



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

Sacramento Adventist Academy
Early Childhood Education Center
5601 Winding Way Carmichael, CA 95608
License # 343616158
Phone: 916-481-2300



Parent Handbook

Hours of Operation

Full Day Program	M-F	7:00 AM – 6:00 PM
Morning Program		8:00 AM – 12:30PM

Part Time Two and Three Day Programs Available by Arrangement

WELCOME & INTRODUCTION

Welcome to Sacramento Adventist Academy Early Childhood Education Center! A Christian preschool that provides caring, quality, child-focused, and affordable care for children ages 2 yrs. through 6 yrs. It is registered and licensed under the State of California and abides by a nondiscriminatory policy of admission, extending equal rights, privileges, programs and activities to all its students.

We provide an environment with materials that cultivate the child's emotional, social, spiritual, intellectual and physical development. We offer an individualized curriculum in which the child learns through hands on exploring and experiencing, thus cultivating a love of learning and building a foundation for future learning.

Our classroom offers a warm and caring place for children to experience independence, social interactions and grow in confidence through learning about respect for self, others, and the world around them.

Children will receive exposure to shapes, colors, numbers and letters as well as the celebration of birthdays and holidays. They will explore music, language and science and will be encouraged to express themselves through art with painting, cutting, gluing, coloring and other developmentally appropriate activities.

This handbook presents the philosophy, policies, programs and procedures of the school. For our program to achieve optimum success, we recommend a strong commitment on the part of the parents to not only understand the principles behind our program, but to carry that philosophy into the home.

The administration and staff will be happy to discuss with you any questions you have regarding our program.

Please read this handbook carefully. Then sign and return the acknowledgment page to validate that you have read, understood, and agree to abide by our school's policies and procedures.

Thank you!

PHILOSOPHY

Every child is a unique, special and creative individual of great value designed for a specific purpose of God. By providing a warm, secure environment, we hope to nurture the entire well-being of your child – intellectually, physically, socially, and spiritually and develop within each child a feeling love and respect for self and others, as well as a lifelong love of learning.

MISSION

The mission of the Sacramento Adventist Academy Early Childhood Education Center is to provide a nurturing, creative, and warm Christ-centered environment where children will be prepared for successful life-long learning and service.

GOALS

Our goals include but are not limited to:

1. To establish an awareness of individuality and create a positive personal self-identity.
2. To encourage self-control and self-discipline.
3. To expand freedom of choice and proper decision-making within reasonable limits and encourage problem solving.
4. To establish an awareness and love for God and respect for creation.
5. To encourage creativity and self-expression.
6. To promote curiosity about and an awareness of the world in which we live.
7. To develop language and conceptual skills.
8. To provide appropriate play experiences that contribute to the developmental needs of each individual child.
9. To develop fine and gross motor skills.
10. To build good health habits and manners.
11. To provide experiences that will stimulate a sense of personal responsibility and an awareness of the rights of others.
12. To build a community with families, sharing ideas and concerns about the growth and development of their children in our care.

PROGRAM

Sacramento Adventist Academy Early Childhood Education Center is a year around program. The school is closed for specified holidays and other school closure days. A current yearly calendar with specific closure days is included in your enrollment packet and posted on the Parent Board. A 30 day notice will be given for any closure changes.

We send a monthly newsletter and class calendar showing general themes, activities and planned events. Please keep yourself informed by referring to this on a regular basis. Also see the Parent Board in the classroom for all important updated information.

AGE REQUIREMENT

Sacramento Adventist Academy Early Childhood Education Center enrolls children ages 2 years through 6 years of age. Our program is open to all eligible children without regard to race, color, sex or religion.

DAYS & HOURS OF OPERATION

Sacramento Adventist Academy Preschool's hours of operation are Monday through Friday from 7:00 AM to 6:00 PM.

Full Day Programs are from 7:00 AM to 6:00 PM

Half Day Programs are from 8:00 AM to 12:30 PM

Part Time two and three day programs are available by arrangement.

DAILY SCHEDULE

Our daily schedule of activities for each class is posted on the Parent Board in the classroom and is given out in your initial enrollment packet. The daily schedule is subject to vary according to special occasions or events.

FOOD SERVICE PROVISIONS

Snacks are provided by the preschool twice a day; morning AM snack and afternoon PM snack and may consist of fruits, crackers, juice, or other healthful seasonal foods. Snack menus are posted for parents at least one week in advance.

At snack time children are encouraged to serve themselves and are taught and encouraged to use good table manners. Fresh water is always available to children through the day.

Parents of children with food allergies or special nutritional needs should provide their child with their own special snacks and document the needs with the teacher and the director prior to the first day of attendance.

Students should bring their own lunches in a container marked with their name. All children should have a small clean cloth placemat, napkin and appropriate silverware in their lunch each day. Please choose nutritious items. We strive to teacher children habit of good health, and encourage them to eat their "grow food". So we prohibit any sodas or desert items in lunches.

Utilize containers, which allow your child to open and close on their own and please peel or cut any fruit ahead of time that children would need help with. Teachers will sit with the children encouraging and modeling table manners, as well as encourage children to eat their "grow" food first before eating desserts.

Make sure your child eats a nutritious breakfast before coming to school. What your child eats for breakfast affects his/her ability to learn for the rest of the day. If your child comes very early, they may bring their breakfast to eat at school after arranging with the staff.

NAP TIME

Daily nap/rest time will be provided in the early afternoon for all Full Day children. If your child is staying for a full day program please supply a blanket and a crib sheet (with child's name on it) that can be left at school for the week. Special items such as stuffed animals or personal blankies are welcome for your child's comfort as needed. Bedding is to be taken home every week to be laundered. A comfortable cot will be provided for each child.

Children who don't normally nap are required to rest quietly for a short time until the others are asleep and then may participate in quiet activities as arranged.

FIELD TRIPS/SPECIAL ACTIVITIES & TRANSPORTATION ARRANGEMENT

Sacramento Adventist Academy Early Childhood Education Center is always concerned with your child's safety at school and on any educational field trip we may take. Therefore, if we do take a field trip or have special planned activities, you will be informed in advance. If we are leaving the school campus, you will be asked to complete a permission slip for your child to participate.

When required, parents will be asked to drive their own children on trips. If a parent cannot come on the trip, all authorized drivers and chaperones will have a valid driver's license, proof of insurance and will have had a volunteer background check clearance as required by Sacramento Adventist Academy.

All children must have a car safety seat in accordance with the state law.

CHILDREN'S RIGHTS

Each child shall have rights which include, but are not limited to, to the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interfere with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to address and telephone number of the complaint receiving unit of the licensing agency and information regarding confidentiality.
5. Not to be locked in any room, building, or facility premises by day or night.
6. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

PARENTS' RIGHTS

As a parent/representative, you have to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or to take your child from the child care center, provided you have shown certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request of the name and type of association to the child care center for any adult who have seen granted a criminal record exemption, and that the name of the person may be obtained by contacting the local licensing office.
Department of Social Services, Community Care Licensing
8875 Folsom Blvd. Suite 200 Sacramento, Ca
8. Receive, from the licensee, the Caregiver Background Check.

Note: California State law provides that the licensee may deny access to the child care center to a parent, authorized representative if he behavior of the parent/authorized representative poses a risk to children in care.

IMMUNIZATION REQUIREMENTS

Immunization requirements for the State of California apply and proof of such immunization should be submitted before your child's first day.

MEDICAL ASSESSMENT, IMMUNIZATION & T. B. REQUIREMENTS

Physical examinations are required of all students upon entering the school for the first time. Proof of Immunizations is required before the start date.

Prior to or within 30 calendar days before enrollment, a physician's report (LIC 701) must be completed by a licensed physician. The report will be considered current if it is within a year of enrollment date and will be kept in the child's personal file.

All students must have an up-to-date T.B. test record and must be free from any communicable diseases

IDENTIFICATION AND EMERGENCY INFORMATION

The Identification and Emergency Information (LIC 700) form must be completed by the parent or guardian prior to enrollment. A new form needs to be submitted if any of the information changes. Forms can be obtained from the Center director. This form will be kept in the child's file. For the safety of your child, please be sure to inform the school of any changes to your contact information or anyone else who is on your child's emergency forms.

MEDICATION POLICY/PLAN

The Center staff will assist students who require medication (including Advil, Tylenol, and other over-the-counter medications) during the regular school day as prescribed by a physician with the following on file:

- a. Written statement/prescription from child's physician detailing the time schedule, amount and method by which medication is to be taken.
- b. A written consent (LIC9221) from the parent or guardian of the student indicating the desire that the school personnel administer prescription or over-the-counter medications.

Medications must be delivered to the school in the original container bearing the original prescription label. This label is to contain the name and place of business of the seller, the prescription number and the date of such prescription, the name of the drug and for whom such drug is prescribed, the name of the physician who prescribed the drug and must state directions for use as prescribed by the physician. Over-the-counter

medications shall be in the original labeled container. Any expired medications will not be administered and will be sent home.

Please do not send medication in a student's lunch or back pack, nor leave it in their cubby. All medication must be given directly to the teacher available after the appropriate paperwork has been filled out.

SICK/ILLNESS POLICY

Other arrangements for care must be made if a child is ill. This is in consideration of the ill child as well as other children and staff in the Center. Should a child become ill or injured while attending the Center, notification will be made immediately. Parents are required to make arrangements in a timely manner to have their child picked up within 30 minutes in all but life threatening situations. In life threatening situations 911 will also be contacted. All fees will remain the same at this time. Children should be kept home if they exhibit one or more of the following signs:

1. Fever at or above 100° F.
2. Abdominal symptoms of vomiting, diarrhea or pain.
3. Upper respiratory symptoms of sore throat, excessive coughing, difficulty breathing, excessive nasal discharge, or ear involvement.
4. Symptoms of conjunctivitis (pinkeye) or any discharge from an eye.
5. Head lice.

Children will be readmitted to school after 24 hrs fever and medication free. A child will not be excluded with signs of common cold unless accompanied by one of the signs indicated above including unusual fussiness, persistent crying and/or non-participation. Children must be able to participate in preschool activities in a normal manner.

SIGN IN/SIGN OUT PROCEDURES

When children are being brought or picked up from preschool, a parent or child's representative (must be 18 yrs. or older) are required to sign your child in and out with Full Signature. (both first and last name) This is a state law. There is a \$10. fine for anytime a sign in or out is not done. The parent must also walk their child into the classroom where the teacher will

greet them and do a morning well check. Any important information regarding the child can be discussed with the teacher at that time or written in the Parent Log Book.

A child will not be released to anyone but their parent, unless the individual's name is listed on the child's identification and emergency information form or we are informed in advance. This person must be able to show identification before the child will be released. You may telephone an authorization if a situation arises in short notice making it impossible for you to come for your child. Children become accustomed to daily routines. Please pick up your child on time. Late fees apply. \$1.00 per minute past program pick up time.

BIRTHDAYS & FOOD SHARING ON SPECIAL OCCASIONS

Birthdays are exciting to young children. Parents wishing to provide a special snack or lunch for their child's class on their birthday are welcome to do so. Please arrange in advance with the preschool teacher and director. The staff will be sure your child has a special day to honor this celebration.

Food Guidelines: Cupcakes, cookies etc are all welcome at this time. All food brought to preschool to share with children on special occasions must be store-bought and labeled. We request you send food that does not contain meat. Also, please send food without nuts due to severe allergies in some children.

We feel that it is important to protect the feelings of all the children at school—therefore, invitations to birthday parties that do not include the whole class should not come to school. We can provide you with an address list or give them to the director to pass out directly to parents.

BEHAVIOR MANAGEMENT

Positive reinforcement and redirection are the primary methods used in our program for behavior management. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Redirection is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through:

1. Prevention – trying to avoid problems before they arise by good classroom planning on the part of the staff.

2. Redirection – moving the child's attention from the disruptive behavior to an activity which is acceptable.
3. Discussing outcomes – making certain the child understands the consequences if he or she persists in unacceptable behavior.
4. "Take-a-Break" – giving the child space apart from the group to gain self-control, while discussing outcomes and better choices with them.

The following behaviors are not acceptable:

1. Disrupting the program.
2. Endangering the health or safety of other children or staff.
3. Continuous refusal to follow acceptable rules of behavior.
4. Bullying of any kind whether racial, verbal or physical.
5. Biting (3 or more times leaving a mark on another child's body can be grounds for dismissal from preschool)

If several attempts at redirection have failed, the director will work in conjunction with the staff and parents to form a plan to help the child become successful. The school does reserves the right to dismiss the child at any time if, in their opinion, the child's needs can no longer be met and the behavioral plan is not working.

Staff will always encourage appropriate behavior by using the 3 R's: Respect for self, Respect for others, and Responsibility for your actions. Our success depends on parent involvement and it is important to be a positive role model for children so children are clear what is expected of them.

Through behavior management, children's rights are always respected. We respect the right of the child and understand that each child is individually created by God for a special purpose and will be treated as such with love, kindness and respect in all dealings.

DISMISSAL

Our staff is willing to join with parents as a team to work together toward the best interest of each child. If there are behavioral issues, the teacher will communicate with the parent and discuss expectations and formulate a plan for correction. If behavioral improvement is not notable, a meeting (of the parent, teacher and director) will be called to discuss further outcomes. In some cases, we may need to request that your child withdraw from

preschool. We will do everything we can to make preschool a positive experience for your child as well as the other children.

As a general rule, dismissal is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not voluntarily withdraw the student. We recognize that our program cannot meet the needs of every family. Parents who are unhappy with the program are encouraged to find one that better suits their needs and philosophy. Also, if an account is delinquent for more than 30 days, a student may be asked to withdraw or be dismissed.

CLOTHING

Dress your child in play clothes that may get dirty. Many times getting dirty and/or wet is just a part of exploring and learning. All clothes and shoes should encourage self-help. Many trips to the bathroom are delayed and accidents happen because a child cannot remove clothing easily.

We will go outdoors every day, as weather permits. Please dress your child in suitable outdoor clothing. Heavy coats in the winter are a must. Hats and sunglasses in the summer are encouraged. Play shoes are recommended. Please no thongs or floppy sandals. Sandals must have backs on them so they will stay on.

Each child should have a labeled change of clothing appropriate for the season left in his/her cubby. These are to be left at preschool in case the need for clean clothes arises. Preschool can be a very fun yet messy place!

CONFIDENTIALITY

Sacramento Adventist Academy Early Education Center has strict confidentiality with regard to all family and staff records. Files are maintained in confidence and kept in a locked file cabinet. Only those who are directly involved with serving the children will have access to these records. The preschool will release NO information unless given written permission from the family. The preschool takes photos of the children in the classroom for projects, newsletters, and for our school website. A photo release form is provided to ensure written permission from parents for this purpose.

REPORTING CHILD ABUSE

Each of our staff is a Child Abuse Mandated Reporter.

Failure to report suspected child abuse by a mandated reporter (teachers and childcare providers) within 36 hours, is a misdemeanor punishable in jail and/or a \$1,000 fine.

Abuse usually includes, but is not limited to, neglect, sexual abuse, physical and emotional abuse. Suspected abuse will be reported to the appropriate agency. It is then the agency's responsibility to determine if abuse has occurred.

Please communicate any injury/accident or mark that your child has had so that our staff can care for children appropriately.

ACCIDENTS & INJURIES

When an accident or injury occurs at school, all staff are CPR and First Aid trained and will act immediately to administer emergency procedures.

If an injury is superficial, or an accident appears to be minor in nature, the responsible staff will fill out an "Ouch" report for the parent's information and send home.

If it appears that an accident may lead to future medical complications, or it becomes serious, the child needs to be medically examined. In such a situation, the following procedures are required:

1. A trained staff member will carry out immediate first aid.
2. The director/teacher in charge will contact the parent/guardians via the telephone.
3. If parents/guardians or the alternate emergency number cannot be reached, the director/teacher will have the authority to call 911 for treatment and or transportation to the hospital according to the parents prior consent. (LIC 627) A staff member will accompany the injured child, with the child's health information file to the hospital and stay until the parent arrives.
4. In some emergency situations, the staff may contact the local emergency before calling the parent (e.g. cessation of breathing). A trained staff member will administer CPR if necessary and monitor vital signs.

Please keep emergency contact information up to date for the safety of your child!

PARENTS GRIEVANCES

If a parent has a grievance with the program or specific staff member, the parent should arrange to discuss the problem first privately with the teacher. If a satisfactory solution is not found, the problem can then be addressed to the Director. When any parent's behavior poses a threat to the health and safety of the children, then entrance is denied, and/or the proper authorities will be called. Respectful behavior is expected by everyone.

LOST & FOUND

Lost and found items are only kept briefly. Remember to LABEL EVERYTHING! Please do not allow your child to bring important or valuable things to school such as jewelry or money, etc. as they can be easily lost. Sacramento Adventist Academy Early Childhood Education Center is not responsible for damage to personal property or for lost articles. The parent assumes full responsibility for all items sent to school with their child.

SHARE DAYS

"Share" Day is typically on Thursday. It generally will coordinate with the sound or color of the week or a themed activity. This is a chance to help extend your child's learning through sharing a special item from home. Share Items must fit in the Share Box and remain there until Circle Time.

Other than Share Days, toys and personal items are asked to be left home. Toys from home can be lost, fought over and broken. Children will be free to focus on the planned activities and classroom materials if they are not distracted by toys from home.

A soft naptime toy or comforting item is allowed to be used during naptime as long as the item does not cause general distraction.

SPECIAL NEEDS

If your child has special needs parents should make these needs known to the teacher and director at registration and a plan of action must be discussed and an agreement put in writing before the child attends and it is determined whether or not the child's needs can be met in our program.

SPECIAL DIETARY AND ALLERGY NEEDS

Arrangements must be made in writing and the staff must be notified of such needs before a child begins attendance. If restricted dietary adjustment must be followed it may be necessary for alternate snacks to be sent from home.

RATE AND POLICY CHANGES

As requirements by state regulation, parents will be notified in writing 30 days before policy, rate or programs change.

PROGRAM ORIENTATION

It is easier for the child and parent if both have visited the school prior to the first day of school. The child's anxiety is somewhat relieved if the opportunity is given to become familiar with the teacher and surroundings. A play visit or two with a parent is encouraged in order for children to transition smoothly.

FIRE AND EMERGENCY PROCEDURES

A fire extinguisher is maintained and located in a prominent location within the school. Practice fire and emergency drills are conducted on a regular basis. Under the direction of the staff, children will evacuate the building and/or be re-located to a safe location and remain in the designated safe zone until it is safe to re-enter.

If the children are moved to another location, parents and/or other emergency contact will be notified immediately.

IN-SERVICE TRAINING AND WORK/PREP DAYS

Continuous staff training and prep/work days help individual teachers, and the staff group as a whole to maintain an appropriate skill base and quality of care of the children. All staff members are encouraged to maintain their professional development and care of their classrooms. They are required

to attend staff meetings, self-appraisals, and in-service trainings and ECE workshops and retreats as required by the NCC Office of Education and the Pacific Union Conference. Usually, in-service meetings are conducted by different guest speakers invited to discuss or talk about a particular topic selected by the NCC ECEC Office and or suggested by the ECEC directors and staff under the Northern California Conference.

Sacramento Adventist Academy Early Education Center provides funding for teachers to attend workshops, seminars, etc. throughout the school year as well as time for work and preparation in the classrooms.

We require training of our staff for the following reasons:

1. To ensure that staff have the skills, knowledge and understanding to meet the needs of your child.
2. To address the needs of the preschool.
3. To help staff members achieve their potential.
4. To maintain a high quality program where the children and staff want to be!

ADMISSION AND ENROLLEMENT POLICY

Prior to your child's first day, Sacramento Adventist Academy Early Child Education Center requires:

1. An informal interview and visit with a representative of the child.
2. A completed enrollment packet.
3. Child's immunization record.
4. Enrollment Fee and 1st Month's Tuition in Advance

California State Law requires each child must have received a physical exam, (within 30 days or enrollment)

We have a probation period of four weeks during which the child will be observed to make sure that his/her needs can be met and that the child and family fit well with program.

In all cases, Sacramento Adventist Academy Early Childhood Education Center reserves the right to determine, at its sole discretion, whether or not to select a student for admission, or to re-enroll a student.

When there are more candidates than available openings, the school establishes a Wait List of families. As openings occur, students will be selected from the Wait List based on the match between the needs of the student and family, the needs of the school, and the overall profile of the school. All new students are admitted on a probationary basis for the first four weeks. Both teachers and parents may request a conference to assess the child's progress at anytime. This probationary period may be extended at the school's discretion.

WITHDRAWAL POLICY

30 Day written notice is required to withdraw from our program. All fees incurred during that time apply.

SUPPLEMENTARY SERVICES

Sacramento Adventist Academy Early Childhood Education Center does not offer extra services other than what is specified in this handbook.