



www.URBAN SPROUTS.com
DAY SCHOOL

Parent Handbook
2010-2011

Table of contents

Our Mission.....	3
Program Description.....	3
1. Days and hours of operation and ages of children accepted in program	
2. Sign-in/sign-out procedures	
3. Field trips	
4. Meals and Snacks	
5. After school program	
6. Allergies	
7. Festivals	
8. Birthdays	
9. Sick policy and medications	
10. Medical or dental emergencies	
11. Dress code	
12. Things we ask families to provide	
13. Our position on media	
Admission Procedures.....	6
1. Application	
2. Interview with family	
3. Forms	
Discipline policies.....	6
1. Discipline	
2. Parent/teacher conferences and communication	
3. Grounds for dismissal	
Our daily rhythm.....	7
Policies and procedures.....	7
1. Administration	
2. Tuition and fees	
3. List of forms to be completed prior to enrollment	

Our Mission

We at the Urban Sprouts Day School strive to provide a holistic and transformative environment that nurtures the whole child. Values that we instill in our students are concern for the environment; joy in caring for each other, and the love of learning. We achieve that by integrating developmentally appropriate curriculum that stimulates a child's imagination and creative intelligence within a warm home-like environment. Healthy development of the physical body is the key to academic readiness and emotional balance, and we nurture this through rigorous outdoor play, healthy nutritious meals, and ample time to rest.



Program Description

We provide care and supervision for the children ages 2 through first grade entry, who are potty trained. Our daily program includes language arts, music, tactile and sensory exploration, lots of outdoor play, cooking and baking, and group meals together. Field trips are scheduled regularly to local nature destinations.

We respect the child's need for both nurturing and independence, quiet time and active play, time alone and time in group endeavors. There are opportunities for both structured and spontaneous play indoors and outside.

Days and hours of operation and ages of children accepted in program

We operate our preschool year around. We also offer an after school program. Two and three day enrollment options are available on a limited basis. We are closed for vacation for two weeks in the winter and a week at the end of summer and legal holidays.

Ages 3 – 6 Mon – Fri 8:30am - 1:00pm
After school care is available until 5:15pm.

Sign-in/sign-out procedures

Parents walk their children in through the garden gate. The sign in sheet is provided in the cubby room. Parents are asked to sign their full name on the sign-in sheet. At the time of picking-up your child please sign your full name again.

When someone else is picking up your child other than the person that is on file, teacher must be notified ahead of time in writing.

Any restraining orders must be on file; otherwise the child will be released to any legal guardian.

It is a law in the state of California that children travel in a car seat.

Late pick-ups will result in late fee penalties.

Field trips

Every Tuesday and Thursday we go walking. Sometimes we just walk around the neighborhood and some days we will walk to Buri Buri Park and playground. Children walk in pairs. Teachers bring a wagon with first aid kit, snacks, water and extra clothing.

Meals and snacks

We serve healthy and nutritious snacks throughout the day and one lunch time meal. Meal times are:

10:00 am Snack
12:15 pm Lunch
3:30 pm Snack

Snacks and lunches are provided by us. Children participate in preparation and serving of snacks. Every day we include grain of the day in the lunch menu. Children can have seconds and thirds if they wish. Water is always available. We believe that sharing meals together promotes good social habits. We ask that parents do not send any food to school.

Weekly menu and activities schedule

Monday: Painting Day

Morning Snack: Fruit/cheese
Lunch: quinoa with roasted veggies (chicken on the side)
Afternoon Snack: Cereal w. milk

Tuesday: Hiking Day

Morning snack: raw veggies w. dip
Lunch: Buckwheat, hard-boiled eggs, sweet peas, carrots
Afternoon Snack: Yogurt and Granola

Wednesday: Bread Day

Morning snack: Oats, milk, maple syrup
Lunch: Barley and vegetable soup
Afternoon Snack: Fruit, Cheese

Thursday: Crafts Day (Hiking for Classroom 2)

Morning Snack: Fruit/cheese
Lunch: Brown Rice with steamed broccoli (egg quiche on the side)
Afternoon Snack; Raw vegetables /Dip

Friday: Care for Animals/Garden Day

Morning Snack: Hard-boiled eggs, carrots
Lunch: Soup with coconut milk, brown rice, beans and vegetables
Afternoon Snack: Seasonal Baked Treat with fruit on the side

**Menus change with the seasons, based on available fruits, vegetables.*



After school program

After school program starts at 1pm and is available until 5:30pm. Quiet hours are from 1:00pm – 3pm. If your child is staying in the after school program, please pick up your child after 3pm. Children are tired after a morning full of activities and we ask to minimize disturbance during quiet hours. After rest time there is a snack and then another light snack at around 5:00pm. Children spend most of the afternoon playing outside.

Allergies

Allergies will be handled on a case by case basis. Please notify us of any known allergies and our staff will know to avoid the allergens. We can provide for substitutions and be prepared to deal with a reaction in case it occurs. If you bring substitutions for your child, hand them directly to one of the teachers.

Festivals

At Urban Sprouts Day School we like to celebrate. Seasonal festivals are part of our curriculum. Description of festival activities will be provided separately as we come closer to each celebration during the year. Please refer to our calendar on the website. Also, upcoming events will be listed in our bimonthly newsletter.

Birthdays

Birthdays are celebrated on the actual birth date or if it falls on a holiday, on the first day of school after the holiday. We have a special tradition for birthday celebrations and birthday parents are a part of the ceremony. Parents will be provided with more info on the first day of school. Please do not bring any gifts or treats to school with the exception of hand made cards.

Sick policy and medications

Children with contagious illnesses must stay home in order to prevent the spread of illness to other children and adults. Please keep your child home if they have the following symptoms:

- ⦿ Fever greater than or equal to 100.5 degrees F.
- ⦿ Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears
- ⦿ Red discoloration to the whites of the eye(s)
- ⦿ Skin rashes as they are difficult to diagnose unless since by a physician.
- ⦿ Severe abdominal pain, vomiting or diarrhea.
- ⦿ A painful, red throat, even if fever is not present
- ⦿ Yellow discharge from the eyes

We do not administer any over the counter or prescription medicine.

Medical or dental emergencies

Parents are required to sign a release form so that in case of an emergency we can take your child to the doctor. You will be responsible for any medical expenses incurred.

Dress code

We ask that the children are dressed in neat, comfortable, layered clothing for school. Our days are filled with outdoor activities and art projects, so we ask the parents to save fancy clothing for special occasions.



For safety reasons clothes with draw strings are absolutely not permitted. Please use common sense when selecting shoes for school. They must be comfortable, easy to put on and likely to stay on. Please label you child's clothing. Two year olds can not always recognize their clothes.

We will play outside, rain or shine, so please make sure your child is dressed weather appropriately.

Things we ask families to provide

- ❖ Change of clean clothes, underclothes, socks
- ❖ Child sized sleeping bag, if staying after 1pm
- ❖ Sun hat, warm hat
- ❖ Indoor shoes or slippers
- ❖ Sunblock

Our position on media in the home

As educators of young children, we have been availed of all the most reputable research on media and its effect on growing brains, bodies and social skills in children. It is our stand that in order for children to grow and thrive in their work and play together, we adults must limit their exposure to all forms of media. This includes movies, television, newspapers and computers. We understand that having your television go on "vacation" for an indefinite period sounds challenging, if not impossible. However, we have many good resources, studies and alternatives that will help you and your children create a more harmonious family life. We will be available to discuss this with you, and will have parent evenings with our research and ideas open to discussion. In the meanwhile, may we direct you to "Your Child's Growing Mind: Brain Developments and Learning From Birth to Adolescence" by Jane Healy

Admission Procedures

Application

You may submit an Application with a \$100 non-refundable processing fee made payable to "Urban Sprouts Inc.". The family may then be called for a phone interview to determine the appropriateness of placement given child's individual needs.

Interview and school visit

We believe that school should be an extension of the family and we hope that our school philosophy is consistent with your family values. We would like to ensure that our school is a good fit for your family. We ask that all immediate family members be present at the school visit with the child.

Admissions are made without regard to race, religion, or nationality. Admission placements are made with consideration to creating a developmental continuum that will facilitate peer relationships and gender balanced groups. Preference is given to siblings. Most openings occur in the fall but we will fill vacancies should they occur mid year.

Discipline Policies

Discipline

We believe that the role of the teacher is to lead children to self-regulation and maturity. Natural consequences (when appropriate) and positive discipline methods are used at our school. We also believe that each child is a capable and competent being.

No corporal or unusual punishment / violation of personal rights will ever be used.

Parent/Teacher Conferences and communication

Parent/Teacher conferences are once a year and as needed. This is the time to discuss child's development, ask questions, address concerns and make suggestions. Your teacher will post the conference times and you will be able to select the most convenient time. We try to accommodate parent's schedules as much as we can.

We will send emails at least three days prior to all scheduled event, holidays and vacations and post a note on the bulletin board and/or sign in book. However; **parents are responsible for checking the school calendar** regarding school holidays and vacations. The calendar is updated in August for the following school year and can be found on our website at http://www.urbansprouts.com/preschool_calendar.html.



Grounds for dismissal

When we feel that the school can not meet the needs of the child and family, the child might be dismissed from school.

Inappropriate behavior by child's custodians at school may be grounds for dismissal.

Our daily rhythm

8:30am	Drop off/ Free play
9:30am	Clean-up time/ Bathroom
9:45am	Singing games
10:00am	Snack
10:30am	Bread baking/ Soup Making/ Painting/Crafts
10:45am	Outdoor Play/ Gardening/ Leave for the park
11:30am	Tidy toys/Bathroom/ Wash Hands
12:00	Circle Time
12:15	Story Time/ Puppet Show/ Come back from the park
12:25pm	Lunch
12:45pm	Clear Table/ Farewell/ Prepare for naptime
1pm	Nap / Quiet time
3:00pm	Wake-up/ Bathroom
3:15pm	Snack
3:45pm	Outdoor Play
4:45pm	Story time/ Free play
5:15pm	Pick up
5:30pm	School is closed

Policies and Procedures

Administration

Urban Sprouts Inc. is a private corporation funded by tuition and fund raising efforts of the Board of Directors and parents body.

As parent involvement is an important component in quality early childhood education, we encourage parent participation, even though we recognize time may be a limited resource for working parents. We hold meetings and other social events throughout the year. We also encourage parents to share family traditions and cultural celebrations with us.

Tuition and fees

The special “program enrichment activities” are included in the tuition fees to make our fee structure all inclusive, with the exception of late pick-up fees.

The annual tuition is billed in equal monthly amounts, with a payment due on the first of every month. Your payment is due every month on or before the 1st of the month. If paid after the 5th of the month, please add \$35 late charge. No exceptions will be made.

Tuition is not prorated or waved for time missed due to illness, family vacation or for school holidays and vacations.

Late pick-up fees will be billed at the rate of \$1 per minute.

No make ups are allowed for missed days. We would like to maintain teacher/child ratio high on all days.

2008-2009 Annual Tuition Schedule

<i>Preschool Tuition</i>	<i>Times</i>	
5 days	\$900/mo	8:30am-1:00pm
3 days	\$600/mo	8:30am-1:00pm
<i>After school Tuition</i>	<i>Times</i>	
5 days	\$400/mo	1:00pm-5:30pm
3 days	\$240/mo	1:00pm-5:30pm
2 days	\$165/mo	1:00pm-5:30pm
1 day	\$85/mo	1:00pm-5:30pm

Deposit

An amount equal to your monthly payment will need to be paid together with your first month’s payment. This deposit is refundable if withdrawal notice is given 2 months in advance. If the withdrawal notice is given less than 2 calendar months in advance the deposit amount is forfeited.

Forms to be filled out by parents/ guardians prior to enrollment

1. Admission agreement
2. Notification of Parents’ Rights Form
3. Personal Rights Form
4. Identification and Emergency Information
5. Consent for Emergency Medical Treatment Form
6. Child’s Preadmission Health History – Parents’ Report
7. Physician’s Report
8. Immunization requirements

9. Needs and Services plan
10. Handbook receipt/ Compliance agreement
11. Thursday Field trip permission form
12. Photo release form
13. Inappropriate behavior