

MY PRESCHOOL, INC.

Child care and learning center

POLICIES

Services

- Licensed by the State of California Department of Social Services.
- Open Monday through Friday from 7:00 a.m. to 6:00 p.m.
- Specialize in toddler and preschool child care.
- Provide a warm atmosphere with a safe, clean, stimulating and nurturing program.
- Well-developed preschool programs.
- Excellent child – adult ratio:
 - 10 to 1 for two year olds
 - 12 to 1 for preschoolers
- Care and academic instruction given by professional teachers and well trained helpers.
- Provide two nutritious snacks each day.

Illness

If your child shows any of the following symptoms, you will be notified by the Director or Head Teacher to pick your child up within one hour. Children may return only if they are symptom-free or if accompanied by a doctor's note stating that they are able to return to group care.

These symptoms are as follows:

- Fever of 100 degrees or above.
 - Red, irritated, sore throat with trouble swallowing
 - Unusually dark, tea colored urine
 - Heavy green nasal discharge
 - Sever cough
 - Gray or white stools
 - Headache and stiff neck
 - Vomiting and/or diarrhea
 - Unknown skin rash
 - Eye infection
 - Any contagious illness such as chicken pox, roseola, rubella, measles, etc.
 - Unusual behavior (cranky or less active than normal – crying more than usual or general discomfort.)
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- Any child with a fever of 100 degrees or more will NOT be permitted to remain in the Center. In order to return to the center, your child needs to be fever free for 24 hours. Your child may return to the Center the following day.
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- Any prescription or non-prescription medicine (such as Tylenol or any pain and fever medication) will NOT be administered unless a written note from a doctor is provided specifying the time of administration. The physician's phone number and liability release for emergency treatment must be available as well.
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- In case of an emergency the school will contact **911** and the child will be taken to the nearest hospital. Parents will be notified immediately. This will also apply to any dental emergency

Thank you for your cooperation and strict observance of this illness policy.

Potty Training

- A child must be ready for potty training at our discretion.
- Parents must provide at least 5 training pants daily.
- Laundry service is not available, so please bring at least two complete changes of clothes for those children still in diapers. Bring one change for potty-trained children.

Parent's Responsibilities

- **Parents must accompany their children and leave them INSIDE the Center. We are not responsible for any child dropped off at the door. Signing in and out is mandatory by law.**
- No toys are to be brought into the Center (except security blankets for two year olds and on Friday-"Share Day")
- My Preschool, Inc. encourages parent participation in our program and extracurricular activities.
- Any malicious breakage must be paid for by the child's parents.

Drop Notices

- A four week notice is required for children leaving the Center

Food Services

- The Infant and Toddler program includes breakfast, hot lunch, morning and afternoon snack, juice and milk.
- Optional hot lunches are available for preschool children on parent's request.

Month of December

- My Preschool, Inc. will be open during the last two weeks in December. If your child is absent, the payment for those weeks will be due with the monthly payment.

Termination

My Preschool, Inc. reserves the right of terminating the contract if:

- We are unable to meet the needs of the child/children.
- Excessive late pick-up.
- More than three checks are returned from the bank.
- Non-compliance with the hours of care in the contract.