

**PENLEIGH CHILD DEVELOPMENT CENTER**  
**1400 E St.**  
**Sacramento, CA. 95814**

**PARENT HANDBOOK**

**WELCOME**

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*Thank you for choosing PENLEIGH CHILD DEVELOPMENT CENTER (PCDC). We are honored by your confidence in the Center and your faith in our ability to provide a caring, safe and nurturing environment for your young child. Welcome!*

At PCDC, we assure you of a strong partnership between you and all our staff. We work hard at maintaining an excellent communication and feedback system. You, as parents, are major partners in the care and early education of your child, and need to feel comfortable, informed, and secured in the care your child is receiving from us. Communication between you and our staff is therefore essential in order to make us effective in the care we provide.

**Mission Statement**

It is our mission to provide optimal opportunities for young minds to learn self-regulation, appreciate individual differences, respect the environment, discover, and enjoy learning. Each child will be presented a variety of learning opportunities, encouraged to explore at his/her own pace and provided activities that promise a high success rate. Activities will include the activities of daily living, tasks in pre-reading, small and large motor skill development, numbers and logic, science, music, self-help and many more.

**Philosophy**

Our philosophy is anchored on the belief that

- each child is unique with an individual pattern and timing of growth, as well as individual personality and learning style;
- the child learns best in a nurturing and stimulating environment that fosters wonder, natural curiosity, and respect;
- play is the medium by which young minds learn. By providing a creative and challenging learning environment, we offer each child the opportunity and the time to play.
- teachers of a young child are guides, facilitators, and helpers responsible for preparing an environment that will provide stimulation, challenging materials and activities for little minds to explore.
- quality group childcare is a beneficial experience for children and their families.

The objectives of the program are

- To establish, organize, and develop a curriculum that will promote the child's communication, social, motor, cognitive, and independent living skills.
- To provide and prepare the student for transition to a regular school.
- To maintain a strong management team and teaching staff dedicated to caring and educating young children.

## **Program Description**

We follow a developmental learning program that integrates various play-based philosophies such as Resources for Infant Educators (RIE), Program for Infant/Toddler Care (PITC), and the Reggio Emilia Approach as inspired by Erickson and Montessori. The cognitive portion of the curriculum is inspired by the theories of Vygotsky, Dewey, and Piaget. We also use a variety of early and developmental childhood publications to enrich our curriculum and we take advice, suggestions, and recommendations from parents.

The program is designed to meet the physical, cognitive, social, and emotional needs of children by encouraging independent learning with children making choices, solving problems, and learning critical thinking skills. Our teachers prepare appropriate daily activities and materials as guided by the developmental age of the child, his learning style, and abilities.

PCDC's daily schedule is posted on the bulletin board in the entrance way. This is an outline of the major activities of the day. Different drop-off and pick-up times dictate the flexible activities at the beginning and end of each day. Outdoor class time is part of our curriculum and all children must participate in outside activities. On rainy or extremely windy days alternate activities will be planned.

## **Admission Policy**

The school offers full and part-time care for children between the ages of one-week old and 12 years old of any race, ethnic origin, or religious beliefs. The parent or guardian will be interviewed to determine if the Center is a good fit for the child and the family. All children enter the program on a 2-week trial basis during which time the parents or the school has the right to terminate the program if the program proves to be inappropriate for the child.

These are the required forms to enroll:

1. Identification and Emergency Information (LIC 700)
2. Consent for Emergency Medical Treatment (LIC 627)
3. Physician's Authorization to Give Medication (Collaborative form)
4. Physician's Report – Child Care Center (LIC 701) with Immunization history
5. Child's Preadmission Health History – Parent's Report (LIC 702)
6. Child's Immunization History (CCR, Title 22, Sec 101220.1)
7. Notification of Parents' Rights (LIC 995) (parents' acknowledged receipt)
8. Personal Rights (LIC 613A)(parents' acknowledged receipt, signed, and dated)

9. Admission-Enrollment Application signed and dated by all parties. Enrollment Application/Family Information (Collaborative form, CCR, Title 22, Sec 101219).
10. Individual Infant Sleeping Plan (LIC 9227) (Infants Only)
11. Infant Needs and services plan – Infant-Feeding and Toilet-learning (Infants Only)

### **Days and Hours of Operation**

PCDC is open from 7:00am to 5:30pm Monday to Friday. The Center is open year-round except for the following major holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. In addition to these holidays, the Center may have to be closed for teacher-in-service training. The Center will provide advanced notice to parents when the training will take place.

### **Food Service**

The center provides two snacks (a.m. and p.m. snacks) within the school day. Parents must provide lunch for their child/ren if he/she stays after 12 noon.

**Penleigh CDC is a nut free center (no peanuts, or any kind of nuts that will be served). Families are not allowed to pack any nuts for their children.**

### **Nap Time**

Infants are allowed to rest according to their individual needs. Each infant (less than a year old) will be provided with his/her own personal crib, more than a year old infant will be provided with his/her own mat. Parents are required to bring a crib-sized fitted sheet.

Older children in attendance are required to rest after lunch time. PCDC will provide each child with a mat to lie on. He may bring his own crib-sized sheet or blanket and pillow to sleep on. Please label all items with your child's name.

### **Need and Services Plan (for infants only)**

At PCDC, caregiving is part of the curriculum. Upon enrollment parents are to fill up Needs and Services Plan. This infant needs and services plan will stand as an agreement between the parent and the PCDC. Parents/Guardians will inform PCDC of an infant's feeding plan, diapering plan, sleeping plan, and toilet-training plan.

- The center will provide a refrigerator for the storage of milk and food.
- The center will provide a room for lactating mothers.

Parents will have to bring the following for their infants:

- Milk (prepared in a bottle), Food
- Diapers
  - Cloth diapers are only allowed for 0 to 2 years old classrooms (Bumblebee and Ladybug Classrooms)
- Wipes

- Extra clean clothes
- Crib-sized fitted sheet
- Transitional Object (if necessary) i.e. blanket/pillow/stuffed animal
- Soiled articles will be sent home daily.

### **Brightwheel Application**

Penleigh uses a childcare app called Brightwheel. The director will invite the parent/guardian of child/ren to gain access to their child's account. This app allows parents to sign in/out using their phone. Brightwheel connects parents about their child/ren's activities at PCDC through pictures and notes from the teachers. You are able to message your child/ren's teachers. Mass messaging about any important update or events are sent through the app. Parents have access to Monthly Billing, and they may pay bills or do automatic payments through Brightwheel.

### **Sign-In/Sign-Out Procedures (Attendance and Absence)**

In accordance with the state law, parents must sign in their child each time they drop their child off and sign out when they pick her/him up. Parents must sign in/out their child/ren using the Brightwheel app or through the Check-In Kiosk on the tablet. Individualized codes plus signatures are required through the Brightwheel App or Check-In Kiosk on the tablet; initials will not be accepted. When the child has been signed in, the parent may accompany their child to the appropriate area. If code is unknown, please ask Director for assistance.

You may authorize another person to pick up your child by making a written authorization and listing her/his name on the Identification and Emergency Form (Lic.700). Children will be released only to the authorized person whose name appears on the Form. The authorized person(s) must be at least 18 years of age and must present a photo ID and must sign the child in and out. This log will serve as our official record of the child's daily attendance and is a requirement of the Licensing agency.

Parents must notify the Center if their child will not be in attendance on the scheduled day. There will be no credit for absences.

Drop-in care service must be pre-approved by the Director and is allowed on an hourly basis with a fee charged by the hour.

### **Vacation/Sick Days**

Students that are enrolled in the full days program (7am - 5:30pm) and attend 5 days a week are eligible for vacation credit. A child must be enrolled continuously for twelve months prior in order to be eligible. Vacation notice must be given in writing at least two weeks in advance. Vacation days must be taken in full week blocks.

## **Closing Time**

The Center closes at 5:30pm. If you are unable to pick up your child by closing, please inform the Center promptly. The Center can accommodate this situation as long as you have a legitimate reason like an emergency. If late pickups occur regularly (at least 2 times a week), you will be charged \$1.00 for each minute you are late. The late pickup charge will appear on your tuition statement account. Should your late arrival cause the school staff to require transportation home, it is your responsibility to provide the staff member with transportation. Please note that habitual lateness may result in dismissal.

## **Tuition Fee Schedule**

Tuition is due and payable on or before the 1st day of each month and is considered late if not received by the 5th of the month. Late payments will incur a \$25.00 late fee. Accounts past due for 30 days are subject to finance charges at a rate of 1.5% per month (18% annually). There will be a \$25.00 service charge and all applicable bank fees on all returned checks. Returned checks will not be re-submitted to the financial institution.

A discount of 10% will be given to families with two or more children enrolled full time after the first child. This discount will be applied to the child with the least amount of tuition fee.

There is a registration fee of \$450.00. This fee is assessed yearly on the anniversary date of the child's enrollment and is non-refundable.

Tuition is payment for your child's place at the school and must be paid whether your child is in attendance or not. There are no make-up days or credits for time missed. Rates are assessed on a yearly basis. The school reserves the right to increase tuition with a 30-day written notice to parents.

## **Withdrawal**

If a child is withdrawn from the program, the parents/guardian needs to give the school 2-week written notice. The child's tuition will then be prorated based on the actual number of weeks the child was in attendance. If written notice is not given, a tuition equivalent to 2-week tuition will be charged following your child's withdrawal.

## **Refund Policy**

Tuition and registration fees are not refundable. The tuition is a payment to reserve your child's place at the Center and must be paid whether or not your child is in attendance. Should your child withdraw in the summer and re-enroll in the fall, the registration fee will be reassessed upon re-enrollment. There are no make-up days or credit for time missed. This includes holidays, teacher in-service days, and closures due to COVID cases.

## **Reasons for Termination/Refusal of Service**

We reserve the right to refuse service if it is determined that the child will not benefit from the program. We also stop providing services if

1. parents do not demonstrate cooperation and responsibility for financial obligation (late payments, returned checks, etc)
2. parents demonstrate a lack of cooperation with the rules and regulations concerning the program
3. it becomes evident after admission to the school that the child's behavior does not come within our ability to deal effectively and such behavior is limiting our services to other children in the program.

## **Health and Safety Procedures**

Fire drills are conducted once a month. Fire alarm procedures and building exits are posted in the classrooms and on the doors.

All staff members are certified in pediatric CPR and First Aid techniques. First Aid will be administered as needed. Student permission forms and Medical Emergency Information Forms will be on file and will be used when warranted. Parents will be notified immediately in the event of an injury (other than a minor cut or scratch). Minor injuries are documented on an Ouch Report and a copy will be attached to the sign-in log book for your child. Injuries will be recorded and copies of the report will be kept on file at the Center.

## **Illness/Medication Policy/Medical and Dental Emergency**

For the protection of children who are in attendance at the Center, a child who is not feeling well must be kept at home if she/he shows any of the following symptoms: fever, diarrhea, vomiting, rash, unusual nasal discharge, eye or ear discharge. The following contagious diseases or conditions are also not allowed at the Center: strep throat, pinworms, viral infections, conjunctivitis (pink eye), lice or scabies.

One of the staff members will inspect for signs of illness when children arrive at the Center. If a child becomes ill during the day, a member of the staff will notify his parent or guardian. The child will be placed in isolation until his parent or authorized representative picks him up.

Upon enrollment, the parents or guardian of the child should fill out the Permission to Administer Medication Form and sign it to authorize the administration to give medication to their child as needed. The medication must be in a labeled container that states the dosage to be given. Medication will be stored in a locked container out of reach of children. For medication that needs refrigeration we will have a separate locked container for the purpose. Do not send medicine in your child's backpack or lunch box.

In case of medical/dental emergency, the Center will notify immediately the child's authorized representative and follow instructions regarding action to be taken. If the child's

authorized representative cannot be reached, the Center will obtain emergency medical treatment for the child as specified in sections 101221(b)(8) and 101226 (a), (b), (c).

Section 101221(b)(8) – Child’s Medical Assessments and Health Information. Section 101226(a)(b)(c) – Health-Related Services

- a. The licensee shall immediately notify the child’s authorized representative if the child becomes ill or sustains an injury more serious than a minor cut or scratch. The licensee shall obtain specific instructions from the authorized representative regarding action to be taken.
- b. The licensee shall make prompt arrangements for obtaining medical treatment for any child if necessary.
- c. The licensee shall obtain emergency medical treatment without specific instructions from the child’s authorized representative if the authorized representative cannot be reached immediately, or if the nature of the child’s illness or injury is such that there should be no delay in getting medical treatment for the child.

### **Proof of Immunization/Medical Assessment/TB requirements**

A copy of a child’s health/immunization record is required and shall include a health record which includes an immunization record, physical examination and TB test/waiver. Physician’s Report (LIC) must be completed. Notice if a child’s allergies or special needs and history of your child’s development are also needed. All immunizations **MUST** be up-to-date prior to admission. State Licensing gives preschools 30 days to obtain the medical records of children under their care. Thereafter, the child may have to be released from the program until the records are provided.

### **Parent’s Rights**

As a Parent/ Authorized Representative, you have the right to:

- Enter and inspect PCDC child care center without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.
- Review, at PCDC child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing and inspect PCDC child care center without discrimination or retaliation against you and your child.
- Request in writing that a parent not be allowed to visit your child or take your child from PCDC child care center, provided you have shown a certified copy of court order.
- Be informed by the licensee, upon request, of the name and type of association to PCDC child care center for any adult who has been granted a criminal record exemption,

and that the name of the person may also be obtained by contacting the local licensing office.

- Receive, from the licensee, the Caregiver Background Check Process form.

## **Children's Rights**

Each child receiving services from PCDC Child Care Center shall have rights which include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- 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: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- 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, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

## **Field Trips**

The preschool children at the center may go for field trips in relation to subject matter such as "A Day at the Farm," etc. Parents/Guardians have to sign permission slips for their child to go on a field trip. We will encourage walking trips. In the event that we need transportation we will ask parents/guardians to volunteer to drive. If private vehicles are used, car seat/booster seat for the child must be provided. Volunteer drivers must have a valid California Driver's License and show proof of Liability Insurance.

We encourage parents to attend class field trips with their child but ask that siblings not to attend. This is a learning opportunity for the student and younger siblings may distract from a teachable moment.

If you choose not to have your child attend the field trip, they must remain home as no alternate care is available at the Center.



## **Transportation Arrangement**

The center will not provide any transportation from or to the center except for an emergency situation like transporting children to an identified temporary relocation site.

## **Discipline Policy**

Discipline is not an end in itself, but a means throughout which a child may become a self-disciplined person. Reinforcement of positive behavior is much more effective than punishment of negative behavior. Each teacher will exhibit a positive and loving attitude toward each child, reflecting confidence that each child will accept responsibility for his/her own actions with the help of adult guidance, firmness, and reinforcement of positive behavior. **WE WILL NOT USE CORPORAL PUNISHMENT OR VIOLATE THE PERSONAL RIGHTS OF THE CHILD TO DISCIPLINE HIM.** Each child will be expected to develop enough self-control to play and interact with other children peacefully and politely. Each child is expected to understand and follow simple directions and rules such as:

Feet are for walking, not kicking.

Sit during circle/story time.

Keep hands to yourself. Hands are for touching, not hitting.

There are indoor and outdoor voices.

Children who choose not to follow the rules will:

Sit quietly in a chair and observe rather than participate.

Lose certain privileges, such as free-choice activity or outside playtime.

Parents will be contacted, made aware of the situation and asked to participate in the solution.

## **Childcare Center Rules**

- Children are not allowed to have chewing gum or hard candy while at the center.
- Children must be in the specific area assigned to them at all times.
- At no time may a child leave the center grounds without a parent/guardian.
- Children are NOT allowed to bring personal items from home except on share days.
- There is no running around in the center, only walking.
- No biting, hitting, kicking, scratching, spitting, or name-calling is allowed.
- Obscene language and disrespect for authority is not allowed.
- Destruction or harm to school property is not allowed and will not be tolerated.

Parents will be notified and replacement of the destroyed property has to be made.

Payment options will be discussed.

- Willful harm to another child or teacher will not be tolerated. Parents will be notified.

## **Rights of the Licensing Agency**

LICENSING INSPECTORS HAVE THE RIGHT TO INSPECT OUR RECORDS WHEN CARRYING OUT DUTIES AND RESPONSIBILITIES OF THEIR DEPARTMENT.

## **Staff Licensing**

Our staff has been carefully selected for their commitment to excellence in early childhood education. They are required to have their health card, work card, and education or equivalent experience in the area of early childhood. They are required to recognize and report child abuse and must obtain a Criminal Record Clearance through a fingerprint check.

Every staff member must continue to obtain a minimum of fifteen (15) approved Early Childhood Continuing Education training hours per school year. These may be earned through college courses, seminars, workshops and/or conferences. CPR and First Aid training are provided to all staff members on a regular basis.

## **SUPPLEMENTARY SERVICES / ADDITIONAL INFORMATION**

### **Parent-Teacher Conferences**

Informal observations are done in the center during the year. Parents are encouraged to talk to the staff at any time. Private conferences may be arranged ahead of time. To ensure privacy, home telephone numbers of staff will not be given out. Feel free to contact them at the Center.

### **Community Helpers**

From time to time, community helpers are invited to come to the Center to discuss health and safety issues with the children. Parents are welcome to share their special talents with the students in a learning environment. Please see the Director to schedule an event.

### **Photographs**

Photographs of children participating in the program may be taken from time to time and may appear in our publicity materials. Your permission for photos to be used without compensation is included in this agreement.

### **Clothing/Jewelry**

Because of the wide range of activities children will be engaged in, it is required that they be dressed in comfortable clothing. We encourage all children to strive toward independence and competence in self-help activities (grooming, dressing, use of toilet, and so forth). Clothing should be easy for children to manage, such as pants or shorts with elastic waists. Children will be taken outdoors daily (weather permitting) and should be dressed accordingly.

Please do not ask the staff to keep your child indoors during outdoor activities. This makes it difficult to maintain adequate supervision.

Water activities, sand play, and occasional bathroom accidents necessitate the need for children to have an extra set of clothing at the Center at all times. If soiled clothing is sent home, please return an extra set the next day. Children will also need an oversized shirt or apron for painting activities. All clothing must be marked with the child's name.

Tennis shoes are the preferred footwear at the center. However, during the summer months, sandals may be worn provided they strap onto the child's foot. Shoes must have a strap at the heel. NO SLIP-ON SHOES.

Jewelry is not allowed at the center. If a child has pierced ears, posts may be worn.

### **Share Day/Show and tell Day**

Teachers are responsible for assigning their class a share day. Please see your child's teacher for information regarding their individual class's share day. The center is not responsible for lost or damaged items. If your child does bring a share item, please make sure that the item is of learning value to the children. Please make sure that ALL items are labeled with your child's name. At no time shall your child bring toy guns, knives, etc.

### **Special Events and Parties**

Holidays will be celebrated at PCDC as part of the curricular sequence. Parents may send treats to the Center for birthdays and other special occasions. Please let the teacher know in advance if you will be sending a treat. Balloons are not allowed.

### **Fundraising**

The Center is involved in various fundraisers. The proceeds are used to purchase items needed for the Center. Parent participation is expected.

### **Confidentiality**

Children in our care and their parents have the right to confidentiality. Any record maintained of the Center is the property of PCDC, and cannot be copied, borrowed, or removed from the Center. Only when appropriate and conducive to the child's benefit are personal matters discussed between staff members and only in an environment that will ensure confidentiality.

## **Daily Schedule**

Below is an example of our daily schedule.

Bumble Bee Class - Younger Infants and non-mobile infants  
Lady Bug Class - Older Infants who are crawling and walking  
Caterpillar Class - 2 - 3 yrs. old  
Butterfly Class - 3 - 5 yrs.old; And Potty trained

**7:00 a.m.** Penleigh Opens

**7:00 - 9:30** Learning Choice/Substantial Portion of the Day

**9:30 - 10:00** Transition/Bathroom/Snack

**9:00 - 10:30** Infant Outdoor / Lady Bug / Bumble Bee

**10:30 - 11:30** Outdoor Play/Caterpillar Class

**10:30 - 11:30** Butterfly Class Circle Time

Table Activity/Learning Choice

**11:30 - 12:30 p.m.** Outdoor Play Butterfly Class

Lunch - Caterpillar and Infants' Lunch Time

**12:30 - 1:00** Lunch - Butterfly Class

**12:30 - 2:30** Nap Time/Quiet Time

**2:30 - 3:00** Transition/Bathroom/Snacks

**2:00 - 3:00** Outdoor Play - Infants who are not napping

**3:00 - 4:00** Outdoor Play - Caterpillar Class

Butterfly/Infants/Substantial Portion of the Day

**4:00 - 5:00** Outdoor Play Butterfly Class

Caterpillar/Infants/Substantial Portion of the Day

**5:00 – 5:30** Music and Movement

**5:30 p.m** Penleigh Closed

I \_\_\_\_\_ the parent/guardian of  
\_\_\_\_\_ acknowledge receipt of the Parent Handbook  
of Penleigh Child Development Center. I have read and understood the contents. Any  
questions that I may have, have been answered to my satisfaction.

Parent/Guardian's Signature \_\_\_\_\_

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

Director's Signature \_\_\_\_\_

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