



Wild Roots Preschool and Child Care Center, LLC

Parent Handbook

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Welcome

Welcome to the Wild Roots Preschool and Child Care Center family! We are pleased that you chose Wild Roots for your child's first educational experience. We recognize the importance of finding a quality early childhood experience for your child and are honored to be a part of your child's growth and development. Our dedicated staff looks forward to working with your family, providing a unique and prepared environment, while meeting the needs of the whole child.

This handbook was designed to provide you with information regarding the care your child will receive from Wild Roots Preschool and Child Care Center. We hope by reading the following pages we can answer any questions you may have and provide you with a sense of security knowing that your child will be provided with a quality learning experience in a home away from home atmosphere.

This handbook covers philosophy and goals, as well as policies such as our payment rates and due dates, days and hours of operations, health policies, emergencies, accidents, meals, discipline, and curriculum. It is beneficial to you, the Parent, to read over these policies. Be sure that you understand and are in agreement with these policies, and discuss any questions or concerns that you might have at any time.

Wild Roots Preschool

Wild Roots Preschool and Child Care Center is a holistic community based learning center serving children ages 18 months to 6 years and their families. Inspired by the Montessori Method and the Reggio Emilia approach to early learning, we have designed a unique curriculum that allows for the natural child to unfold in a stimulating and comfortable environment.

Each set of roots in the earth is naturally wild. Just as roots are allowed by Mother Nature to flow freely, the natural child wants freedom to follow his individual instincts. The child does not desire to conform or be labeled by a culture, curriculum or environment. He wants the freedom to grow organically by individual instincts. We understand that children learn best when they are given the freedom to learn what their heart desires in a manner that suits them best.

Our Vision

Wild Roots provides an early life experience that will lay the foundation for a beautiful outlook on the world around them. We aim to provide the natural child a safe and prepared environment to learn what the mind and heart desires, while encouraging each to discover what makes him unique. Our learning center will prepare children to become capable, proactive, confident human beings with social grace and peaceful attitudes. We build children's character by developing their intellect and spirit through practical work, natural play, and creative art.

Program Description

The Child

The first social experience away from home shapes the way the child sees the world from that point on. Children need to feel empowered and see themselves as a truly integral part of the world's operations. Each child should feel important and needed in his or her environment. Children realize that they have something special to share with their world on each given day; it is our role to allow the child to naturally bring forth what they have inside of them. Children deserve quality, beauty and greatness. It is vital to introduce a young child to beautiful surroundings where they learn to be graceful and respectful. Our carefully planned experience and wondrous environment will create a genuine love of life.

The Environment

We desire to create an environment where families can feel at home and where children feel that they are truly in a place of comfort, joy and serenity. Children deserve a beautiful haven where the environment calms nerves, stimulates minds, and inspires natural creativity. We have not created a school in order to fit the mold of society or to mold the minds of children. Instead we are here to inspire children to achieve the greatness that is inside each of them and to receive inspiration from each child to never cease creating more unique experiences.

Montessori materials in the environment:

The role of the adults is to observe the child and classroom dynamic in order to base individual and group lessons according to each child's particular stage of development. Each material is scientifically designed and has a specific purpose. The materials create the foundation for all essential lifelong concepts. The children are self-directed and motivated based on their current interests and developmental stages. It is the role of the adult to assist the child in the process of self-discovery, while allowing the opportunity for growth in a non-competitive environment.

Reggio Emilia materials in the environment:

The environment acts as a "third teacher". We provide natural, recycled, and purposeful man-made materials with the intention that children will explore, create, share, and reflect from spontaneous learning through various materials. The role of the adult is to provide a welcoming environment that encourages children to freely explore their world and turn every experience into a learning process. The adult will aide and extend in this process through careful interaction and advocacy for the natural learning process.

Natural Play materials in the environment:

Play is the universal language of children. It is their most natural activity. Through play children can express themselves, explore their world, develop social skills, practice conflict resolution, and more. Play is an activity that benefits all children and contributes to their overall sense of well-being. It can take on many forms. The materials in the play area provide just enough stimulation in order to inspire the child's inherent imagination in a peaceful and meaningful manner. Dramatic and

fantasy play is incorporated in a healthy way that promotes creativity and uniqueness without the use of media based characterizations. The children are able to explore real life scenarios with an abundance of materials at their fingertips. The playroom is a fun environment that is a process oriented and child directed.

Our Curriculum

Every day should be a new day of discovery in the eyes of a child. They should feel excited for each day they are alive and that the world has something amazing to offer them. Whether it be an earthworm in the mud, or a flower that has just bloomed in the garden, nothing should go unnoticed. To a child, everyday life is a gift.

Children should be exposed to everything that benefits the young child's development but with careful planning and proper use. We have created a unique environment that will allow each child to develop according to their individual strengths, interests and capabilities. We are inspired by the Montessori Method, the Reggio Emilia approach, and by each child we have the privilege of serving. We use our quality materials with the utmost respect and knowledge. There is nothing in the environment that does not serve an intentional purpose.

The Montessori Method is an educational approach that is based on the principles set forth by Maria Montessori, the 19th century Italian physician, researcher, and educator. She discovered a method of guiding the child in a specially prepared environment that allows each child to grow and learn at his or her own developmental capabilities. The Montessori Method, when truly used correctly, has been scientifically and neurologically proven to be a distinguished form of education that creates successful, independent, and innovative people.

The Reggio Emilia approach to early education is inspired by the form of education that was begun after World War II in Reggio Emilia, Italy. Parents and educators began an enriching new way to teach young minds through child led activities, exploration of the environment, and spontaneous discovery of the natural world. Reggio Emilia inspired schools across the world are known for their artistic way of allowing children to use natural and recycled materials to discover principles of language, math, science, and the sensorial world around them.

Integration Philosophy

Wild Roots Preschool and Child Care Center is a unique environment that integrates both philosophies very carefully. The Montessori classroom is a beautifully planned out environment for the child's essential development. The Reggio Emilia atelier was carefully designed, providing children with the most amazing variety of recycled, man-made, and natural materials to allow the child to explore and create. We believe that children naturally lend themselves to play based learning. Through our careful observations of children in their environments we have created a wonderful natural play room. In this room children are inspired to play freely, using their individual imaginations and social skills. With the incorporation of music and movement this room serves to be a place of creative expression through various outlets. The integration of these philosophies allows us to focus on the "whole child".

Areas of learning through our unique environment:

Language
Mathematics
Sensorial
Practical Life
Science
Geography

Creative Art
Natural Play
Peace Education

Parent Involvement

Parents are an important component to our program. We view parents as partners, collaborators and advocates for their children. There are several ways for parents to become involved in our school. You are welcomed and encouraged to participate in any or all of these. There are volunteer opportunities, parent/teacher conferences, observation periods, and Parent Education Nights. We recognize that families have varying needs and try to provide opportunities for everyone to become involved in their own capacities.

Communication between home and school is extremely important in order to ensure the success of your child. We encourage parents to discuss any concerns that you have with your child's teacher or Brittany Tobin. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged.

Parent Conferences: Parent/Teacher Conferences will be scheduled twice a year. This conference will summarize each child's progress in our program.

Information Board: Information about upcoming activities and events will be posted on the information board in the lobby. Please check the board regularly to keep informed about our upcoming events.

Parent Education Nights: Parent education nights will be held regularly giving information on various topics including: philosophy, the purpose of materials, positive discipline, home activities, etc. You will be notified via email and postings when these events occur.

Observations: Observations will be available in designated time increments. If you are interested in signing up, please see Brittany Tobin.

Volunteering: We encourage family members to volunteer in any capacity that they can. Whether you have any special talents you want to share with the children, or just want to volunteer your time, there are opportunities for everyone.

Our Days

Primary Group's Daily Schedule:

8:00-8:30 Arrival
8:30-10:45 Work period 1
10:45-12:30 Work period 2
12:30 Half day pick up
12:30-1:15 Lunch
1:15-3:00ish Napping Children
1:15-1:45 Resting Children
1:45-3:30 Reggio work period
3:30 Afternoon pick up
3:30-6:00 Reggio work and play
6:00 Full day pick up

* snack is provided during all the work periods

Toddler Daily Schedule:

8:00-8:30 Arrival
8:30-10:15 Work period 1
10:15-10:45 Outside time
10:45-11:00 Bathroom and wash hands
11:00-11:15 Snack
11:15-11:30 Circle Time
11:30-12:00 Work period 2
12:00-12:30 Lunch
12:30 Half day pick up
12:45-3:15 Nap
3:15-3:30 Snack
3:30-4:30 Work Period
4:30-5:00 Outside time
5:00-6:00 Work Period
6:00 Full day pick up

* snack is provided during all the work periods

Work Period:

Children will have a four hour work period, given the opportunity to explore the Montessori and Reggio Emilia classrooms. During this time, the children will be working both independently and collaboratively according to their current developmental stages and interests. Dr. Maria Montessori believed in extended work periods to allow children significant progression and intellectual growth. This period gives children opportunities to build concentration and allow for intellectual exploration, which then results in the most significant progression and growth. The conclusion of these work periods leaves the child with a feeling of peace and calm satisfaction.

From a Reggio Emilia perspective, a longer work period accommodates the need for extended explorations. In this way, the Reggio classroom is largely without "time

limits", "off limits", or deadlines. We strive to carry out explorative projects so that we leave no questions unanswered and no learning cut short. This fluidity grants our children the opportunity for a largely unlimited capacity to learn.

Outside Time:

The outdoors is a great venue to satisfy many needs for the child, spanning from large and fine motor skill development, to socialization and self-awareness. We utilize every space of our outdoor area to meet the needs of the whole child. We have created a wondrous Reggio based outdoor environment that is rich in sensory experiences and child initiated exploration. It is our goal to accommodate the children's desire for tactile experiences and a variety of different textures found in the earth, such as rocks, mud, sand, grass, foliage, and water. The children will be free to explore and create as they immerse themselves in the natural elements of the outdoors.

The outdoor environment acts as an additional classroom exploring the importance of natural, real materials. Children will have regular opportunities to utilize wood, tools, and building materials to enhance their play and natural knowledge building. In addition, we maintain an edible garden which is filled with seasonal fruits and vegetables that the children will have responsibility and ownership of, from which we are able to indulge in rich learning experiences surrounding the life cycles of the earth, how to maintain care for living things, and how to utilize natural foods creatively for the sustenance of our bodies.

An outside playtime will be provided daily, unless the weather does not permit. Outside play will be approximately 30-45 minutes, unless a certain structured activity is presented outdoors in which case, a portion of the "work period" will be conducted outside.

Meal Time:

Taking the time to prepare and eat meals together as a community is valued here at Wild Roots Preschool. The children have the opportunity to spend time each day in our Montessori classroom preparing food for themselves or their friends as part of practice with practical life skills. You may see the children slicing bananas, making orange juice, peeling carrots, spreading hummus on crackers and then carrying plates of healthy snacks to give to a friend. The children engage in washing their own dishes to clean up after themselves and take care of their environment. During lunchtime, our entire community gathers at our large dining room table to share a meal and practice manners and social graces as they eat together as a family.

In our Reggio classrooms, we spend lots of time exploring the sensorial aspects of food such as taste, texture, smell, and color, and will regularly gather to greet the produce provider at the door so that we may browse and use fresh seasonal ingredients, hands on. We will be utilizing foods from both the indoor and the outdoor gardens to cook together and share the wonders of food with our friends.

Lunch Program:

Children enrolled in the half-day schedule will not be eating lunch at school with their peers. For some families lunchtime is an important social aspect of school that they

want their children to be a part of. We do offer a lunch program for those who would like their child to stay and have lunch with their peers. The cost is \$5 a day and pick up would change to 1:00. If that is something that interests you please see Brittany Tobin for scheduling.

Rest Time/Nap Time:

Wild Roots Preschool and Child Care Center will provide a nap/rest time on a daily basis for children who are in care for four or more hours per day, as required by the Riverside Community Care Licensing Regulations. Children who do not typically nap are not expected to sleep, but will have the opportunity to rest quietly for a period of 30 minutes. Children that nap will be provided with a quiet environment to sleep with their own comfortable cot. Please bring a crib sheet for the cot. You may also bring in a small blanket, pillow, and stuffed animal for your child to rest with. Blankets and pillows will be sent home every Friday for laundering. Please return them every Monday.

Programs Offered

Toddlers Ages 18 months to 2 ½ years- Sage Classroom

The first few years of a child's life are the most formative years. It is a time when children effortlessly absorb concepts and habits. It is also the period when roots for a love of learning are established.

According to Maria Montessori's observation of children in their first 3 years, they absorb their environment unconsciously and enjoy learning most at this stage of development. In our carefully planned and organized toddler classroom, we meet the specific needs of toddlers by channeling their curiosity in creative and practical ways. Our experienced toddler teachers understand the unique responsibility of ensuring that each child is nurtured and respected in a way that encourages growth in a safe place. In the Sage classroom, the toddler will be exposed to age appropriate materials that stimulate the absorbent mind and encourage natural curiosity.

Activities in the Sage room:

Montessori inspired Practical Life: Pouring, scooping, buttoning, zipping, folding, lacing, sorting, beading

Montessori inspired Sensorial: stimulating the visual sense with specific sensorial materials that introduce colors, shapes, and dimensions

Language: Picture sequencing, introduction to letters, matching work, puzzles, songs, storytelling, puppetry, themed projects, and learning from the spontaneous environment and inspired projects

Mathematics: Introduction to numbers, stacking and nesting, number puzzles and blocks, sorting and counting, and using the world around them as it teaches

Reggio Emilia inspired art: Using expressive media such as watercolors, clay, tempera paints, light, shadow, cooking, baking, music and movement

Grace and Courtesy: Activities that assist children in displaying respect for their environment and peers.

Peace Education: Peace through demonstration of puppetry, dramatic play, daily affirmations, confidence strengthening, and leading by example

Primary Rooms Ages 2 ½ to 6 years

Children enter our primary/kindergarten program by the age of three. Our primary program is a unique environment with enriching activities, experiments, and exploration. Our classroom environment is designed to inspire the child to discover his own learning style and habits through his own exploration of the materials. Our “prepared environment” is set up with scientifically proven materials to meet the needs of all areas of development through kindergarten. All of our teachers are specifically trained for this stage of development.

Our primary classrooms provide children with the opportunity to benefit from two holistic approaches of early childhood education.

Areas of learning through our Montessori Classroom:

- Language
- Mathematics
- Sensorial
- Practical Life
- Science
- Geography
- Peace Education

Areas of learning through our Reggio Emilia Classrooms:

- Creative Art
- Natural Play
- Music and Movement
- Cooking and Baking
- Spontaneous Processes
- Language
- Math
- Science
- Social/Cultural Lessons given through exploratory and expressive learning

Music in the Classroom

Wild Roots Preschool and Child Care Center incorporates music education throughout our Reggio inspired program. Children will be exposed to a variety of music from different cultures, including lots of musical instruments for the children to explore. They will be introduced to basic music rhythms, tones, pitches through singing, dancing, and instruments in both large and small groups.

For families who want a richer musical experience Wild Roots Preschool offers an onsite extra-curricular music program developed by Temecula Music Teacher <http://temeculamusicteacher.com/>. Music For Little Ones uses unique, evidence-based techniques and curriculum developed by a nationally accredited music therapist, as well as Hannah Warner, an experienced private music educator, and combines them into one fantastic program. We focus on using music education to not only introduce children to the joys of music, but to help them accomplish developmental goals, in order to reach their milestones. This program enriches the cognitive, social, language, and physical development of young children, and provides a fun environment for making music and instilling creativity.

Class time is filled with allowing the children to explore many instruments from around the world, and creating their own music, as well as singing, dancing, and instructional movement. Children are encouraged to explore at their own pace, and class time is very hands-on. A special performance will end each class session.

Music For Little Ones employs highly qualified teachers that are experienced primarily with preschool and toddler behavior studies, as well as a love and passion for teaching through music. They are trained to use the unique characteristics of music not only to provide age appropriate interaction between children and adults, and bonding between classmates, while achieving developmental goals in the process.

Extra Curriculum Classes are offered on-site at Wild Roots Preschool and Child Care Center by Temecula Music Teacher. Fees are paid directly to Temecula Music Teacher and can be dropped off in the front office.

In addition, private lessons are available for piano, percussion, and voice. There are designated spots in the schedule for these lessons and space is limited. If you are interested in private lessons please see the director for availability.

Private Piano Lessons: Our program has an awesome curriculum for students as young as 3 to begin taking private, one on one, piano lessons. The curriculum is pre-reading based. Temecula Music Teacher Studio has a 100% success rate of children knowing how to read music well by the time they reach kindergarten, after being enrolled in our program for 12 months. You do not need a piano at home in order to enroll your child. Private lessons are 20 minutes, one to two times a week, and are offered during school hours.

Private Percussion Lessons: Many of our students that are enrolled in the Music For Little Ones classes take a liking to the various percussion instruments and drums from around the world. Private lessons focus on rhythm and coordination between two hands. Our ADD, ADHD, Asperger's, and Autism Spectrum students thrive with Percussion lessons. Private lessons are 20 minutes, one to two times a week, and are offered during school hours.

Private Voice Lessons: Private voice lessons are offered for children who love to sing and wish to perform. The voice curriculum begins with posture and breathing techniques. As they progress they begin to explore pitch and tone and beginning music theory. Private lessons are 20 minutes, one to two times a week, and are offered during school hours.

Admission Policies

Wild Roots Preschool and Child Care Center wants to ensure the proper placement for each child. When a family wants to enroll their child at Wild Roots, a tour of the school is scheduled. We will then conduct an assessment of the child to ensure proper placement. Once the center and parent have agreed on enrollment, the one-time registration fee of \$100 will be due in order to hold the child's place. The registration fee is non-refundable. The material fee and tuition will be due on the first day of enrollment. We offer a trial period at this point to ensure proper placement. If trial period is successful the child continues at center. If not, the materials fee is refunded to the family.

All paperwork is required before child can attend the center.

The following forms are required upon enrollment:

- Admission Agreement
- Notification of Parent's Rights
- Personal Rights Form
- Identification and Emergency Information
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History
- Physicians Report – Completed by child's physician
- Immunizations Record
- Needs and Service Plan – Toddlers Only

Payment Policies

All payments can be made payable to Wild Roots Preschool and Child Care Center by check or cashier's check.

Monthly payment tuition is due at on the first of the month, no later than the 5th of each month.

A late fee of \$5 a day will be added to your monthly tuition if it is not received by the 5th of every month.

If tuition is not received by the 10th of the month, care will not be provided until tuition has been paid in full, including all late fees. A fee of \$35.00 will be charged on all checks returned by the bank, plus any bank fees.

Tuition fees are not subject to pro-ration for illness, holidays, breaks, or emergency closure of the center. If the hours your child attends change in anyway, please notify Brittany Tobin immediately so appropriate staffing may be arranged.

Withdrawal and Refund Policy

Services may be terminated by parent/guardian by giving 2 weeks of written notice. Wild Roots Preschool and Child Care Center has the right to terminate services without notice if the parent does not comply with the policies set forth or if scheduled payments are over two weeks late. Material fees will not be refunded if a family decides to withdraw from the program during the academic school year.

Termination of Services

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. When we feel that there is an issue that requires intervention, we notify and meet with the family. Every effort will be made to correct the situation before a final decision is made (i.e. moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along, or other interventions.)

Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child and or parent/guardian
- Continued violation of policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The school's inability to meet the child's need or the parent/guardian expectation
- The school inability to meet the special needs of a child
- Non-payment of tuition

This is a partial list and we reserve the right to end enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent. Material fees will not be refunded if a family is terminated from the program during the academic school year.

Sign In and Out Procedures

Parents are required to sign their child in and out every day with **full signatures**. Sign In and Out books will be located in the front of the center. Parents must sign in with full signatures and time of arrival or departure. **Initials will not be accepted**, per licensing requirements.

Arrival and Departure

We strive to keep a quiet, peaceful environment to promote concentration and common courtesy. When you enter the school please refrain from using loud voices, cell phones, or anything else that may be disruptive for students who may already be working. Please bring your child to use the restroom before entering the classroom upon arrival. Children must be escorted into the building, signed in, and taken to their classroom. We ask that parents escort their children to the door – but allow the child to enter the classroom on his/her own. We have worked hard to establish an environment that promotes independence and concentration. It is in all of the children's best interest that goodbyes are said at the door and entry into the classroom is as quiet and peaceful as possible.

If items of discussion need to be communicated please wait until the end of the day to approach your child's teacher. If there is information that needs to be relayed immediately please communicate it to the director in order for the teachers to continue to remain engaged in lessons with the children. Teachers are always available by email or appointment to discuss any other issues, questions, or concerns.

Separation can be stressful for both the parent and the child, especially in the early days. Wild Roots teachers are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity. In the majority of the situations your child will have stopped crying before you get out of the parking lot of the facility. We have come up with the following suggestions based on our experiences that will help with this process. By following these suggestions it will make it easier for your child to transition.

- Please do not attempt to sneak out without saying goodbye to your child.
- Give your child a good-bye kiss and explain that it is time for you to leave and you will return later.
- As difficult as it may be, make your good-bye short and sweet, even if your child is crying. The longer the goodbye, the longer the child will cry.
- Do not linger around after you have said goodbye, this can confuse your child and prolong the crying.

It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher who often needs to prepare for the following activity. We understand that emergencies happen. If an emergency occurs, please take time to give us a call. A late fee of \$1.00 per minute may be charged for children picked up after their scheduled pick-up time that will be added to your account. The late fee may be waived if prior notice has been given and arranged. Please ask. Do not assume it is okay to be late.

Tuition Rates 2014-2015

**\$100 Yearly registration fee to hold spot and \$250 Yearly Material Fee upon enrollment

School Operating Hours: 8am-6pm

Toddler Program:

Full Day Schedule: 8:00am-6:00pm

Annual Tuition (September-May)		Monthly Rate
\$8,820	5 Full days	\$980.00
\$6,840	3 Full Days M,T,W	\$760.00
\$5,850	2 Full Days TH,F	\$650.00

School Day Instruction Schedule: 8:00am-3:30pm

Annual Tuition (September-May)		Monthly Rate
\$7,920	5 School Days	\$880.00
\$6,120	3 School Days M,T,W	\$680.00
\$5,220	2 School Days TH,F	\$580.00

Half Day Schedule: 8:00am-12:30pm

Annual Tuition (September-May)		Monthly Rate
\$7,020	5 Half Days	\$780.00
\$5,220	3 Half Days M,T,W	\$580.00
\$4,320	2 Half Days TH,F	\$480.00

Primary/Kindergarten Program:

Full Day Schedule: 8:00am-6:00pm

Annual Tuition (September-May)		Monthly Rate
\$8,055	5 Full Days	\$895.00
\$6,165	3 Full days M,T,W	\$685.00
\$5,265	2 Full Days TH,F	\$585.00

School Day Instruction Schedule: 8:00am-3:30pm

Annual Tuition (September-May)		Monthly Rate
\$7,425	5 School Days	\$825.00
\$5,895	3 School Days M,T,W	\$655.00
\$4,995	2 School Days TH,F	\$555.00

Half Day Schedule: 8:00am-12:30pm

Annual Tuition (September-May)		Monthly Rate
\$6,435	5 Days	\$715.00
\$4,905	3 Days M,T,W	\$545.00
\$4,005	2 Days TH,F	\$445.00

*5% sibling discount or *5% military discount

*3% discount annual or 1.5% discount semi-annual pre-pay

*Tuition rates subject to change each academic school year

After Care

After care is available to registered families that are in half day and school day programs, as space is available. To ensure space availability, it is best to schedule ahead of time, however we recognize that may not always be an option. If space is available you can register the day of. The charge will be \$15 per increment of 12-3 or 3-6 per child. The charges will be added to the following month's tuition.

Illness Policy

To ensure a healthy environment for everyone please respect these policies as they are here to protect your child, the other children and the childcare providers. For the health and well-being of your child and of others at school, keep your child home for the following reasons:

- Fatigue (for any reason), lethargic behavior.
- A fever (a child should remain at home for 24 hours **after** the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).
- Sore throat, coughing
- Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
- Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
- A runny nose if there is colored nasal mucous.

Per our regulating body, California State Community Care Licensing:

A Daily Inspection will be performed per 101226.1 DAILY INSPECTION FOR ILLNESS 101226.1

(a) The licensee shall be responsible for ensuring that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted.

(1) Additional attention shall be paid to children who:

- (A) Have been absent because of illness.
- (B) Have been exposed to a contagious disease.
- No child that arrives at Wild Roots Preschool and Child Care Center noticeably ill including but not limited to a cold, flu, rash, or fever will be admitted for the day. Should your child become ill during the day, you will be notified and will be asked to pick up your child within the hour. Children with a fever of 100 or greater, vomiting or diarrhea should be at home and must be symptom free for at least 24 hours before returning to school.
- In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and parents will be notified when they pick up their children. The ill child will not be allowed to return to Wild Roots Preschool and Child Care Center until the period of contagion has passed.

A parent or a person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

Medication Policy

Wild Roots Preschool and Child Care Center will not administer medication to children on site unless prescribed by a physician. No over-the-counter medication will be administered. If child is under a doctor's care, exceptions may be made on a case-by-case basis. Please see Director for further information.

If you have given your child any type of medication, over the counter or prescribed, please notify the center in case of an emergency.

If medication must be administered at the center, the following MUST be followed:

- Medication must be in its original container, with child's name and date on the medication container.
- Parent Authorization Form must be completed before medication can be administered. Form must indicate the dates and times for medication administration, and reason why medication is to be given.
- Parent's instructions must not differ from the label instructions from the physician.
- Medication must be picked up at the end of the day.

Immunization Policy

Each child is required to have a record of up-to-date immunizations signed by the child's source of medical care. This report must be completed and returned prior to the 1st day of care. If your family chooses to waive immunizations the California School Immunization Record must be signed on the day of enrollment.

Emergency Policies

Accidents:

Slight injuries at Wild Roots Preschool and Child Care Center will receive first aid from the childcare provider along with an incident report and parent notification.

Parents will be notified immediately for the following accidents:

- injury to the head (no matter how minor)
- injury to the teeth
- blood loss
- stings or bites from insects or another child
- injury from a plant

In the event of a serious injury, 911 will be called. The parents will be notified immediately and an ambulance will transport the child to the local hospital, at the parent's expense. For emergency purposes, parents must keep all contact numbers current.

Disasters:

While the likelihood of a large disaster is small, Wild Roots Preschool and Child Care Center have taken great measures to be prepared so that parents can be rest assured that their children are going to receive the best possible care while under our supervision. Our school is registered with the California Red Cross and has customized our disaster planning drills and trainings to meet the standards of the Red Cross as well as the California State Governor's Office of Emergency Services. All of our staff members are trained twice a year on disaster drills. Every lead teacher and assistant is CPR trained and certified.

In the event of a fire or earthquake we have provisions to last 3 days including food, water, clothing, and blankets. We have connections with other businesses in our community to create safe havens in the event that we are not able to return to our building. We have created policies for how to communicate with parents and/or emergency contacts and have created procedures to make sure children are released to the right people. While no one likes thinking about what could happen in a disaster, you can feel comforted by the fact that we have dedicated time and attention to ensure that all necessary precautions are taken to protect your child!

Safety and Security

Your child's safety is a top priority at Wild Roots Preschool. The doors to our facility remain locked throughout the day. We have a keypad entry that you will have your own code to enter. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child and they must be authorized by the parent prior to pick up. Video surveillance cameras are located throughout the facility in order to increase the safety and security of all children.

Snacks and Meals

Each day the children have a fun time together around the table for mealtimes and snacks. Snack/Meal time teaches patience, manners, independence, language development and nutrition.

Healthy snacks will be provided to the child in the morning and afternoon. Our fruits and vegetables are organic and provided by Harvest 2U, our local 3rd party CSA (Community Supported Agriculture). <http://www.harvest2u.com/> They are delivered fresh every week and picked fresh from our local farms. A menu will be posted at the center weekly. All of our snacks are dairy and peanut free. Substitutions will be made for children who are Gluten free.

Due to specific dietary needs and restrictions we allow parents to pack a lunch for their child each day. This ensures that your child's dietary needs are getting met in the best possible way. Please place all food in containers that encourage your child to be independent when opening and eating. **We do not have the ability to warm foods, however foods can be kept warm with the use of a thermos.**

We strongly encourage all parents to pack healthy and nutritious lunches. Suggestions for a healthy lunch is one that consists of a sandwich, soup, or pasta, fruit and/or vegetables, yogurt or applesauce, etc. We ask that you refrain from bringing desserts to school.

Please indicate all food allergies prior to the 1st day of care.

Sunscreen Policies

We ask that parents put sunscreen on their child before bringing them to school. For children who stay later in the day staff will reapply sunscreen as necessary before the afternoon outside time. Sunscreen may ONLY be applied after parents have completed the sunscreen form.

Sunscreen form must indicate the following:

- Sunscreen brand
- When and where to apply sunscreen
- Time to apply sunscreen
- How much to apply
- Signed and dated by parent

Discipline Policy

Disciplining a young child is a very important topic for teachers and parents and is achieved most effectively when the child is receiving consistent forms of discipline at home and school. In the holistic atmosphere of Wild Roots Preschool, children are encouraged to form inner discipline rather than expected to simply "obey" without understanding.

It is important to remember that inner discipline of the child is a process and not something that can be demanded in a short period of time. Maria Montessori believed that there were steps of obedience, which ultimately lead to joyful obedience or inner discipline.

A toddler cannot simply obey by command because children under 3 years are run by an intense will of their own mind. It is important rather, to funnel the will of the child at this age through available work that is vital for his or her developmental growth. In addition to giving appropriate work, the child under three should be encouraged to explore his surroundings as much as possible with healthy limits. Very young children need to exercise their will to develop their minds.

Once a child is old enough to understand his or her actions, behaviors, and consequences, he or she will begin to explore boundaries. This is not a terrible thing. By allowing the child to discover safe natural and logical consequences, the teacher or parent is allowing that child the freedom to chose, make mistakes, feel the outcomes or be proud of his or her correct actions.

By allowing children the freedom to chose and discover their own outcomes, with all of the proper tools provided, they will naturally form inner discipline without the need for demanding obedience. Instead, taking these patient steps will lead to a joyful, peaceful, and constructive classroom of children caring for themselves, their peers, and their environment.

Discipline Strategies

There are several key factors for forming inner discipline and it is essential that children be respected and understood for their current age and developmental stage throughout the inner-disciplining process.

Environment

At Wild Roots Preschool we have taken great pride in setting up our classroom environments to stimulate all of the children's senses. There are several aspects of a classroom that help with discipline. Our classrooms are:

- Orderly- Every material and classroom item has its place and children are taught how to keep that order

- Consistent- materials remain in same place with minimal changes and disruptions
- Child Size- Materials and items in classroom are child size and at child height in order for maximum independence
- Calm and Quiet (comes with gradual internal peace and discipline)

Freedom

Our curriculum is child directed which also has an impact on discipline. We feel that through choice of work, individualized lessons, and responsibility of using materials properly and placing back where it was taken the child is actively engaged. In addition, we use both natural and logical consequences.

- Natural Consequences - If choices are not made appropriately
Example:
 - *Behavior:* a child misuses a material and it breaks.
Natural Consequence: The classroom does not have that material for use anymore. (We wait a substantial amount of time before replacing or do not replace with exact same item if possible)
- Logical Consequences of actions taken
Example:
 - *Behavior:* A child hurts her friend's feelings in a conflict
Logical Consequence: The child is involved in a conflict resolution discussion of how her actions or behaviors hurt her friend or the classroom (without forcing an apology)

Minimal Praise and Rewards

Allowing a child to form inner discipline is the goal of the classroom. By giving constant praise and rewards for good behavior or work well done, the teacher is instilling a need for outer recognition, which inhibits inner discipline. Instead of giving praise or rewards, the teacher encourages desired behavior, allows the child to feel a sense of pride in work accomplished, and discusses the feelings this brings to oneself and the effect on his or her environment.

Grace and Courtesy

Grace and courtesy lessons are an integral part of our curriculum. Young children need to be taught simple lessons on how to treat one another, and take care of themselves through practice and role play:

- How to greet a friend
- How to shake hands
- How to ask for help
- How to use table manners
- How to cover a cough
- How to help a friend

- How to ask for something nicely
- How to interrupt politely

Role Model

Children are influenced by everyone around them. Wild Roots Preschool is a community environment and all of the teachers and older children act as role models for proper behaviors in the classroom such as:

- Using materials properly
- Speaking quietly
- Communicating politely
- Treating others with respect
- Behaving and moving graciously
- Demonstrating patience
- Carrying materials properly in front of children (even if in a hurry)

Care for the Environment

As a community classroom teachers and older children demonstrate how to care for everything in the environment, *children do not automatically know how to do this*. This includes the treatment of materials, dishes, plants, animals, furniture, friends, etc. Teachers explain and model that the classroom belongs to everyone and it is everyone's responsibility care for it by being gentle, replacing work back in proper place, cleaning tables, watering plants, preparing snack, cleaning their dishes, etc. We all recognize the importance of role modeling this behavior in a consistent fashion.

Communication

Communication is another extremely effective strategy in discipline. It is important to communicate to children how the actions of all children in the classroom affect one another, materials, plants, animals, etc. Explaining the natural and logical consequences of actions and how positive vs. negative behaviors give different results and why. The use of kind and encouraging words, and demonstrating active listening to children so that they will in turn do more active listening of others. We encourage conflict resolution with peers and use examples to role model such resolve for others. Our goal is not to demand obedience, but encourage inner discipline

Practical Life Work

Practical life materials serve very specific purposes in the classrooms. The step by step processes of practical life activities, shows a sequence of order and assists the child's freedom to make logical decisions, while allowing the child to become independent. We offer enough intriguing practical life that will keep children actively busy. Some of these activities include:

- Wringing a cloth
- Scooping beans
- Pouring water
- Preparing snacks
- Watering plants
- Feeding classroom pets
- Folding laundry
- Washing tables
- Washing windows
- Dusting shelves

These activities allow the children to become an important part of their classroom and they learn how to care for their environment.

Discipline strategies are a very important aspect of our program. We believe that both parents and teachers take an active role in discipline strategies, from understanding the root of each problematic behavior to role modeling appropriate behaviors and social graces and can work together on any behavior issue. Through our trainings and regular classroom meetings teachers are able to create unique discipline strategies for each individual child.

Biting Policy

There are times in which young children are feeling threatened or have trouble communicating. As a result, they may turn to biting as an outlet. Wild Roots Preschool and Child Care Center Preschool has a low tolerance toward biting. If a child has bitten another child, the following steps are taken:

- Assist the victim of the biter with first aid
- Call the parents of the child who bit for IMMEDIATE pick up
- Have a discussion with the parents to develop a plan of action

If a child bites a second time, the previous 3 steps will be taken, including a parent/teacher conference to discuss strategies. If the child bites for a third time, they may be asked to withdraw from the program.

All incidents will be documented; one copy is given to parents and one copy is kept on file.

First Day Checklist

The following list is for both the toddler and primary programs.

- 2 full changes of clothes with underwear and socks in zip-lock bag and name
- A week supply of diapers/pull ups and wipes(if not potty learned)
- Water cup for their lunchbox
- Blanket, pillow, and sleeping comfort items if napping at school, and small blanket for those children who rest
- Natural wood framed photo of family
- Unframed photo of child for cubby (Toddler Room only)

Please *label* all sweaters, jackets, coats, changes of clothes, water bottles, sippy cups, lunchboxes, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Please dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes are preferable. Dress-up shoes have slick soles. Sandals, Crocs and flip-flops can be dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

Our playground is used as an extension of the classroom, and daily programs are conducted outside. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed. In general, durable clothing that can withstand the energetic activity of young children is the best bet. If the day is cold, send an extra sweater and hat. Children need to run around, have some large muscle activity, and get some fresh air.

We ask that you leave a complete set of extra clothing, especially socks, at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra couple of sets of underwear on hand. All extra clothes are stored in the girls and boys bathrooms. Please replace the items when they become soiled. When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself.

We expect to do a good deal of painting and messy projects, so we suggest clothing than can wash easily. This way your child can enjoy the program without being concerned about his/her clothes. Please refrain from bringing toys or other personal belongings to school as it serves as a distraction.

Special Occasions

Birthday Policy:

Birthdays are very special to children. They are always such a fun celebration for all of the children to enjoy with one another. Every child's birthday is celebrated during our school year with a traditional walk around the sun. Please bring a picture of every year since their birth to share with the class. There are several ways in which you can choose to acknowledge your child's birthday. You can bring a food item to share with the class, some sort of small party favor like a pencil, or have your child bring a special book to school to share with their friends. If you chose to bring a food item we request that it be Gluten free, nut free, and dairy free to accommodate all children. Some examples would be fruit, a Gluten free baked good, etc. If you have any further questions regarding birthday celebrations please contact the director prior to the birthday celebration. Please do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in their group.

Share Day:

Teachers will designate a share day for each child. Because our program emphasizes peace, no aggressive toys are allowed (guns, swords, weapons, etc.) We encourage share items to be in relationship to what we are working on, family life or educational. Toys are down played as share items. Please label all items with your child's name before sending it to school.

Calendar

Wild Roots Preschool and Child Care Center stays in accordance with the Temecula Valley School Districts holiday schedule. We may need to close at the end of the school day schedule on a few days in order to accommodate parent/teacher conferences; however parents will be given ample notice to make necessary arrangements.

We will be closed the following days:

Sept. 2: Labor Day

Nov. 1: Closed (Staff In Service Day)

Nov. 11: Veteran's Day

Nov. 25-29: Thanksgiving Break

Dec. 23-Jan. 3: Winter Break

Jan. 20: Martin Luther King Day

Feb. 14: President's Day

Feb. 17: Closed (Staff In Service)

March. 24-28: Spring Break

May 26: Memorial Day

May 30: Last Day of School!

Closing

On behalf of all of the teachers and staff at Wild Roots Preschool and Child Care Center, we are honored to be a part of your child's first educational experience! The time your child spends at Wild Roots will be filled with wonders that will last with them for years to come. We appreciate the support and investment you have made in choosing to be a part of our community. We want you to feel like Wild Roots is an extended family and invite you to be a part of our program in any way you can. Thank you so much for supporting Wild Roots Preschool's revolutionary efforts in making the education of young children a holistic, rich, and meaningful early education experience.