



**Community First School**  
Sunnyvale, CA

*Parent Handbook*

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# COMMUNITY FIRST SCHOOL

## WELCOME

*Welcome to Community First School. We are so pleased that you have made the decision to have your child join our family. The staff and directors are all working hard to provide a happy, fun and dynamic educational experience for your child. We hope that the information provided in this handbook will clearly define the goals, objectives and overall rules and guidelines of our program. This handbook is yours to keep, please refer to this throughout the year. Should you have any questions, please feel free to contact me at any time.*

Director,

*Dieu-Mi Le (Ms. Mimi)*

Email: [Mimi@communityfirstschool.com](mailto:Mimi@communityfirstschool.com)

# **Community First School**

## **School Contact Information, License and Tax ID Numbers**

### **Sunnyvale School**

Address:  
1098 West Remington Drive  
Sunnyvale, CA 94087  
Phone: 408-739-2022

License#:  
Infant: 434416197  
Preschool: 434416196  
School Age: 434416433

Director: Dieu-Mi Le (Ms. Mimi)  
[mimi@communityfirstschool.com](mailto:mimi@communityfirstschool.com)

Website: [www.CommunityFirstSchool.com](http://www.CommunityFirstSchool.com)

Federal Tax Identification: 27-1579193

### **Milpitas School**

Address:  
1171 E. Calaveras Blvd.  
Milpitas CA, 95035  
Phone: 408-708-5928

License #:  
Infant: 435700747  
Preschool: 435700748

Director: Thao Tran  
[ttran@communityfirstschool.com](mailto:ttran@communityfirstschool.com)

## **ABOUT COMMUNITY FIRST SCHOOL**

### **Philosophy Statement:**

Community First School -- Our programs support an eclectic philosophy which include play based, high scope, emergent, discovery and developmentally appropriate practice. We believe that children in our programs will have a variety of learning opportunities that foster each child's development in the aspect of physical, social, mental and emotional development.

From the Food Preparer to the Directors, we understand our role is to be interconnected with the children, their families and the community. We are committed to encouraging play, discovery, experimenting through carefully chosen activities along with emergent learning to have each child be an active learner. Our teachers are trained to participate as partners in the classroom, rather than as a leader.

We create a stimulating, warm, caring, home like environment that supports children's play ideas, discovery, experimentation and creativity.

We believe that children, family and community are all connected. We are committed to keeping an open line of communication between Community First School and each family that is enrolled in our program. We value family and understand how it extends to the community and we strive to have a joint working relationship.

### **Mission:**

Our Mission is to always encourage the natural curiosity and desire to learn in each individual child.

### **Ages We Serve:**

Community First School is open to children from the community. We have an Infant Program: ages 6 weeks - 24 months, Two's Program: 24 months- 36 months, Preschool Program: 36 months – 60 months and School Age Program: K-12 years old. Please check with the specific location for the age we serve as each location may serve a specific age group. Please refer to our Tuition Schedule to see what programs are offered for which age group.

### **Staff:**

Our staff is highly qualified in child development through education and experience. Our staff is CPR and 1<sup>st</sup> aid certified. We conduct background checks on each staff member prior to hiring.

### **Hours of Operation:**

7:00am- 6:00pm, Monday – Friday. (Sunnyvale Location)

7:30am- 6:00pm, Monday – Friday. (Milpitas Location)

Our Infant and Preschool Programs run year round.  
Our School Age Programs follow the Sunnyvale School District's school calendar from August- June. During the summer, the School Age Program will run a summer camp program called The Summer Spot which runs from June to August. (For Sunnyvale Location only)

### **Non-Discrimination Disclaimer**

Community First School does not and shall not discriminate against any person on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability (including but not limited to any children with diabetes and their parents/guardians), marital status, sexual orientation, or military status

## **ENROLLMENT POLICIES AND PROCEDURES**

### **Registration:**

There is a yearly registration fee per child and is paid prior to giving out our enrollment packet. This fee is non-refundable and non-transferable. The yearly registration fee will be charged at the beginning of February.

### **Deposit:**

A deposit of one month's tuition will be collected prior to your child starting the program. The deposit is applied towards last month's tuition. Please give a 30 days written notice in advance to have your deposit applied to your last month's tuition.

### **Tuition and Fees:**

You may make payments by credit card (Sunnyvale Location only), check, cashier's check or money orders. Tuition fees are based on the child's enrollment contract and not their attendance in the program. Payments should be dropped off in the tuition box in the office.

Tuition must be paid on the 1<sup>st</sup> of each month. Payments will be considered late if not received by the 5<sup>th</sup> of the month. A late charge of \$25 will be charged to your account if payment is not made by the 5<sup>th</sup>. Please speak to Directors for an alternative payment method schedule if necessary.

### **Unpaid Tuition:**

If tuition is not received by the 10<sup>th</sup> of the month, your child will be automatically terminated from the program and you will need to re-enroll your child by paying the full month's tuition, plus the \$25.00 late fee and the re-registration fee.

### **Sibling Discounts:**

Parents with siblings will receive a 10% discount on the 1<sup>st</sup> sibling, and 15% discount on any other siblings in the program. The discount will be taken off the lowest tuition only.

**Returned Checks:**

If a check is returned to us, there will be a \$30.00 return check fee, and you will be asked to pay that Tuition and Returned Check Fee with a cashier's check, before your child may return to the center. After two returned checks, you will be asked to make all payments by cashiers' check or cash for a period of one year. However, if the bank was in error due to the returned check, then a letter from the bank will be accepted and you can resume the regular payment method.

**Damage to School Materials:**

Parents will be responsible to pay for any school materials damaged by their child. An invoice for the damaged item will be billed to the parents.

**Late Pick Up Fee:**

Late pick up fee after 6:00pm is \$4.00 per minute payable to Community First School prior to the child's admission to the school. After 6:30pm, if we are unable to contact parents or alternative pick-up persons listed on the emergency card, the police department will be contacted.

**Holidays:**

All tuition is due, regardless of closure for holidays. The yearly holidays with specific closure dates will be given to you each year and posted on the parent board. Child Care is not available on these days. Please see the Holiday Schedule.

**Vacation:**

If you are planning to take a vacation that will last for one month (30 days) or longer you have two options. First, you can hold your spot by paying 25% of the monthly tuition, up to three (3) months. Tuition payment is due before the child leaves on vacation; failure to do so will result in a \$25.00 late fee per month. Second, you have the option to withdraw your child from the program by providing the office with a 30-day written notice of withdrawal. Upon your return, you can call the school to check if there is space available for your child. If there is space available, you will start the registration process as a new parent. If you travel to a high-risk country, prior to returning to school, CFS will require a new physician report to be completed.

**School Closure & Absences:**

Our tuition rates are budgeted for daily operation of our programs. Therefore, tuition rates are paid each month regardless of your child's attendance. There is no refund or credit given for absence due to illnesses, vacation, holidays or any school closure.

## **ADMISSION AND ENROLLMENT POLICIES**

**Enrollment Process:**

In order to enroll your child, we ask that you schedule a time and date for a site tour of our school. We strongly encourage that you bring your child when you visit the school to assess whether the school is the right fit for your child. This would be the best



opportunity to address any questions and/or concerns you may have at the same time you can discuss how the school can meet your needs prior to deciding to enroll your child. If you feel that Community First School is the right choice for you and your child, you can fill out an Enrollment Application to enroll your child if space is available or place your name on the waiting list if applicable. Your enrollment process will also include a packet of paperwork that must be completed prior to your child's start date. Registration fee (non-refundable) and a deposit will be collected at the time you return your packet of paperwork. All paperwork must be submitted 3 business days prior to your child's start date.

### **Admission Agreement:**

Upon enrolling your child at Community First School, you will need to complete and sign the Admission Agreement. **Please detach the Admission Agreement on page CFSAA1 and CFSAA2, complete, sign and return it to CFS Admin Staff.** A copy of your signed Admission Agreement will be provided to you in your parent file.

### **Child File:**

Upon acceptance of enrollment, Community First School requires that a child's file be completed before any child can attend. The following are documents that are required and must be returned to the office three (3) business days prior to your child's start date:

- \*Admission Agreement
- \*Child's Preadmission Health History (LIC 702)
- \*Consent for Emergency Medical Treatment (LIC 627)
- \*Copy of Immunization Card
- \*Enrollment Application
- \*Financial Responsibility
- \*First Aid Products Consent Form
- \*Identification and Emergency information
- \*Individual Infant Sleeping Plan (LIC 9227)
- \*Infants Needs and Services Plan (Updates will occur quarterly or as needed)
- \*Lead Exposure Acknowledgement
- \*Media Release Form
- \*Medication Policy
- \*Nut Free School Policy
- \*Parent Handbook Receipt
- \*Parent's Rights Notice (LIC 995)
- \*Personal Right Notice (LIC 613A)
- \*Physician's Report (LIC 701)
- \*Playground and Parking Lot Policy

### **Withdrawal from Program:**

**A thirty (30) day written notice must be given for withdrawing a child from Community First School.** Whenever there is less than 30 days written notice to withdraw, your deposit is forfeited and an additional charge of two weeks tuition, beyond

the notified withdrawal date, will be added to your account. The reason for this 30-day notice of withdrawal is because we must schedule our staff in advance.

### **Enrollment Termination by School:**

Community First School's #1 priority is safety of the children, parents and staff. If a child's or parent's behavior threatens the safety and/or becomes abusive or disrespectful in any way toward any child, parent, staff member of our school, we reserve the right to refuse enrollment and/or terminate that child from our program immediately.

### **Sign In/Out Policy:**

Each child must be signed in and out each day by a parent or authorized representative 18 years or older with their full **First and Last** name. Licensing does not accept initials, nickname and or title as a signature. Upon enrollment, you will be asked to designate who is authorized to pick up your child. We will ask to see a picture identification of anyone picking up the children and check to make sure they are on your authorized list. For non-custodial parents or families with court orders/restraining orders, we will need copies to comply with the law. If at any time Community First School is cited because of parents who have not signed in or out, the parent will be charged the citation fee from licensing. Additionally, we will charge a \$25 signature fee per missing signature.

### **Monthly Receipts:**

Paperless receipts will be emailed to you for all tuition payments by the 15<sup>th</sup> of every month. Should you need a paper copy of your receipts, please notify the office so we can prepare that for you.

### **Notice of Change:**

For your child's health and safety, it is crucial that we have up to date records for your child's file. Therefore, we ask that you complete a notification of change form or let us know in writing if any phone numbers/addresses/contact information has changed or if you have changed designated pick up authorizations.

### **Re-Enrollment:**

If you withdraw your child and re-enroll him/her within the same school year, you must follow the up-to-date tuition rates and pay the registration fee again. In that case, the first month's tuition and deposit are required at the time of re-registration. Along with the fee, Community First School will require that an updated child's file be completed before any child can return to school.

## **PROGRAMS**

### **Infant Program:**

Prior to your infant's first day of school, please make sure to complete the Infant Needs and Service Forms and return it to the Community First School. This allows the teachers

to learn the needs and routine of your child. Infant Needs and Service Forms must be updated quarterly or as needed.

For Infants that are still on breast milk or formula milk, you will need to provide the breast milk and or formula daily with their name and date on the bottles. Please pre mix the formula (if using formula) and make sure to provide enough bottles for as many feedings that your infant needs in a day. Per licensing regulations, we are not allowed to have any glass bottles or containers. Please provide plastic bottles or containers while at the center. As your child transitions to pureed solid food, you will also need to provide those foods as well.

Once your child is ready for solid table food, we will work with you to help ease the transition. We will provide you with the menu of the school food. Please indicate what you would like us to serve your child at school. It is always recommended that you introduce new food to your child at home first before they have it at school in case of food allergies.

In addition to the previously listed items, all infant parents need to provide the following for their children: diapers, wipes, diaper creams, crib sheet, blanket, bibs, sippy cups, and extra change of clothes with your child's name and date clearly labeled on them, as well as any other personal items for comfort.

### **Two's and Preschool Program:**

Children who are not fully toilet trained are accepted into the two's program. There we have a changing table for diapering children. By the time they enter the preschool program (3 years + to Pre-K), children must be completely toilet trained. Most young children have accidents -- that's a part of learning. We expect to change potty-trained children occasionally in the preschool, but we cannot serve your child if accidents are a frequent event. If your child has a disability and is not potty trained by the age of three, CFS will provide reasonable modifications for your child. Please be sure to talk with the teacher about your child's needs for assistance. Please see the Potty Training Section.

### **School Age Program:**

The School Age program is an after school program for children entering Kindergarten through 12 years old. CFS incorporated a consistent daily schedule for when children are encouraged to work on homework assignments and long-term school projects. Parents are asked to sit down with the child to discuss how much of their homework you would like their child to work at CFS.

During the summer when children are not in school, we provide a summer camp program called The Summer Spot. The Summer Spot provides fun and educational activities and field trips for children. The Summer Spot is open during normal business hours 7am-6pm. You may drop off anytime between normal business hours. On field trip days, we will ask you to drop off your child at a certain time to ensure that we are on time for our scheduled field trips. Lunch and two snacks will be provided along with all

materials for activities and cost for field trips are included in the tuition for the Summer Spot.

CFS only provides transportation from the local elementary schools to our campus. We do not provide transportation from CFS to the child's home. During summer camp, CFS will provide transportation to and from all field trips.

## **Sample Daily Routine:**

### **Waddler's Room Daily Routine**

7:00-8:10	Free Play
8:10-8:30	Hygiene (Diapering, Hand Washing)
8:30-8:50	Snack
8:50 -9:00	Transition to go outside
9:00-10:00	Outdoor Play
10:00-10:10	Transition to go inside
10:10-10:30	Hygiene (Diapering, Hand Washing)
10:30-10:45	Morning Circle Time: Calendar, Weather, Song, and Story
10:45-11:15	Art Appreciation
11:15-11:30	Preparation for Lunch (Hand Washing)
11:30-12:00	Lunch
12:00-12:20	Hygiene (Diapering, Hand Washing)
12:20-12:30	Story Time
12:30-2:30	Rest/ Nap Time
2:30-2:45	Transition from Nap/ Hygiene (Diapering, Hand Washing)
2:45-3:00	Afternoon Snack
3:00-3:10	Transition to go outside
3:10-4:10	Outdoor Play
4:10-4:20	Transition to go inside
4:20-4:40	Hygiene (Diapering, Hand Washing)
4:40-5:00	Music and Movement
5:00-5:10	Story Time
5:10-6:00	Free Play

### **Preschool-Daily Routine**

7:00-8:50	Morning Drop Off, Health Check and Free Play
8:50-9:00	Hygiene (Bathroom, Hand Washing)
9:00-9:30	Morning Snack
9:30-10:00	Morning Circle Time: Calendar, Weather, Song and Story
10:00-10:20	Art Appreciation
10:20-10:30	Hygiene (Bathroom, Hand Washing)
10:30-11:30	Outdoor Play
11:30-11:50	Music and Movement
11:50-12:00	Preparation for lunch (Hand Washing)
12:00-12:30	Lunch Time

12:30-12:40	Hygiene (Bathroom, Hand Washing)
12:40-12:50	Story Time
12:50-3:00	Rest Time
3:00-3:10	Wake Up/Stretch/Hygiene (Bathroom)
3:10-3:30	Afternoon Snacks
3:30-4:00	Free Choice Table Work (Manipulative)
4:00-4:15	Hygiene (Bathroom, Hand Washing)
4:30-5:30	Outdoor Play
5:30-6:00	Quiet Activities/ Games/ Stories

### **School Age Program-Daily Routine**

11:00-11:45	Kinders Pick up
11:45-12:00	Arrival/ Health Check
12:00-12:30	Lunch (Early Kinders)
12:30-1:30	Free Play
1:30-2:00	Group Activities (Early Kinders)
2:00-2:45	Outdoor Play
2:45-3:05	School Age Arrival/Health Check/Snack
3:05-3:50	Homework
3:50-4:30	Enrichment Activities
4:30-5:00	Outdoor Group Activities
5:00-5:30	Outdoor Play
5:30-6:00	Free Play/Pick up

## **PROGRAM POLICIES**

### **Healthy Food Provided:**

Community First School provides two snacks and a hot lunch per day to all full time Preschool children and Infants who have been eating solid table foods for at least one month consistently. For school age children we provide a PM snack during school days and during the full day schedule we provide two snacks and a hot lunch. Please look at the menu in the office as it will be updated monthly. The menu will be available online for your reference. If you do not want your child drinking milk, please send along an alternative drink of your choice; please get approval from the Director ahead of time. We are interested in good food for healthy bodies; candy, gum and other junk food are not allowed at any time.

### **Recommended Drop Off Time:**

We would like to ensure that every child that enters our program will have the best opportunity for learning. To do so, we encourage you to have your child arrive at school at a routine time. As parents we encourage you to help your child achieve a routine that works best for you and your child. We recommend that your child arrive at school on or before 9am as that is the time most classes start their curriculum. If your child arrives after 9am, he/she may be missing out on important class time such as circle time, instruction, etc.

We **do not** allow any drop off between the hours of 12:30pm-3:00pm as it will be a major disruption to the nap schedule. If you arrive during the lunch and nap time, we will ask you to come back after nap time at 3pm.

### **Field Trips:**

Field Trips are planned around the curriculum of the school. A field trip permission slip must be signed prior to each field trip in order for a child to participate. We will give parents advance notice and will require a permission slip signed by a parent giving us consent. We will only transport children to and from a field trip by either walking or CFS owned vans.

### **Birthday Celebrations:**

Most children enjoy celebrating special events (birthdays, new babies, and holidays) with their friends. Parents may send a "store bought" treat to share with the class. Please make arrangements with the Director several days in advance. Some children have food allergies, and we must be careful about the kinds of treats brought to school. Please remember we are a nut free school. All treats must not contain nuts or nuts by-products. Please always check the ingredients.

If you plan to provide goody bags for the children, we suggest stuffing the bags with educational materials such as pencils, crayons, small coloring books, stickers, erasers, etc. Please remember that we do not allow candy and gum. Additionally, some small toys may be a choking hazard for young children. Please make sure to not include small toys that would present a hazard to the children.

### **Show and Tell/Toys from Home:**

Our program offers a wide range of educational and fun toys/learning activities; therefore, we ask that you keep your child's own toys/personal items at home, except for Sharing Day for the preschoolers. Please no violent toys or that have weapons or are weapons.

### **Pictures:**

During the school year pictures and/or videos will be taken at certain events by the staff and other parents (e.g. Thanksgiving luncheon, Holiday pageant, Graduation). Parents are allowed to take pictures and videos of such certain events for personal use **ONLY**. Please do not post or share pictures of other children on your social media outlets.

Community First School will take pictures of the children during class time, on the playground and/or field trips to display within the school and for their files. These pictures are for in house only. All parents will be asked to sign a media release form to give consent for CFS staff to take pictures of their child.

Pictures and videos used for marketing purposes will only be used with the written consent of the parent.

**Daily and Extra Clothing:**

Please send your child in clothes you are comfortable with getting a little messy as well as very comfortable closed toed shoes. We also ask that you bring 3 extra sets of clothes for your child in case of any accidents. Be sure to label all items with your child's name.

**Nap/Rest Time:**

Community First School is aware that children use lots of energy during the morning hours and need some quiet nap/rest time to rejuvenate their bodies for the afternoon activities. We have a rest period of 2 hours set aside each day for your child to nap/rest. We provide each child a cot for nap time. Please bring a crib sheet and a blanket for your child to use during nap/rest time. You may bring a personal item for your child to have for comfort during nap time. If your child does not nap during Nap/Rest Time, your child will be asked to stay on the cot to rest during the 2 hours of Nap/Rest Time.

**Open Door Policy:**

Our school has an open-door policy for parents only. We encourage parent involvement, especially on field trips and helping with class parties. However, we ask that you be respectful of the children, staff and program happenings during visits. Kindly understand it is not always convenient for the teachers to talk to you when you visit.

**Baby-Sitting Policy:**

Under no circumstances shall any parent or other guardians solicit the staff for babysitting services. Per our company policy, the staff is not authorized to babysit for any past or present parents of Community First School. Please do not solicit the staff for their personal information such as cell phone numbers, email, or any other social media contact information.

**Volunteer Policy:**

All volunteers must be the ages of 16 or older. He/she must have an updated TB test and Immunization record. Volunteers are never left alone with the children and are not counted as part of the teacher to child ratio required by the State of California Department of Social Services.

**Inspection Authority:**

The Department of Social Services shall have the authority to interview clients, including children, or any staff; and to inspect and audit client's facility records without prior consent.

**Conflict Resolution:**

When differences occur within the schools' employee and child's family, we focus on the child's benefit first and foremost through our conflict resolution process. Your child's

happiness and your satisfaction with our school are very important to us. If for any reason you have concerns regarding your child, the staff, the school or the program, we appreciate you taking these concerns to either your child's teachers or Director so that we can work with you on your concerns. If the issue has not been resolved adequately at this point, we can involve a non-operational manager of the school to find the best solution available.

### **Behavior Management & Discipline Policy:**

Community First School views discipline as a process of developing appropriate behaviors. Positive reinforcements for "good" behavior in a supportive environment promote the child's self-confidence and lead to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

Community First School uses indirect guidance techniques:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- We have a regular routine: "We always wash our hands before lunch. After lunch is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We're consistent: We do things the same way each day, so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct** guidance techniques:

- We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

If a child is unable to demonstrate self-controlling behavior, a brief cool down time will result for the child to regain control. Thinking Time occurs only when all other measures fail and is used as an opportunity for the child to re-group, not as a punishment.

At Community First School the discipline goal is educating and redirecting children. It emphasizes cooperation and provides a learning experience. In contrast, punishment that has an effect of hurting, shaming, or scaring children is an inappropriate form of discipline and has no place in our school.



By law and the school's program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activities by other children.

If a child is unable to gain control and requires more individual attention that cannot be given within child-to-staff ratios, we may need to contact a parent. A child that consistently requires one-to-one attention may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of school's services.

Community First School is not a substitute for a parent; we would like to be active participants if you need help finding solutions. If parents and children are having problems at home, those problems and solutions are to be taken care of in the family. We cannot discipline your child for you at school.

## **HEALTH AND SAFETY POLICIES**

### **Security and Key Pad Entry:**

For security reasons and the safety of our children and teacher, all classroom and office doors will be closed and locked at all times. Parents will need to have the pin code to enter the classrooms during business hours. Our teachers are trained to not open the door for anyone including parents. If you forgot the pin code, please return to the office and someone will be able to help you. New parents will be provided with the pin code during the enrollment process. Please only share the pin code with someone who will pick up or drop off your child on a regular basis. Please do not share the code with anyone else. If anyone else is dropping off or picking up your child, please have that person check in with the office and we will help him/her.

**PLEASE DO NOT SHARE THE PIN CODE WITH YOUR CHILD.**

### **Allergies:**

Please inform your child's teacher and the Director of any allergies your child may have. This information should be completed upon entrance on the pre-admission health history report form, as well as in writing if an allergy should arise during the course of the school year.

As you are aware, there are so many different food allergies that we cannot possibly restrict all types of food. We ask all parents to be mindful of the children in our care. If you plan to pack your child a snack or lunch, please consider the children that have severe food allergies by packing food that is safe for all. Please be aware that our

school has a Nut Free Policy; do not provide any types of nuts, tree nuts or nut by-products for your child's snack or lunch. In addition to the Nut Free Policy, we do not serve seafood (this includes all types of fish), pork and egg (hard boiled, scrambled sunny side up, over, easy, egg salad, etc.) at the school. Thus, we ask that you do not bring these items to school as well. We do allow baked products that contain eggs such as muffins, waffles, pancakes, pasta and meatloaf, etc. Please check with the office if you have any questions regarding what to pack or not to pack for your child.

### **Contagious Diseases:**

If your child should come down with a contagious disease, please inform the Director immediately. It is our policy to inform all parents when children have been exposed to a contagious disease and how to help prevent further spreading. We will also post notices on all doors of the school to inform other parties that use our facility.

### **Hand Washing:**

In order to keep the children and staff healthy, we have a mandatory hand washing policy for children and staff. Children are to wash their hands before and after each meal, after each bathroom visit and after outdoor play as well as any other times needed. Our staff is required to wash their hands before serving meals, after diaper changing, after using the restrooms/lavatory or any other contacts-such as wiping runny noses, cleaning activities and cleaning the rooms, etc.

### **When Children are Sick/Injured:**

The problem of communicable disease is prevalent in every group and Community First School is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at Community First School, the director or teacher will immediately notify the parents to pick up your child. The child will be kept in the office separated from the group until taken home. Please make the proper arrangement to pick up your child within 45 minutes.

Please keep your child at home if they have any of the following conditions or a combination of the any of the following conditions:

**Fever** – if your child has a fever of 100 degrees (under arm- auxiliary or temperal) or higher and/or if they also have one or more of the following: vomiting, diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.

**Vomiting** – Your child will be sent home if he/she vomits at school. The only exception is if your child vomited due to crying or overeating.

**Diarrhea** – two or more watery stools in a 24-hour period.

**Draining rash or undiagnosed rash** – lasting over a 24-hour period.

**Eye discharge or pink eye** – Children can return to school after medical diagnosis to rule out bacterial or viral infection, or 24 hours of antibiotic treatment.

**Open oozing sores and scabs** – unless properly covered and 24 hours on antibiotic treatment.

**Head lice** – We are a NO NIT school. Please keep your child at home until treatment is effective and a follow-up check has been made by school personnel to ensure that there is no nit or head lice.

Children may return to school after a period of 48 hours free of the above symptoms. Please remember for fever your child must be medication free and fever free for 48 hours. If your child is taking fever reducer medication (Tylenol, Acetaminophen, Ibuprofen, Advil, etc.) to control fevers, then your child is NOT fever free for 48 hours.

A doctor's note will be required for any unexplained rash or illness.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend Community First School.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses will be documented and reported to parents when the child is picked up at the end of the day with an Accident Report. If your child is injured at home, please inform the teacher or the office of the injury so that the staff can monitor your child's injury.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. If appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency. **If it is determined that your child's illness or injury requires an ambulance, the financial responsibility is on the parent or guardian. The medical response unit will bill you directly for the services rendered.**

In case of injury or accident, in which a Medic is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Community First School staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

### **Medication Policy:**

We understand that there will be times when your child will need to take medication while they are at school. Thus, the following procedures must be followed for your child to receive medication at Community First School.

*A Medication Release Form* must be obtained by the Director, completed by you and the child's physician, and returned to the center. No medication will be given without this form.

A physician may also write a note which can be attached to the *Medication Release Form* at the center. However, parents/guardians must still sign the release form.

Any note written by the prescribing physician must be on office stationery. The note must be clearly readable and include:

- a) Child's full name
- b) Diagnosis
- c) Medication name
- d) Dosage to be given
- e) Times or circumstance to be given
- f) Starting and ending dates
- g) Physician's signature

All medications must be a current prescription with a clear, readable, unaltered label from a pharmacy showing the child's name, medication, dosage, frequency of administration, and beginning and ending dates of administration and expiration date. This prescription must be in English.

All medication and the completed and signed *Medication Release Form* must be given to the director upon arrival at the center. Any medication found in the child's belongings will be removed and the child will not be permitted to take the medication. The parent/guardian will be notified and the medications sent home with the parent/guardian.

Over-the-counter medications must be prescribed by a physician and must meet the same requirements as any prescribed medication.

No aspirin or acetaminophen will be administered to any child unless specifically ordered by a physician for a specific reason and all the above requirements are met.

**The following medications are not given at the center under any circumstances by the Community First School's personnel:**

Parents are welcome to come to the school and administer any medication for your child if your child's medication falls in the following category

- a) Any medication not meeting the above cited criteria
- b) Any medication that requires the staff to restrain the child in order to administer the medication

When you register your child with us, you will be asked to sign a *First Aid Product Consent Form* for regularly used items when diapering and in basic first aid.

We ask that you never send medication with your child. Upon arriving at school please give medication to the director or opening teacher with the *Medication Release Form* as discussed above.

All of these requirements have been established to protect your child. We appreciate your help in meeting this goal.

### **Accommodation Related to Disabilities:**

At Community First School, we strive to provide the same quality care for all children. However, we understand that there are circumstances that would require accommodations. Should your child require an accommodation during the time that your child is enrolled in Community First School, please inform the office immediately to schedule an in-person meeting with the director (our contact information in at the beginning of this handbook) as we do not discriminate in the provision of services to persons with disabilities including children with diabetes, and their parents or guardians. During the meeting we will discuss your request for accommodation and any possible reasonable accommodation that CFS can provide. Community First School will provide you with a written response within 14 days of the meeting. CFS will provide one of three decisions in responding to such a request: 1- CFS will grant the request, 2- make a narrowly tailored request for medical documentation relating to the child's disability and any necessary modifications, or 3- deny the request. Please understand that your request may be denied if your requested accommodation would fundamentally alter the service that CFS provides. If your request for accommodation is denied, CFS will provide you with a written explanation of the reason for your denied accommodation as well as an alternative reasonable accommodation that would work for both your family and the school. Should you have any questions please feel free to contact the school front office and ask for the Director. If you are requesting accommodation for a diabetic child, during the meeting with the director you will be provided with the Diabetes Medical Management Plan (DMMP) to fill out for your child diabetic needs.

### **Medical Records and Vaccinations:**

No child can be admitted into Community First School without an immunization record on file. All children must have a physician's report completed and immunization record prior to the start date. All immunizations shall be brought up to date. The Director will inform you of any missing immunizations immediately.

### **Lavatory Policy:**

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the lavatory.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.
- All children will use the children's lavatories.

- All teachers/assistants will use the adult restrooms.

### **Potty Training:**

Parents and staff work as a team when working together on potty training children. We will work with you, when the time is right for your child to begin potty training (usually around the age of 2.5) Consistency at home is a crucial part in this process.

### **Outdoor Play:**

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. We go outside twice a day, once in the morning and once in the afternoon if weather permits. If it's too hot, too cold, and or raining we will stay inside. Please do not request that your child stay indoors since there will not be a staff available to supervise your child. Children too sick to go outside should not be at school.

### **Earthquake and Fire Drills:**

We conduct earthquake and fire drills for safety and to prepare the children in an event of actual earthquake/fire situations. If an actual emergency requires the evacuation of the children, you will be contacted as soon as possible. All evacuation emergency procedures are posted at each exit.

### **Emergency School Closures:**

In the event of natural or man-made disaster events (act of violence) such as severe weather, act of terrorism, war, Shelter in Place Order from federal, state or local government, Community First School may close. If Community First School is closed, all programs of the school will also close.

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

At such time we will provide information via email, Lillio app and our website. If we are without power and have no internet access, we will contact parents via phone, msm or texting. Please make sure to download the Lillio app on your smart phone and also make sure we have your updated current emails and phone numbers.

### **Traffic Impact Statement:**

In compliance with the Department of Construction and Land Use, and in order to avoid the congestion and hazards of using narrow residential access streets, we recommend that parents use the school parking lot, which is directly in front of the school. We asked that parents refrain from parking in the red zone and remain within the parking stall.

## **EDUCATIONAL PROGRAMS:**

### **Assessments:**

Our school believes that assessing individual and group progress is the key to planning programs that respond to the needs, interests, and abilities of children in any classroom. With ongoing assessments, teachers can focus on all aspects of a child's development. Children are assessed as they transition on their birthday.

### **Parent Conferences:**

We provide conferences on an as needed basis and whenever a parent requests for a conference. If at any time, you have concerns, or would like to schedule a conference to discuss your child's development, please contact the teacher and Director so we can set up a meeting that is convenient for all.

### **Consultants and Community Resources:**

Currently, we do not utilize outside consultants, such as psychologists, speech therapists, etc. If this changes, parents will be notified 30 days prior to the change.

## **COMMUNICATION:**

### **Contact the School When:**

To help the school run smoothly and to ease the teacher's worries, please make sure to notify the school when:

1. Your child will be absent.
2. Your child will be on vacation.
4. You have a change in pick up schedule for your school age child
5. There are changes in address, name, phone numbers and any emergency contacts.
6. There are major changes in the home environment or special instructions about your child.

### **Lesson Plans/ Daily Activities:**

Our weekly lesson plans will be posted each week in the classroom so that you can see what your child will be working on.

### **Daily Reports:**

Parents will receive daily reports via our Lillio online communication program describing your child's day, eating, sleeping, and other daily happenings. If you wish to get a live update, please make sure to download the app itself if not you will be receiving a daily report at the end of the day after 7pm.

## **Parent's Help:**

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child to staff immediately.
- Pick up and/or read the notices that are posted around the school.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech.
- Additionally, you can also help us by being vigilant and lookout for anything that is out of the ordinary at our school. Inform the office or directors of anything strange that you may see so that we can take care of it or inform our property owner.

## **Basic/Optional Services:**

The basic services that Community First School offers include care and supervision of your child during our operating hours 7:00am-6:00pm. Snacks and lunch are provided for full time children attending our school and for Infants who are eating solid table food.

From time to time, we may provide additional services from an outside vendor (i.e. dance, gym, art classes, etc.) If you choose to have your child participate, it will be an additional cost that will be paid directly to the vendor.





# Parent Handbook Receipt:

## Acknowledgement:

My Signature indicates that I have read and understood the content of the Parent Handbook of Community First School and will comply with said policies and terms of the Parent Handbook. Furthermore, I understand that the Parent Handbook is subject to change.

Child's name (Please print): \_\_\_\_\_

Parent's/Guardian's Name (Please print): \_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Signature

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
CFS Admin Representative's Signature

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_