



Zaca Center

PRESCHOOL

Parent Handbook

Updated August 2023

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Zaca Center Preschool

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Zaca Center Preschool is part of the Rancho de Maria housing development in Buellton. We are nestled between single-family homes, condominiums, and the Zaca Creek Golf Course and Community Park. Zaca Center Preschool serves children and families throughout the Santa Ynez Valley, Lompoc, Santa Maria and the Gaviota Coast.

On any given day we have the privilege of serving up to 43 preschool children and their families. Our doors are open from 7:30 a.m.-5:00 p.m. providing early and late day care, snacks, lunch, and naps, as well as, a structured preschool curriculum designed specifically for the developmental needs of children two-five years of age. The preschool program offers a rich and challenging environment that encourages exploration, curiosity, and creativity.

Zaca Center Preschool recognizes that children develop at different rates and in different ways. Our curriculum is geared to the developmental needs of each individual child. Our team of staff members work closely to facilitate an effective and efficient full inclusion program. Parents, as well as staff are continually encouraged by the goal achievements and mutual peer benefits within the inclusive setting. Behavioral concerns are quickly moderated and functional social/self-help skills are acquired by the generous exposure to appropriate peer models.

Activities in our preschool include art, science, math, language development, music, movement, dramatic play, neighborhood walks, conversations, nature activities, story reading, cooking, and tending to the garden and the classroom pets.

The primary focus, through play is to help children develop socialization skills by interacting with their peers and learning methods of conflict resolution. Zaca Center Preschool is one of twenty preschools statewide to be recognized by the California Department of Education as a Teaching Pyramid Partnersite. Our teachers have been trained on the evidence based-practice developed by the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). Our children learn how to identify their feelings and express them in constructive ways. All of these experiences are designed to foster life-long feelings of competency and self-esteem.

Zaca Center was observed by the California State University Northridge faculty, receiving an overall superior rating on their Program Quality Index for Full Inclusion Sites.

Zaca Center is a Demonstration Site for the Outdoor Classroom Project. The children spend a substantial portion of each day outdoors, exploring, experimenting and investigating the outdoor environment. The children collect insects, work in the garden, play in the mud, work in the outdoor writing center, play in the water, and use real tools to experiment with.

Zaca Center has also been recognized as a “Green Care Provider” by the Green Care for Children Organization of Santa Barbara. We practice being green by using cleaning products that are free of harsh chemicals and irritants, we recycle, use washable plates and cups and cloth napkins. We also practice water and energy conservation.

We participate in the Santa Barbara County Preschool Healthy Foods Initiative sponsored by the Orfaela Foundation. We serve two healthy snacks and a healthy lunch each day. We use fresh produce and cooked from scratch recipes. Our children participate in gardening experiences by growing, tending and harvesting foods from our preschool garden.

We are grateful for the opportunity to share our program with you and would welcome your interest and suggestions for continuing our high-quality work with children at Zaca Center Preschool.

Welcome!

Mission Statement

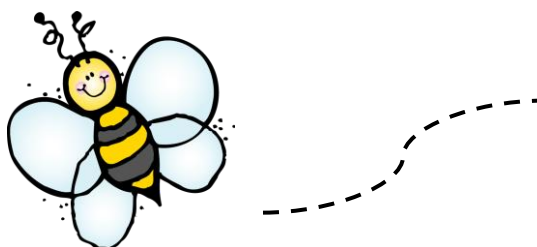
The mission of Zaca Center Preschool is to serve preschool children and their families in a full inclusion, high quality educational environment. The preschool promotes an anti-bias curriculum full of opportunities to experience many cultures and the differences among people. The preschool provides a nurturing, secure and supportive environment that offers children the space and time to discover the world around them and their place in the world.

Philosophy

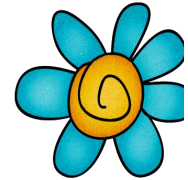
Zaca Center Preschool is based on the premise that learning is a natural on-going process. Our staff is committed to enhancing this learning process. We are staffed by mature, loving, and responsible adults who not only have academic backgrounds in Early Childhood Education, but have the ability to understand and accept individual differences in children.

We strive to create a daily environment that is nurturing, secure and supportive. Children need to feel secure in order to explore and expand their knowledge. We believe that it is important to give children the space and the time to discover the world around them and their place in the world. We spend a large portion of our day outdoors exploring and investigating our surroundings. We believe in maintaining an anti-biased curriculum full of opportunities to experience many cultures and the differences among people.

We offer a variety of opportunities throughout the school year for you to participate in your child's experience here at Zaca Center Preschool. We offer "Parent Night," a "Teacher Meet and Greet," "Trunk or Treat," "Saturday Family Beach Day," family picnics, and individual conferences which are scheduled twice per year. Our doors are always open to parent visitors and/or classroom volunteers. The staff are always in need of extra helpers on our community outings, help on our work Saturdays, or help with fundraising events. Please let us know in what capacity you will be able to share in your child's valuable learning experience here at Zaca Center Preschool.



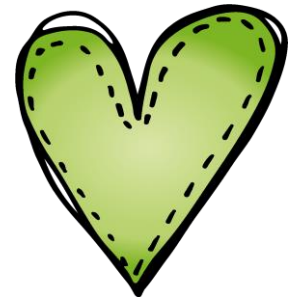
Program Goals



1. Provide an environment that is nurturing, secure, and supportive.
2. Promote children's awareness of the world and their place in the world.
3. Support the development of children with special needs by including them in our classrooms and all of our daily activities.
4. Promote socialization among children in a setting conducive to the development of social relationships.
5. Allow children to identify their feelings and express them in constructive ways.
6. Provide opportunities for meaningful play, based on their individual needs, interests, and capabilities.
7. Encourage acceptance of the differences in all people.
8. Collaborate with families in order to serve the child's best interest. Ensure that families feel a part of their child's educational experience.
9. Support families at home by providing them with in-home schedules, social stories, and supports needed for their successful parenting.
10. Support children to develop their whole self: Social, emotional, physical, and cognitive development.
11. Support the child's natural curiosity by giving the child the time and space needed to discover the natural environment by spending a large portion of each day outdoors.
12. Be a center of health and wellness for our children, their families and our staff by serving fresh and minimally processed foods and by having children participate in a year-round pesticide free gardening experience.
13. Teachers and classroom staff model environmental stewardship by teaching recycling, composting and practicing water and energy conservation.
14. Respect that each child will develop at different rates and in their own way.

Statement of Inclusion

Zaca Center Preschool supports the development of children with special needs by including them in our classrooms and all of our daily activities. We encourage the acceptance of the differences in all people. We at Zaca Center respect that each child will develop at different rates and in their own way.



Non-discrimination Statement and Policy

Zaca Center Preschool admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It doesn't discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other schooladministered programs.

Registration Procedures and Policies

Prior to your child's first day of attendance, you and your child will meet with the director to view the school and meet the staff. We will also review all of the forms and answer any questions that you may have. The following is a list of the paperwork that must be completed prior to your child's first day of attendance:

- | | |
|-------------------------------------|--------------------|
| ✓ Consent for Medical Treatment | State form no. 627 |
| ✓ Health History | State form no. 702 |
| ✓ Identification and Emergency Info | State form no. 700 |
| ✓ Parent's Rights | State form no. 995 |
| ✓ Personal Rights | State form no. 613 |
| ✓ Physician's Report | State form no. 701 |
| ✓ Immunization Record | |
| ✓ Photo Releases | |
| ✓ Enrollment Contract | |
| ✓ Family Questionnaire | |
| ✓ Policy on Illness | |
| ✓ Walking Field Trip form | |
| ✓ Tuition Policy | |
- Also due at the time of registration an annual registration fee of \$100.

What to bring on the First Day

- A change of clothing for your child. This should include: pants, shirt, socks and underwear. Make sure all clothing is labeled with your child's name.
- A photograph of your child for his/her cubby.
- Diapers and wipes (if needed).

Holiday Schedule

Zaca Center will be closed for the following holidays:

Labor Day

Veteran's Day

Thanksgiving Week

Winter break—two weeks towards the end of December

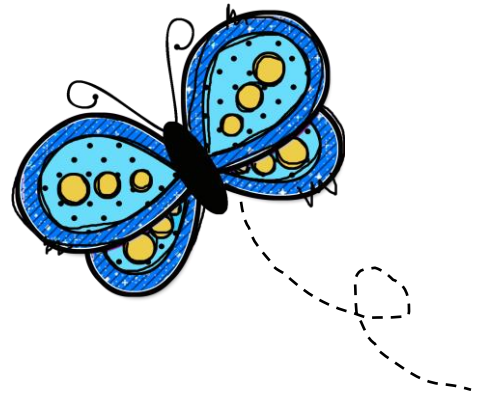
Martin Luther King Jr. Day

President's Day

Spring Break (one week in March or April depending on the year)

Memorial Day

And typically—three staff development days TBD each year



***Please refer to the annual Preschool Calendar for the exact dates of the closures**

HOURS:

Zaca Center is open from 7:30 a.m.-5:00 p.m., Monday through Friday.

We offer a wide variety of schedules:

| | |
|--|---------------------|
| Extended Day (includes morning and afternoon snack and lunch) | 7:30 a.m.-5:00 p.m. |
| Full Day (includes morning and afternoon snack and lunch) | 8:30 a.m.-4:30 p.m. |
| Three Quarter Day (includes morning snack and lunch) | 8:30 a.m.-2:30 p.m. |
| Half Day + Lunch (includes morning snack and lunch) | 9:00 a.m.-12:00p.m. |
| Early Half Day + Lunch (includes morning snack and lunch) | 8:30a.m.-12:00 p.m. |



Classes

We recognize that children develop at different rates--therefore each child's classroom placement will be where the staff and parents feel that he or she will fit best.

During your registration visit with the center director, you and the staff will decide which classroom will be the best placement for your child. We occasionally have the need to add classrooms, depending on the ages and developmental needs of the children enrolled in our program.

The director typically forms the class lists for the upcoming school year. You will be notified of your child's classroom placement in August--typically the week prior to school starting. If at any time you are not comfortable with your child's placement, please let the center director know so that we can have a discussion regarding additional options.

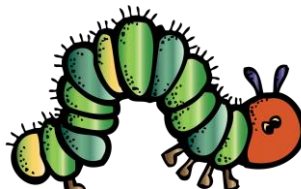
CLOTHING

Preschool is a time for your child to get involved, get messy, learn, socialize and have fun. Please support your child's preschool experience by sending your child to school wearing PLAY clothes. Provide simple clothing that your child can take on and off, as this also helps keep the number of "potty" accidents to a minimum. Save the expensive, fancy and cute items for the weekend.

During the winter months, please send your child to school with a sweater or jacket labeled with their name. The mornings and late afternoons can be quite chilly. All unlabeled jackets/sweaters will be placed on the lost and found hooks—located on the front porch.

Children should wear well-fitting tennis shoes while they are at preschool. Cowboy boots, party shoes, Crocs and plastic "jellies" have slippery soles. Children wearing these types of shoes will not be allowed on the bikes or the climbing structure.

Please remember to leave a change of clothing at school for your child. We will store all clothing in labeled blue or tan canvas baskets located on the walls of the children's bathrooms.



NAPTIME

Naptime is from 12:30p.m - 2:00p.m. each day. Each child will have their own cot or mat for naptime. The cots and mats are labeled with each child's name.

The preschool will provide a fitted sheet for your child's cot/mat and a blanket. Cots, mats, sheets and blankets are not shared among children.

Sheets and blankets are laundered by the preschool staff once per week. All cots and mats are disinfected by the preschool staff weekly.



Picture This...

From time-to-time at Zaca Center Preschool we would like to use the mediums of photography and video to enhance our language arts. For example, when discussing the theme of transportation, the students have enjoyed viewing the many different ways in which their friends come to preschool. The personalization of topics tends to improve concept development. We would also like to use video for pre- and post-evaluations for several of our students--and that may mean your child could inadvertently be in the video background.

Please read and sign the attached Photographic Release Form and return it with your child to preschool. Please feel free to contact us if you have any specific questions or concerns! 688-0050 or zacacenter@verizon.net



Zaca Center PRESCHOOL

PHOTOGRAPHIC RELEASE

Students Name _____
(last) (first) (middle)

Parents Name: _____



I consent to have photographs and/or videos taken of my child at preschool activities by other parents/guardians of class members as part of their child's family scrapbook and history. (Ex: birthday parties, field trips, preschool gatherings...). **Although we ask that parents/guardians not to post photos of other children on their social media pages without the consent of the child's parents.**

I consent to have photographs and/or videos taken by Zaca Center Preschool staff of my child for educational purposes and in connection with preschool activities. (Ex: portfolios, picture cards, group time activities, art work displays...).

Zaca Center Preschool Staff will not post photos of children on social media. When posting we typically post information on upcoming events and activities as well as photos of projects the children have been working on.

Please be respectful of your fellow preschool families by not posting photos or videos of other children without parental permission. Thank you!

Signature of Parent Date

TUITION



- ✓ A non-refundable enrollment fee of \$100 is charged annually per child.
- ✓ **Extra hour or part of \$10.00**
- ✓ All tuition checks should be made payable to: **Zaca Center Preschool.**
- ✓ Tuition is billed monthly, in advance. Tuition is due on the first working day of the month for which it is billed, unless alternate arrangements have been made in writing to the preschool director.
- ✓ Tuition is deemed late after the 10th of each month.
- ✓ A late fee of \$25 will be applied to all tuition received after the 10th of the month.
- ✓ Tuition is pro-rated for the entire school year. **Tuition is billed for the same amount each month regardless of the number of school holidays.**
- ✓ The school year is considered August through June (Zaca Center is closed for the month July).
- ✓ Zaca Center Preschool plans to offer its full yearly program uninterrupted, although events beyond the preschool's control may occur during the school year including but not limited to natural disasters or public health emergencies. In the event that such an interruption occurs, all tuition obligations will remain the same. Zaca Center Preschool may discount or waive future payments during the interruption to the extent the preschool is able to do so while still meeting all operating expenses.
- ✓ Zaca Center Preschool reserves the right to refuse admittance to a child when the tuition is overdue.
- ✓ Zaca Center Preschool will charge a \$35 fee for a check that is presented for payment and is returned unpaid by the bank. In addition, future payments will need to be paid with cash, cashier's check or money order.
- ✓ Tuition credit and/or make-up days are not granted for scheduled or unscheduled absences due to illness or family emergency.
- ✓ Tuition credit is not granted for vacation.
- ✓ Zaca Center does not offer a sibling discount.
- ✓ There is a \$5 late pick-up charge for each five minutes or part of after your child's scheduled pick-up time. The late pick-up fee applies to all scheduled pick-up times (11:30am, 12:00pm, 2:30pm, 5:00pm, etc...). Zaca Center Preschool reserves the right to ask the parent or guardian to permanently withdraw their child from Zaca Center Preschool after being picked up late three (3) or more times.
- ✓ To withdraw a child from Zaca Center Preschool, the parent or legal guardian is required to submit intention of withdrawal **one month** prior to the last day of the child's attendance.
- ✓ **Parents signing up for the 2023-2024 preschool session and withdrawing prior to the first day of school--without giving a 30-day notice--will be charged tuition for the full month of August.**
- ✓ If Zaca Center Preschool should deem it necessary to ask a parent to withdraw a child, Zaca Center Preschool will refund any unused tuition less any outstanding charges of misused equipment, late tuition charges, late pick-up fees, etc...
- ✓ Parents will be given a 30-day written notice prior to any rate change.

Arrival and Dismissal Procedures



Children are signed in and out each day using our Brightwheel app. Parents can choose to use the sign-in and out kiosk located inside the front lobby or parents may choose to use their own phone and the QR code posted outside the front door. When using the kiosk—parents put in their child's 4-digit code into the kiosk—**each authorized pick-up has their own code—no code sharing is allowed**—we need to know exactly who dropped off and picked-up each child. The parent clicks on their child, answers the health questions and then signs on the signature line. **State licensing mandates that full signatures be used, no initials please.** If using your own phone—scan the QR code, click on your child's name, answer the health questions and sign on the signature line.

In case of a power outage—paper sign-in and out sheets will be provided. The paper sheets will require the parent to write in the time of drop-off and/or pick-up and a signature.

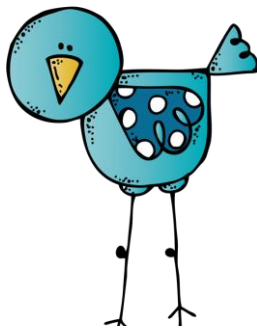
Please remember to sign your child in and out each day so that your child is accounted for. Zaca Center Preschool will not assume responsibility for any child not signed in. Please no early drop offs or late pick-ups without prior arrangements with the preschool director.

Children must be dropped off and picked-up by an authorized person who is 18 years of age or older. Children will not be released to anyone not authorized by a parent or guardian. Authorized persons must be written in on the Identification and Emergency Information Form (Lic. 700) that can be found in the enrollment packet. Written permission from a parent or guardian must be given to preschool staff prior to any person not listed on the ID and Emergency form to pick-up your child from Zaca Center Preschool. Picture identification will be required if the pick-up person is not a familiar face to the center staff.

Late Pick-up Fees

Zaca Center Preschool does not offer child care after our regularly scheduled hours. Parents will incur a charge of \$5.00 for each five minutes after their child's regularly scheduled pick-up time. The late fees will also apply to children picked-up at the 11:30 a.m., 12:00 p.m. and 2:30 p.m. times. We are staffed accordingly and we expect your child to be picked-up on or before their scheduled pick-up time. We reserve the right to ask a parent or guardian to permanently withdraw a child from Zaca Center Preschool after being picked-up late three (3) or more times.

Our closing teachers have worked a full-day and have families and responsibilities of their own, so please respect their time by having your child off site by closing time. This may mean that you may need to arrive a few minutes early so that you are allowing enough time for your child to share with you some of their daily activities. Children enjoy showing their parent the artwork that they did during the day, or perhaps they want you to stop and look at the science center. This is valuable time for you to spend with your child, so please make sure to schedule some time prior to 5:00 p.m.



Parent Participation

We strongly encourage parents to take an active part in their child's learning process at Zaca Center Preschool. Participation is not required, only suggested. The children love sharing the center and their friends with parents, grandparents and other family members.

The children and staff love sharing and experiencing new things—if you have a special or hidden talent that you would like to share with the children, please speak with your child's teacher or the center director. We would especially like it if family members would be willing to share holidays and traditions that are celebrated in their homes. This is a great way to share your family with our center.

If you are unable to participate by helping in the classroom, there are many things that you can do to stay involved and help your child and the preschool. We can always use a helping hand sprucing up the play yard or classroom, bringing special supplies needed for projects, walking with us on field trips or helping out with our many fundraising activities throughout the year.



Assessments and Parent Teacher Conferences

We have two scheduled conference times set up for parents to speak with teachers regarding their child's progress at Zaca Center Preschool. The scheduled times are November and May. You will be notified ahead of time and given an opportunity to sign-up for a time that is convenient for you. If you do not see a time that works for you—please see your child's teacher to make arrangements for an alternative conference time. Conferences are not mandatory, but are a great way to find out more about your child and how they spend their time at preschool. All families will receive a copy of the written assessment whether or not you choose to attend a conference. Keep in mind that parents are not limited to the two scheduled conference times per year and are free to set up a conference at any time throughout the school year. If this is an option you would like, please see your child's teacher to make arrangements.

All assessment data is collected over time so that we can see where each child is and where we need to go with our curriculum. All assessments are based off of the California Curriculum Framework Standards developed by the California Department of Education. Assessments will be done in the classroom with their teacher. Many portions of the

assessment are based on classroom observation in large group, small group and outdoors on the playground. Anecdotal notes, work samples, check lists and conversations with the child will also be included in the assessment. On occasion we will need additional parent input to help us complete your child's assessment. All assessment results are kept confidential and assessments can be translated into Spanish if needed.

Parent Teacher Communication

To ensure a smooth preschool transition for your child, we feel it is necessary to keep the lines of communication open between home and school. Preschool teachers are available each morning and afternoon during the drop-off and pick-up times for informal communication. If you need something more private, please let your child's teacher know and we will arrange a time that works for everyone involved. We have many forms of written communication that are sent home each month. Some of the communication you will receive: Monthly school newsletter, class calendar, and monthly snack and lunch menus. We have additional forms that we fill out if we need to let you know something specific about your child's day. These forms are entitled, "We thought you might like to know..."

Brightwheel

We also use the Brightwheel app to communicate with our families. The Brightwheel app allows us to send messages to the entire school, to only one classroom or to only one child's family. Parents can also use the Brightwheel app to message your child's teacher. Parents can also message the Preschool Director confidentially through the Brightwheel app. We will send all menus, newsletters and class calendars through the Brightwheel app so that parents have those forms available to them at all times. If you prefer a printed copy—extras are always located on the parent board right inside the front lobby.

In addition to our written communication and our Brightwheel app communication—each teacher has a mailbox in the front lobby. The preschool teachers check their boxes daily so parents can leave all non-urgent messages there. Preschool staff can also be reached by phone 688-0050—and the Preschool Director can be reached at: zacacenter@verizon.net.

And remember, the preschool teachers are available for formal or informal conferences at any time throughout the school year.



Visiting Zaca Center

Our doors remain unlocked during our regular business hours—7:30am-5:00pm. Please feel free to stop by and visit the preschool at any time. Unannounced visits are welcome, but keep in mind when your child sees you at the center--they may think that you are here to take them home. If you are not intending to take your child home, you may want to observe your child through the windows where they cannot see you. If your child does not have any separation anxiety about you stopping by, visiting, and then leaving again--then by all means please do so.



Field Trips

There may be opportunities for the children to take field trips throughout the school year. All field trips are walking field trips. We like to incorporate these field trips into our classroom curriculum. We take walks through the neighborhood looking for birds, squirrels, pinecones, acorns, etc... We walk to the Buellton Library, the Buellton Fire Department and the Buellton Post Office. Your input and ideas are always welcome.

First aid kits and emergency phone numbers for each child are taken by the classroom teachers on all field trips. This includes our walking trips in our community. During walking field trips, we practice traffic safety by holding hands, listening to directions and by looking both ways before crossing the street.



Toys from Home

Each child is provided with his or her own cubby which is located in the front foyer of the preschool. Daily artwork, newsletters, notes from teachers, and other personal belongings can be kept in this cubby. We ask that children leave their personal toys at home. It is often hard for children to share these toys with the other children and is even harder for the staff to keep track of them.

We encourage children to bring in items from nature or items that pertain to a particular subject they are studying in class. EX: rocks, leaves, shells, feathers...



Walking Field Trips

Throughout the school year we will be taking walking field trips through the neighborhood looking for birds, squirrels, acorns, pinecones, etc... We walk to the Rancho de Maria Park to allow the children to play on the playground and use the large grass field for organized games. We also walk to various businesses in our local community. Ex: the Buellton Fire Department, the Buellton Library, the Post Office, the Buellton Senior Center, and the Buellton Police Department.

By signing below, you are allowing your child to participate in all walking field trips in the local community. All field trips that are taken in a car, bus or van will continue to have a separate permission slip signed by the parent or guardian prior to your child leaving Zaca Center.

My child _____ has my permission to take walking field trips in the neighborhood and the community of Buellton with a Zaca Center Preschool Staff while they are enrolled at Zaca Center Preschool.

Parent Signature

Date

Center Policy on Nutrition

We feel that a variety of well-balanced meals, served in a stress-free environment is the key to good nutrition. Eating is social and should be a positive part of every child's day. We do not participate in the California Food Program, although we adhere to their policies. We teach our children about the importance of our environment by recycling appropriate materials and by using washable plates, cups and utensils, as well as using cloth napkins at all of our meal times.

Since Zaca Center Preschool does not provide breakfast, we ask that parents provide breakfast at home. On the rare occasion that your child was not able to finish their breakfast at home, feel free to allow your child to finish it at the center. We ask that the breakfast consist of healthy items—please no donuts, chocolate milk, cookies, chips, candy or other unhealthy food items.

Snack

Children are served two nutritious snacks each day. We serve a variety of fresh fruits, and vegetables, and whole grain foods. Each child is encouraged to join their classmates and teachers at the snack table, but will have the choice of whether or not they will eat. All snacks are served with bottled water unless it is otherwise noted.

Morning Snack 9:00am-10:00am
Afternoon Snack 2:00pm-3:00pm



Lunch 11:30am-12:00pm

We serve a well-balanced lunch which generally includes at least one hot item. All meals are served family style where the children serve their own food and pour their own drinks. Teachers sit at the table with the children. Each child is required to join their classmates at the table, but they have the choice of whether or not they will eat. Second helpings will be offered to those wanting them. It is encouraged, but not required that the children try the variety of foods offered. Milk and bottled water are always available at the lunch time meal.

We feel we offer plenty of time for eating during our snack and lunch times. Unfortunately, due to staffing and scheduling, we must limit eating times to the above scheduled times.

*Snack and lunch menus are posted outside the kitchen door. The lunch and snack menus are posted monthly in the Brightwheel app. If you would like a printed copy, please find an extra copy hanging on the parent board.

Birthdays

Children's birthdays may be celebrated by bringing a snack from home to share with the class. We ask that the snack be low in sugar and be something that is pre-packaged. Unfortunately, due to the large number of allergies we are no longer accepting home baked items. Please see your child's teacher to make arrangements in advance.

Foods not served at Zaca Center Preschool:

Popcorn, nuts of any kind, pretzels, whole grapes, hot dogs, peanut butter, chunks of raw carrots, and meats larger than what can be swallowed whole.

Food Components

Snack Food Component:

Food:

1. Milk
2. Vegetable
- Fruit
- 100% fruit juice
3. Bread
- Dry pasta
- Muffins
4. Meat
- Cheese
- Egg
- Beans
- Sun butter
- Yogurt

We serve 2 of the 4 listed components:

Amount:

- 3/4 cup
- 1/2 cup
- 1/2 cup
- 1/2 cup
- 1/2 slice
- 1/4 cup
- 1/2 muffin
- 1/2 oz.
- 1/2 oz.
- 1/2 egg
- 1/8 cup
- 1 Tbsp.
- 1/4 cup



Lunch Components:

Food:

1. Milk
2. Vegetable
- Fruit
- 100% fruit juice
3. Bread
- Muffin
- Dry cereal
- Pasta
- Biscuit
4. Meat
- Sun butter
- Cheese
- Egg
- Beans

We serve one from each category

Amount:

- 3/4 cup
- 1/2 cup
- 1/2 cup
- 1/2 cup
- 1/2 slice
- 1/2 serving
- 1/4 cup
- 1/4 cup
- 1/2 serving
- 1 1/2 oz.
- 3 Tbsp.
- 1/2 oz.
- 1 egg
- 3/8 cup



POLICY ON ILLNESS

To keep the spread of communicable diseases down in our center, we ask that you evaluate your child's health **prior** to sending them to preschool in the morning.

Please keep your child home if he or she has any of the following symptoms:

Sore throat

Earache

Fever—above 100.4°

"Green" mucous nose/eyes

Nausea/vomiting/diarrhea

Undiagnosed Rash

Cough

Shortness of breath

Continuous sneezing and/or runny nose

Chills

Congestion

Head or muscle aches



OR if your child is not able to fully participate in all activities at the preschool. Activities include outdoor play, sandbox, water tables, painting, etc... If you feel your child is not up to any or all of these activities, then it becomes your responsibility to keep your child at home.

The staff will call you if your child becomes ill or is unable to fully participate in the preschool's daily activities. Your child will need to be taken home as quickly as possible. We allow a one-hour leeway for parents working outside of the Santa Ynez Valley. Please be sure that a parent, guardian, friend or relative is available at all times to pick your child up from preschool.

If your child is sent home from preschool with any of the above listed conditions, then he or she will not be permitted to attend preschool for 24 hours after the symptoms have subsided--without the use of medication. Ex: A child is sent home with a fever on Monday, then he or she may not return for a minimum of 24 hours after their last fever without fever reducing medication. The earliest the child may return is Wednesday.

Children who are seen by a physician and given medication can return to school a minimum of 24 hours after the first dose of medication is given, **unless** the physician has imposed a longer stay at home. In some instances, a note from your child's physician may be required in order for your child to return to preschool. Please remember to keep the preschool informed of any contagious illnesses that your child may be experiencing—this allows us to inform other preschool families and to keep the spread of illness to a minimum. Zaca Center Preschool reserves the right to exclude children as they see fit or deem as necessary--note that in some instances our return times may be longer than what your doctor may prescribe.

If your child suffers from a chronic illness—please be sure to get documentation from your child's physician noting the specifics of the illness so that all staff are aware and can be supportive of your child's needs.

Please remind your child to cough/sneeze into their elbow rather than their hands. And help them to use a tissue to blow and wipe their nose and to wash their hands after doing so. This is a great step in helping to keep the spread of illnesses down in the preschool.

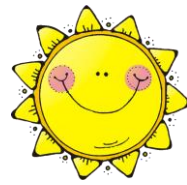
We appreciate all of our preschool staff and families following the above listed guidance as we must all do our part to slow the spread of illness in the preschool setting.

Please sign and date below confirming that you have read and understand the above illness policy.

Daily Health Check

A daily health inspection of each child is made by the center teachers upon arrival. The teachers will check for any observable signs of illness, rash or injury. If a child has a noticeable scratch, bruise or Bandaid the teacher observing will directly ask the parent how the injury happened. This will open lines of communication between home and school and to make parents aware that the child arrived at preschool with the injury and the injury did not occur at preschool. A noticeable rash must be diagnosed by a health care provider in order for a child to attend preschool. Children with undiagnosed rashes and/or illnesses will be sent home with the parent or guardian until the rash/illness has disappeared and there are no visible symptoms or until the preschool director receives a written note from a health care provider stating that the rash/illness is not contagious.

We do not accept children that are ill. When a child has been ill, they should not return to the Center until they have been without symptoms for at least 24 hours. If a child has a communicable disease (i.e., chicken pox, impetigo, strep throat, head lice, measles, etc.) a doctor's permission will be required before readmission to the center. Please notify the center should your child become sick with a contagious illness so that the other parents can be notified. The center will, in turn, notify parents of other children enrolled in the center that have been exposed to the communicable disease. Furthermore, if any child in the center becomes afflicted with a disease declared by the Community Care Licensing to be reported, the center Director will notify the local Health Department and Community Care Licensing. An exposure notice will be sent out with appropriate preventative measures as directed by the Santa Barbara County Department of Public Health.



Medication

Children will be given prescription medication at school **only** if a written medication dispensing form is filled out by a parent **and** the child's physician. Medication dispensing forms can be obtained from the preschool staff and is attached here. You can copy the medicine dispensing page and take it to the appointment with you. Please thoroughly fill out the form, sign and date it. If the forms are not properly filled out, the staff will not give the medication to your child.

Medications must be in the original container, labeled with your child's name, the drug name, the expiration date, and the dosage clearly marked. The staff will only administer the dosage that is typed on the prescription.

Children needing to use a nebulizer or other medical device must have written consent from his/her physician, as well as an additional written parental permission form allowing the center staff to use it. We must also set up a staff training with the parents on how to use the medical equipment **prior** to the staff using the equipment with the child. We will ask the parents to train the preschool director, the assistant director and the classroom teacher. The parent will fill out a form acknowledging that they properly trained the preschool staff using the protocol provided by the child's physician.

All medication will be locked in medication bags that are not accessible to the children. Medications cannot be left in backpacks or cubbies. It becomes the parent's responsibility to request the medication at pick-up time from the center staff. **Sorry, non-prescription medications cannot be given without written consent of your child's physician.** (Please use the form on the following page for all prescription and non-prescription medications).

Allergies/Other Medical Concerns

It is the parent's obligation to inform the director of any allergies or other medical concerns that their child has that the center staff should be aware of. Ex: asthma, diabetes, heart conditions, food allergies, insect allergies, etc... In some circumstances, we may require a detailed physician's report stating their concerns for the child attending preschool—and the protocol that should be followed. If your child has a food allergy that prohibits your child from eating the foods that are on the snack and lunch menus, please confer with the director about this so that we can discuss solutions.

Immunizations

The California School Immunization Law requires that all children's immunizations are up to date in order to attend preschool. Children not fully immunized or not in the process of becoming immunized, will not be allowed to enroll in preschool. If you or your child's physician are seeking a medical exemption please go to: [CDPH CAIR ME](#) to fill out the medical exemption forms with the California Public Health Department. The medical exemption must be granted and received by the preschool before preschool enrollment can take place. Any questions on medical exemptions must be directed to the Public Health Department and/or your child's physician.



Authorization Form to Administer Medication for the School Year _____

Child's Name: _____ DOB: _____

Parent/Guardian's Name: _____

Home Phone: _____ Cell Phone #: _____

To: Parent/Guardian and Physician: If a medication must be taken during the school day or during a school sponsored trip, it is necessary to have a written statement on file. The statement must be signed by the parent/guardian and the physician indicating a desire that preschool personnel assist the child with the medication administration. **The authorization must be made annually and/or whenever a change occurs.**

Zaca Center Preschool requires that **ALL** medications, prescription and over the counter, must have a completed statement from **BOTH** the physician **AND** parent/guardian **BEFORE** they can be administered. Medication must be provided in the original container labeled with the child's name, medication name, dose/strength and specific administration directions. Over the counter medications must also be in the original container and marked with the child's first and last name.

Parent/Guardian Authorization

As the Parent/Guardian of the above named child, I request that preschool personnel assist in the administration of medication prescribed by the physician. I give consent for the physician and preschool personnel to communicate directly, regarding the administration of the medication. I understand it is my responsibility to bring all medication safely to the preschool and I agree to refill or replace medications as necessary. I understand that medication administration may be performed by unlicensed assistive personnel. I understand the medication will be stored in a locked area.

Parent Signature _____ Date: _____

Physician's Authorization

I understand that all procedures will be implemented in accordance with state laws and regulations and that medication administration may be performed by unlicensed preschool personnel. State law delegates to each child's physician the decision whether medication, to include insulin, may safely and appropriately be administered by unlicensed assistive personnel or whether a child's needs can be met only by a licensed health care provider.

| | | | |
|--|--|--|--|
| Name of Medication(s) | | | |
| Purpose of Medication | | | |
| Dose/Strength | | | |
| Medication Form (liquid, table, inhaler, etc.) | | | |
| Route of Administration (oral, inhaled, injected) | | | |
| Scheduled Administration | | | |
| Duration of Need | | | |
| Precautions, instructions of adverse effects | | | |

| | |
|------------------------------|--------------|
| Physician's Signature: _____ | Date: _____ |
| Print Name: _____ | Phone: _____ |



Behavior Management Policy—Challenging Behaviors

Zaca Center Preschool has been involved in a program called the California Teaching Pyramid. This program supports our teachers in using strategies that focus on the Social and Emotional Development of children including but not limited to following routines and instruction: making friends, communicating their needs, managing their feelings and helping them to solve their disagreements. Our staff were trained in the Collaborative on Social and Emotional Foundations of Early Learning also referred to as CSEFEL.

We were selected to be a California Teaching Pyramid Partner Site where we serve as a model for other programs across the state.

We use positive behavior strategies. The staff tell a child what we want them to do—rather than what we do not want them to do. Ex: “Let’s walk inside” rather than “Do not run inside.” We give Positive Descriptive Acknowledgement (PDA’s) when we notice a child displaying an appropriate behavior. Ex: “You shared your toys...you were being a good friend” or “You walked inside...you were being safe.”

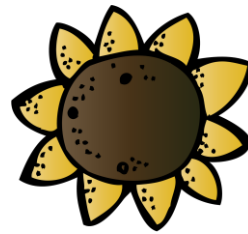
Re-direction may also be used with children displaying challenging behaviors. Challenging behaviors are defined as uncooperative or harmful to oneself or others. (Ex: biting, hitting, kicking, throwing sand, etc...) An example of re-direction: A child playing in the sandbox is continually throwing sand—the child may be asked to find another area to play in. We feel that “time-out” is ineffective and will **not** be used at our center.

Discipline at Zaca Center Preschool does **not** include physical punishment such as spanking, hitting or physical restraints. Discipline does **not** include psychological abuse such as shaming, name calling, humiliation or sarcasm. Discipline also does **not** include coercion such as forcing a child to sit down, pushing shoving or pulling a child. The center will not withhold food, naps, or toileting privileges as a punishment.

As stated in our enrollment contract, “A child may be dismissed from attending preschool when Zaca Center feels that we are not able to fully meet the child and/or family needs.” This may be a situation when a child needs “one-on-one” care by a teacher because of continuous challenging behaviors. Prior to dismissal, parents and staff will meet to discuss strategies to be used at school and at home to curb the challenging behaviors. This may include seeking outside services to support the child, family and the preschool staff. Exclusionary measures will only be considered when all other possible interventions have been exhausted, and there is an agreement that exclusion is in the best interest of the child. If exclusionary measures must be taken, the program will offer assistance to the family in accessing services and an alternative placement.

Withdrawal from the Center

To withdraw a child from Zaca Center Preschool, the parent and/or legal guardian is required to submit intention of withdrawal one month prior to the last day of the child's attendance. Failure to do so will result in forfeiture of any unused tuition. If Zaca Center should deem it necessary to ask a parent to withdraw their child, Zaca Center will refund any unused tuition less any outstanding charges for misused equipment, late tuition charges, late pick-up fees, etc...



Grievance Procedures

Questions regarding curriculum, classroom guidelines and procedures can be directed to your child's teacher. If you need further clarification, please see the preschool director. If you have a grievance or another issue that cannot be solved with the classroom teacher, please see the preschool director. Time can be set aside to discuss the issue. We have the ability to bring in other parties to be included in the discussion.

Our goal at Zaca Center is to maintain open and positive communication with our families. We are here to help you to the best of our ability.

Emergency Evacuation and Disaster Plans

Emergency evacuation and disaster plans are posted in all of the classrooms near the exits. Fire drills are held monthly to familiarize the children with the evacuation plan. Earthquake drills are held every other month. All staff members are first aid and CPR certified. In the event of an emergency, we have an emergency preparedness kit on site that will accommodate all of the children attending the center. This kit contains emergency first aid supplies, nonperishable food, water, blankets, and diapers. We also have separate emergency packs for each classroom of children that contain emergency information on all of the children attending the preschool. In the event of a disaster, we will care for the children on our site. If we must evacuate the building, our meeting place is out our back gate onto Victory Lane. If we must evacuate the preschool site the staff and children will be at the Buellton Public Library at 140 West Highway 246 in Buellton. IF that site is not available an alternate site will be noted on our front door upon evacuation.

Please make sure that your child's paperwork is kept up to date. If you move or change jobs, it is your responsibility to inform the director of these changes. This is very important especially in case of an emergency.



Incident Reports

If your child is injured at preschool, an incident report will be filled out by one of the staff members witnessing the incident. The report will be placed in your child's cubby and a copy will be placed in your child's file in the staff office. All minor scrapes and bumps will be treated with either a bandaid or an ice pack as needed. If the child's injury is serious in nature, but not an emergency, the preschool staff will call the parent to come to the preschool to assess the situation. If the incident is an emergency the Zaca Center Staff will call 911, and parents will be called after 911 is called. If the emergency personnel deem it necessary, your child will be transported to the hospital. One of the preschool staff will accompany your child to the hospital and will stay with them until a parent or guardian arrives. Please make sure that you or someone on your authorized pick-up list is always available in cases of emergency. A local contact within the Santa Ynez Valley is very important to have on file for your child—this can be a friend or family member.

