Parent Handbook

PRINCE OF PEACE PRESCHOOL & TK
38451 Fremont Blvd.
Fremont, CA 94536
(510) 456-4280

“Jesus called the little children to him and said, ‘Let the little children come to me and do not hinder them for the kingdom of God belongs to such as these.’” Luke 18:16

We accept children from 2 to 5 years of age

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MISSION STATEMENT

The early childhood program at Prince of Peace is committed to the whole child by providing learning activities that are developmentally appropriate in a challenging, creative, Christian environment. Our program fosters each child in the areas of physical, emotional, social, and spiritual growth.

We believe a child's play is their work and they learn by doing. A child's discovery is concrete and is based on experiment and discovery with hands-on materials. Our classrooms are set up with learning centers and provide opportunities for children to explore all areas. A child goes through stages of development with which they each have their own individual patterns of growth, personality, and learning style.

While Prince of Peace teaches and lives the Christian faith, families of all faiths are welcome.

OUR STAFF

Our teaching staff is comprised of experienced, qualified teachers and support staff. Our Early Childhood Program maintains a maximum teacher-to-child ratio of 1:10 in each of our 3 to 5-year-old classrooms. For the 2 to 3-year-old room we maintain a 1:6 ratio.

Our staff will regularly assess ALL students to ensure our program meets the child's physical, emotional, social, and spiritual needs. We reserve the right to withdraw the child from our program and terminate the contract with the Parent/Guardian at any time, for any reason.

We will never use corporal punishment or violate personal rights in accordance with [CCR TITLE 22, SECTION 101223].

ADMISSION POLICIES

ENROLLMENT FORMS

- Current Immunization Records
- Signed Parent Rights Form
- Signed Personal Rights Form
- Physician's Report Form (signed by a physician)
- Pre-Admissions Health History
- Identification and Emergency Information Form
- Signed Admissions Agreement
- Tuition Fee Structure Agreement
- Consent for Medical Treatment Form
- Student Emergency Info, Parent Handbook form, Parent Participation form, Parent Volunteer form, Arrival/Departure form, Nut Free form and enrollment in FACTS tuition program.
- Application Addendum

Please submit these forms in person to Miss Martha. You may contact Miss Martha at mlarkin@popfremont.org or by calling the Preschool office at 510-456-4280 between the hours of 9:00am – 2:00pm.

ENROLLMENT ACCEPTANCE

Students are accepted for enrollment in the following order:

1. Children of families who are currently enrolled and their siblings
2. Staff children
3. Children of Prince of Peace Lutheran Church members
4. All others (according to the date their application is received, availability in the class for their age group, and other internal criteria)

Re-Enrollment begins in February.
Open enrollment begins in February.

CHECKING IN AND OUT

California State Licensing requires that each child be checked in and out each time the child attends class. Parent/Guardian are required to check in at the time of arrival and departure. ***Failure to do so can result in a fine of $100 per missing signature, which will be passed on to the Parent/Guardian who fails to comply.***

EARTHQUAKE/EMERGENCY KITS

At the time of enrollment, we will provide each child with an earthquake/emergency kit that will be kept at the school in case of an emergency. These kits are good for three years. ***If your child requires rescue medication, you must provide two sets of medication. One for the office and one for our emergency backpack***. This should include the medication in its **original packaging** with a **label indicating administration instructions, dosage, and your child's name**. A Plan of Action should also be included.

All medications MUST be up to date and not expired.

AUTHORIZED PICK-UP

When enrolling your child in our program, a Parent/Guardian must register the names of person(s) **(age 18+)** authorized to pick up their child. It is the Parent/Guardian's responsibility to inform the preschool, ***in writing***, of any changes in the names of person(s) authorized. ***We will release children to authorized person(s) only***.

Photo identification will be requested and copied before your child is released. If someone other than an authorized person is picking up your child, **please notify us in writing**. In the event of a divorce, separation, or joint custody ruling, both parents will be granted equal access to their child unless legal documentation is provided.
If someone new (whose name is not on the emergency list) comes to pick up your child and we have not been notified in writing, **your child will not be released** until the following procedures have been followed:

- Identification is provided and verified.
- The parents are contacted by phone.

All court orders, written permission release notes from parents, and information on your child's release are placed in the child's file.

LATE PICK-UP or EARLY DROP-OFF

Extended care (early or late) can be scheduled at a rate of $15.00 per increment of 30 minutes. When using extended care, it ***MUST be scheduled at least 1 week in advance with the preschool office*** (in writing) so staffing arrangements can be made.
There is no refund for scheduled time that is not used. We do not offer a grace period past pick up time. If your child is not picked up at their scheduled time, you will be charged the above rate of $15.00 for ANY portion of 30 minutes that is used.

In the event a child is still here after closing (6:00pm or 11:30am or 3 pm on Early Dismissal days) you will be charged ***$5.00 per minute*** until your child is picked up.

If there has been no notification from the parent, the following steps will be taken:

1. Attempts will be made to contact parents at work, home, or school.
2. We will contact person(s) listed on emergency contact and authorization form.
3. If no contact has been made with an authorized person within 30 minutes of closing, the **Fremont Police Department/Child Protection Services will be contacted.**

If you are going to be late, we ask you call our office **and** Brightwheel us right away to notify your child's teacher.

REGISTRATION FEE

A non-refundable registration fee of $250 (per student) will be required upon enrollment/acceptance into our program. This annual registration fee is due at the time of re-enrollment for each new year.

MATERIALS FEE

Due to the cost of materials, an annual non-refundable fee will be charged per child. This fee will cover the costs of your child's school T-shirt, portfolios, miscellaneous events, projects, and supplies needed throughout the year to support our current curriculum.

FACTS TUITION PAYMENT PROGRAM

FACTS will charge an annual enrollment fee per family. This fee will cover the costs of processing your tuition throughout the school year.

All payments, tuition and fees will be collected through FACTS tuition collection company. We do not accept cash, checks, or credit cards.

In August of each year, prior to the beginning of the school year, you may opt to have the total annual amount deducted from your account.

The Preschool ***NO LONGER*** gives 5% discount for tuition paid in full. Grants only applied to K-8th and NOT the preschool.

- ALL preschool payments ***MUST begin in August and end in full by May*** of the current school year and are paid through FACTS, our tuition collection company. We do not accept payments via any other method.

FACTS TUITION PAYMENT PROGRAM (cont.)

Your first month's tuition, materials fee, nap items (if necessary), and FACTS collection enrollment fee will be collected with your first payment. Subsequent monthly payments will be deducted automatically per the payment plan you set up.

Any changes to your child's program after the beginning of admissions will incur a $35 processing fee. ***Changes must be made in writing and 30 days in advance***.

If your child enrolls in our program after the beginning of the year, the annual tuition will be pro-rated to reflect the remaining percentage of the program and then divided over the number of weeks remaining as defined by the school until the last billing date of the school year. All potty-training fees, extended care fees, and other related fees will be deducted monthly through our FACTS collection company.

LATE PAYMENTS

Should late or decline payments occur, a $35 late payment fee will be charged to your account. If your account becomes 30+ days past due, your child's attendance will be suspended until full payment is received.

We realize that there are special circumstances in which payments are delayed. In this case, please speak with the Preschool Director and/or Miss Lorena to make alternate arrangements. If arrangements have not been made and your account remains unpaid, *your child's enrollment **will be** terminated*. Your account will then be submitted to a collection agency with collection costs added to the account.

ATTENDANCE POLICIES

If your child is going to be absent or tardy, please notify the preschool office via email or call 1-510-456-4280. There will be no credit or refund given for absences for any reason.

TARDINESS POLICIES

We are a **PRESCHOOL** and not a drop-in center. Our classes begin at 8:30am each morning. Dropping off your child after 8:30am becomes VERY disruptive for staff and other students.

If your child arrives late (after 8:30am) on a continuous basis, we may send your child home for the day. They are welcome to return the following (scheduled) school day. ***If TARDINESS continues***, you will need to meet with Miss Elizabeth to determine the best course of action.

VACATIONS

If you choose to take a vacation during the school year, vacation credit or refund will not be given. If you are planning an extended vacation, you are required to pay tuition for your child's spot to be held. Vacation notification should be submitted to the office (in writing) at least two weeks in advance.

WITHDRAWALS

If for any reason you need to withdraw from our program mid-year, we require a ***30-day written notice***. Your remaining tuition will be calculated according to the percentage of the program you have used plus the 30 days.

GENERAL INFORMATION

SCHOOL CALENDAR

Our calendar follows the Prince of Peace Christian School's calendar as closely as possible. Our calendar is published at the beginning of the school year. You will receive one in August at Parent Orientation.

PARKING LOT SAFETY

For the safety of the children in our program, we ask that you read and follow the parking lot rules.

1. ***DO NOT*** *park in the turnaround, handicap spaces (without permit) or in the fire lane.*
2. There is another parking lot on the East side of the church. Please plan on parking there and walking your child over to the preschool.
3. ***You must always have control of your child***. Please hold their hands.
4. Never leave a child in a car unattended.

PARENT PARTICIPATION

We value a working relationship with parents and want parents to be a part of their child's preschool experience. We require each *2-parent family to volunteer for 10 hours and single-parent families to volunteer 7 hours* ***each semester***. Hours **do not carry over** to the next semester unless specified by the preschool office in advance. These hours must be completed and logged **(by you the parent)** by mid-January and by mid-May. Exact due dates will be posted on the school calendar. There are many opportunities throughout the year to complete your parent hours. ***If you do not complete or log your parent hours, you will be billed at a rate of $25 per hour.***

Yes, you may work your Parent Hours at the Preschool, the K-8th or the Church.

PARENT PARTICIPATION IMMUNIZATION REQUIREMENTS

(For parents in the classroom on a regular basis, only)
In accordance with Community Care Licensing requirements and Senate Bill No 792**, all staff and volunteers** are required to show proof of immunization for the following:

- Immunization for influenza (optional)
- Immunization for pertussis
- Immunization for measles
- a current, negative TB test

PARENT PARTICIPATION OPPORTUNITIES

Teacher Helper/Art Helper /Classroom Helper/Workdays/Take projects home to prepare for the children, SCRIP purchases. ***Please remember, it is your responsibility to record complete hours before their due date.***

RAISED RIGHT (formerly SCRIP)

RAISED RIGHT is a fundraising effort that takes advantage of your regular shopping. RAISED RIGHT gift cards can be purchased at the ***elementary school office*** and used to pay for many regular items you generally purchase such as groceries, hardware, lunches, etc. **Every $100 spent qualifies for 1 Parent Participation** hour**.** A percentage of what you spend is returned to Prince of Peace from the retailer.

PARENT COMMUNICATION (Brightwheel)

For your child's preschool experience to be successful, it is necessary that home and school stay in communication with each other. Communication between parents and teachers will enhance the feeling of partnership in the education of your child.

We are committed to working with you to provide a loving Christian environment that is the best match for your child's developmental needs.

We will share any concerns we have with you as they arise. It is also important that you share any concerns you may have with us (i.e., change in the family's routine).

We encourage your input and urge you to speak with your child's teacher ***(during their normal working hours)*** and the director with any suggestions or important information that could aid us in the care of your child. We are happy to discuss information about your child's day with you whenever it is possible and look forward to getting to know each of our families.

We will utilize ***Brightwheel*** and email for communications. Please always email the office for any administrative needs. Become accustomed to checking your email and Brightwheel regularly. You may also refer to the school calendar for important dates and events.

Each Friday you will receive an email titled, ***"Friday Update."*** This will give you updates for the weeks to come and information on special events.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year. Please check the calendar for dates so that you can set aside some time to discuss your child's progress. We ***will not*** be able to reschedule conferences if you are unable to attend, but you will receive your child's assessments for your records. You may also use Brightwheel to communicate with your child's teacher regarding any questions or concerns. ***Please keep in mind, teachers are not available for private conversations when they are teaching or supervising the children.*** If at any time you feel you need to speak to your child's teacher in depth, please set up an appointment through Brightwheel and arrangements can be made.

KINDERGARTEN PROMOTION CEREMONY

Children who will be entering kindergarten in the fall or will be ***turning 5 as of 9/1*** will be eligible to participate in the kindergarten promotion ceremony on the last day of school. Children moving on to TK will not participate in the graduation ceremony.

LUNCH, SNACKS, AND BIRTHDAY TREATS

- Lunch and a morning and afternoon snack will need to be provided from home. We have a microwave to warm up children's lunches for 30-60 seconds. Please do not send uncooked food. We do NOT have an oven or a stove in the Preschool. Please do not pack sweets (candy, cookies, cupcakes. etc.) - **they will be sent home**. We are teaching your child the value of nutrition.
- We also offer a hot lunch option through ***Choice Lunch***. Visit: **choicelunch.com** to set up your account. We will have emergency ***snacks*** (NOT LUNCH) on-site for those occasions that you may forget.
- If your child has allergies, we ask that you bring a special snack that can be left in the freezer or kitchen so that your child may enjoy a treat with the other children when celebrating birthdays.

We are a nut-free school. Please do not pack anything containing nuts.

OUTSIDE TIME

Children will participate in outside activities throughout the day. They will be encouraged to participate in a wide range of activities. It is important your child is dressed appropriately for this time of day**.** ***Open-toed shoes OR slip-on shoes (boots, crocs, etc.) are NOT allowed.***

BIBLE TIME

Our purpose is to always maintain a Christian environment where children are allowed to grow spiritually, physically, emotionally and socially. We teach the children the love God has for them through daily Bible lessons and prayer. Once a week, all children ages 3-5 in extended day, full day or morning programs, will attend chapel in the sanctuary with our elementary and junior high school students. Children must arrive by 8:20am to attend Chapel. ***Children arriving after 8:20 am will stay at the preschool with a designated teacher***.

STUDENT PORTFOLIO

An on-going portfolio is kept for each child in our program. During the school year, samples of work will be kept, notes will be taken, and individual assessments will be done for each child. The purpose of these assessments is to monitor progress in all areas of development. This information will be shared with parents during the parent/teacher conference held toward the end of the school year.

POTTY TRAINING

Children in the 3–5-year-old classrooms ***must be fully potty trained***; however, assistance may be given in the first month of attendance if necessary.

A monthly fee of $180 will be added to your monthly tuition if assistance is needed with potty training in our 3-5-year-old rooms.

Once the preschool staff has determined that a child is fully potty trained, the fee will no longer be charged to your account.

POTTY TRAINING (continued)

If your 3-5-year-old continues to have difficulty potty training, Miss Elizabeth will meet with you to develop a plan of action.
Parents in our Rainbow class are responsible for supplying pull-ups, wipes and extra clothing. ***All supplies need to be clearly marked with the child's name and restocked as needed.***

NAP TIME

Nap time is optional and not forced for children who are 4-5 years old. All students in the Rainbow class must nap. If a child is not napping, they are invited to participate in our afternoon class activity.
For children who nap, 2 sheets, 2 blankets, and a nap bin must be purchased from the office. A total of $85.00 we be added to your FACTS account. One set of sheets and blankets will be sent home at the end of each week to be laundered.

APPROPRIATE DRESS

Please dress your child appropriately for the weather, art activities and outdoor play. We are not responsible for lost, soiled or ruined clothing. It is important to provide your child with at least one change of clothing (this should include socks, underwear, pants, shirts, and shoes) and must fit in your child's cubby container. ***All clothing and shoes, must be clearly marked with your child's name.***

Your child should be able to manage clothing independently. Belts and overalls are not suggested. Socks and shoes that securely fit are a must. Shoes such as flip-flops, jellies, boots, any type of slip-on (such as crocs) or open-toed shoes limit the children's activities and ***are not allowed***. Please leave all jewelry at home as this can be a safety concern.

DISCIPLINE

Discipline is a "process." This process includes modeling positive reinforcement, redirection, communication, and direction about what is appropriate and inappropriate. Prince of Peace Preschool uses the ***Bucket Filling approach to discipline***. If you would like more information on this method, please speak with the preschool director.
Discipline is meant to be clearly understood by the child. Explanation is given to the child before and at the time of any action. Staff will always use positive statements when changing unacceptable behavior, your child will be redirected to another activity or asked to sit and observe until they have regained control of their actions. If the child's behavior remains unacceptable, we will contact you by telephone to discuss behavior and or set a time to meet in person.

If inappropriate behavior persists, the following steps will be taken:

1. A conference will be scheduled.
2. A written Plan of Action will be developed and discussed.
3. A time frame will be given for behavior modification.

If behavior continues to persist, we will assist you in finding other arrangements more suitable for your child.

DISCIPLINE (cont.)

We reserve the right to withdraw the child from our program and terminate the contract with the Parent/Guardian at any time, for any reason.

We will never use corporal punishment or violate personal rights in accordance with [CCR TITLE 22, SECTION 101223].

BITING POLICY

Unfortunately, biting is not unexpected behavior in a childcare setting. Young children communicate through their behavior. Biting can be harmful and negatively impact other children and or staff. It is our goal to help identify the root cause of this behavior and resolve these issues. ***If a biting incident occurs, both sets of parents will be notified by phone and in writing.*** Names of the children are not shared with either parent.

The following steps will be taken:

For the child who was bitten:

- First aid will be given, the wound cleaned with soap and water, and if the skin is broken, a bandage will be applied.
- Parents will be notified.
- An Incident Report will be completed and placed in your child's lunch box.

For the child who bit:

- Our staff will reinforce, in a firm tone, that biting is NOT okay, and it hurts.
- The child will be asked to sit in a chair next to the teacher while the other child is cared for. We may involve your child in "helping their friend feel better" by getting and applying ice if the other child agrees with it.
- Once the bitten child is cared for and redirected to an activity, the teacher will reinforce that biting is NOT ok, and we don't hurt our friends.
- Your child's teacher will contact you and an Incident Report will be filled out and placed in your child's lunch box.
- Your child's teacher and the director will meet to put a Plan of Action in place to avoid any further incidents. This plan will be communicated to you by your child's teacher.

This plan would include:

- Your child's teachers will observe him/her to learn where, when, and in what situations biting occurs and adjustments will be made in the classroom as needed.
- One of your child's teachers will shadow your child to intervene and provide the tools he/she needs.
- We will suggest acceptable ways to express strong feelings and help your child learn to communicate his/her wants and needs by establishing words for setting limits, such as "no," "stop," or "that's mine."
- Make sure your child's schedule is routine, and transitions are predictable and consistent.

BITING POLICY (continued)

- We will reinforce positive behavior by acknowledging your child's appropriate words and actions and provide opportunities for your child to make positive choices and feel empowered.
- We will establish behavior expectations that are individual and age-appropriate for your child. You may also need to bring in a teething ring to help with the impulse to bite.

If Biting Continues:

- The administrative staff will observe the child if the classroom staff are unable to determine the cause and provide feedback and necessary support.
- The director will evaluate the ***biting log*** to determine the cause of the biting and make suggestions to the parents and teacher to stop the biting.
- We may request that you provide a teething ring or other appropriate teething toy.
- The director will schedule a conference with the parents and teachers to determine the next steps.

When Biting Becomes Excessive:

- After all preventative steps have been made by the staff members and if the child continues to bite, routinely, without progress, the director will call the parent to pick up the child for the remainder of the day.
- At that time, you will need to meet with the director to discuss next steps.
- Your child will be welcomed back into the program the next day.
- If biting continues and we are not successful in implementing a plan, we may need to re-assess your child's readiness and enrollment may be terminated.
- Enrollment may be reconsidered once your child has matured and has developed the skills necessary to be successful.

PHOTOGRAPHING YOUR CHILD

There will be times throughout the year when your child will be photographed and filmed. It is possible that these photos or videos may be posted to social media, used in publications, promotions, slideshows or articles about Prince of Peace. Agreement and acknowledgment of this will be included in our Admissions Agreement form.

ARRIVAL AND DEPARTURE

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. ***Please make your drop-off brief*****.** The longer you prolong the departure, the harder it is for your child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is best. Most children are quick to get involved in play or activities as soon as their parents are gone. If this is not the case, we will call you or contact you via Brightwheel.

Our academic day begins promptly at 8:30am. ***It is important that children arrive on time because it is disruptive to the entire class if a child is tardy (please see Tardiness Policy pg.6).***

ARRIVAL AND DEPARTURE (continued)

If you are going to be late or need to pick up your child early/late, please notify the preschool office and the necessary arrangements will be made at that time. ***Your child may be sent home if tardiness continues***.

Children must be with you at all times until they are released to our staff. When picking up your child, it is mandatory that you sign your child out properly. ***Failure to do so will result in a $100 (per missing signature) fine or expulsion from our program***. When picking up your child, please do not plan on staying.

In accordance with state licensing, you must take your child and not allow them to stay and play. Our K-8th play structures are ***NOT open at any time***. This is not a time to visit other parents as your child will be expecting to go home. Once you pick up your child, we are no longer responsible for their supervision.

It is necessary for you to be on time to pick up your child unless prior arrangements have been made through the preschool office. ***A fee of $5.00 for every minute will be charged to your FACTS account for late pick-up***.

Please do not leave siblings or other children in the car unattended while dropping off or picking up a student in our program. Please let the office know if assistance is needed.

HEALTH & SAFETY

ILLNESS

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices; however, your child will need to be sent home if he/she appears to have symptoms of illness or is unable to participate in the normal daily routine of the program. In such a case, a Parent/Guardian will be notified and asked to pick up their child ***within 60 minutes (1 hour)***. If the parents cannot be reached or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up or other arrangements must be made.

If your child is sent home, he/she must be free of all symptoms (fever/vomit/diarrhea) for a minimum of 48 hours without use of medications. This means your child ***may not return the next day***. If you are unsure, please call the office.

We understand that many children in a group setting do have recurring colds. However, ***assessment of whether your child is well enough to participate in the program is left to the discretion of the teacher/director***. Allergy-related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor clearly stating your child's condition.

ILLNESS (continued)

Children suspected of having contracted a contagious disease will not be readmitted into the program without a doctor's release indicating that they are not contagious and may attend school. If a medical or dental emergency does occur and we cannot contact you, we will call 911.

Symptoms requiring your child to be sent home from school:

- Fever: Fever is defined as having a temperature of 100°F or higher.
- Fever under 100°F AND any other symptoms (sore throat, rash, vomiting, diarrhea, earache, irritability, lethargy)
- Diarrhea: runny, watery stools, or 2 or more loose stools within a 2-hour period.
- Vomiting
- Difficulty breathing, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), runny nose that is consistent, draining eyes or ears.
- Frequent scratching of body or scalp that may indicate skin conditions such as (but not limited to) ringworm, scabies or lice.
- Child is irritable, continuously crying, or requires more attention than we can provide within the teacher to child ratio.

Your child needs to be free of all symptoms mentioned above, ***without the aid of Tylenol® or any other medication for a minimum of 48 hours before returning***.

MEDICATIONS

Prescription Medications are only given/permitted in school if prescribed by a doctor, are in the original container which indicates; child's name, prescription, dosage, administration instructions, and are not expired.

Non-prescription medications will only be administered per written parental consent and must indicate dosage and frequency. You must submit a Medication Administration Consent Form to the preschool office for all medications. All medications must be stored in the preschool office and must not be expired. ***Please do not leave/pack medications in your child's belongings. All medications must be handed to the preschool office.***

SUNSCREEN

Parents are to apply sunscreen to their child BEFORE sending them to school.
If your child needs sunscreen applied throughout the day, we must form LIC9221 completed, dated and signed by the parent. This form must be turned into the Preschool office along with the Sunscreen. We will teach the child how to apply sunscreen and wash the excess off their hands.

Never send aerosols or spray on Sunscreen. These cannot be used in the Preschool due to student and staff asthma conditions.

ALLERGIES:

Parents will need to provide physician documentation of the allergy. If the allergy is life threatening, we require an Action Plan (a description of needs and support for the student as indicated by their physician) ***and 2 sets of rescue medication*** such as an epinephrine auto-injector or inhaler. One set will be stored in the office, and the second set will be stored with the school's emergency backpack.

Please make sure to have updated emergency contact information on file in the office as well. The Preschool will be responsible for educating staff on procedures. We will do everything possible to accommodate your child's needs.

KEEP YOUR CHILD HOME IF YOUR CHILD

- Has a fever 100°F or has had one in the past 48 hours
- Has vomited or had diarrhea in the past 48 hours
- Has eye discharge or crust (a child with conjunctivitis must stay home for a 24-hour period after treatment has started)
- Has a cough, croup or other illnesses
- Is fussy, cranky, and generally not him/herself
- Has constant runny nose (yellow or green mucus)
- Has an undiagnosed body rash
- Is unable to play or participate in daily activities
- Has a doctor's appointment for ***suspected illness*** (please do not bring your child to school prior to or after an appointment). You must bring medical release signed by your child's doctor for them to return to school.

HEAD LICE

- You may not send your child to school for 24 hours after treatment has begun unless they have been treated at a facility that provides a certification and guarantee.

Please take the following precautions:

1. If you suspect that your child has lice, please notify the school and begin treatment immediately.
2. Please remember to treat your child's environment and other family members as well.
3. Check your child's hair for nits/eggs. Do this using a fine-toothed comb in a well-lit area.
4. Examine your child's hair every 2 days for the next 10 days.
5. If using home treatments, please follow the instructions to re-treat within 7-10 days after initial treatment.
6. When returning to school, a staff member must check your child's hair. We will do this discreetly and respectfully, in the back office.

COVID POLICIES

We will continue to monitor Alameda County and CDC guidelines and regulations. As we receive updates, we will adjust our policies and procedures as needed. We will do our very best to provide you with updated information as we receive it. Communication will be done through Brightwheel and through mass email. It will be your responsibility to read all communications and to comply with all updates to policies and procedures.

DAILY HEALTH CHECK

Daily health check is a quick way for us to check a child's well-being or a change in their health status while in our care. The daily health check will be performed by a trained staff member upon the arrival of each child. It will be determined by the staff member, not the Parent/Guardian, upon completion of the daily health check whether or not the child remains in school for that day. The daily health check is to be performed before the Parent/Guardian leaves the child in our care.

HOW TO CONTACT THE OFFICE STAFF

Miss Martha **mlarkin@popfremont.org** (Administrative questions)
Miss Lorena **lgomez@popfremont.org** (FACTS, Financial or Program Change need s)
Miss Ellie **evilla@popfremont.org** (Policy, Daily Program and student/family needs)

OR…by calling our office at: (510) 456-4280. Please use the Brightwheel app. to contact your child's teacher.