



# Parent Handbook

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www.littlefootprintspreschool.com

# Welcome

Dear Little Footprints Families,

Welcome to Little Footprints Preschool (“LFP”). It is our pleasure to partner with you to help your child grow and thrive in their early education. LFP is committed to nurturing children into well-rounded individuals in a 100% Mandarin-immersion setting. Our program promotes social, physical, emotional, cognitive and language development of young children through stimulating settings; such as interactive play, developmentally appropriate learning materials and sound curriculum. We strive to help children develop critical thinking skills, problem solving, and independent skills by providing the appropriate support and the necessary tools. We value parental input and maintain close communication with every child’s parents. Thanks for trusting us with your child.

This handbook is designed to help your family understand the school’s policies and procedures. We believe that family partnerships are vital in ensuring a successful early learning experience for children. Please review and follow the policies and procedures outlined. We value your suggestions, questions and feedback. Please do not hesitate to share your insight with us.

For continued growth of the program, LFP reserves the right to change its policy and procedures and will notify parents 30 days in advance of any such changes. If any families fail to abide by the latest LFP policies and procedures, preschool services will be terminated. Please ask the administrative staff if you have any questions about any of the policies/procedures in this handbook before your child’s first day of enrollment. We are grateful to have you as part of the LFP community. We look forward to providing your child with a caring and enriching environment.

Sincerely,

LFP Staff

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## **Admission and Operation Information**

### **Eligibility criteria**

In order to be enrolled at LFP, your child must be at least 2 years old and not yet enrolled in Kindergarten. Families and children are not required to have background knowledge in Mandarin. Potty-training is not required before enrolling at LFP.

### **School Hours of Operation**

LFP is open Monday through Friday from 7:30am to 6:00pm.

### **Holidays/Important Dates**

LFP will be closed on major holidays, four times a year for professional development, and two days for teacher reflection and class organization. Please refer to the most updated holiday schedule. LFP reserves the right to change the holiday schedule with two weeks advance written notice. It is the parents' responsibility to note any changes to the holiday schedule.

### **Pick Up/Drop Off & Sign in/Sign Out**

Each child is required to be accompanied by an adult into the classroom and handed over to the teacher in charge. NO CHILD is allowed to walk into the school or walk out the school alone.

Adults dropping off/picking up their child are required to sign in/out using the tablet provided by the school. The California Department of Social Services, Community Care Licensing Division ("Licensing") requires parents/legal guardians to sign in/out their child with assigned pin and signature. If a parent fails to sign in/sign out their child properly, LFP will charge the parent a penalty based on the licensing fines.

Parents are required to drop off their children to LFP no later than 8:50 am so that children can maximize their learning experiences. Repeated late arrivals are difficult for children as they miss morning activities and may have difficulty joining activities in progress. If a child's drop off interrupts other children's daily activities, we reserve the right to ask parents to keep their child home.

Parents may pick up their child from LFP any time after 3:00 pm. This allows children to complete their nap/rest time. Regular pick-ups before 3:00pm are disruptive to the classroom schedule, thus early pickups are discouraged. However, if an early pick up is unavoidable due to doctor's appointment, travel, etc., please inform the teachers in advance to ensure a smooth transition.

Children must only be picked up by a parent/guardian or an authorized person. In order to release a child to a person not listed on the child's authorization form, parents must inform staff of this request in writing in advance. If someone other than the parent/guardian is picking up a child, that individual must present a photo identification to the teacher at the time of pick up if the teacher/staff do not know the person.

### **Absence Policy**

If a child is going to be absent due to sickness or other reasons, parents must send a message to the bringhweel app or call/text/email the school before 9:30 am. If the child is out sick, parents will be asked to provide information regarding the type of illness and/or symptoms. This information is needed for compliance with Licensing requirements. It is recommended that parents inform teachers in advance if their child is going to be out or on vacation. Absences will be billed as though care is provided.

### **Nap Time**

All children who stay full-day at the preschool facility are required to have quiet resting time. Cots are provided by the facility. Your child will need a kid sized sleeping bag. Please place the sleeping bag in the child's tote bag. Parents are responsible to take their child's bedding home the last day of each week (usually Friday) to wash and bring the nap items back to LFP on Monday. \*\*Please remember to label all of your child's belongings\*\*

### **Dress code**

Please label all jackets, sweaters, coats, backpacks and all other belongings of the child because sometimes other children have identical items. Please dress your child in comfortable, practical, and simple clothing that is suitable for painting, outdoor play, and the day's weather. Clothes should be easy for children to put on and remove so that they will need minimum assistance. We recommend that parents not put any special or expensive clothing on their child. Staff will change children's clothes only when their clothes is dirty or uncomfortable to wear. For their safety, it is required that children wear tennis shoes. Flip flops or any types of shoes that pose a safety risk for children to wear when actively playing outside are not allowed. Please make sure your child has socks on at all times their safety. Bare feet or sandals are not allowed. Please dress your child in a manner that is safe and comfortable for them when engaging in all types of physical activities.

### **Toys**

All toys and games are to be left at home except for on Show and Tell Day. During the initial adjusting period, children may bring an object from home, such as blanket and family photos, to help with separation anxiety. We recognize the importance of having familiar objects from home during nap/rest time. Teddy bears, lovey and other objects for nap/rest time can be brought to the school only to be used during nap/rest time. Toy guns, knives, war weapons, and any distractive toys are never allowed at the school. Toys from home can get lost or broken; therefore, it is better that all personal toys be left at home. LFP is not responsible for any lost or damaged toys or items brought from home.

### **Birthday**

Birthdays are very special for the children. Here are some ways you can celebrate with your child. 1.) Read a book and bring a healthy treat; 2) donate a class toy for all children to enjoy; 3) Do a birthday activity (i.e. making playdough). Parents with children who have the same birthday month are encouraged to plan and organize an event together. Celebration usually occurs during morning or afternoon snack time. Please check with your child's teacher in advance to arrange the date for the birthday celebration and bringing in outside food.

Parents will be asked to bring in healthy and nutritional food items. We cannot serve any food items that are unhealthy or contain nuts. Please check in with the administrative staff if you are unsure what food items are permitted.

### **Photos/Videos**

Teachers take pictures/videos throughout the school year to document children's classroom experiences. School may also use the photos/videos for the classroom, photo albums, classroom projects, or any other legitimate purpose including but not limited to brochures, website, and other media. If you do not wish for your child's photos/video to be taken or shared, please notify LFP in writing NOT to use your child's photos/videos. Otherwise, families automatically give LFP the right to take and use their child's photos/videos.

### **Food Policy/Special Diet**

**LFP is a NUT-Free school. Please do not bring any food that contains nut ingredients or has nut cross contamination to LFP.**

**LFP promotes healthy eating. No candies, soda or any other unhealthy food is served or passed out to children.**

LFP offers children breakfast, morning snacks, lunch, and afternoon snacks at no additional cost to the parents. If your child has food allergies, you must inform the Program Director in writing before your child begins school and provide as much information about the allergic reactions and treatment options in case an allergic reaction occurs. Parents are to provide food to supplement if the child is allergic to the food provided by the school

The meals are freshly made every day and served in family style to encourage children to try a wide variety of foods. Teachers are available to assist children as needed. All meals offered to children follow the USDA nutritional guidelines.

No outside foods are allowed in the school unless it is arranged between the school and parents in advance.

### **Show and Tell**

To encourage children to develop their public speaking skills, each classroom designates one day a week during circle time to have Show and Tell. Currently show and tell takes place on Star \_\_\_\_\_, Moon \_\_\_\_\_, Earth \_\_\_\_\_, Sky \_\_\_\_\_, Sun \_\_\_\_\_  
Please bring any non-violent toys to share.

### **Parking**

Please park your car according to the City of San Francisco Parking and Traffic Codes to ensure safety and normal traffic flow. You might be issued a ticket by the Department of Parking and Traffic if your car is double-park or will be towed if it blocks the neighbors' driveway.

When dropping off and picking up your child:

Please do not stop/pause in neighbor's driveway even for a moment to drop off or pick up your child. There is plenty of safer parking just around the corner along Wawona street next to the grassy area!

It is also EACH parent's responsibility to inform and ensure that ALL caregivers follow the proper parking procedures, and to NOT pick up or drop off across residential driveways!

Any acts of illegal parking (double-park, blocking driveways or crosswalks and etc) might be grounds of termination of child care service from LFP at the school's discretionary.

Further, if LFP receives complaints from neighbors regarding your car being double parked or blocking driveways/crosswalks, LFP reserves the right to fine the family \$50 for each complaint.

### **Babysitting**

To avoid conflict of interest and allow teachers time to rest, current LFP teaching staff are not allowed to be hired as a babysitter/tutor or engage in any employment relationship with current LFP families.

### **Field Study**

LFP takes children on field study throughout the year. Parents are highly encouraged to volunteer for field study events. Teachers will bring a cell phone to use if an emergency arises. All parents are required to sign a release form stating that they will not hold LFP liable for any accident or injury to their child on the way to and/or from a field trip or during a field trip. Parent volunteers are invited to chaperon the field study in order to keep the adult – child ratio at manageable level (2-4 students to each adult). If you do not want your child to participate in any of the field studies, please inform the director in advance to make arrangements.

*Chaperon Responsibilities/Roles:* Your involvement in the field study is highly valuable in supporting children's learning experiences. Below is a general guideline for chaperons.

- 1) Be on time. If you are late or have to cancel, please inform the school ASAP so we can make other arrangements
- 2) Supervise children closely. You are responsible for your assigned children during the field study. If you are having a difficult time supervising the children, please ask a teacher for assistance. We understand children may need time to develop relationships with other adults.
- 3) Implement the field study activities under the guidelines provided by the teachers: support children with collecting data, creating observations and drawings, facilitating interviews, and/or completing other assignments.

\*\* We reserve the right to decline parental participation if the presence of the parents is causing disruption to the children. If siblings who are interested in joining, please get prior approval from admin staff. Siblings who are in LFP are not allowed to join.

### **Video Taping**

You are welcome to take videos and photos of your child at LFP. However, parents are not permitted to video tape or take photos of other children/teachers and staff at LFP without prior permission except for during LFP performances.

## **Gifts to other Children**

If your child wants to pass out any gifts to their friends for any occasion (Valentines, Christmas, etc.), please check in with administrative staff prior to bringing the gifts to LFP. Any gift with violent or inappropriate content is not allowed. Unhealthy food items are also not allowed. We encourage meaningful DIY gifts.

## **Tooth Brushing**

All Sun and Sky room children participate in the mid-day teeth brushing program. Moon and earth room children have the option to participate in the tooth brushing program, but it is not required. Star room children will opt out due to their age. Children will be brushing their teeth after lunch daily. Parents are responsible for bringing their child's toothbrush to LFP and replace it monthly and on as needed basis. Children will brush with water only and toothpaste will not be used per dentist's recommendation. Children have the option not to participate in the tooth brushing program.

## **Diapering/Toilet Training Policy**

If your child is not potty trained, please make sure you drop him/her off to LFP with a clean diaper to avoid diaper rash each morning. It is parent's responsibility to supply LFP with diapers, Pull-ups (**the ones that can tear open on the side and restick back**), wipes, and diaper cream if needed.

During the potty training period, children need to be dressed in clothing that is easy to take off and put on. If your child is potty training, please try to avoid dressing them in tight clothing and pants with snaps and zippers. Certain types of clothing such as overall and tutus makes it more challenging to help your child to use the toilet in time and not recommended. During toilet training, parent/guardians are asked to supply 5-6 sets of extra changes of clothing, including shirts, pants, underwear, socks, shoes, and training pants. Please label all diapers, wipes, and rash cream with your child's name. If your child has a potty accident, we will change the child into clean clothes. However, your child will not be bathed and parents are responsible to take the soiled clothing home to wash. It is the parent's responsibility to check their child's cubby daily for soiled clothing, and replace the items with clean clothes. If a parent would like diaper cream applied on their child, parent must complete and sign the OTC medication form.

## **Deposit, Tuition, Fees, Withdrawal/Termination**

### **Deposit**

All parents are required to pay LFP a deposit in the amount of one month's tuition at the time of enrollment. When parents withdraw their child from LFP or LFP terminates care, the deposit will first be applied to any outstanding fees owed by the parent. If there are no outstanding fees or if the outstanding fees are less than the deposit, the parent will either receive a full refund or partial refund of the deposit. If the outstanding fees are more than the deposit, the parent will not receive a refund and must pay LFP the difference. The deposit will be refunded to you by your child's last day of attendance given that there are no outstanding fee.

- Submit deposit and activity fee via Zelle: [littlefootprintsfinance@gmail.com](mailto:littlefootprintsfinance@gmail.com). A confirmation will be emailed to you.

## **Monthly Tuition**

- Tuition is due on the 1<sup>st</sup> day of each month. A \$50 late fee will be applied if payment is not received by the 5<sup>th</sup> of each month.
  - Tuition and fees WILL NOT be adjusted due to family vacation, sickness or any other absence.
1. Submit checks in the TUITION BOX near the school entrance (DO NOT hand payment to program director or teachers to avoid misplacement of checks)
  2. Automatic Bill Pay (Bill pay can be set up via your bank. You will need the following info: (**Name:** Little Footprints Preschool. **Address:** 2201 Vicente St SF CA 94116). Please set the re-occur date for the payments to the 25<sup>th</sup> of each month so the payments will arrive on time.

## **Tuition Receipt**

Tuition receipt is available upon request. Please email [littlefootprintsfinance@gmail.com](mailto:littlefootprintsfinance@gmail.com) to request tuition receipt or other tuition/fee related questions.

## **Late pick up fee**

A \$50 late pick up fee will be assessed and is due immediately when a child is left at LFP beyond the school's hours of operation. The late pick up fee is not equivalent to an agreement in providing after-hours service, nor will the late fee be applied toward tuition. Frequent (3 times) late pick-ups beyond 15 minutes from when the school closes are grounds for termination from LFP.

## **Return check fee**

There will be a \$25 service charge for the first returned/bounced check regardless of the amount of the check or the reason that it was returned/bounced and a \$35 service charge for each returned/bounced check thereafter. Parents may be asked to pay tuition in cash or cashier check if there is a history of frequently returned/bounced checks.

## **Other fees**

- \$35 evaluation form fee if the student is not in the graduating class.
- \$550 non-refundable activity fee.

## **One Month Trial Period**

Families are given a one month trial period to determine if LFP is the right fit for their child. During this one month trial period, the LFP teachers will also determine whether or not the child is a good fit for the school. LFP and parent will discuss whether to continue services beyond the one month trial period before the trial period ends. The below withdrawal and termination notice requirements are not applicable during the trial period.

## **Withdrawal**

Parents must give LFP at least 30 days written notice of withdrawing their child from LFP and the notice must be given on the 1<sup>st</sup> of the month prior to the child's last month at LFP. If the parent fails to give LFP 30 days written notice of their intent to withdraw or the notice is not given on the 1<sup>st</sup> of the month prior to the child's last month at LFP, parent will still be charged for one month's tuition from either the child's actual last day at LFP or the day the notice of withdrawal is given to LFP.

## **Termination of Services by LFP**

Two Weeks' Notice: LFP reserves the right to terminate services for any reason with two weeks written notice. Some common reasons for the termination of services include but are not limited to:

- If monthly tuition fees are not paid in full or are frequently late (more than 3 times).
- If child is picked up late frequently (3 times).
- If parents fail to adhere to LFP policies, procedures, or agreements.
- If parent or child damages LFP property and equipment.
- If parent exhibits unprofessional and disrespectful behavior toward any teachers, staff, children or other parents.
- If parents or any authorized person(s) who illegally parked when picking up or drop off the child.
- If parent fails to sign LFP required forms and documents.

Immediate Termination: LFP reserves the right to terminate services immediately if in the sole judgment of LFP staff or administrators, a child's behavior or the parent's behavior poses a significant threat to the physical or mental health or well-being of one or more of the other children at LFP, LFP staff, or other persons on LFP premises, and LFP is unable to reasonably eliminate this threat.

If at the time of termination by LFP, parent has paid LFP more fees than owed to LFP, the excess fees will be refunded. Further, the parent's deposit will be refunded to parent unless parent owes outstanding fees in which case LFP will deduct those fees from the deposit and refund the difference to parent.

## **Health and Safety**

### **Physician report**

California state law requires that all children be fully immunized and provide a- current immunization schedule before they can enroll in a child care center. Parents must submit a physician report (Both doctor's SIGNATURE and STAMP needed) before the child's first day of school along with a copy of the child's immunization record, which shows the child has received all required immunizations for the child's age. The only exemption from immunizations is due to medical reasons.

### **Immunization record**

Licensing requires parents to submit their child's immunization record yearly as LFP needs to update each child's file annually.

## Sick Policy

Staff at LFP understand and empathize with parents when their children are ill. It can be very worrisome, and emotionally challenging when a parent is torn between a sick child and other responsibilities. The following policies are designed to be fair to the ill child and their family as well as our healthy children and their families. Please understand that we wish to provide the best care possible for your children. By implementing this sick policy, we are hoping to minimize the amount of illness at LFP and to keep everyone healthy and happy.

- Fever

Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of 99.7F or higher, please keep him/her at home. If your child develops a fever of 99.7F or higher while at LFP, you will be called to pick him or her up. Our policy is that your child must **remain fever free without any fever reducer medication for 24 hours before returning to LFP.**

- Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has uncontained diarrhea while at LFP, you will be called to pick him/her up. Please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep these germs from spreading to other children. If your child vomits at school, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped. When children return to school too soon, there is a much higher rate of recurrence and contagiousness.

- Coughs and Colds

Colds are a common occurrence. However, there are some situations in which you should be keeping your child home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, cough with green or yellow phlegm. These symptoms may be present with or without a fever. If your child has just a cold, please notify the teachers. We encourage extra fluids and proper hand washing. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily program at LFP, he/she is probably too sick to be at school. Fresh air with proper attire is always healthy.

- Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. An external rash may be a sign that something is going on internally. Please do not send your child to LFP with a rash unless he or she has a signed clearance note from the doctor.

- Bringing In ill Children

If your child is not infectious and your doctor has said they may return to LFP, but your child is still not feeling 100%, please let the staff know what they can do to make your child more comfortable. Items such as extra clothing, pillows, blankets, medication, etc. can be very helpful to your child.

### Doctor's Note requirement

- Doctor Clearance Note: If you took your child to see a doctor due to illness, we need a clearance note from the doctor before returning to LFP.
- For contagious illness, children need to bring a note of clearance from the physician before returning to LFP. For lice, a note of clearance from a professional certified hair technician is needed upon returning to LFP and the child needs to be lice and nit free.

## **Medication Policy**

Prescription Medication: A doctor's note and written parent permission (on Parent Consent for Administration of Medications and Medication Chart, LIC 9221) is required in order for LFP staff to administer medications to children. Prescriptions must also have the following: all medication must be in the original container, labeled with the date (if prescribed) and labeled with the child's name. The medicine must include directions on how to administer the medication and will only be administered in accordance with the label directions as prescribed by the child's doctor. The medication can only be administered to the child for whom it was intended. All medications must have an expiration date and the child care provider/ staff cannot administer medication after the expiration date.

Non-Prescription Medication: Written parent permission (on Parent Consent for Administration of Medications and Medication Chart, LIC 9221) is required in order for LFP staff to administer non-prescription medications to children. Non-prescription medication must be in the original container and labeled with directions. Non-prescription medication will only be administered in accordance with the product label directions on the medication container. Instructions from parents/legal guardians should not conflict with the label directions.

Topical Non-Prescription Medication: Topical non-prescription medications such as sunscreen, petroleum jelly, or other ointments may be administered to a child only with written parental authorization in the form of a signed medication form (on Parent Consent for Administration of Medications and Medication Chart, LIC 9221). This form is valid for one year. Topical non-prescription medication will only be administered in accordance with the product label directions on the medication container. Instructions from parents/legal guardians should not conflict with the label directions.

All medication is stored out of the reach of children at all times. Parents must provide a medicine spoon if necessary. After the dates specified on the Parent Consent for Administration of Medications and Medication Chart all remaining medicines will be returned to the parent/guardian.

Please hand all medication that you would like administered to the child care provider/ staff. Please do not place medication in children's belongings.

## **Injury Procedures**

If a child is injured, a qualified staff member will administer first aid care, call the parent and contact emergency medical personnel if necessary. Staff will remain with the child until the parents arrives. In the event when the parents cannot be reached, the child's physician will be contacted. It is important for parents to provide the most updated parent contact information and the name of the child's physician and phone number.

An incident report will be completed when a child is injured at LFP. An incident report will be shared with the parent and the parent will be required to sign and date it upon receipt. This report will be in the child's file and the parent will also receive a copy of it. Parents whose child was also involved in the incident will also be receiving the same report and required to sign it. The incident report will also be submitted to Licensing.

## **Fire and Earthquake Drill**

Children and staff participate in fire and earthquake drills on a monthly basis.

### **Surveillance Camera**

For the protection of children and staff, LFP has surveillance cameras installed in the school. In order to protect the privacy of children and staff at LFP, the video footage from the surveillance cameras will not be accessible to parents of children enrolled at LFP unless there is a court order.

### **Evacuation Procedures**

In the case of a major earthquake or other disasters, children may be evacuated from their classrooms. Depending on the magnitude of the situation, the school may be closed until further notice. Students will evacuate to the designated locations below (or locations directed by the local authority and wait to be released to a parent or authorized designee).

Location #1: **Corner of Wawonna Street and 33<sup>rd</sup> Avenue, SF, CA**

Location #2: **Park Side Square Bob Chemey Field, Vicente Street and 28<sup>th</sup> Avenue, SF., CA**

### **Licensing**

LFP has been licensed by the California Department of Social Services, CDSS, Community Care Licensing Division. This license is posted in a conspicuous place for review. A telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing regulations and rules governing child care are available for review at the facility upon request. Any duly authorized officer, employee, or agent of the Department shall, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, the regulations adopted by the Department governing all licensed family child care homes and child care centers. The licensee shall permit the Department to inspect the child care facility, and to privately interview children or staff, to determine compliance with or to prevent violations of child care laws or regulations. The licensee shall permit the Department to inspect, audit and copy children's records or other facility records upon demand during normal business hours. Records may be removed if necessary for copying. Prior to removing any records, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the licensee or designated substitute. Licensing representatives shall return the records undamaged and in good order within three business days following the date the records were removed. The Department has the authority to interview children or staff to determine compliance with or to prevent violations of child care laws or regulations

### **Mandated Reporters/Child Abuse Reporting Policy**

LFP staff/teachers are mandated reporters of suspected child abuse under the terms of the California Penal Code § 11166. LFP employees who have knowledge of or observe a child, in their professional capacity or within the scope of their employment, whom they know or reasonably suspect has been the victim of child abuse, have a statutory duty to report the known or suspected instance of child abuse to a child protective agency. In addition, LFP employees who have knowledge of or who reasonably suspect that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way, must report the known or suspected instance of child abuse to a child protective agency.

## **Discipline Policy**

LFP believes the best way to handle problems is to prevent them from happening in the first place. Children need to learn about rules, limits and being responsible, but these behaviors cannot be forced upon them. However, there are three situations in which direct guidance may be needed:

- When a child is in danger of hurting himself/herself
- When a child's behavior is posing danger to others
- When a child is damaging the environment and equipment

When a child is behaving inappropriately, staff will explain to the child the rationale and offer alternative solutions for what they can do instead. The limits are reinforced by a firm but supportive voice. In extreme cases, if a child does not respond to redirection, he/she will be removed from the situation/activities and given some time with the adult to work through the issue. Physical punishment is not allowed and will not be tolerated on LFP premises by any staff or parents.

## **Communication**

### **Brightwheel**

Prior to your child's first day at LFP, you will receive an invitation code to join the Brightwheel app. Your child's daily progress will be communicated via this app. Parents should communicate all attendance and scheduling matters using this app.

### **In person reporting**

Teacher will give parents a brief verbal update on your child's day if they arrive before 5:30 pm.

### **Parent Teacher Conference**

Besides the Daily report via the brightwheel app and/or in person, teachers also uses DRDP (A standardized assessment tool created by California of Department of Education) to inform parents about their child's development. DRDP helps both parents and teachers understand the child's development and how their learning can be strengthened. We work together to reach your child's potential.

Staff at LFP value communication with parents. A teacher –parent conference will be held twice a year to discuss development and growth of the children.

### **Email/text/in person/phone**

Admin staff are available in person, phone, text, and email if you need any assistance.

### **As needed meetings**

Parents are welcome to schedule meetings as needed to discuss any concerns or feedback. Staff and teachers will also initiate family meetings if needed. Both parents might be required to attend the meeting in certain cases.

## **Complaint Procedure**

Most problems that arise are due to misunderstandings that can be solved through communication. If a concern occurs, please;

- discuss the problem with your child's teacher and program director
- If the issue remains unresolved you may contact:

Peninsula Regional Office  
851 Traeger Ave, Suite 360  
San Bruno, CA 94044  
(650) 266-8843

## **Center Policies**

### **Non-Discrimination Policy**

LFP admits children into its program as space permits. We respect diversity and there will be no discrimination on the basis of race, ethnicity, religion, gender, national origin, language, sexual orientation, or disability.

### **Harassment Policy**

LFP prohibits any types of harassment at LFP premises and in any electronic communications.

### **Confidentiality**

LFP is committed to maintain the confidentiality of children's records. We will not disclose personal, financial, or other information concerning your child or family without your written consent or unless there is a court order. The use or disclosure of personal information shall be limited to purposes directly connected with the implementation and administration of the preschool program and as required by our regulatory and partnering agencies

Please keep all LFP communication, email and parents contact confidential within the LFP communication. Please obtain permission before sending out.

### **Respectful Behavior**

All members (children, parents, grandparents, teachers, administrative staff, and all other support staff) in the LFP community will be treated with respect and dignity. We will not tolerate any hostile or aggressive behavior. We reserve the right to terminate services for any parents/caregivers who do not abide by this policy.

### **Smoking**

LFP is a smoke free school. Smoking is prohibited in and around LFP premises.

## **Prohibited Substances**

The use and/or possession of alcohol or illegal drugs is prohibited on LFP's premises. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind altering substances will be required to leave the LFP premises immediately. If a parent is suspected to be under the influence of any prohibited substance, an alternative caregiver/parent will be contacted to pick up the child.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be allowed on the LFP premises.

If someone with a gun or any other weapon is found on LFP premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **Open Door Policy**

We value family participation in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. We ask that you schedule these visits with your teacher or program staff so we know to expect you. Although our teaching staff will always try to communicate with you, teachers are devoted to teaching and supervising children. It is usually not feasible to have a long discussion during regular program hours. If you or the teacher requires a longer discussion, a meeting can be arranged. If your presence interferes with our daily program, we will ask you to visit at a different time.

## **Inclusion**

### **THE DEVELOPMENTAL SCREENING & REFERRAL PROCESS**

#### **Procedures:**

Upon enrollment, all entering children will complete the ASP and ASQSE development screenings.

The admin staff will review the assessments. If any child has any development areas that are concerning, we will meet with the parents and start the referral process as indicated below.

**Step 1-Developmental Screenings:** All children enrolled are screened with the age appropriate developmental screenings for their age groups. If the ASQ total scores are below the cutoff scores for a child, a staff person will re-screen the child in the area of concern after four weeks to see if there is any change in the child's development.

If a child has an existing IEP, a meeting will be scheduled to review IEP goals and strategies listed on the IEP.

**Step 2-Screen ASQ-Social & Emotional:** After reviewing the concerns in any monitoring areas, parents may access community resources as needed.

### **Step 3-Referral:**

#### **Referral Process:**

1. Following the identification of a developmental, behavioral, and/or sensory concern, the class teacher, Family Service Staff and the site director will establish a follow up plan. The plan may include referral of the family to early intervention/early childhood special education.
  - For children with the following ages, referrals will be made to the:
    - i. Golden Gate Regional Center (GGRC): 0 years to 2 years and 10 months
    - ii. San Francisco Unified School District (SFUSD): 3 years and above
2. The Family Service Staff or the center director will assist parents to complete all referral documentation if needed.
3. The program staff and parents will discuss any concerns and observations of the child. If the parent agrees for a referral to the school district, the staff or parents may make a direct referral for further assessment to the following:
  - a. Golden Gate Regional Center (Early Start-Early Intervention Program Birth to Three) at 1-888-339-3305 or [intake@ggrc.org](mailto:intake@ggrc.org) .
  - b. San Francisco Unified School District at 415-401-2525 (Three to Five) or 415-759-2222 (children 6 or older).
4. Following the completion of referral documentation, copies are to be kept in the child's file.

#### **Step 4: Evaluation**

5. The LFP staff will follow up with families following the submission of a referral and through the evaluation process. If families are not contacted by the agency referred to within 15 days of the submission of a referral, the LFP staff will communicate with external agencies as appropriate, with the family's consent.
6. Call San Francisco Inclusion Networks and/or Mental Health unit to get their guidance and support for a child with an IEP. If a child does not qualify for an IEP, still call SFIN - San Francisco Inclusion Networks, seek support for teachers' daily activities that will help the child's learning.
7. Incorporate IEP and suggested activities into the daily activity plan given that the school has the capacity and resources to do so.
8. Refer the child to other preschool centers if the school is unable to reasonably accommodate the needs of the child.

### **Modification/Amendment of Handbook**

LFP reserves the right to modify and/or amend this handbook upon thirty days written notice; provided, however, that any changes in the government-subsidized reimbursement rates shall be effective immediately and do not require any prior notice to Parent. Modifications or amendments to this handbook do not require parent consent.

### **PARENT HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have received an email copy of the Little Footprints Preschool Parent Handbook. I also know that I can access this document at [littlefootprintspreschool.com](http://littlefootprintspreschool.com) under parent portal.

I understand it is my responsibility to familiarize myself with the content of the Parent Handbook and I agree to follow the provisions and other policies/rules of LFP. I also had the opportunity to ask the admin staff for clarification.

I further understand and acknowledge that the preschool may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Parent Handbook supersedes and replaces any and all other handbooks or documents previously distributed to me by LFP.

Parents are required to read the Parent Handbook in its entirety. By initialing next to each of the bullet points below, you signify that you have specifically paid close attention to the following sections of the Parent Handbook.

Initial

- \_\_\_\_\_ Admission and Operation Information
- \_\_\_\_\_ Deposit, Tuition, Fees, Withdrawal/Termination
- \_\_\_\_\_ Health and Safety
- \_\_\_\_\_ Communication
- \_\_\_\_\_ Center Policies
- \_\_\_\_\_ Inclusion
- \_\_\_\_\_ Modification/Amendment of Handbook

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Name (Print): \_\_\_\_\_

Parents Signature: \_\_\_\_\_

LFP Staff Name (Print): \_\_\_\_\_

LFP Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_