



Parent Handbook



CHIA SEED
Learning Center



Welcome

Welcome to Chia Seed Learning Center & Montessori Academy, the purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed School-age child care providers.



State Licensing Requirements:

Chia Seed Learning Center is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our center is subject to inspection by state and city health, fire, and licensing officials.



Termination Policy:

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, a two week written notice from parent or provider is required to terminate the contract, with the exception of (provider's) family emergency, gross misconduct on part of the, parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.



Enrollment/Registration Fee:

A non-refundable set up fee of \$100.00 is charged upon registration of each child.

Payment:

Weekly payment is due regardless of attendance and is due on or before Friday at drop off or the last day of that's week care for the following week of child care. If payment is not made by such time without prior arrangements, you will be considered late and a fee of \$5.00 will be applied. If this should occur payment with late fee is expected to be made by drop off time the following Monday or child care services may be suspended until such payments are made. Payments may be made by cash, check (made out to Chia Seed Learning Center) or automatic payment. Receipts are available upon request. A \$35 fee will be charged if your check is returned. The parent must pay the amount of the check plus the \$35 fee immediately upon notification of a returned check. The child will not be permitted to stay in care until all fees are paid in full in cash or money order. The parent will be responsible to pay for any time your child missis while you are "catching-up" on tuition. The parent will be required to pay by cash or money order after the first returned check.

Over-Time Fee:

A late fee equal to \$5.00 per child shall be made per 15 minute intervals for drop-offs and/or pick-ups outside of contracted hours. Example 1 to 15 minutes early/late, you owe \$5.00 per child, 16 to 30 minutes early/late you owe \$10 per child. If prior notice of early drop-off (evening before or earlier) or late pick-up (morning of care or earlier) is arranged late fees may be waived, but regular over time charges may occur.



Hours of Operation:

Chia Seed Learning Center is open from 12:00am to 6:00pm Monday thru Friday. There are two main options for care. The Primary Only Program (POP) is held from 9:00am to 3:00pm. POP participants may elect to stay for the AFTER SCHOOL program for an additional \$250/ Month. If your child is to arrive before 12:00pm, they will be considered enrolled full time regardless of pick-up time.

Authorized Release:

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone not on the list. The provider will require photo identification from anyone that it is not recognized. The providers will not release the child to anyone including the parents/guardians if they suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.



Sign In/Sign Out:

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.



Reporting Child Abuse:

CSLC is required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Privacy and Discrimination:

CSLC will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless I have your written permission to reveal specific information (i.e. Speech or developmental delays). CSLC also ask that you respect our privacy and that of CSLC by not sharing any information you learn about CSLC without director written permission. For example, contents or layout of my home, vacation schedule, routines, etc.

CSLC do not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status.

Smoking:

This is a non-smoking facility. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy. In addition, smoking is prohibited on field trips. If you need to excuse yourself from the field trip, please let the provider know so that they are aware of your absence.



Center Holidays/Closures:

Center will be closed with pay of the following holidays:

- **New Year's Day**
- **Labor Day**
- **Columbus Day**
- **Thanksgiving Day**
- **Memorial Day**
- **Christmas Day**
- **Independence Day**

Center will be closed with no pay on these additional days:

- **New Year's Eve**
- **The Day after Thanksgiving**
- **The Day after Christmas**

For pandemic: CSLC might take 1 week (5 days) of paid pandemic closure. CSLC will give a

minimum of 1 day s' notice before any closure when possible so you can have time to arrange alternative care for that period.

Also, working with exposure to many families and especially children, it is expected that CSLC will become ill occasionally.

Therefore, CSLC reserve the right to take up to (5) paid sick/personal days per calendar year. We also use these days for our teacher training/continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep our childcare license in good standing. Of course we will give you as much of an advance notice as possible.

After school Only Program Holidays/Closures:

The After school Only Program follows the Chia Seed LC' calendar.



Birthday/Holiday Parties:

You may bring, if you wish, a small, healthy snack to share for your child's birthday, but is not mandatory. We do celebrate holidays with a small party; a sign-up sheet may be posted on the parent board. For giving-holiday, if you would like to donate, some of the things the list might include are: a replacement of a broken toy, books, games, art supplies, etc.



Medical and Dental Emergency Procedures:

Emergency information is kept on file at the school. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the school, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- **A phone call to 911 is made.**
- **Child's parents (or emergency contacts) are called.**
- **Child is separated from the other children and appropriately cared for.**
- **Parent, provider, or ambulance takes the child and health records to the doctor or hospital.**



Illness:

For the health and safety of your child and all of the children in our facility, please do not bring your child to school sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to school, then please call and check with us. If a child becomes ill during school hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from school due to illness, they may not return to school until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/SymptomGuidance.aspx>



A child with any of the following illnesses must be completely free of any symptoms before returning to school. If the child is taking antibiotics for an illness, the child may return to school after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend school. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from school.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/SymptomGuidance.aspx>



Medication:

Both nonprescription and prescription medications, ointments, and creams may be given to your child by myself if needed. Parents are required to fill out the proper form and to supply all medications in their original container. Medications must be labeled with the child's name, weight, and dosage amount. **PLEASE NOTE:NO DROWSY MEDS.**

Child's Absences and/or Vacations:

If your child will not be attending school due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending school for whatever reason, you are still required to pay.



Television/Platform Viewing:

Platform viewing is only done once or twice a week, no more than 5mins at a time and is limited to an educational video. We may pick an appropriate children's video to watch. Children are never required to sit and watch TV/Platform, and TV/Platform are not offered in place of free play or learning activities.

Toys:

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to school except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to school with toy weapons.

Miscellaneous:

Understand that your child may be included in classroom evaluations by State Licensing officials, NAEYC Program, State Food Program, and other parents observing their right to our open door policy.

Understand that your child may be included in pictures connected with our school program, unless otherwise specified by you the parent.



Behavior Management & Discipline:

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the school frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used.

These techniques are as follows:

- **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.



Cleanliness:

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our center is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, etc. The dining chairs are cleaned between each use. Our Montessori materials are cleaned and disinfected often, and play tables are cleaned and disinfected and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.



Staff washes their hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
 - After handling a pet or pet equipment
 - Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
 - Before giving medication or applying ointment
 - After work

Children wash their hands:

- As we enter each morning
- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
 - Before and after using water tables
- After using play-dough or other substances
 - After playing on the playground
 - Whenever hands are visibly dirty
 - Before going home



Arrival and Departure:

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed, if arriving after meal time, and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. Do not allow your child to run out to your vehicle while you are still inside or in the play yard. The safety rule is "No one goes outside without teacher or a parent with them." Drop off and pick up times are usually hectic times of the day, so this is not the time to discuss problems. If there are any problems you feel need to be addressed, please feel free to set up a time that is convenient for the both of us to discuss these matters. Parental communication is vital, it is the key to a successful childcare arrangement and I encourage any feedback you may feel relevant. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.



Special Diets:

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact. At that time, it will be determined if your child can participate in the USDA Food Program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the USDA Food Program. However, if a viable solution can not be reached between parent, provider, and the USDA Food Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.



Learning at CSLC:

At CSLC Montessori, we offer a Chinese immersion program that incorporates the Montessori method. Our unique program helps children build a strong academic foundation, while also allowing them to discover or deepen their use and knowledge of a second language. We follow Dr. Maria Montessori's Method. The Montessori Method has been used in educating children for over 80 years. It emphasizes on independence, freedom within limits, and respect for a child's natural psychological development, as well as technological advancements in society. By nature, Montessori education shares many of the hallmarks of STEM education. For instance, question-based and hands-on learning, critical thinking, open-ended exploration and applying self-initiative. It is also a natural place for STEM activities occur. This is a result of encouraging students to be independent, curious and innovative. With careful planning, Montessori materials fully engage a student's senses. The curriculum also reinforces that everything is related, showing the connection of topics across the five Montessori Learning areas: Language Arts, Mathematics, Practical Life, Sensorial, and Geography/Culture.

Montessori Childcare (provide by CSLC Montessori)
After School Education Service (provide by Chia Seed Learning Center)
Mandarin/STEAM Learning (provide by Chia Seed Learning Center)



Our staff and Activities

Our staff members understand and agree with our expectations that they will participate fully in our school, sharing in both the benefits of belonging to a small and close-knit educational community and in the responsibility for solving its problems.

Our After School Program provides homework support and tutoring in variety of academic subjects (math, reading and writing, science, language arts), and enrichment activities including arts and crafts, hands-on activities, Lego project, science project, gardening, outdoor activities, calligraphy, and elective Chinese language classes. Our goal is to work collaboratively with parents, students, and the community to provide a program that positively impacts our youths at an early stage in their academic and social development.

Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.



Communication:

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Contract Adherence:

This is our learning center as well as our church, so please be respectful of our community and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb.

Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Admission Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.



A Final Note:

Please remember that although I chose this profession because of our love of children, it is also my job. Prompt payment, adherence to drop off and pick up times, consideration of your sick child, and consideration of my personal time is very much appreciated. I take my job very seriously, and am committed to the very best care of your child. I consider it a privilege to have been entrusted with the care of your child, and I will always treat him or her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our school. We are always open to suggestions and feel communication is a very important part of a quality school. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Chia Seed Learning Center handbook are understood and agreed upon.

Thank you,

Ms. Roland,

Chia Seed Learning Center

