

Quality Time Child Development Center



Parent Handbook



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Welcome!

We are so pleased that you have joined The QT community.

Our philosophy at Quality Time is based on respect and appreciation for each child and each family that we serve. Our center is a nurturing, relationship based and family-centered program. We provide a warm, inviting and stimulating environment that is developmentally appropriate, where each child's social, emotional, creative, physical, and cognitive growth is encouraged, valued and supported.

Children are competent individuals who can construct their own meaning of their experiences. We believe that trust and self-esteem are the foundation upon which all learning rests. We recognize that children are naturally curious and engage in active exploration to make sense of their world. Our role, as your child's caregiver, is not to provide all the answers for them. Rather, the occasion for discovery and learning. We encourage all children to develop their individual strengths and appreciate each child's unique contribution they offer to the community.

At QT, your child has opportunities to discover and learn about themselves, others and the environment in an atmosphere that encourages harmonious and meaningful relationships. We value cooperative relationships between children, adults, and caregivers. We strive to provide an environment that is supportive and will serve as a platform for children and their families to build a strong community. Within the QT community there are extending opportunities for all to understand and accept cultural differences within each family, through thoughtful observation, discovery and celebration.

We believe that it is important for children to have an understanding of what it is to belong to a community; as part of their preschool, as part of their family, and as part of the wider community—our city, our country, our world.

Components Of Quality Time

- Classrooms that are beautiful, inspirational spaces
- Children, family, teachers, parents and community as interactive and collaborative
- An awareness and appreciation of the natural world in which the environment is viewed as co-teacher
- Opportunities for artistic expression in a variety of media

Tuition

Tuition is due on or before the first of the month. There will be a \$50 late fee if payment is received after the 5th of the month. There is a \$35 return check fee.

**Please note:* Tuition is due whether or not your child attends school. It is not based on the hours or days that care is offered or your child attends; ie tuition remains the same during months with holiday breaks.

Registration Fee

A \$150 yearly registration fee is due, upon admittance into the program. You will be billed a registration fee every year following. This fee is non-refundable

Enrollment Fee

There is a \$100 one time enrollment fee. This will be applied to your first months tuition.



Admissions

Ages served: 2 years through Kindergarten

QT recognizes that all children bring their own unique gifts to our community, thus enriching the environment for us all.

We welcome children from all racial, ethnic, and cultural backgrounds, as well as children with special needs when there is a space available and the child's needs can be met with reasonable accommodations.

Waiting List

We reserve the right to maintain a balance between ages and gender in each classroom. Enrollment decisions are based on consideration of the "best fit" for the group rather than according to the date of application.

Schedule Change

A cancellation or any change in schedule requires a **one-month** notice to allow us to adjust our enrollment. You are financially responsible for that month's tuition prior to the change. If you wish to add days, we can do so when space is available.

Make up Days

Quality Time cannot make up days for illness, absences or Holidays. If space permits, we can add days to accommodate extra requests. Added days will be billed at the daily rate.

Summer Enrollment

Quality Time is a year round program. We cannot hold your child's space without a monthly tuition payment. If you choose to remove your child for the summer, they will be placed on a waiting list for the fall program and our regular enrollment fee will be charged.

Yearly Calendar

A complete calendar will be given to you upon enrollment. Several holidays, parent teacher conferences, in-service days, and other school events are acknowledged throughout the year.



Days and Hours of Operation 7:30-5:30

We offer a full day, half day, and an afterschool program.

Full day: 8-5 1/2 day: 8:00-12:30 After-school (kindergarteners only): 1:30-5:00

Morning Drop-offs

Morning drop-offs must be complete by 9:30. Please make the morning transition brief; always say good-bye and let your child know that you will return. If your child is experiencing separation anxiety, A staff member will be there to comfort your child.

1/2 day pick-ups: All 1/2 day Transitions must be complete by 12:45

Afternoon Pick-ups

All transitions must be complete by 5:30. It is important that your child has the opportunity to experience a smooth, calm, and most importantly unhurried reunion with you. Please arrive at QT with enough time to allow your child to gather their belongings and for you to check in with a teacher.

Late Pick-ups

Please call and let us know if you are going to be late so that we can let your child know. When a parent is late to pick up their child, stress and anxiety is felt by everyone – the parent, the teacher, and most importantly, the child. No child wants to be the last one at school.

Late Fee: A late fee will be enforced. The charge is \$5 for anytime within the first five minutes of being late. For each additional minute, the charge is \$1.00 per minute. If you do not have the cash on hand to pay the teacher directly then your monthly statement will reflect the late fee.

Transitions

Separation Anxiety: separation anxiety is a natural process and getting used to preschool can take time. Some children do very well the first two weeks at school and then experience a delayed reaction to the separation.

It is important to be consistent with arrival times and transitioning rituals. *Children who arrive with enough time to make a social connection before our daily group-time (9:30) feel more comfortable and are able to acclimate into the day easier.

Attendance

Sign In and Out Procedures: Children must be signed in and out for every day that they are present. The parent sign in book will be placed by the entrance, and require times of arrival and departure, as well as a **full** legal parent signature. Do not let your child sign in or out for you.

Absences: Please call by 9 am if your child will be absent for the day.

Please Provide

- ✓ Minimum of two changes of labeled clothes
- ✓ Bathing suit
- ✓ Rain coat/Rain boots
- ✓ 1 bottle of sunblock
- ✓ Box of wipes or Kleenex (every 3 months)
- ✓ Healthy Lunch

Personal items: We ask that children do not bring any toys or personal items to QT unless it is a "Sharing Day". We do however allow children to bring books and recognize that bringing something from home can make transitioning easier. If your child needs to bring an item from home, once they are feeling comfortable we will ask them to give it back to you or put it in their cubby. *we will not be held responsible for any lost or broken personal items.

Nutrition

Please provide your child with a nutritious lunch. A microwave is available for warming lunches. If you would like us to heat something up for your child, please make sure it is ready to go in a microwave safe dish.

We encourage your child to eat the main staple of their lunch first (sandwiches, burritos, bagels, etc.) before the snack-able (chip/cracker).

Daily Snacks:

Quality Time offers a nutritional morning and light afternoon snack.

Morning snack is served between 10:00-10:30 AM.

Afternoon snack is offered at 3:30 PM.

*Although mealtimes are offered and participation is encouraged we do not force or insist on children eating. For safety and social reasons we do insist children be seated while they are eating. Children of all ages are encouraged to clean up their space once they are finished.

toileting

We are potty training experts. We consider a child ready when they are able to initiate the request to go to the potty. When you are ready to begin the process of potty training we will work with you and your child to make it a successful experience.

Body-resting

All children that are enrolled in our full day program have a period of time that they rest their body. Children do not have to sleep but do have to rest quietly on a rest mat. Children that arrive in the afternoon are encouraged to choose a quiet activity.

Recycling/Composting/Sustainability

At QT, respecting our environments and planet is very important. We make efforts in educating children, who are in our program, on what is recyclable and what is compostable and what goes in the landfill. We use our compost that we make in our garden and eat the fruit and vegetables that we grow.

Field Trip Provisions

If your child participates in a field trip planned by QT, permission slips will be sent home at least one week in advance. A staff member certified in CPR and first aid will accompany the field trip. Parent volunteers will be asked to accompany the group so that the adult to child ratio remains small, and the children remain safe.

Transportation Services

QT will not be transporting any morning students to or from the facility. During the school year we will do afternoon kindergarten pick-ups if it is within our network of schools. In the event of a field trip we will ask for parent volunteers or use public transportation.

Optional services

Parent Education nights will be offered every three months on topics ranging from toileting, to social and emotional behavior to questions regarding parenting, using Q&A platforms.



Guidance

During the first five years of life, children are just beginning to learn how to handle their own emotions and conform to the behavioral expectations of society. This is a process for children. Professionals who work with young children expect to be met with challenging behaviors from time to time. We consider our guidance policy a platform that will help each child develop a sense of self-control and autonomy.



We see working with children's challenging behavior as an integral aspect of our job. We understand and accept that young children will sometimes display their emotions and/or try to achieve their goals in unproductive ways. Much of children's most valuable learning, especially in a group setting, occurs in the course of social-emotional problem solving.



We define challenging behavior as any behavior that:

Interferes with children's learning, development and success at play

Is harmful to the child, other children or adults

Puts a child at high risk for later social problems or school failure

We allow children to solve their conflicts on their own, with guidance and support from a teacher by reflecting, questioning, and coming up with the solution. Children who feel confident and capable of solving problems in a fair and meaningful manner will internalize rules of cooperative behavior and will follow these rules because they want to, not because we are forcing them to do so.

*When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from the QT program.

Safety And The Rights Of All Children Are Always Paramount

- Teachers model positive behavior. We show that we can accept, control and express feelings in direct and non-aggressive ways.
- Teachers design the physical environment to minimize conflict.
- Teachers maintain age-appropriate expectations for children's behavior.
- Teachers closely observe and supervise children's activities and interactions in order to intervene to guide children before situations escalate.
- Teachers help children verbalize their feelings, frustrations and concerns.
- Teachers will help children describe problems, generate Possible solutions, and think through logical consequences of their actions.

- Children whose behavior endangers others will be supervised away from other children.
- A teacher will help the child move away from a group situation. The child will be supported in processing the problem verbally with the staff member and any other concerned parties.
- A teacher may choose to stay close to any child who is emotionally out of control and needs private time to regain composure.
- Discipline, i.e., guidance, will always be positive, productive and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member, student, or volunteer working in the QT program. Every member of the QT professional staff understands and follows our disciplinary

Wellness Policy

Children need to feel well enough to participate in our daily activities, physically and emotionally. Do not bring your child to school if you suspect he/she might be ill or if medicated by any over the counter meds (Tylenol, Keopectate, cough suppressants, etc.). If your child is ill enough to need such meds at school, we ask that he or she stay at home. Often, such meds wear off around mid-morning, and the child is miserable and will need to go home anyway. Our morning teachers are authorized to conduct an informal health check to determine if children are well enough to attend school. We have provided some guidelines below should you need help making the decision.

Symptoms

Coughing: If the cough is persistent as infection can spread through cough droplets. (again, if this is causing discomfort to the child, this could be an indication not to bring them to school), If cough is mild and intermittent (your child can go 15 minutes between coughs), he or she is considered ok to attend school. Please simply use your best judgment according to how your child feels.

Runny nose: If the discharge is and discolored (anything other than clear), it is considered infectious. If discharge is clear, your child is safe. However, children with continual runny noses (wiping needed every 10 minutes) can experience discomfort. Please use your discretion.

Fever: Your child needs to be free of fever (without medication) for 24 hours to be considered free of infection, and able to return to QT.

Sore Throat: This is not always considered infectious, but the cold that it can lead to can be.

Diarrhea & Vomiting: More than 3 loose stools in a single day should be considered infectious and given a 24-hour waiting period before returning to QT. Your child must be vomit free for a 24 hour period before returning to QT

Conjunctivitis: Your child should be on antibiotics for 24 hours before returning to QT.

Ear Infection: Unless accompanied by other symptoms, your child is considered ok to attend. Please simply use your best judgment according to how your child feels.

Head Lice: Once diagnosed and treated, It is our policy that your child is nit free (dead or alive)—head checks will continue (incubation period is 7-10 days).

***Please Note:** If your child becomes ill at QT, we will call you to come pick him up. Please be sure we know where you will be and how to reach you. We will isolate your child from the other children until you or someone on your emergency contact list arrives.

Medication

Our staff is authorized to administer any needed prescription medication if the following instructions are followed:

- Bring the medication in its original container with prescription label intact.
- Date must be current and your child's name must appear on the label.
- Instructions for dosage and times should also be on the label. (Please bring the med spoon or oral syringe needed to give meds).
- You must fill out a "medication release form" each day that your child needs the medication.

Immunizations

All children enrolled at Quality Time are required by State Law to have a record, signed by a physician, indicating that all their immunizations are current, and that the child is emotionally and physically capable of attending the center on a regular basis. If your religious or personal beliefs prohibit immunizations we will have you sign a release Form.



Emergency Procedures

At least one person who is certified in infant/child CPR and first aid will be present at all times. If the staff thinks that immediate medical intervention is necessary, the police and/or paramedics will be contacted. Parents will also be contacted immediately.

In the event of an emergency/disaster during school hours, we have in place certain procedures we will follow. Emergency drills are scheduled every two months in order to teach your child that this is a crucial time to stop what they are doing, with no notice, and follow the teacher's directions. If we need to leave during or after a disaster, we will walk the children across the street to the Ben Page Youth Center. Your child will not be released to any person other than those listed on your emergency card. It is vital that you keep your emergency card up to date at all times. This is the only form of paperwork we will take with us in the event of an emergency.

Child Abuse

Staff members are required to report any suspicion of child abuse. This includes physical, verbal, emotional, or neglectful abuse that is seen in the child. This process can be anonymous. Therefore, the director may not be able to discuss the situation with the parent prior to social services being informed of suspected abuse. This process was put into place to protect children and their families, and every attempt will be made to solve the problem before any action is taken.

Our facility, under section 101200(b)(c), may be inspected by the licensing department. Children and staff may be questioned in order to obtain information that may indicate abuse, neglect, or inappropriate placement of children by the staff.

Complaints: The director welcomes any comments or criticisms from parents. These should be written, and help the staff to develop a program that meets each person's needs. Formal complaints can also be made to our licensing agency. Parents can call or write:

Community Care Licensing
6500 Hollister Ave. Suite 200
Goleta, CA 93117
(805) 562-0400

Please include our facility name and license number in your formal complaint.

