

Small World Children

DAYCARE & PRESCHOOL

PARENT HANDBOOK



When i hear, i forget
when i see, i remember
when i do, i learn!



Small World Children
6503 Coldwater Canyon
North Hollywood, CA 91606
Tel: (818) 760-6747

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Telephone: (818) 760-6747

Dear Parent(s) or Guardian,

We welcome you to Small World Children Day Care and Preschool. Our administration and staff consider it an honor that you have chosen our school to meet your child's early learning and developmental years. We are inspired to build strong relationships with parents, children and the community.

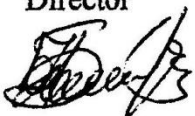
Our school philosophy is based on the principles of "process over product" learning which is what develops in the child by doing versus and expected outcome. Your child's developmental journey through our school will be lead through his/her creativity, uniqueness and interests through a variety of play based experiences and age appropriate curriculum.

At Small World Children we value the importance of the Whole Child, therefore, we take great responsibility in caring for the child's emotional, social, physical and academic growth. We also stress the importance of responsible student behavior that is always guided through positive reinforcement. As your child grows with us, our center will become a "home- away- from- home" a place of love and security.

It is our goal to be an inspiring and supportive early childhood education school working together with parents, staff and community volunteers for the betterment of our children and their families.

Sincerely,

Nune Begzadyan
Director



Pre-School Daily Schedule

School Year: 2013-2014

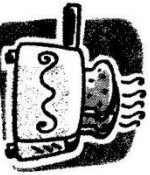
8:00-8:30	Welcome/Greetings of Children & Parents Learning Centers-Quiet Activity
8:30-9:30	Morning Breakfast Served
9:30-10:00	Penmanship/Handwriting Drill
10:00-10:30	Outside Play
10:30-11:30	*Flags Salute, Attendance Roll Call, Calendar and Weather* Language Arts/Reading Readiness & Phonics
11:30-12:30	Beginning Math
12:30-1:00	Lunch Time
1:00-1:30	*Transition from Lunch-Naptime Story & Music Relaxation
1:30-3:30	N A P T I M E/ R E S T I N G T I M E
3:30-3:45	Waking up time, clean up cots & Beddings, Personal Hygiene
3:45-4:20	Afternoon Snack is served
4:20-5:20	Cultural Arts,Social Studies -Mondays Story Circle Children's Choice (Dramatic Play) -Tuesdays Physical Fitness (Group Outdoor Play) -Wednesdays Arts and Crafts –Thursdays

**Game Day (introduction to basic sports)
-Fridays**

5:20-5:50 Outdoor Free Play

**5:50-6:00 *Transition of assigned teacher* Quiet
down Activities**

**6:00-6:30 Activities like: *Storytelling with or
Without a book. Children Dismissal.**



Small World Children Preschool
Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Cereal w/Milk Apple slices & Banana	Breakfast Whole Bread w/Eggs Banana slices Milk	Breakfast Pancake w/ Syrup Milk & Banana	Breakfast Whole Wheat Bread w/Cream Cheese Milk	Breakfast Cereal w/Milk Oranges, & Banana Slices
Lunch	Lunch	Lunch	Lunch	Lunch
Mac & Cheese w/side of Hot Dogs, cucumbers, and tomato salad, w/ a side of Fruits, and Milk.	Rice, Carrots, Garlic Chicken Kebab, Served with a side of Fruits, & Milk.	Ground Turkey Pasta, Tomato Sauce side of vegetable medleys, w/ a side of Fruits, and Milk.	Chicken Nuggets w/ Finger Vermishel pilaf and Corn/Broccoli, w/ a side of Fruits, and Milk.	White Fish or Salmon w/ Mashed Potato, bread, and Assorted Veggies, w/ a side of Fruits, and Milk.
Afternoon Meal Homemade noodle soup w/Crackers. Water or 100% Juice.	Afternoon Meal Homemade Chicken Rice soup w/Crackers. Water or 100% Juice.	Afternoon Meal Homemade vegetable beef soup w/Bread. Water or 100% Juice.	Afternoon Meal Homemade Turkey meatball soup w/Crackers. Water or 100% Juice.	Afternoon Meal Homemade lentil soup or Different Soup w/Bread. Water or 100% Juice.

- Please advise our school if your child suffers from any food allergies
 - SWC Preschool is health conscious and always offers your child a variety of fruits, vegetables and ofcourse lots of water!!
- *Menu is subject to change without notice

SCHOOL ENVIROMENT

The environment of our school is a warm and nurturing where parents/guardians are always a welcomed part of our child-care family. It is our purpose to provide an excellent child care environment where your child can grow from infancy to toddler and into the preschool years. This also eliminates the need for changing facilities as the needs of your child will change.

LEARN AS WE PLAY:

Children learn a great deal from our daily play activities. Playing with play dough, finger painting, drawing, sandbox, water play, singing, dancing, reading books, dramatic play are typical activities that we do. We strongly believe that children learn various academic and life concepts by exploring such activities. We try to provide a curriculum that is appropriate for children of different ages and interests. As these activities can be a bit messy at times we encourage you to dress your children in comfortable, washable school play clothes every day.

OUTDOOR ACTIVITIES:

We take the children outside every day for fresh air, exercise and play. If you have special requests regarding outdoor play (such as using sunscreen, insect repellent, etc) please let us know of any concerns.

PHYSICAL NEEDS:

Our school is programmed to provide a rest or quiet time for your child. Also, breakfast, lunch and notorious snack will be served in between. Two forty-five minute breaks are provided for outside play and discovery.

EMOTIONAL NEEDS INFANTS, TODDLERS, AND PRE-SCHOOL AGE:

Our teachers provide your children with constant support and encouragement to build on their self-esteem, self-confidence and their overall values. Infants and toddlers are given the best care and constant attention to give them the comfort and feel of home while they are away from their parents. Our child care professionals are experienced professionals who understand the developmental needs of these age groups. An emphasis is placed on self-concepts, self-control, and independence and communication skills. Toilet training being a part of a child's development process is introduced when parents, child and staff the time is right as the child will show signs of readiness.

Emphasized Curriculum:

- Reading
- Writing
- Science
- Math
- Cooking
- Art
- Music
- Quality Literature

- **Field trips**
- **Outdoor play**
- **Group time**
- **Dramatic play**
- **Block play**
- **Small group learning activities**

ADMISSIONS:

We are a year round school and admissions to Small World Children Day Care and Preschool is open to all children ages 3 months to 6 years old who fulfill the policy requirements listed below:

1. Parents must interview with the director and review our handbook to discuss the center's policies and programs
2. Parents/Guardians must tour our school with their child to become familiar with the facility and its operations in order to prepare the child to the adjustment.
3. Parents/Guardians must then complete all enrollment papers which are:
 - Enrollment application
 - Medical History –completed by parent
 - Immunization records- completed by physician
 - Medical Evaluation forms – completed by physician
 - Emergency medical care forms
 - Identification forms
 - Signed acknowledgement of each:
 1. Financial agreement
 2. Receipt of child abuse form
 3. Parent's rights
 4. Personal rights

REGISTRATION:

Prior to enrollment a one time non-refundable deposit of \$100.00 registration fee is payable toward the start of the school year.

Tuition:

Tuition payment can be made monthly or weekly.

Monthly Payments - Twelve equal payments due by 6th of each month. A late charge of \$20.00 will be assessed thereafter.

Weekly Payments - Payable on the first day of the week each Monday. A late charge of \$ 20.00 dollars will be assessed if not received by Wednesday.

Tuition:

Full Time Program (7:00am – 6:30pm)

- *Toddler Full Time- \$700.00 (Full Meals included) Breakfast, Lunch, Snack, afternoon meal
- *Preschool Full Time-\$650.00(Full Meals included) Breakfast, Lunch, Snack, afternoon meal

Part-Time Program (9:00am – 3:00pm)

- *Toddler Part Time -\$550.00(Full Meals included) Breakfast, Snack, Lunch, Snack
- *Preschool Part Time -\$550.00(Full Meals included) Breakfast, Snack, Lunch, Snack

Payment Due: Payment is due on the first business day of each month no later than the third day of the week.

Initial(s) _____

Materials:

Parents must supply extra pair of clothing. For children toilet learning parents must provide adequate amount of diapering supplies.

Initial(s) _____

*We do not charge extra for potty learning as we believe this is part of a child's natural development.

Tuition and Absences

In the event of absence, fees are still due and payable. Absence does not waive fee due; There is no automatic reduction of fees when the child is on vacation or is not attending SWC preschool for any other reason.

Initial(s) _____

Late Pick Up

The following overtime charges apply if parents pick up their children later than 6:30 p.m. (5 minute grace allowed). Overtime charges are \$1.00 each minute late.

Payment policy

Tuition payment can be made monthly. Make checks payable to Small World Children Preschool (SWC) ask for the Director at the front office.

Monthly Payments - Twelve equal payments due at the beginning of each month. A late charge of \$20.00 will be assessed thereafter.

Initial(s) _____

Holidays Observed:

Small World Children will be closed one day for each calendar holiday listed below. However, we will always post a reminder.

School will close or close early on the following dates:

Easter Good Friday close early @ 3:00pm

New Year's Eve-December 31, Closed

New Years' Day -January 1st Closed

Martin Luther King January- Closed

President's day closed

Memorial Day Closed

Independence Day July

Labor Day- Closed

Thanksgiving-November-Closed

Veterans Day - November Closed

Christmas Eve-December 24th Closed

Christmas Day-December 25th Closed

All other observed holidays will be posted in advance



Graduation:

Graduation will be held in June ending the school year with a diploma honoring our children's growth successful transitioning to Kindergarten.

Holiday And Absence

If the Holidays fall on a Saturday or Sunday or any other business day that will remain closed for an occasion. I should still be eligible to get a payment for those closed days.



Birthday parties and other celebrations:

Birthday parties are a special time to celebrate. Parents are invited to come and have lunch with their child on his/her birthday. Happy Birthday is sung the child will wear a special crown and more! We would like to make this a special day for your child. Parents/guardians are also welcomed to provide refreshments, favors, cake or cupcakes, music, dancing, puppet shows and other forms of entertainment are provided for the children's fun.



Celebrations

We are a diverse and multicultural school; therefore, we use this beauty in honoring each child's cultural background and ethnicity with food, music, art and dance as an educational tool. We also celebrate with small parties or field trips during Halloween, Thanksgiving, and Christmas. Also, during Christmas we have show with the children and Santa Clause for families for families to enjoy. We will let parents know in advance of time and dates. Parent volunteers are always welcomed.

General Information



Health

State law requires that each child have an updated immunization record on file. Your child's health is an important part of his general well-being. We need to be aware of any physically limiting or potentially life threatening conditions which may cause your child harm if improperly handled.

A child will not be admitted to school if:

- He/she does not have current or up to date immunization cards.
- Any communicable diseases- Chicken Pox, Measles, Mumps, Whooping Cough etc.
- Head Lice
- He/she is under the care of a licensed physician who advises against the child attending school.
- He/she is in pain or discomfort.
- He/she has had diarrhea or has vomited within the past 24 hours.
- He/she has had a fever of 100.0 degrees or higher within the past 24 hours.
- He/she has a severe cold with fever, sneezing, coughing and nose discharge.
- He/she has conjunctivitis. (Commonly known as pink eye)

- He/she has a severe cough or bronchitis.
- Swollen neck glands, tonsillitis, strep throat etc.
- He/she has skin infections or rashes that are contagious such as impetigo.
- He/she has any type of contagious disease.
- He/she has been to a doctor and the doctor diagnosed an illness, which requires your child to be placed on antibiotics
- He/she seems ill without obvious symptoms. In this case, a child may look and act different than usual. There may be unusual paleness, irritability, unusual tiredness, or lack of interest. Please be considerate of your child and if he/she is not feeling well enough to be actively involved in the events of the day, please keep him/her home

If your child develops any of these symptoms while in attendance at Small World Children he or she will be removed from the group and you will be notified to pick up your child immediately. For this reason, it is critical that emergency numbers always be updated.

- Minor accidents- Minor accidents that might occur at school will be treated by a teacher with soap, water, ice and bandage, as needed. It will be recorded and filed as teacher or other staff will let the parent know what happened.
- Medication - All medications brought in to school must be registered with the school in the Medicine Log and it must be handed directly to a staff member. All medicine must be brought in the original container. If it is a prescription medicine, the label from the pharmacy must be on the medicine. Prescription medication shall be administered in accordance with

the label direction as prescribed by the child's physician. Written approval and instructions from the child's authorized representative for the administration of medication to the child. Documents will be kept in the child's records. Parent/guardian will be notified immediately of major accidents or illnesses. In the case of an emergency, you will be immediately notified and a staff member will accompany your child to the hospital and will stay with your child until you or an authorized person arrives.

- Further Medical services will be provided in compliance with Title 22 Section 101220

Field Trips/ Transportation

Children may have field trips to various points of interest including our local community throughout the year. Field trips will be organized according to age, classroom. Trips will be taken for special educational holidays, events and classroom lesson plans for more hands on exploration for further learning.

- Permission forms for field trips must be signed before a child will be permitted to leave the school. Permission by phone, fax or e-mail will not be accepted.
- Transportation through shuttle bus or van with safety belts or car seat compatible will be provided. We will comply with Title 22 sections 101218(a) (7), 101225 that only licensed driver for the type of vehicle operated shall be permitted to transport children. Also, motor vehicles used to transport children will be maintained in a safe operating condition and rated seating capacity of the vehicles will not exceed.

Transportation

No child will be released to any person other than his or her parent without written authorization.

Food Service

The school will provide daily breakfast two healthy snacks and hot lunch which are included in the tuition. (See sample menu)

Sign-in/Sign-out procedures

When signing a child in or out the authorized representative must use his/her full legal name and signature with time and date. Also, the authorized representative should provide a written note for any changes in reference of who will be picking up the child. Any changes made by an authorized representative about the child must be kept in the child's file.

Attendance/Absences

Attendance is taken daily in each classroom. If your child is absent you can notify the teacher or director by calling the school directly.

Needs and Services

In compliance to Title 22 section 101419.2 prior to a child's or infants first day the parent or guardian must meet with us and discuss child's needs and services which include feeding, toilet-training and any other special attention for the child's physical and mental growth.

Discipline Policies

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable

behavior. Positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions and take responsibility for their own behavior. Any form of discipline or punishment that violates a child's personal rights as specified in title 22 section 101223 will be reported regardless of any authorized consent.

Parent/Guardian and Teacher Concerns

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. Parents/guardians are urged to discuss their issues directly with the head teacher when the concerns surfaces. Please talk to the head teacher or call to set up a time to meet after school hours. If the problem is not resolved at this level the parent or guardian should then discuss the matter with the Director.

Parent/Teacher Conferences

Parent/Teacher conferences are held once a year. The conferences are a time for teachers to share assessment information and to learn about your child's unique development within the preschool.

If you have any questions or concerns regarding any of the above please feel free to speak directly to Director Nune Begzadyan.

Thank you.

Emergency Procedures

In case of an emergency fire, prolonged power outage or earthquake, practice drills are conducted once a month with the children. We have prepared first aide kits and supplies of food and water. In any event are facility is equipped and no child will be released from school without a parent/guardian or without their authorization to any person. Also, accurate emergency information must be on file for each child from the first day of school. Staff will remain with the children and determine the safest place/area to keep them until the problem has passed. All measures will be taken in compliance with health and safety code 1596.867

Note: Please familiarize your child of such emergency events at home and be prepared as well.

Small World Children Preschool and Daycare is dedicated in providing a warm, loving and safe environment for your child.

Sleeping And Personal Items

Sleeping Materials: Please arrange two soft blankets and a pillow. These will be sent home every other Friday for cleaning. Please have them back to school the following Monday. If your child does not have bedding, we will lend him/her some.

Personal Toys: We ask that children not bring toys or any personal items to school unless their teacher requests it.

CLOTHING

Children should be dressed for the weather and appropriate active play at all times. Shoes should also be active wear in which your child can run.

In warm weather, please do not send your child in sandals, flip-flops, or jellies. Please remember your child's capabilities in regards to toileting when dressing your child. (Sweat pants versus button and zipper.)

Please remember to update your child's extra set of clothes that are kept at the school cubbies. Change of season or change in your child's size should mean a change in the clothing kept at the school. Please remember to label clothing, especially coats/jackets!

• Monthly Curriculum

Each month your children will enjoy a varied program. This will include working on the alphabet, math, science concepts and studying new social study themes. The children will participate in a daily music program, arts, crafts and stories along with cooking once a week. These activities are more fully explained in our weekly lesson plans. Each week we will emphasize a different number and letter.

September.....Getting to know you and me/ School Safety & Rules/ Colors/ Shapes

Enhance and emphasize safety and school rules. Talk about what makes me special. Introduce colors and shapes. Begin pre- writing skills.

October.....Five Senses/ Columbus Day/ Halloween/ A, B, C, D/ Pre-K #'s 1, 2

Explore the five senses (touch, taste, smell, sight and hearing). Discuss pumpkins and scarecrows. Feature colors of the month are orange and black.

November.....Fall Harvest/ Veteran's Day/ Thanksgiving Holiday/ E, F, G/ Pre-K #'s 3, 4. Preschool #'s 1, 2

Experience the wonderful changes of fall. Explore fall crops and Thanksgiving holiday traditions. Feature color of the month is brown.

December.....Winter Season/ Hibernation / Winter Holiday Traditions/ Review the letters we have learned so far. Pre-K #'s 5, 6

Observe the winter season and the changes in the weather. Discuss the changes in animal behaviors due to weather. Explore winter holiday traditions. Feature colors for the month are white and grey.

January.....Community Helpers/ Good Nutrition/ Food Pyramid Martin Luther King Jr. Day/ Continue to explore the winter season. H, I, J, K/ Pre-K #'s 7, 8. Preschool #3

Exploration of vocations. Discussions of the reasons people work. Parental job demonstrations are encouraged! Explore each child's personal choice of jobs for the future. We will discuss the food pyramid and good eating habits. Feature colors for the month are silver and gold.

- **February.....Dental Health/ Exercise and Healthy Habits/ Valentine's Day/ Presidents' Day/ L, M, N, O/ Pre-K #'s 9, 10. Preschool #4**
 Explore the lives of Washington and Lincoln and the valuable lessons we have learned from them. Discuss dental and personal hygiene and have a visit from the Dentist. Explore the importance of exercise to build a healthy body. Feature color for the month is red.
- **March.....Transportation / St. Patrick's Day/ Easter/ P, Q, R, S/ Pre-K #'s 11, 12, 13. Preschool #'s 5, 6**
 Examine the different modes of transportation. Discuss the changes in weather as the season of spring approaches. Feature colors for the month are green and yellow.
- **April.....Animal Life/ Earth Day/ Spring Season/ Spring Planting/Celebration of Passover/ T, U, V, W/ Pre-K #'s 14, 15, 16. Preschool #'s 7, 8**
 Discuss the life cycle of animals (example- butterflies). Celebrate Earth Day and discuss recycling. Explore plant, seed and root growth. Feature color of the month is purple
- **May.....Cultures of the World/ Mother's Day/ Memorial Day/ X, Y, Z/ Pre-K #'s 17, 18, 19. Preschool #'s 9, 10**
 Explore and examine cultural environments of other nations of the world. Discuss the diverse and similar customs, foods, clothing, homes, etc. Share children's heritage through personal family items (costumes, food, dolls, customs and souvenirs.). Feature color of the month is pink.
- **June.....Summer Season/ Pre K Graduation/ Father's Day/ Flag Day/ Review the letters we have learned throughout the year. Pre-K # 20**
 Discuss the changes in weather as the season of summer approaches. Graduation activities for our Pre K students. Celebrate Father's Day. Celebrate Flag Day. Feature color of the month is blue.
- **July and August..... See "Summer Camp Schedule" for weekly themes**
 In the summer each week has a theme with many arts and crafts activities along with special events at school each week. We will also continue to review all of our letters and numbers throughout the summer.

All subjects will be introduced through developmentally appropriate methods for each respective child.

Dear Parents Of Small World:

WELCOME as we begin school year 2014-2015!

My name is Ms. Caroline De Leon. I am your child's preschool/kindergarten teacher. One of the great things about working with children is experiencing their constant energy and curiosity. They are always ready to experience a new day and meet new challenges. I look forward to work together cooperatively to provide the best possible education for your child.

My main goal is to motivate my students academically to achieve in relation to their abilities. I encourage each student to develop his/her pace, while learning self-discipline and the skills that are necessary to attain excellence. Through nurturing, my high potential students can be creative, productive individuals & future leaders in our society.

Please take time to read all enclosed information so you will be guided about the preschool program.

I look forward to a developmentally enriching relationship with you as well as to your child.

Thank you for your time. Should you have any questions, please feel free to discuss with me.

Yours truly,

Ms. Caroline Leon

Teacher Expectations

It is expected that the teacher will provide a safe, comfortable, healthy, caring environment for each student.

It is expected that the teacher handles all issues in the classroom in an appropriate manner.

It is expected that the teacher will communicate to the student and parents/guardians about the child's learning strength's and areas of weakness.

It is expected that the teacher will treat the child with fairness and respect.

It is expected that the teacher will address the different learning styles of each student of each student.

It is expected that the teacher will utilize all possible resources that will benefit each student on their educational journey.

It is expected that the teacher will hold each student accountable for his/her learning.

It is expected that the teacher will develop an appreciation for academics within each student.

It is expected that the teacher will prepare the students to be successful in academics in life.

Behavioral Expectations

- 1) Each student is required to follow rules of the school and the classroom.
- 2) Each student is required to respect themselves and others.
- 3) Each student is expected to resolve problems in an appropriate manner.
- 4) Each student is expected to come to school prepared, healthy, and ready to learn.
- 5) Each student is expected to conduct himself or herself in a manner that would make their parents and their teacher happy and pleased.