

Foothill Preschool & Infant Center Parent Handbook



**317 E. Foothill Blvd. San Luis Obispo, California 93405
(805) 543-6973 Ext. #112
Facility's License #'s: 401710496 & 406203152**

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Dear Parents,

Psalm 17 says “Behold, children are the gift of the Lord, the fruit of the womb is a reward.” God has blessed you with children creating a family, which is the most important institution God originated. We believe the responsibility for the training of children is the God-given privilege of the parents. A very important decision is made in selecting those with whom you will share this responsibility.

The staff at Foothill Preschool and Infant Center would like to welcome you into our family. Our preschool programs were established in 1989. In 1994 Foothill Preschool expanded into Foothill Preschool and Infant Center. Through the years our staff and families have come together with the motto “Hand in Hand Together We Can”. With this motto in mind, we encourage you to work with us in providing the very best for your child and family in all that we do.

We are happy that we can provide a ministry to your family through your child. We will do all with the wisdom and power that God gives us to provide the best and most beneficial care for your child.

Any suggestions or help you can offer would be greatly appreciated. If we can be of any further assistance to your family, please let us know.

Sincerely,

Ella M. Batson, Director

“Train up a child in the way he should go: and when he is old he will not depart from it.”
Proverbs 22:6

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Introduction

Purpose

The purpose of this handbook is to give each family a general overview of Foothill Preschool and Infant Center. We are here to welcome you. This is an introduction to the school and its procedures.

Our motto is "Hand in hand together we can". Our goal is to help build a bridge between home and school so your child can meet and exceed their goals with love and encouragement by all of us.

The Foothill Preschool and Infant Center is a ministry. The preschool director provides oversight of the entire program, and encourages teachers, parents, and students to be involved in a local Bible-believing church.

Our Goal

Foothill Preschool and Infant Center was established to provide a total learning experience in a warm, loving environment for children 6 weeks to 6 years of age. Our primary goal is to assist parents in teaching their children in the areas of spiritual, emotional, social, physical, and academic development. In recognizing the importance of growth and development of each child and family, our staff provides opportunities of social, emotional, intellectual, physical, and spiritual development. We are here to service families and children in the community out of a sincere love of children and a desire to help encourage development.

Our Philosophy

It is the philosophy of Foothill Preschool and Infant Center to provide a sound Bible based curriculum expressing the love of God and Christian principles for proper character development. The preschool must be based on the "Word of God" and through it, distinguish between the world's view of life and Christian view.

Our goal is to help each child see himself/herself as God's unique creation, to appreciate and esteem themselves as such, and to begin to understand the wonderful world around him/her, while discovering the joy of learning.

ADMISSIONS

Enrollment

Children will be accepted at Foothill Infant Center between the ages of 6 weeks old to 18 months old and at Foothill Preschool between the ages of 18 months old to 5 years old. Children will be accepted regardless of race, color, religion, national origin or ancestry. Any special instructions (allergies, etc.) for the care of any child must be given in writing at the time of enrollment in the program. We are not equipped to handle children with excessive emotional, visual, speech, hearing or other severe handicaps. We reserve the right to dismiss a child, if after entering he or she seems unprepared for the group experiences and unable to adjust appropriately.

Parents who wish to enroll their children in Foothill Preschool and Infant Center must complete our enrollment packet. All forms in the packet need to be filled out completely before the child starts our program. The California State Health Department

requires that all health forms be on file before your child can attend school. It is important that all your child's information is updated regularly. All paperwork will need to be turned in a week prior to your child's start date at Foothill Preschool and Infant Center. An annual registration fee of \$100.00 per child (added to your September bill for returning children) will need to be paid when the enrollment packet is turned into the Director of the preschool. This registration fee is non-refundable.

Tuition

Foothill Preschool and Infant Center has developed its curriculum and focused its expenses with the objective of keeping students tuition levels at a minimum. In order for the school to meet its financial obligations, it requires that parents be faithful in making their monthly tuition payments on the 1st of every month. Each tuition payment needs to have your child's name on it. Payments that are received after the 5th of the month will be charged a late fee of \$10 per day until tuition is paid. Foothill Preschool and Infant Center reserves the right to refuse admittance to any child whose tuition has not been paid until payment is made. Chronic late payment could lead to termination of services. Tuition must be at a zero balance at the beginning of our school year which runs from September 1 through August 31. If tuition is not a zero balance by September 1, Foothill Preschool and Infant Center reserves the right to refuse admittance for the following school year.

Programs Offered:

Please Admission Agreement for rates.

Full Day Program 7:30am to 5:25pm

5 days a week

4 days a week

3 days a week

2 days a week

½ Day Program 7:30am to 12:00pm

5 days a week

4 days a week

3 days a week

2 days a week

Infant Center Full Day Program Only 7:30am to 5:25pm

There will be no daily or weekly discounts given (except in cases of extreme illness or hospitalization, at the discretion of the Director) for preschoolers who are absent from their regular classes or program. A 10% discount for Foothill Preschool and Infant Center siblings will be given, if you have more than one child in preschool at the same time. A 20% discount for Foothill Preschool and Infant Center siblings will be given, if you have more than three children attending the preschool at the same time. If a child is absent from school for a period of two weeks or more without notifying the school as to the reason, your child will be automatically dropped from the program to make room for another child.

Credit on tuition is not given for regularly scheduled school holidays. Tuition rates are determined by averaging the tuition for the year's total school days into monthly installments. If you choose to add a day to your child's regular schedule, you will be charged an additional fee per day. If you need to make any schedule changes, please notify the Director immediately.

EOC

Economic Opportunity Commission (EOC) is a program set up to help families achieve economic self-sufficiency and self-determination through comprehensive based programs and actions. The program is set up through the Child Care Resource Connection. Families who utilize EOC must fill out the paperwork according to EOC guidelines. The guidelines are given to each family once they start the program.

An attendance record/contract provided by EOC is placed in your child's sign in sheet. Every day the contract must be signed with your full signature (in black or blue ink) and the times of drop off and pick up of your child. If your child is on vacation or is sick, please make sure to fill out the back part as well. The attendance record/contract is to be filled out in full by the first of every month. Foothill Preschool will turn the forms into EOC by the fourth of each month. If your attendance record/contract is not filled out appropriately we will not get paid for your child's attendance at Foothill Preschool. If this happens the fee will be applied to your account at Foothill Preschool.

For families who utilize EOC, you will be charged the difference of the subsidized rate to make up the difference in tuition that EOC does pay. EOC forms state that Provider's rate is compared to the RMR Benefit. CCRC will always pay the lesser amount of the two. Parent/guardian is responsible for any remaining portion of child care cost. This amount will be paid directly to Foothill Preschool and Infant Center.

Withdrawal

If you must withdraw your child from Foothill Preschool and Infant Center, a withdrawal notification form must be filled out two weeks prior to your withdrawal date. If you must withdraw your child from Foothill Preschool because of vacations, summer, etc. for more than a month's duration, your child's place cannot be guaranteed upon return to Foothill Preschool and Infant Center. All fees must be paid in full before your child's withdrawal date.

Holidays

Each year Foothill Preschool sends out an instructional calendar showing all the dates that Foothill Preschool is closed. Each September a copy of that calendar is sent home. We also post the dates on Facebook, our website, and the parent boards in each classroom.

Additional Fees

- 1) If your child is in diapers an additional \$25.00 is charged to your monthly bill until your child is fully potty trained. Fully potty-trained means he or she wears underwear and does not have “accidents” on a daily basis.
- 2) Returned checks you will be charged \$35.00 per check. If it is a continuous problem, you will have to pay your monthly bill in cash or a money order / cashier check by the due date.

Parent Participation

10 hours of parent participation per family is required for each year that runs September through August. These hours can be completed by participating in field trips, classroom time, special activities, teacher appreciation day, making donations to the classrooms, etc. We established these hours so that each family will feel more a part of our program. Not only will your child benefit from this but you will too. We thank you for your participation.

Each parent is welcome to volunteer in the classroom with permission from the Director and your child’s teacher.

Emergency Cards

Each family is issued two emergency cards to fill out with their packets. One is for our emergency card index and the other is put with our emergency earthquake binder. It is very important that if you have changed address, jobs or telephone numbers that you make the necessary changes. We use these cards to telephone you in any emergency. We would not want to have a delay in trying to reach you in a case of emergency. Each card is updated on a yearly basis.

On the emergency card we want you to write the names of the people who are authorized to pick up your child from Foothill Preschool and Infant Center. Please make sure these are current. If someone comes to pick up your child who is not on the emergency card, we cannot let him or her go unless told otherwise and we have written authorization. We always check ID's so make sure to notify the person who is picking up your child to bring a photo ID with them.

Visiting the School

We recommend having your child visit Foothill Preschool and Infant Center a few times before their actual start date. This is a way to familiarize your child with their teachers, their new school and the new routine. It is also a way to ask questions about the program. This is the time to talk with the teacher about your child and his or her needs. We ask you to notify the school in advance when you are coming. We recommend coming at different times of the day. Your visit should be short, not too long. You cannot leave your child here during the visit. A parent must be present at all times.

Multi Media

Foothill Preschool and Infant Center has a website and a Facebook page. In your registration packet there is a form to be filled out for permission to take pictures or post pictures. We do several activities throughout the year. We do sometimes post pictures on both of these websites. We will not post anything without written consent.

When parents visit or attend school functions, we ask only to take pictures of your child. Foothill Preschool and Infant Center respects each family's decision in this situation and ask that parents and staff members follow their wishes.

Foothill Preschool and Infant Center

At Foothill Preschool and Infant Center, we believe that children learn by being active participants who explore, experiment, and inquire. During play, children are free to experiment, attempt, and try out possibilities enabling them to reach above and beyond their usual level of abilities. Play offers children opportunities to master their environment. When children play, they are in command; they use their imagination and power of choice to determine the conditions of play. In an environment where children are allowed to discover independently at their own pace and in their own unique way, they are more likely to become enthusiastic, inquisitive learners.

Arrival and Separation

When you are ready to leave, always say good bye to your child, even if it causes anxiety. Saying good bye builds security and trust between parent and child. Please keep good byes short and pleasant. Once you have said it, you should leave. Prolonging departure only makes separation more difficult. If you still need reassurance after you have left that your child is okay, please call the school. The Director or your child's teacher would be glad to let you know how your child / children is/are doing.

Each child handles new experiences differently. It is normal and healthy for some children to adjust in a few days and others in a few months. Children will work through the adjustment when given time and support. Each child is different, but to help them through these transitions allow plenty of time in the mornings when dropping off, establishing a routine with them so they feel more secure, and knowing what to expect during this time. If you have any concerns or need any suggestions please ask the Director or your child's teacher.

Curriculum

At Foothill Preschool and Infant Center, we offer a strong, Bible-based curriculum for young children. We feel preschool can and should be more than a playtime experience. A carefully supervised and balanced program is offered to assist each child in his/her learning process. The curriculum includes:

1. Creative Media: Clay, play dough, painting, sand, gluing, crayons, and chalk.
2. Scientific investigation: Nature studies and science experiments, living things and their activities, and our earth.
3. Music appreciation and Rhythm: Singing, records, and rhythmic expression.
4. Readiness Program: Vocabulary enrichment, visual and auditory perceptions and discriminations, formal subject matter to provide experiences which build foundations in the language arts, math, and literature. At the Infant Center they also teach baby signing.

5. "Whole Body" Activity: Motor coordination, physical education, exercise, drama, play-acting, games, and outside play.
6. Social Interaction: Getting along with other children, learning to share and help each other, health and good grooming, learning responsibility, and following directions.
7. Simple Bible stories with personal application and prayer participation.

Staff

Each member of the staff has been employed as a qualified and competent person to provide loving and understanding care for each child. All of our teachers are fully qualified by the State of California. They will be firm but kind in dealing with each child according to his/her needs. Each staff member is also trained in first aid and CPR, fingerprinted and background checked. The Director or Pastor of the church is available for counseling to either the child and/or the parents if requested.

Communication

Due to the fact that parents need to understand what we are teaching their children and the benefits which should be derived from these teachings, we continually strive to communicate with each of you. Your child is very important to us and we believe we should work together closely to provide the very best education and enrichment for your child.

Communication between parents and teachers is very important to us. We as teachers need to know how your child is doing in the morning. You as parents will probably want to know how your child was doing in the afternoon. Talking with the teachers and notes home are just a few ways of communication. If you have any concerns that arise throughout the day, telephone your child's teacher at the school. The best time to telephone is during the children's naptime although we are available throughout the day.

Each classroom will have a snack calendar and a month at glance calendar sent home monthly. These calendars are posted on our Facebook page, website, and on each classroom's parent board. The calendars allow you to see what is planned and help your child to participate in extra activities in the classroom. Please look on Facebook, Website and the Parent Boards for all information of your child's classroom.

Appropriate Attire

Foothill Preschool and Infant Center has a dress code requirement and will rely heavily upon the cooperation of every family to use good judgment in dressing your child for school. Throughout the day your child is doing activities that promote creativity, exploration, and imagination. In some cases, these activities can be very messy. A good rule to follow: **if you don't want it to get ruined or stained do not dress your child in it.** If your child does wear something nice for example on picture day, please ask your child's teacher to help change your child into other clothes. We need each child

to have two pairs of clothes in their cubby. Please make sure to update them periodically because children do grow.

If your child is wearing dresses to school, please make sure your child has shorts on underneath.

Shoes must be worn at all times at Foothill Preschool. Naptime is the only time shoes are allowed to not be worn. Shoes must be sturdy and have a sturdy sole. Sandals can be worn, but they must have a strap on the back of them. Please no cowboy boots, rain boots, jellies or flip-flops. These are not sturdy shoes for running in the sand and on the black top. At the Infant Center, each child needs to have a pair in their cubby. We don't wear shoes all day at the Infant Center only outside. Everyone entering the Infant Center must take their shoes off. This will help keep the carpet clean that the children play on.

Sometimes, San Luis Obispo has very foggy mornings, but the afternoons can be very hot. Your child should have a jacket just in case. Please make sure your child's jacket is clearly labeled with their name somewhere on it. It must be readable. At the Infant Center, the jacket hooks are located on the wall next to the sliding door. Each class has hooks inside their cubbies where your child's jacket is hung after they are done wearing it.

Preschool Program

Hours of Operations

Foothill Preschool is open from 7:30am to 5:30pm. Children need to arrive no later than 9:00am. If you are going to be late please call us before 8:45am. If they are here after 5:30, you will be charged a late fee.

We understand that occasionally parents are delayed because of events beyond their control. In these instances, we ask you to telephone the school as soon as possible. Keep in mind that telephoning does not keep you from receiving a late fee, but is very helpful so we can reassure your child. Each time you are late you will need to fill out a late form in addition to the regular sign out book. Late fees will be assessed as follows.

All Classes	Pick-up: 5:25pm-5:30pm = \$10
Additional:	\$1.00 per minute after the times listed above

Checking In and Out Procedures

When you accompany your child to school on a daily basis, you must sign your child in with your full signature and the time. Each child's sign in sheet is located in a binder in the Intermediate room by the cupboards. You must also write in the time you pick up your child with full signature when picking them up. This is State Licensing's requirements.

When entering the school building please make sure the gate is closed behind you and the doors are closed. We also ask that you do not allow your child to hang on the door or gate because it could break and it is potentially dangerous for your child. Each day, please walk your child into their classroom or designated area.

Classrooms

At Foothill Preschool there are four classrooms. The Toddler classroom is located near the bathrooms. The Toddler classroom has its own bathroom for potty training. The Beginner class is located right next to the Toddler class with one door to enter and one door that leads to the playground. The Intermediate class is the large classroom when you first enter in the building. This classroom has the main entrance to the school and has one door leading outside. The sign in book is located in this classroom next to the storage closet and cupboards to the right upon entering the building. The Pre-K classroom is located directly to the left of the Intermediate classroom upon entering the building. It is located on the other side of the dividers that divide the two classrooms. The Pre-K classroom has two doors, one leads to the playground and the other leads to the front of the school. The door leading to the front of the school remains locked from the outside for safety.

Expected Outcomes

Toddler and Beginner Classes Focuses on the Following

Self and Social Development:

- ☐ Child will show awareness that self is distinct from and also connected to others.
- ☐ Child will explore own action, make presence known in social situations and outwardly express feelings to others.
- ☐ Child will be able to comfort self in distress from either internal or external stimulation.
- ☐ Child will be able to manage needs through seeking or relying on assistance from other people.
- ☐ Child will interact effectively with both familiar and somewhat familiar adults.
- ☐ Child will form close relationships or attachments with familiar adults.
- ☐ Child will show understanding of the responses, communication, emotional, expressions, and actions of other people.

Language and Literacy Development:

- ☐ Child will be able to act or communicate in response to language.
- ☐ Child will use language and nonverbal communication to convey needs, feelings, and interests.
- ☐ Child will show interest in books, songs, rhymes, finger plays, and stories.

Cognitive Development:

- ☐ Child will mirror, repeat, and practice the actions of others either immediately or at a later time.
- ☐ Child will actively explore people and new things around them.

- ☐ Child will pay attention to things or the environments when interacting with others or exploring play materials.

Motor and Perceptual Development:

- ☐ Child will move different parts of body or whole body.
- ☐ Child will maintain stability of body in various positions.
- ☐ Child will use hands to reach or manipulate objects.
- ☐ Child will use eyes and hands together to perform an action or accomplish a task.

Intermediate and Pre-Kindergarten Classes Focuses on the Following

Self and Social Development:

- ☐ Child will show an increased awareness of own physical characteristics, preferences, and experiences as separate from those of others.
- ☐ Child will show awareness of other's feelings and will respond in ways that are increasingly appropriate to other's needs.
- ☐ Child will develop strategies for regulating responses in increasingly socially appropriate ways.
- ☐ Child will interact with peers through play that becomes increasingly cooperative and oriented towards a shared purpose.
- ☐ Child will increasingly form closer relationships with certain peers, sharing experiences and activities.
- ☐ Child will learn how to understand the needs of other children and to negotiate constructively within the constraints of social rules and values.

Language and Literacy Development:

- ☐ Child will receive, understand, and respond to oral language that uses increasingly complex words, phrases, and ideas.
- ☐ Child will understand and respond to increasingly complex directions and requests.
- ☐ Child will show interest in books, songs, rhymes, stories, writing, and other literacy activities.
- ☐ Child will show an increased awareness of symbols and letters, letters make words, and letters have sounds.
- ☐ Child will show an increased ability to write using scribbles, symbols, letters, and words to represent meaning.

Cognitive Development:

- ☐ Child will show an increased ability to reason logically or use strategies to solve challenging problems.
- ☐ Child will pursue knowledge or understanding of new materials or activities.
- ☐ Child will show an increased ability to compare, match, and sort objects into groups according to some common attribute.
- ☐ Child will show an increased knowledge of shapes and their characteristics.
- ☐ Child will show increased ability to recognize, reproduce, and create patterns of varying complexity.

Physical Development:

- ☐ Child will refine ability to move in a coordinated way using large muscles (gross motor skills).
- ☐ Child will refine the ability to balance self in space.
- ☐ Child will refine the ability to plan and coordinate the use grasp, release, strength, and control of fingers and hands for functional and play activities (fine motor skills).

Field Trips

At Foothill Preschool, the Pre-K classroom is the only class that goes on field trips. Occasionally other classes might take a walk up and down the sidewalk.

Field trips are a window for children to learn about the community in which they live. They are exciting for the children. However, it takes parent volunteers to take these special trips. If there are not enough volunteers to go on the field trip, it will be cancelled.

On field trips, your child will wear a red FPS shirt that is provided by the school. If the field trip is not in walking distance, then we will car pool in parent's cars. (For these field trips, your child's car seat must be left here at Foothill Preschool for the day. Please make sure your child's car seat is marked with your child's name and left in the fenced area by the front door where you enter.) If our field trip is in walking distance, please make sure your child wears sturdy shoes for walking.

Nutrition

Nutrition plays a very important role in a successful day at preschool. Be sure that your child has a high protein breakfast. Stay away from sweets and carbohydrates in the mornings. We will also be supplementing their breakfast with a nutritious snack at mid-morning.

Lunchtime

At Foothill Preschool each child is to bring their own lunch daily. Each lunch needs to have an ice pack in it to avoid spoilage. All lunches are stored on top of the cubbies in your child's classroom. Lunches should be nutritionally complete; including a protein, carbohydrate, fruit, and/or vegetable and a drink. Our policy at lunchtime is to have each

child eat a protein first or the main meal of their lunch followed by a fruit or vegetable. The snacks and sweets are eaten last after the healthy items have been eaten. Drinks are to be given once the child has started eating, this way we make sure they eat and don't just fill up on juice. If the expiration date on food is passed, we will not give it to your child. It will be sent back in your child's lunch with a note explaining it is expired and we cannot give it to them.

Snack

As part of attending Foothill Preschool, you are agreeing to provide a snack one to three times a month. Each month you will receive a snack calendar. A snack calendar is handed out at the beginning of each month. Your child's name is placed on a date when you will need to bring snack. Snack must be two food groups. Juice does not count as a food group. Food groups include fruit or vegetable, bread, meat, or dairy. Each classroom has a different number of children so be sure to ask how much to bring. If you are unable to bring in snack on your assigned day, please make arrangements with your child's teacher. If you miss your snack day, you are expected to bring in something to replace what was used out of the school snack cupboard. Foothill Preschool provides a nutritional afternoon snack for our full day children.

Nap Time

Naptime is a critical time for children at school. They require down time for their bodies and minds. All the hours of stimulation drain their immune system and energy levels. All children will have naptime unless they are scheduled for half day. Naptime is two hours long.

Naptime:

- ☐ Toddler Class is 12:15pm-2:30pm
- ☐ Beginner Class is 12:15pm-2:30pm
- ☐ Intermediate Class is 12:15pm-2:15pm
- ☐ Pre-K Class is 12:00-2:00pm
- ☐ If the majority of the class is still sleeping, we allow them to sleep longer until everyone starts to wake up.

If your child is napping we need you to bring in the following items: a crib sheet, a blanket, and a pillowcase or a reusable bag to store their items when not in use. Please make sure everything is clearly labeled with your child's name. Please no pillows or sleepy toys. Naptime is a time to rest; each child is required to at least lay quietly on his or her bed until wake-up time.

Evaluations

Every April each teacher completes an evaluation on each child in the classroom. This gives the school and parents a chance to see where each child is developmentally. This is also a chance to see if there are any areas your child needs to work on before graduating to Kindergarten. After each evaluation is filled out, the parents are required to read it and sign it. The evaluation must be returned to Foothill Preschool to go in their file. Please notify your child's teacher if you would like a copy.

Potty Training

If your child is ready for potty training, we are more than happy to assist you by taking him or her to the bathroom. While your child is in the process of potty training, remember not to push them. Communication with the teacher in what you do at home is one of the most important things to remember. Consistency is one of the main goals. What you do at home, we would like to duplicate here at school. We encourage reward systems. If you have a reward system at home then talk to your child's teacher about what we can do here at Foothill Preschool. We know it is harder for some and easier for others, but we are here to make it successful for your child.

Sunscreen

Each child needs to have their own labeled bottle of sunscreen. We will only apply sunscreen on a child if they have their own bottle. Each child needs to come to school with sunscreen on. Our staff will apply Sunscreen after nap before the children go outside. Sunscreen will not be applied to children less than 6 months of age due to medical recommendations. They will be kept out of direct sunlight as much as possible.

Infant Center Program

The Infant Center is located across the parking lot from the preschool at the little house. The Infant Center has a crib room, playroom, and a kitchen. The crib room is set up with a crib for each child. The playroom is the room you walk into from the sliding door (where you enter the building). All shoes are to be removed before entering the building. The kitchen is set up with a high chair for each child. Each child has their own basket for storage in the refrigerator and cupboard. Each child has a cubby located in the kitchen. In your child's cubby there should be four changes of clothes. Two pairs of pants, two pairs of shorts, two pair of long sleeve shirts or onesies, two short sleeve shirts or onesies should be in your child's cubby at all times. The kitchen is equipped with a refrigerator, freezer and microwave. We have a small playground equipped with age appropriate toys and activities.

Hours of Operation

Foothill Infant Center is open from 7:30am to 5:25pm. If your child is here after that time, you will be assessed a late fee.

We understand that occasionally parents are delayed because of events beyond their control. In these instances, we ask you to telephone the school as soon as possible. Keep in mind that telephoning does not keep you from receiving a late fee, but is very helpful and appreciated. Every time you are late you will need to fill out a late form in addition to the regular sign out book. Late fees will be assessed as follows.

All Children	Pick-up: 5:25pm-5:30pm = \$10
Additional:	\$1.00 per minute after the times listed above

Checking In and Out Procedures

When you accompany your child to school on a daily basis, you must sign your child in with your full signature and the time in addition to filling out the daily record sheet. Each child's sign in sheet is located in the binder on top of the cubbies. You must also write in the time you pick up your child with full signature when picking them up.

On top of the cubbies each child has a daily record sheet. Each day the top portion of the daily record needs to be filled out. This helps teachers and parents communicate to each other about the daily habits of each infant. Both the daily record and the sign in sheet need full signatures this is a state licensing requirement.

Expected Outcomes

At Foothill Infant Center, we understand that infants set their own schedule. Our Infant Center is designed to accommodate these changes in growth and development. We work on the following developmental skills:

- ☐ Encourage babbling and noises.
- ☐ Sitting at the table.
- ☐ Starting to use utensils.
- ☐ Transfer from sleeping in a crib to a cot.
- ☐ Knowledge of words they want to use while working on how to say them.
- ☐ Cleaning up the classroom.
- ☐ Communicate through use of baby signs, babbling and using words.
- ☐ Recognizing other children's needs.
- ☐ Mimicking and modeling actions and activities.
- ☐ Creative development through their knowledge and recognition of their favorite songs, art, and other activities.
- ☐ Developing bonds between teachers and classmates to prepare for future social and emotional relationships.
- ☐ Cognitive development through the exploration of the world around them.
- ☐ Support during each child's individual physical development.

Making the Transition to Toddler Program:

- ☐ Visiting the Toddler Classroom two weeks prior to move over date.
 - The week before your child moves over they will get to eat lunch and sleep in the Toddler Class.
- ☐ By the time your child moves over, they should be down to one nap with no bottle or pacifier to help them sleep.
- ☐ The Toddler Class does not serve breakfast, but they have a morning snack at 9:00am. This may be one of the more important transitions for everyone. We suggest that they start a week or two before the move over date to eat breakfast at home so your child will not be used to eating in the morning at school but at home instead.

- ☐ No bottle or pacifiers are used in the Toddler Class. We also do not give bottles at lunchtime. We ask you to put everything in a Sippy cup. We also ask you to pack an extra Sippy cup of water if your child drinks milk with lunch.
- ☐ We do not use high chairs. We have size appropriate chairs and tables that the children use for activities and eating.
- ☐ Make sure your child is used to wearing sturdy shoes. We suggest that your child always has a pair of shoes in their cubby at the Infant Center so they can play outside. In Toddler Class, we play outside constantly and walk across a blacktop to get to our yard. Sturdy shoes will allow your child to not trip and fall while walking to the yard.
- ☐ Finally, parents will need to set up a tour of the Toddler room before the move over date so they can meet the teachers and see the area that their child will be in.
- ☐ During the last two weeks prior to the move over date, pack your child's lunch in a lunch box every day.

Meals and Snacks

Here at Foothill Infant Center, we understand that each child goes through the different stages of eating especially at this young age. It is important to notify the staff of any major changes in your child's eating habits, such as the transition from breast milk to formula or starting solids. Our schedule for the Infant Center is flexible for each individual's needs. We do have a schedule posted on the parent board to give you an idea of certain times of day that the children eat when they get to a certain age. As a child gets closer to moving over to the Toddler class, we like to get them in a routine to help them transition better. The Infant Center feeds the children breakfast from 7:30 am-8:30 am. Lunchtime runs around 11:00 am to 11:30 am. Afternoon snack is right after nap time about 3:00 pm to 3:30 pm.

At Foothill Infant Center, each parent provides food and snacks for their child. Each child has a basket labeled with their child's name in the cupboard to store dry goods. In the refrigerator, each child has a basket labeled with their child's name on it to store perishables. The freezer also has individual containers with each child's name labeled on them to store breast milk, and frozen goods for your child. The kitchen has a microwave available to warm up food. We recommend stocking up on a weekly basis. This way we never run out of food for your child. If your child is running low on supplies it will be marked at the bottom of the daily record sheet that is filled out every day.

Teething and Biting

While recognizing that biting and teething are typical behavior in infants and toddlers, we always attempt to evaluate the causes and develop appropriate solutions for each individual case. No behavior elicits as much parental concern as biting because the experience is both frightening and painful for the child involved. Helping a child work

through this behavior is a challenge for parents, staff, and other children. Some developmental insights on biting are from lack of verbal ability to express their frustrations, used to relieve discomfort from teething, a defense, or it could be that the child bitten was just in the wrong place at the wrong time. There is no way to say exactly what each situation is, but here are the solutions that we have developed to prevent biting:

- ☐ The child who bites is told “No, biting hurts” in a firm but gentle voice. Then we also tell them “Teeth are for food not our friend’s bodies”.
- ☐ The parents of the child who is bitten are informed along with the parents of the child who did the biting.
- ☐ Attempt to stop the biting before it happens, by shadowing or being close to the child.
- ☐ Your child can be separated from the group for an amount of time then brought back into the group when ready.
- ☐ If the child is teething, teething rings and toys are given to sooth the child.
- ☐ If a child continues to bite:
 - It is documented by ouch reports and filed in your child’s file. Each family will receive a copy.
 - Parents are notified immediately.
 - Continuously biting (more than three times a day):
 - ☐ Parents will be called to pick up the child.
 - ☐ Conference called with parents, director, and staff to come up with a plan of action if parents are called on a regular basis to pick up their child.

Nap Time

At Foothill Infant Center, staff members know the importance that babies need to sleep on their backs to prevent SIDS (Sudden Infant Death Syndrome). Even though the medical community does not know much about the reasons for SIDS, research has revealed some ideas that can help reduce the risk. We follow the following suggestions:

- ☐ Healthy babies should sleep on their backs.
- ☐ Babies with special health conditions might need to sleep on their stomachs. The staff will follow any special health needs if written orders are received from the child’s doctor.
- ☐ Babies need to sleep on a firm mattress with nothing in the crib. No fluffy blankets, stuff animals, pillows, bumper pads, comforters, or other soft materials for sleeping purposes.
- ☐ A moderate temperature will be kept in the crib room.

Diaper Policy