



PARENT HANDBOOK

Thank you for selecting us and welcome to Buhach Preschool. This guide will give you an understanding of what our programs offer and about our operational procedures. From infants to Preschool and Before and After School we will strive for an excellent experience for both you and your child. Please become familiar with this handbook and should you have any further questions please feel free to ask a member of our Buhach Preschool family.

Disclaimer

Buhach Preschool is licensed by the State of California's *Community Care Licensing* and complies with all Federal, State, and Local laws. Buhach Preschool is subject to inspection by Fire, Health, and licensing agencies and they may review your child's file and personal information in regards to health and safety, or recordkeeping. In some instances they may speak with or interview your child.

All information pertaining to your child and their file at Buhach Preschool will be kept in the strictest of confidence and access will only be granted to those who have the right to it such as parents/guardians or government agencies representatives, or if court order documents are supplied.

We follow ADA regulations pertaining to provision of services to individuals with disabilities.

Under Legal Requirements all Buhach Preschool employees are Mandated Reporters and we are obligated to report to the proper authorities any evidence or suspicions of child abuse or neglect and we will comply with the law to its extent.

Our vision

Focused on education-tailored to the community.

Mission Statement

Buhach Preschool exists to provide affordable, high quality, care and education for children in the cities of Atwater and Merced. Buhach Preschool will provide research based programs for children ages six weeks to twelve years with a focus on community needs and fostering education. We will work to ensure that all children work to reach their individual potential and become lifelong learners and productive members of the community.



Buhach Preschool Programs

Infants and toddlers – 6 weeks to 24 months

Our infant and toddler programs will be based on the needs of each individual child fostering the development of their cognitive skills including emotional and social, as well as their fine and gross motor skills. Each child will have assigned caregivers who will closely communicate with their parents to create and implement individual needs programming.

Preschool – 2 years to 5 years

Our **Two year old preschool** program is designed to help develop the child's social, emotional, and physical skills with the addition of self-help skills. This program will encourage two year olds to examine and explore their world through teacher and child interactions as well as music, art, and sensory activities. All of these activities will encourage the child to expand their communication and vocabulary skills as they prepare for education. At this age group specialized music and movement lessons will be implemented to encourage physical development. A close communication between teachers and parents will continue; this will ensure the addition of community specific activities and lessons to the children's day-to-day activities.

Our **Three year old preschool** will take the preschool child a step forward as they continue their education. We will introduce the child into the academic setting with monthly themes that will help the child focus on specific aspects of their learning. Aside from focusing on the children's cognitive and physical development, language development will be a strong focus ensuring children are familiar with the alphabet, numbers, colors, shapes, months of the year and their printed names. Social behavior will continue to be a focus with the practice of self-help skills as well as group collaborations. In this class we will continue to use our music and movement programs as well as include regular cooking and healthy food related activities to encourage and promote active and healthy lifestyles. Implementation of community specific activities and lessons as well as communication between teachers and parents will continue.

Our **Pre-kindergarten program (pre-K)** will also focus on monthly themes. In this classroom the main focus will be in preparing the children for a successful and rewarding transition into kindergarten. The Pre-K program will continue to promote the development of social, physical, and emotional skills, with a significant focus on literacy, math, and science. Music and movement as well as cooking lessons will continue to be regularly implemented with the addition of selected enrichment instruction such as Spanish, and Sign language. A focus on community as well as communication between teachers and parents will continue to be regularly implemented.



Before and After school – From enrollment in Kindergarten and up

Buhach Preschool offers our transportation services to and from all schools in Atwater, Merced, and Winton allowing for a worry free day for parents. In the morning children will be cared for while they explore their classroom's different areas such as library, science, building, or even practice for their upcoming quiz or test, then they will be transported to their school. After school, children will be picked up and brought to our center where they will receive snack, homework assistance, and a variety of fun and engaging activities. During holidays and breaks such as winter and summer the children will have a full day schedule with us where they will feel more like being at camp rather than school or daycare. Bi-weekly themes will be used during these times where children will focus on different adventures such as jungle exploration, or a visit to the desert.

Assessments

Our programs will offer individualized child assessments to the children in our infant, toddler, and preschool/pre-k programs. Specific dates during the year will be announced for you to sit down with your child's teacher to review those assessments.

Child Guidance

At Buhach Preschool we will focus on positive guidance with the use of preventative and proactive approaches that will keep your child engaged and entertained in the activities going on. In situations where more than the proactive or preventative techniques is necessary a redirection technique will be used by engaging the child in other activities either with other children or individually until he/she is ready to return to the group. This will not be used as a punishment, but rather as a distraction. For example a child having inappropriate behavior such as taking toys from his/her friends or hitting, this child first will be talked to and explained the ideas of sharing, if the behavior continues the next step will be for him/her to be asked to go to another part of the classroom and work on other activities, the teacher will ensure there are plenty of other activities to ensure his/her engagement. When the child feels ready to return to the activity he/she will return to the activity. Under no circumstances will we deny the child of anything, use time out, or use corporal punishment. In cases where the behavior is extreme we will partner with parents to assist with inappropriate or distracting behavior. If the behavior at any point becomes a danger to the health and safety of your child, other children, teachers, or other individuals we will ask to have him/her picked up. In the case that behavior continues we will partner with the parents to set a plan of action to eliminate unwanted or inappropriate behavior. The plan of action will include a list of unwanted behavior, a list of center and teacher provided solutions, parents suggestions as solutions, and a timeline to see improvement. Should the behavior continue all options will be evaluated including disenrollment .



Biting

Biting is common among young children, during early childhood, children are sensory learners and often explore orally. In addition, children at a young age do not have fully developed language skills. Impulse control can lead children to bite as a way of making their needs known. We realize that biting can be a big concern, and we strive to minimize the behavior whenever possible. Buhach Preschool teachers and staff are trained to recognize triggers and how to prevent and decrease incidents. If your child is bitten or bites you and the parents of the other child will receive a report of the incident and office staff will be happy to discuss it with you while keeping information confidential. If your child bites and breaks the skin, we will contact you asking you to pick him/her up. If your child bites three times during a day and there are no other signs such as teething we will ask that you pick him/her up. If the behavior continues we will se a plan of action consisting of the undesired behavior, a list of teacher and center actions to take, parent suggestions, and a timeline to see improvement.

Communication

Our programs have a high focus on community involvement; we want to encourage all parents to communicate with teachers and or office personnel about any upcoming activities or community events so that we may use any of that information in enhancing our learning programs.

At pick up you will receive a daily information sheet giving you a brief description of your child's day and activities. Use this form to communicate with your child at home about their day and as a reference for their learning. We encourage you to ask your child's teacher or office personnel any questions you may have about your child's day.

Several times during the year we will set aside time for Parent Teacher Conferences so you can meet with your child's teacher to discuss his/her development.

You may also join your child at any time while they are at Buhach Preschool, whether you want to stay and visit while at drop off or pick up, or you have a few minutes while on your lunch; you are always welcome.

Meals / Nutrition

All Infants, Toddlers, Preschool, and school-age children will receive center provided, well balanced, and nutritious Breakfast, Lunch, and Afternoon snack. All meals will be prepared onsite and the preparation, servings, and nutritional needs will meet the USDA's CACFP requirements.



Cooking or food related activities or discussion will be regularly implemented into the preschool classrooms. These activities will be educational and/ or experimental; we assure you that allergy information from children's enrollment documents will be kept in mind when implementing these activities.

Should you want to bring treats to celebrate your child's birthday you are welcome to do so. Please keep in mind the number of children in your child's classroom and everything must be in the original store bought sealed package. Please see office personnel with any questions.

For infant meals, our center will provide all food including formula. Should you choose to use the formula we offer, we will not mix the formula, but will give you the powder to mix at home and bring bottles already mixed and ready to use. Please ensure you provide enough bottles for your infant to have while in our care. We will also give you a list of Jarred foods offered so you may make the choice of what your infant may have or not have. Should you wish to provide solids or formula you are welcome to do so as well. Please ensure that all infant formula and breast milk bottles or food containers brought from home are properly labeled and dated with the appropriate labels provided.

Personal Belongings

Your child will be assigned his/her own individual cubby for personal belongings, you are encouraged to bring at least one change of clothes even if your child does not have accidents, spills or soiling happens from time to time and we want to make sure your child has something to change into.

For children in diapers, you will be required to bring all necessary supplies: diapers, wipes, and any ointment or powder you may want applied.

If your child is potty training please provide at least 3 changes of clothes he/she can easily pull on and off.

For infants and toddlers we also recommend several changes of clothes.

You are welcome to bring one small blanket for nap time.

Please ensure that every item you bring has your child's name on it (the tag is a great place).

Please do not allow your child to bring toys or candy.



Potty training

We will be more than happy to help you with potty training your child. Please ensure to closely communicate with office personnel and your child's teacher to put a plan together that best fits your child.

Rest Time

All age groups will receive a scheduled rest time, they do not have to sleep, but will be encouraged to participate in quiet activities such as puzzles, or reading. Infants will follow their own needs. Our scheduled rest time is from 12:30 to 2:30 PM.

Health and Safety

Everyone at Buhach Preschool strives for excellent care and supervision, occasionally accidents occur. Minor bumps and scratches will be notified to the person picking up with an injury/incident report. Whenever there is an injury or hit above the shoulders regardless of noticeable injury the parents/guardians will be notified via telephone. In the event your child needs immediate medical treatment we will contact you immediately or someone listed in your enrollment emergency documents; we will also allow Emergency First Responders to make the decision on what type of medical treatment to administer if you have not yet arrived.

Buhach Preschool personnel will administer medication whether prescribed by a physician or over the counter only if the proper documentation has been filled out and signed by the parent/guardian. Sunscreen/Sun-block, creams, powder, and ointments fall in the same category and will require you fill out the medication form.

For over the counter medication, we will only administer if it is in the original container and with the original dispensing tool. We will also only administer medication if it is labeled to be used for your child's age, unless otherwise noted by a physician. We will never change the dosage unless otherwise noted by a physician.

Some medicine such as inhalers or nebulizers will require several forms to be filled out by your child's physician before we can administer it.

As mandated by health and safety codes we will need proof that your child's immunizations are up to date as required for his/her age group before their first day. We will also periodically ask you to update that report.

To ensure proper supervision please never leave your child unattended while at the center. When dropping off or picking up please walk your child into the classroom with the teacher and never let them go on their own, including school-age children.



As it is required by state regulations, you must sign your child in and out with a **full signature** according to the time you drop off and pick up every day. The sign-in/out forms will be located in the lobby and you will receive instructions on or before your child's first day.

There are illnesses for which you will be called and asked to pick up your child.

- Vomiting
- Fever over 100° F (under arm)
- Skin Rash
- Diarrhea (watery or more frequent stools than usual)
- Conjunctivitis
- Head Lice

When your child goes home with these symptoms he/she may return after the symptoms have been gone for 24 hours or a doctor has provided written clearance to return.

If your child is diagnosed by a physician of having a communicable disease please let our center know as soon as possible.

Our center will practice emergency drills on a monthly basis to familiarize children with evacuation procedures. In the event of a real emergency where we have to evacuate and re-locate the children, we will make every effort to contact the parents/ guardians or anyone listed in our emergency form.

Transportation

All children enrolled in Kindergarten or higher will receive transportation to and from school or as specified for your child. We will ask you to fill out our transportation release form and ask that you review and become familiar with our transportation rules for the children.

During the year we may schedule field trips for school-age children and we will ask you to sign a separate field trip authorization form at that time.

Other than for field trips, during school transportation, our vehicles will only transport children to and from their public school.

If your child will not be riding our bus on a day that he/she regularly does, you must notify the center as soon as possible. If we go to pick up your child from school and he/she is not there a fee will be applied to your account.



Registration and Enrollment

Upon enrollment you will be asked to fill out all enrollment documents, many of which are state mandated. We will ask you to update and renew the paperwork at least once per year or as necessary.

Occasionally your child may need to be picked up by someone other than parents/guardians unless the person is listed in the authorized/emergency contact list he/she will not be allowed to pick up your child. Also please advise them that they will be required to provide a government issued form of identification to verify identity.

All information will be kept confidential and will only be shared with parents/guardians unless court orders are provided.

Fees

Our schedule is as follows Monday to Friday from 6:30 AM to 6:00 PM. All tuition fees are due on Friday before the week of services and will be considered late if not received by 6:00 PM on the following Monday.

A registration fee will be applied upon enrollment and collected every year in the fall.

A set tuition fee will be applied to your account weekly based on the schedule you select during enrollment.

We will not adjust tuition for missed days.

You will have 3 vacation weeks during the calendar year in which if requested in advance you will be billed 50% of your regular tuition. This will ensure your child's space is secured.

Only Checks, Money Orders, or Cashier's checks will be accepted.

A fee will be applied to returned checks

If you child is picked up after closing there will be a late pick up fee assessed.

We accept all local subsidy or third party assistance programs. In the case there is a difference between our prices and what the program pays, the parents/guardians will be responsible for paying the difference if our fee is greater.



We strive for top quality care and education; we will do what we can to ensure we work to solve any problem that may cause dissatisfaction to you or your child. If we cannot solve that problem, we understand that you may find other arrangements. If you are going to withdraw or disenroll your child from our programs we ask for a two week written notice.

We reserve the right to terminate services or disenroll any child as deemed necessary at our discretion with or without notice.



Acknowledgement

Parents please read and familiarize yourself with this parent handbook and return the acknowledgement on or before your child's first day.

I have read and understand the policies and procedures of Buhach Preschool for parents.

Parent's Name

Parent's Signature

Date

Parent's Name

Parent's Signature

Date