares, and cones outdoors to encourage social distancing.
- Limiting the class sizes to 10 with consistent children and same staff, daily.
- Limiting non-essential personnel - no volunteers.
- Using preventative health practices daily including but not limited to, handwashing - there will be continued education and insistence on proper handwashing training, covering coughs, and frequent cleaning of the environment.
- Proper hygiene lessons to all students through demonstrations, skits, and literature.
- Using gloves for changing clothes and/or diaper changing, and during any other appropriate times.
- Staff will wear masks during interactions with adults during drop off and pick up transitions. Masks will also be worn when in close proximity to the children when social distancing is not tangible.
- Taking staff's temperature and logging it daily prior to children arriving at SSUP.
- Admin staff will take your child's temperature upon arrival and log it prior to signing in.
- During mealtime/snack time we will space the children apart.
- During naptime children will be spaced 3-6 ft apart in alternating directions. (When a full day option becomes available).





What we expect from you:

- Daily temperature taken at home prior to arrival. Parents will be required to text child's temperature via REMIND APP. each morning prior to arrival.
- Parents must bring/wear a mask upon dropping off and picking up.
- Your child is welcome to wear a mask. This is an individual family decision.
- If your child has ANY cold, allergy or flu symptoms including but not limited to, watery eyes, runny nose, sore throat not attributed to another condition, cough, shortness of breath, congestion, fever (99 and above), muscle aches not attributed to another condition, please keep them home. We will be strict on our daily wellness checks and sending children home with any signs of cold or illness - a person presenting with a temperature, cold, flu, vomiting or diarrhea must stay home until symptom-free for 72 hours without medication.
- A doctor's note will be required for your child to return to SSUP if your child does contract an illness that requires antibiotics, medical treatment, has a rash and/or is diagnosed with COVID-19.
- All sign-in and sign-out will be outside in front of the garden area. Only children will enter the school.
- Sign in/sign out sheets are in each child's individual take home folder; each folder has a Ziplock bag labeled with the student's name and a pen that will be specifically for you to use on a daily basis.
- One-way entry through the front gate and exit after dropping off through the designated exit located in the preschool playground.
- Parents may not enter the playground areas to interact with other children. Please limit your time during drop off.
- If you arrive after 8:30 a.m. your child will not be able to stay due to the length of time it takes to do our morning health check. We need to start class promptly at 8:30 a.m.
- Only 1 Family member is allowed in the sign in area long enough for wellness checks and to sign in/out.
- Parents may not enter the classroom. Place all child's belongings in your child's box in the designated "student belonging spaces".

Pick up procedure:

- Please form a social distancing line from blacktop to SSUP entry, bring/wear a mask. We will dismiss each child one by one as we see you in the pickup line starting with the person closest to the gate. Please follow the same entry/ exit route as morning drop off. Keeping in mind 1 family member at the sign in/out table only.
- Only allow immediate family to pick up or drop off children (or as approved).
- Notify us if there is anyone in your family that has been exposed to Covid-19 or has been diagnosed with Covid-19; quarantine for 14 days or as advised by your healthcare provider (confidentiality will apply).
- Prepare back up care for closure if required by the State, county health department, or concerns for our community health and safety, or upon extended teacher illness.





I. MEDICATION

Medications may NOT be administered by any employee at SSUP. The parent must come to administer the medication. The ONLY medication that employees at SSUP and employees who have been trained to do so are allowed to administer: EMERGENCY ACTION MEDICATION ONLY and that has been prescribed for the child such as:

- EPIPEN-EPIPEN JR
- INHALER
- ANTIHISTAMINE
- NEBULIZER

ONLY If there is medical permission to use these emergency medications. Parents must complete and sign the EMERGENCY ACTION PLAN FORM with the medication(s) and with the complete licensing forms. Forms must be on file in the office and in the emergency backpack. Both must be completed and signed by the child's parent and/or doctor. All emergency medication will be kept in the child's classroom in the locked medication cabinet.

J. ILLNESS POLICY & PROCEDURE

In general, children not well enough to go outside should stay home. Children should be segregated from the other children and staff members, we will call you to pick up your child if he/she:

- Has a fever OVER 100.4 degrees F or higher
- Has a fever of 99 degrees F that has consistently risen
- Vomits more than once or vomits with other symptoms
- Has diarrhea
- Sore throat with fever
- Severe coughing
- Has any open sores (cold sores, impetigo)
- Has any rash with a fever
- Has Pink eye
- Has green discharge from nose
- Has lice or nits
- A child is irritable, continuously crying or too lethargic to participate in routine activities

(signs that an illness may be developing)

The following is a list of diagnosed conditions and guidelines for the amount of time the child should be away from school.

- Infectious Conjunctivitis (pink eye): 24 hours after treatment
- Impetigo: 24 hours after treatment
- Strep Throat: 24 hours after treatment; fever free
- Pertussis (whooping cough): 5 days after treatment
- Tuberculosis: Health provider determines disease non-contagious
- Chicken Pox: 6 days after the start of rash and all sores crusted over
- Mumps: 9 days after the start of symptoms
- Hepatitis A: 7 days after the start of symptoms
- Measles or Rubella: 6 days after the start of rash





-Oral Herpes: until lesions heal

-Shingles: until lesions are dry

Lice: SSUP is a nit-free school. A child will only be re-admitted by the director. Treatment or a Doctor's note will not automatically guarantee readmission, only being free of lice and nits will guarantee readmission.

K. SUNSCREEN, SUN EXPOSURE AND OINTMENTS

Please apply sunscreen or any other ointments on your child before they attend school, Those parents who wish for sunscreen or ointment to be reapplied on their child in the afternoon are to sign the AUTHORIZATION FORM, and provide the school with sunscreen or ointment. These items must be labeled with the child's first and last name and for safety reasons, will only be used on the child whose name is on the bottle.

Please note it is the responsibility of the parent to apply sunscreen on their before school. If weather permits all children do go outside. Please also supply your child with a hat and appropriate clothing to help protect them from sun exposure.

L. IMMUNIZATIONS

Each child enrolled or admitted must meet applicable immunization requirements specified by the CA. Dept. of Health Services. The Physician's Report and a copy of the immunization card must be submitted prior to the first day of enrollment. All immunizations must be up to date at the time of enrollment and continue to be up to date unless the following pertains to the enrolling student, according to Section 101220.1(e),

1) a physician provides a written statement that an immunization(s) should not be given to a child and specifies how long the exemption is expected to be needed. (CERTIFICATE OF EXEMPTION MUST BE PROVIDED ON FILE).

M. NUT SENSITIVE POLICY

We are a nut sensitive environment, policy applies to teachers, staff and children. No nuts may be brought into the classrooms or on the playgrounds. Each child and teacher are to wash their hands before starting their work shift and after the children have been greeted inside the classroom. This hand washing rule is to avoid nut oils that may have been consumed or touched before school. Also this is our first opportunity to eliminate germ exposure to one another.

N. DISCIPLINE POLICY & PROCEDURE

At SSUP we strive to keep the classroom environment a peaceful one. Children have freedom in the classroom so long as the child's behavior is respectful to themselves, others and classroom materials. Stepping Stone University Preschool, does not under any circumstance use corporal punishment or intimidating means of discipline. Our approach to discipline is that of communication with mutual respect. We use the Positive Discipline method and allow the child to be calm and to "take a break" if needed and encourage the child to problem solve or communicate when he/she feels better. Behaviors which are contrary to our underlying foundation of respect will be addressed immediately and appropriately.





- Disruptive behavior, which deprives others of learning.
- Intimidation, verbal abuse, physical threats and hurtful acts (such as hitting, punching, kicking, or biting).
- Destruction of school property (classroom, materials, playground equipment and supplies etc.)
- Teachers will let a child know if he is interfering with another's freedom and/or disrupting the peaceful work environment in a positive and supportive manner.

The goal of discipline is helping the child gain self-control through learning appropriate behavior, rather than forcing the child to conform to adult standards.

The following guidelines are followed by our teachers:

1. Redirect the child to an activity or work that is appropriate and meaningful
2. Use consistency
3. Allow for natural consequences to take place that are understood and logical to the child ex: cleaning up after a spill
4. Recognize and encourage concentrated and appropriate efforts
5. Model appropriate behaviors and actions
6. Use respect in all contacts with the child – what you say, how you say it and how you act
7. We encourage our parents to mirror these basic behaviors at home, to make for consistent environments in your child's main areas of life

While a parent is on school property, the above mentioned guidelines must be followed. In nearly all cases application of the foregoing guidelines will suffice. However, if the behavior of a child is not positively affected by this approach, the following procedures will be followed:

1. First occurrence: parent/teacher conference to discuss a plan of action involving the triangle: parents, teacher and child.
2. Second occurrence: Call home, parent, teacher and director conference to discuss further options available to help the child.
3. Third occurrence: It may be determined that the school does not meet the needs of the child and an alternate education setting is suggested.
4. The school reserves the right to terminate the attendance of any student or family whose presence is considered by the school to be detrimental to the best interest of the school and/or child(ren).
5. The school reserves the right to ask a parent to collect their child from school as an appropriate action when the child is displaying harmful behavior. Any meetings between family/teacher/direct will be documented for use of all sides.

O. EMERGENCY INFORMATION FORM

Parents must complete an emergency information form before their child's first day of school. A copy of the form will be placed in the classroom emergency backpack, and student file. This is our "go to" form when needed to contact parents in a quick manner. You will be asked to review the form in January and June.





P. MINOR ACCIDENTS/INCIDENTS POLICY & PROCEDURE

The teacher or supervisor on duty will treat minor injuries as follows:

-Cuts or scrapes are cleaned with water, soap and water may be used to clean around the area but not the wound. pat dried and bandaged. If there is debris in the wound that cannot be wiped away, the parent will be called to decrease the risk of infection, we recommend seeing the doctor.

-Minor bleeds: if bleeding does not stop on it's own, the teacher will apply light pressure to stop bleeding and follow the above procedure, cover and elevate.

-An ouch report will be sent home and a copy kept for their record. It will state the date, time, teacher that assisted, what happened, action taken, what parent was notified and how.

(If a conflict occurred with another child, both children will receive reports and the conflict and resolution will be noted on an incident report as well).

Q. SERIOUS ACCIDENTS POLICY & PROCEDURE

In the event of a serious accident or head injury. Parents will be called immediately and Staff will assess the injury appropriately per first aid and CPR training. STEPPING STONE UNIVERSITY PRESCHOOL reserves the right to call 911.

In case of accidental injury we will make an immediate attempt to contact a parent. If we can't reach you we will call the child's physician. If necessary, we will also call emergency care services. Until the parent, physician, or ambulance arrives, we will make all necessary decisions about the care of the child. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit, and therefore extremely necessary that you keep the school up to date on phone numbers, emergency numbers and other pertinent information.

R. POTTY TRAINING, READINESS POLICY & PROCEDURES

TODDLER PROGRAM- CATERPILLAR ROOM

Toilet training will be encouraged and assisted throughout the toddler program when the child indicates readiness. Below are a few indicators that let us know he/she is ready to develop this self help skills.

Physical signs

- He/she is coordinated enough to walk, and even run, steadily.
- Urinate a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine.

Behavioral signs

- Can sit down quietly in one position for two to five minutes.
- Can pull his pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows an interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).





- Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs

- Understands the physical signals that mean he has to go and can tell you before it happens or even hold it until he has time to get to the potty.
- Can follow the simple instructions, such as "go get the toy."
- Understands the value of putting things where they belong.
- Has words used for potty: pee or poop

(http://www.babycenter.com/0_potty-training-readiness-checklist_4384.bc)

Potty training is a teamwork effort between the parents and teachers. It's important when you bring your child to class that you relate how the child did with the potty training the previous night and that same morning and/or how he or she did over the weekend. The teacher will also relate to you how well they did or what worked or didn't seem to work. The teacher will also place a "potty report" in their "take home file" each day that will indicate when he/or she was successful, if diapering or pull ups were needed, the times as well as the action for the following day. There may need to be a follow up "potty training meeting" as the teachers time to speak to the parent at pick up

is limited because of the supervision of the children.

If there needs to be a discussion longer than 5 minutes regarding the child's potty training process, status, or plan of action then a meeting will need to be scheduled. Consistency, positivity, teamwork, enthusiasm, and of course the willingness and readiness of the child are factors to ensure a successful potty trained child!

POTTY TRAINED & READY POLICY AND PROCEDURE

If you feel your child is secure in his/her toilet training efforts a meeting with his/her teacher must occur first before sending your child in fabric underpants. If a child soils his/her clothes two times prior to naptime your child will be returned to a diaper or Pull-Up for the remainder of the day. We will encourage you to try to watch for their physical signs at home, as we will do the same at school. Also a potty report will be conducted for the child daily to promote consistency with the family. If a child has (3) three accidents in one day or for two consecutive school days, the child will need to return to disposable undergarments while at school until the child is secure with independent toileting.

DIAPER POLICY

Parents are required to provide an adequate supply of diapers and wipes for daily use. Please keep an eye out for a "potty reminder note" which can be found on the sign in/out sheet or in your child's





file. If your child has run out of diapers and a potty note has gone home and we provide a "loner diaper" from SSUP or another friend. We will request that you replenish the amount that was used.

At SSUP a "potty trained" child is defined as: a child who is in underwear, does not need assistance while going to the restroom (pulls pants up/down), and has less than one accident a week.

PRIMARY PRESCHOOL-KINDERGARTEN CLASSROOM - BUTTERFLY CLASSROOM POTTY POLICY & PROCEDURE

Primary Preschool-Kindergarten classroom requires the children enrolled **MUST BE POTTY TRAINED**. This policy is in place because the classroom is a true preschool classroom setting. The Primary preschool classroom is not equipped with a diaper changing table/station or diapering supplies. If a child has three or more accidents within a three week timeframe, a probationary warning will be issued. If another accident occurs during the probationary period, the child will be required to stay home until securely potty trained. The child's place will be held for the remainder of the month. Required potty training is standard practice among area schools.

ACCIDENTS HAPPEN

Any child who has an accident will be encouraged discreetly and escorted to the bathroom by a teacher or assistant. The teacher will assist the child in the removal of soiled clothing. The child will be placed on the toilet and encouraged to complete the action to ensure that the bladder/bowels have been completely emptied and then to wipe. If the child's underpants are excessively soiled they will be thrown away. The remainder of soiled clothing will be returned to the child's school bag in a labeled zippered plastic bag, along with a clothes reminder note. The teacher will check the child for sufficient cleanliness and assist as necessary. The teacher will assist the child in getting dressed as necessary. Children who have accidents will never be humiliated, punished or belittled. We want the potty training process to be a happy and successful phase of your child's life. Potty accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue. If you have questions regarding this policy please ask a staff member.

S. EMERGENCY INFORMATION AND PROTOCOLS

EMERGENCY DRILLS

Our staff reviews and practices our emergency procedures yearly. We also practice fire drills monthly and earthquake drills every six months with the children. Our written emergency procedures are always available at your request.

The emergency management plan will go into effect in response to situations that require us to evacuate the school or campus, or to shelter in place. Examples of such situations include fire, severe weather, Nuclear Power Plant Disaster, contaminants or toxic spills etc.

EVACUATIONS

Monthly fire drills practice one form of school evacuation. Students exit the building and go to their designated gathering spot.





CAMPUS/AREA EVACUATION & EMERGENCY EVACUATION

- We will exit classrooms, Head towards upper parking lot towards 9th st. (Until safe)
- In case of the event we may not be able to go to school because of danger, SSUP will go to the designated gathering spot. If deemed SSUP staff and children need to take shelter, we will relocate to:

Elizabeth Ann Seton Church,
2050 Palisades Ave, Los Osos, CA. 93402
Office: (805)528-5319

EARTHQUAKE DISASTER

Earthquake drills are completed every 6 months. In the event of an earthquake or other natural disaster, the school will remain open as long as students need to be there. The school has supplies of bottled water and food for such a situation.

DIABLO POWER PLANT EMERGENCY PROCEDURES/ CONTAINMENTS

Should contaminants from Diablo Canyon Facility or any containment of any kind pose a danger and is released into the atmosphere, we will be notified by the SLO COUNTY EMERGENCY RESPONSE SYSTEM by hearing a loud, steady tone for three to five minutes, We will tune our radio to 920 AM, 1440 AM, or 98.1 FM. SSUP is located in Emergency Zone 5 (Baywood/Los Osos) and the appropriate response would be dictated to the school at that time. Possible scenarios include: keeping children in their classrooms, taping around, windows and doors or evacuating.

NOTE: If we are instructed to evacuate, the School Director or supervised teacher will inform teachers of evacuation. Staff will follow their practiced evacuation procedures. Our designated evacuation site where you will pick up your child is in Paso Robles:

Paso Robles Fairgrounds,
2198 Riverside Ave, Paso Robles CA (805)239-0655

TRANSPORTING CHILDREN

In the event of mandatory evacuation during a Nuclear Power Plant Disaster, SSUP will utilize the service provided to the county by transport via bus to the above location.

Communication during an Emergency

SCHOOL CLOSING

In the event of weather, emergency or unforeseen school closure, please tune in to our local television channel KSBY, KCOY. The school will communicate with parents via phone and text. It is very important to alert the director of any changes in contact information. Depending on the circumstances, communications may be limited. In the event that the phone lines remain open, they may be tied up if there are multiple calls that come in at the same time. Our first priority in the event of an emergency is to ensure that children and school staff are safe and to contact parents and to keep you informed.





The school would contact the Fire Department in the event of an emergency and follow their instructions:

Contact Numbers:

Fire Department: (805)528-1053

Sheriff's Office: (805)528-6083

School Main Phone: (805)752-1086

All classrooms are equipped with emergency backpacks and emergency bags. Emergency contact and medical information for each child. If we are instructed to take shelter, we will remain indoors with the children until it is safe for parents to come and pick them up. Staff members are assigned specific roles in the case of each type of emergency, with alternate plans in place.

T. GENERAL TYPES OF COMMUNICATIONS

-CALENDARS: Please review the school calendar for school closures, events and ½ days (If any changes are made to the holiday schedule or calendar you will be given 30 days notice of the change. No tuition reduction is made for holidays falling within a given month. Teacher In-service days are scheduled as needed.

-MONTHLY: SSUP Newsletter

-SCHOOL WEBSITE: Please use the website to locate emergency info for immediate school closures, photos, new and uploaded forms.

-E-MAIL: Please keep an eye out for any e-mails from SSUP that may contain tuition information, updates or new policy/procedure changes etc.

CLASSROOM COMMUNICATION

Please communicate with the lead teacher in person. If it is after hours please leave a note with the extended care teacher or send an email to your child's teacher. They will respond as quickly as possible. If you need to speak to your child's teacher regarding behavior, academics, scheduling, volunteering or private information please speak directly to their lead teacher or Director- Ashtane Bixler. If you need to relay general information regarding pickup/drop off times etc. this information may be passed onto the assistant or other staff. This procedure of communication helps to avoid confusion of information being relayed from one source to another along with confidentiality of the student.

DIRECT COMMUNICATION

Direct communication as noted above to limit confusion. Please speak to your child's teacher directly or via telephone, next email.





REMIND APP.

SSUP uses the phone app called REMIND. At the time of enrollment you will receive instructions on how to download the application that is connected to our school. The REMIND APP. is very useful and efficient. This application allows you to connect with the Director directly via text however without revealing her personal cell phone number. This app. Can be utilized to receive class reminders, special events, quick info etc. SSUP will also use this app in an emergency situation if you are unable to use our landline.

"TAKE HOME FOLDER"

Each child will have a "take home folder" located by their classroom door. Please check the folder with your child's name only and take everything out of it at pickup. Located in the folder you may find works your child completed, artwork, ouch/ incident reports, notes from their teacher, newsletters, notes from administration, and your tuition bill.

PARENT/TEACHER CONFERENCES

PRIMARY PRESCHOOL-KINDERGARTEN- BUTTERFLY ROOM (Room 22)

Two conferences will be held to review and follow up/set goals or discuss developmental milestones and the end of the year review and distribute portfolio.

TODDLER- CATERPILLAR ROOM (Room 21)

Two conferences will be held to review and follow up/set goals or discuss developmental milestones and the end of the year review and distribute portfolio.

STUDENT ASSESSMENTS & OBSERVATIONS

We provide a thorough evaluation of a child's performance which takes into consideration the whole child, including strengths, limitations, and social, physical, and creative achievements; the education your child receives at SSUP extends far beyond basic skills in math and language. The teachers and the director will be observing behavioral, social and emotional patterns, cognition, problem solving skills, mastery of works and the individuals learning styles to better understand how to meet each child's individual needs to promote success. An ASQ is one of our assessments we use for each child. Teachers may request parents fill one out prior to attending SSUP.

U. TRANSITION FROM CATERPILLAR ROOM TO THE BUTTERFLY ROOM

- Each child turning 36 months AND potty trained; will be transitioned into the Primary Preschool classroom (Butterfly Room). When this occurs, we will follow the following procedure:
- Toddler teacher will schedule with the Primary Preschool teacher to observe the child for at least 30 minutes. We recommend that the parents observe the new classroom for about a half-an-hour prior to the child's move. After this observation, parents can bring questions to the Primary Teacher or Director.





-Toddler teacher will bring the child to visit the new class and point out similar materials and familiar children. Several more visits may take place depending on the child's readiness, before the "real" move.

-A meeting between the Primary Preschool teacher and the child's parent will take place to share information and discuss the changes:

- o Larger classroom and more materials
- o Mixed age group; 2 ½-5 ½ years
- o Expectations for the level of work and concentration will increase.
- o Food preparation and snack are group activities in the Primary Preschool class and take up much of the morning.

The "real move" can be celebrated by formally moving the child's belongings from one room to another. Also, the child's records and information regarding previous lessons and mastery of such lessons can be given to the child's new teacher.

By taking time to visit, observe and share information about the progression of the child through the developmental stages that are built into the Montessori Inspired community, the child looks forward to changes and new situations with a healthy anticipation.

V. VOLUNTEER- REQUIRED HOURS

We require 20 hours per family per year of volunteer time. Any volunteer time will automatically be given an hour at minimum regardless if it was only 15 mins of participation. At the end of the year, if there are any hours left that your family did not participate; we will bill you at the rate of \$15 per hour. There will be a volunteer binder with each family name and each family is responsible to document the hours on their sheet as well as log your hours on our website. Our volunteer opportunities throughout the school year would include, but not limited to, yard work, playground setup, field trip volunteers, snack volunteers, Community helpers, helping with our classroom pets- bringing crickets, maintaining the fish tanks and Mossy's shelter, event set up and tear down, fundraiser events, watering the garden, planting flowers, reading to classroom groups (Must have TB and fingerprint clearance for classroom volunteer). Cleaning classroom materials, marketing events, buying supplies from our wish list, etc. Throughout the year there will be parent sign-up sheets on our board outside the classroom, so please take a moment and sign-up. If you have a special talent or skill and would like it put to work, please include them on your volunteer interest form and we will find tasks best suited to you. We look forward to having your participation at SSUP.

W. PHOTOGRAPHY/VIDEOGRAPHY

We may wish to take photos/ videos of our program and the students for the following uses: teacher display scrapbook/yearbook, give photos to current families possibly containing your child in the photo, the facility scrapbook, bulletin boards, website, school facebook page, school photo, end of the year video, YouTube promotional video. Please check the boxes you grant or decline permission to on the attached form "PERMISSION TO PHOTOGRAPH".





PLEASE REFRAIN FROM TAKING PHOTOS OF CHILDREN AT SSUP OF CHILDREN WHO ARE NOT YOURS, UNLESS YOU HAVE PERMISSION FROM THE OTHER CHILD'S PARENTS.

X. SOCIAL MEDIA

When posting photos with your permission on our school facebook page we will never use your child's last name. It is our duty to protect the confidentiality of our students, parents and staff. Posting photos of a child/children who are not yours is against this policy.

To maintain the professional relationship between parent, and teacher, staff members are strongly discouraged from "friending" within social media sites. SSUP also encourages you to refrain from using the "check in" feature on the Stepping Stone University Preschool facebook page; As we know it is a cool feature and is used to draw traffic, it is our intent to protect all children at SSUP and the privacy of families.

Y. NO CELL PHONE USE

For the safety of all and to encourage attentiveness to your child at pick up, we are asking that you respect the NO PHONE USE when picking up or dropping off your child(ren)

Z. SMOKING/ WEAPONS & AMMUNITION/ ILLEGAL DRUGS AND SUBSTANCES

We are a non-smoking facility. Smoking is prohibited on school grounds. Weapons or ammunition are not permitted on campus or near the school. SSUP is committed to ensuring the safety of its students, employees, clients, visitors, and the public. SSUP policy prohibits the possession of weapons on SSUP grounds property. SSUP property is defined as, but not limited to SSUP facilities, vehicles and equipment and facilities that have been reserved by SSUP. It is against the law to smoke any substance in or around the school, including the playground and parking lot. Children will not be released into the care of an adult who appears to be intoxicated or otherwise impaired whether due to substance use, illness, or emotional crisis. They will be asked to leave and another person will be called on the child's list to pick the child up from school. Authorities will be called if we find it necessary.

ZZ. STATEMENT OF CHILD ABUSE

The California Penal Code MANDATES teachers and daycare providers report suspected child abuse. If it is suspected that your child may have been abused, We are mandated to report it to the Child Abuse Registry. We are not required to notify the parents.

POLICY ON CHILD ABUSE/ NEGLECT REPORTING

State Law and Licensing requirements state that child care personnel are required to report immediately to the police or Child Protective Services (CPS) if they suspect child abuse, neglect or exploitation. Please visit the signs posted in the classrooms for information and warning signs that a child may be a victim of abuse or neglect. All Employees are required to undergo annual training on laws regarding child care professionals and the duty to report suspected child abuse and neglect.





This training also includes warning signs of abuse and neglect and how to report to Child Protective Services (CPS).

If you are the parent of a child who is a victim or neglect, please call the Child Abuse Hotline for assistance and intervention. Child Abuse Hotline (800) 540-4000 or visit <http://dcfs.lacounty.gov/contactus/childabuse.html>

5.IMPORTANT SCHOOL INFORMATION

A.MEET & GREET

Our "Meet and Greet" will occur _____ at _____:_____. This will be an opportunity for you and your child to meet their teachers, get acquainted with the classroom environments and to meet other families. This is also a great time for the child to find his or her cubby, and bathroom box. Please be sure to bring two photos of your child, a 4x6 family photograph for our classroom family tree along with his or her personal supplies. The list of items to bring is included with your handouts.

B. CLOTHING

Please dress your child as if they are playing at the park. Their clothing should allow them freedom to engage in a wide range of activities. Please help your child select clothing and shoes that allow freedom of movement. All SSUP children have outdoor playtime every day and should dress accordingly. Children should wear clothing that enables them to dress themselves easily and that are okay to get dirty. PLEASE DO NOT SEND YOUR CHILD IN THEIR BEST CLOTHES. If your child comes home messy.... Then they had a GREAT DAY! Rubber-soled sneakers, preferably with Velcro closures, are recommended or if a child is learning to tie shoes we encourage laced shoes. Crocs, Flip flops, high-heeled shoes are not permitted. Any open toe shoe must have a back strap . Outerwear should be appropriate to the weather. When there is rain and mud, boots or "puddle jumpers" are optional. If your child chooses to wear rain boots please be sure to send an extra change of shoes. When it is very hot and cold, hats are required. To avoid confusion and prevent the loss of clothing, all garments should be marked with the child's initials. SSUP is not responsible for any items. Please check the "Lost & Found" for missing items. The Lost and Found clothing will be donated right before thanksgiving, during winter break and at the end of the school year in June. STEPPING STONE UNIVERSITY PRESCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

C. EXTRA CLOTHES BOX

Please be sure to fill your child's "clothes box" with the following: 3 shirts, 3 pairs of pants, 3 pairs of underwear (preschool age), 3 pairs of socks, and 1 extra pair of shoes, a sweater, and a hat.

D. DIAPERS/PULL UPS (CATERPILLAR ROOM)

Toddler Program- It is the parent's responsibility to provide diapers/training pull-ups and baby wipes. All items must be labeled with your child's name. When items run low there will be a note to inform you in your child's cubby and take home file. .





E. SNACK

Snacks will be provided in the morning as well as in the afternoon. All snacks provided follow the nutritional guidelines and 2-4 different food groups will be offered throughout the day. Cow milk will also be offered for morning snacks and lunch. Water is offered and accessible all day. Toddlers will have snacks all together at the table and may be introduced to basic snack making works with the assistance of a teacher to provide them independence. Primary Preschool children will be able to choose a snack work and will be able to "spread", "slice", "mash", "dip" or create their own snack. All under the supervision of their teacher. They will also be encouraged to clean their own dishes in the dishwashing station and clean up around their area. This is a great experience allowing them to care for themselves, others and their environment. Each child will be assigned their own cup and will have their name labeled on it. This will help to reduce waste of disposable items, encourage name identification, care of their environment, independence and responsibility.

F. LUNCH

Toddler & Primary Preschool-Waste-Free Lunch

All children need to bring a lunch box every day. Your child's name should appear on the outside of their lunch box. Make sure your child has a nutritious lunch including protein, grains, fresh fruits and vegetables. Napkins, placemat and utensils are provided at school. During warm weather, include a freezable ice pack in your child's lunch. Microwaving is available to warm up lunch items but please limit them. Please send food in reusable containers. Students will be bringing home any uneaten food in their lunch boxes. Please do not pack juice boxes, candy or soda. We discourage prepackaged foods (i.e. smuckers uncrustable sandwiches). Our goal is a waste free and nutritious lunch. The list provided gives diverse suggestions for healthy foods that can be prepared and packed for your child's lunch. Source: Wastefreelunches.org

NOTE: WE ARE A NUT SENSITIVE SCHOOL (PLEASE SEE OUR NUT SENSITIVE POLICY)

G. NAP

CATERPILLAR ROOM: Toddlers nap time is from 1:00 p.m.-3:00 p.m. However children under the age of two may take a nap as their body needs to and will be offered a quiet area to do so. Please provide a guide of when your child usually naps so we can accommodate.

BUTTERFLY ROOM: Primary Preschool nap time is from 1:30 p.m.-3:00 p.m. All children rest in specially designated areas for at least a half-hour per day. Preschool children will sleep on mats. If the child wakes up and doesn't continue to nap, they may read a book on their cot or mat. If a child distracts or disturbs other napping/resting children and the teacher supervising the napping children needs assistance, one of the other teachers will help assist the child and him or her may be removed from the classroom.

Please provide a roll up nap mat. They will be sent home to be washed at the end of each week and need to be returned at the beginning of the following week. We do allow children to bring a comfort object with them to nap time and that can either be kept in their cubby or kept with the nap





blanket depending on whether the item will travel to and from school.

H. BUTTERFLY ROOM (SHARING)

Sharing days are assigned to each child. Sharing days are to re-enforce our phonics program. Each week a letter/sound will be introduced. On your child's assigned sharing day, they must bring an object from home that begins with the corresponding letter of the week. Children are also encouraged to bring one item to share with the class. Sharing these items with other children in the class will become a part of the classroom learning experience. We do not allow children to bring toys, playthings and electronic devices including cell phones into the classroom. If a child brings non-educational playthings into the classroom, they will be stored in your child's cubby or teachers cupboard until dismissal.

I. CELEBRATIONS

BIRTHDAY-Celebrating a child's birthday milestone is important to us at SSUP. We encourage parents to join in your child's special "birthday walk around the sun." Needed for this celebration is a photograph for every year of your child. And please write a short script of a special event or activity your child learned for each age. Please ask the teacher what time works best for this special walk. Also parents often like to bring a special treat for the classroom such as cupcakes, fruit etc. please be sure to discuss the snack you are interested in bringing in case of allergies and all food must be store-bought. Please bring the ingredient list along with the snack for the teacher to check. Our recommendations to be safe are small fruit kabobs. The children love the healthy treat!
Note: Bringing a treat is optional. Fun idea! Donating a book or other item to the class in honor of their child's birthday. The book or item can be wrapped and opened by your child and placed in the classroom. Children LOVE this!

BIRTHDAY INVITES

Invitations are not to go into the classroom unless all children are invited, nor are invitations to be handed out by staff. Invitations may be placed directly into their "take home folders". Please refrain from bringing: balloons, class decorations, goodie bags, paid entertainment and high sugar snacks.

I. TECHNOLOGY & SPECIAL SSUP DAYS-

TECHNOLOGY- As we have entered a "technology world", we are embracing the use of technology into our classrooms as there are so many valuable resources that help facilitate vocabulary, visual and auditory ways of learning which contribute to cognitive development. Teachers may use technology for access to songs, phonics lessons, music and movement, and/or for special curriculum. Our Kindergarten students will have access to a tablet in the classroom for educational apps for a max of 15 mins. per session (per day).

SPECIAL DAYS- Some days throughout the year, we may be celebrating and choose to have a FREE DAY. During this FREE DAY, a movie may be shown. If you prefer for your child to NOT participate





please let us know ahead of time. A permission slip will go home prior for authorization for your child to participate.

K. FIELD TRIPS

At times we may schedule off site field trips. We will notify you and provide a permission slip to be signed. All children are required by the State of California to have a car seat. There will be one adult to every three children. All drivers must be licensed and insured. Parents are welcome and encouraged to drive and participate on our field trips.

All parents must sign a consent form for each field trip. You will be notified in advance of each field trip and parental permission must be obtained in order for your child to attend.

L. SPIRIT DAYS

From time to time we may have fun spirit days such as: crazy hair day, sports day, pajama day, wear red day etc. we encourage all to participate and be creative. This helps boost our school energy and enthusiasm as a SSUP community. Please don't go buy things for these days, use the resources you have at home, allow your child to do most of the planning for these days... let's have fun!

SPIRIT FRIDAYS

If we are not having a fun spirit day that week please encourage your child to wear his/her SSUP shirt on fridays! All staff will be wearing theirs. Spirit shirts can be purchased for \$15.00 online at www.ssupreschool.com and can be picked up at school or by cash or check in person.

M. DONATIONS/FUNDRAISERS

We appreciate any donation parents wish to make to the center. See the director for a list of things the school uses often. Throughout the school year special fundraisers may be scheduled to supplement our operating budget. Each year we desire to replace items that become worn or to purchase new items for the program, send teachers to training, provide events, and help give back to our local community. Every family is encouraged to participate in these events and we greatly appreciate your support. Our fundraisers may include:

- Bake Sale
- Pumpkin Sale
- Rummage Sale
- Hop-a-thon (proceeds donated to Muscular Dystrophy Association)
- Enchilada Night
- Winter Wonderland- Coats, Blankets & Food Drive- (Donations will be made to the Women's Shelter & Homeless Shelters)
- Flowers for Families & Bake Sale (Flowers will be delivered to families in Sierra Vista NICU for Valentine's Day/ Money donated will be used to purchase gas cards for families in Sierra Vista NICU)
- Pancake Breakfast Fundraiser





IF YOU HAVE A LOCAL ORGANIZATION THAT SPEAKS TO YOUR HEART AND YOU WOULD LIKE US TO RAISE MONEY FOR OR TO HELP PLAN THESE EVENTS PLEASE CONTACT ASHTANE BIXLER. We want to give back locally and get involved!

N. Policy Changes

SSUP reserves the right to change school policies at any time throughout the school year.

Receipt and Acknowledgment

I have received, read and understand all policies and procedures and all items mentioned above in the STEPPING STONE UNIVERSITY PRESCHOOL, (SSUP) Parent Handbook.

Print Parent Name _____ **Date** _____

Parent Signature _____ **Date** _____

COPY FOR FILE _____

