



HUMBOLDT EDUCARE PRESCHOOL

Parent Handbook

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Lic # 123005503

PROGRAM DESCRIPTION

Humboldt Educare was started as a non-profit corporation in 1979 for the purpose of combining preschool with quality care. Our program is open from 7:30 a.m. to 5:30 p.m., in an attempt to provide flexibility for working parents. We offer varying schedule options, which includes: a morning session (7:30-12:00), an afternoon session (1:00-5:30), a three-quarters day (7:30-3:00), and a full day (7:30-5:30). Parents choose a schedule according to their needs and the school's openings with regard to the Monday-Friday, Monday/Wednesday/Friday, or Tuesday/Thursday schedule choices. We ask that in the morning parents drop off before 10 am and the afternoon parents drop off before 3 pm, to ensure your child has a smooth drop off and plenty of time to transition into their time at school. Parents may make other arrangements by communicating with staff in the case of unusual events such as doctor visits.

Our school is licensed for 30 children, ages 2-5 years and fully potty trained. Our staff is made up of qualified teachers and assistant teachers from a variety of different backgrounds. We feel that our program provides children with valuable social experience balanced with curriculum that makes learning fun.

Humboldt Educare creates an enriched and nurturing environment where children are able to interact with their peers and explore learning materials. Our curriculum supports the child's natural curiosity. Through the day we maintain a balance between times when the teachers structure activities, and when children may choose their own. Daily activities foster intellectual, physical, social and emotional growth.

PHILOSOPHY

Humboldt Educare believes that children construct knowledge through the actions of play and that children learn best when they want to learn. If children have the freedom to choose the activities in which they will participate, their imaginations and independence are nurtured. The desire to learn is fostered by a rich, challenging, and consistent environment by understanding and flexible adults. In each child, we strive to develop a positive attitude and the desire to learn through exploring our local community and the world beyond.

MISSION STATEMENT

Our mission is to provide young children with a play-based curriculum to promote kindergarten readiness in a nurturing, accessible, and safe environment.

HUMBOLDT EDUCARE'S GOALS

- Allow children to feel good about themselves. Children's feelings about themselves are fundamental to their ability to develop and learn.
- Guide the child as he/she deals increasingly with peers. Cooperation, sharing, and communication skills are stressed.
- Provide an environment where the learning of early concepts is undertaken without

pressure.

--Make learning fun and rewarding. Help children discover self-initiative as part of the learning process.

--Help the child to trust and feel comfortable with adults outside the family structure.

Establishing a good relationship with teachers is an important step for the child.

STAFFING

Humboldt Educare has always been dedicated to providing a quality-learning program within a secure and nurturing environment. One of the ways we ensure this is by staffing more than the legally required number of teachers. While we could legally operate the school with one teachers per 12 children, Humboldt Educare has provides more staff to give kids a more individualized learning experience. This translates into children having more contact with adults and more time for one on one interactions as they explore their environment. It also means that the teachers have the opportunity to teach, not just supervise and discipline. It is one of the primary reasons parents choose to send their children to Humboldt Educare. We feel very fortunate to have such a warm and dedicated staff.

POLICIES AND PROCEDURES

EXPECTATIONS:

Parents/Guardians may expect that:

- ~ Their child will be cared for in a warm and positive environment that is safe and supportive.
- ~ They may visit the program at any time.
- ~ They may meet with the Director about any concerns related to their child's behavior or progress within the program.
- ~ They will be informed of the programs daily activities and special activities.
- ~ Community Care Licensing has the right to inspect the facility at any given time with or without notice and notifications of this will be posted.

Educare expects that Parents/Guardians will:

At Drop-off:

- 1) Let a teacher know that your child is here, so the staff can greet them.
- 2) Stay for your child's health check.
- 3) Sign in and out each day on the sign in sheet with your full signature.
- 4) Share any special information we might need for the day or new events that your child may be experiencing at home.

Regularly:

- ~ Pay fees on time as explained in the Fees and Payments Policy.
- ~ Keep the child's records up to date as explained in the Admission Policy.
- ~ Pick up children on time as explained in the Attendance and Pick-up Policies.

- ~ Contact Educare when your child is not attending.
- ~ Pay attention to communications from staff regarding your child or the program.
- ~ Respect parking procedures in the parking lot.
- ~ Give two-weeks notice before withdrawing your child from the program.
- ~ Follow the no-smoking law on the school premise.
- ~ Follow guidelines on child safety and car seat laws.
- ~ Check the Parent Information Board to stay informed of up-coming events.

Children may expect:

- ~ To have a fun, safe and supportive environment,
- ~ To have fair opportunity to use program equipment, materials and facilities.
- ~ To receive respectful treatment from all program personnel.
- ~ To receive nurturing, interactive care from staff on a daily basis.
- ~ To have fair and reasonable consequences.

Educare Staff will expect that the children will:

- ~ Respect school rules that guide them during the day.
- ~ Have fun with their peers.
- ~ Help take care of equipment and materials.
- ~ Learn how to become responsible for their own actions.
- ~ Treat others with respect.

ADMISSION POLICY & REQUIREMENTS

We are looking forward to getting to know you and your child! The following information will help you to become better acquainted with us. Before enrolling each family will need to meet with the Director and/or Assistant Director to discuss Educare and the needs of the child and family.

Who Can Enroll

Humboldt Educare is licensed by Community Care Licensing to provide group preschool care for children who are two and a half to five years old. The children must be toilet trained.

POTTY TRAINING: In order for children to enroll at Humboldt Educare they must be well into the process of potty training. This means that your child must be consistently communicating about needing to use the bathroom and willing to go when reminded. Educare staff will offer verbal assistance with the steps of toileting and wiping. Staff will also offer verbal help with changing and will physically help with buttons and more complex clothes as needed. Each case will be viewed on an individual basis.

Staff implement regular potty breaks as needed through out the day in addition to the scheduled in bathroom break in the middle of the day with lunch and rest. Please remember to bring in a change of clothes to keep in child's cubby just in case – accidents do happen!

Enrollment Process

We require that you bring your child to the school for a visit so that you, your child and the staff can decide whether it is the right place for him/her. If you decide to enroll your child, the visit will help your child become familiar with the staff, the children, and the program, and should ease his/her first day.

To enroll your child, you must complete the following forms:

- 1) Identification and Emergency Information Form
- 2) Pre-Admission Health Report
- 3) Authorization for Medical Treatment
- 4) Parents' Rights
- 5) Personal Rights
- 6) Physician's Report
- 7) Immunization Card
- 8) Admission Agreement
- 9) Permissions Sheet
- 10) Financial Agreement

Any information contained in your child's file is confidential and will not be used for any purpose without your written consent. Please update your information with the Director immediately if anything changes such as address, phone number, or those authorized to pick up your child.

FEES & PAYMENT POLICIES

In order to meet the care requirements of all our families, we attempt to meet individual scheduling needs, but this may not always be possible. Schedule changes must be made two weeks in advance with the Director. Because your schedule is like a reservation, staffing costs are already incurred and bills are charged for the month in advance. Therefore we charge for enrollment not attendance. Families are allowed one week of vacation time/absence at no charge **per school year** (Sept – Aug). This time has to be used in a one-week segment. We are not able to credit one day at a time.

Families must commit to their schedule through each session- Summer (middle of June-August), Fall (September-December), and Spring (January- middle of June). Please limit schedule changes to one each session or you will be subject to a processing fee of \$30. We cannot guarantee a schedule change mid-session.

Humboldt Educare is open an average of 21.75 days per month. We average all our open days so that your monthly bill stays the same even when we are closed for a holiday or in-service day.

As of July 1, 2017, our rates are as follows:

Daily Rates:

- \$24/half day
- \$32/three-quarters day
- \$38.50/full day

Monthly Rates: *(We recognize that it is helpful for families to be able to anticipate their bills, so we average out the payments for consistency on your bill.)*

Monthly bills include a \$10 materials fee separate from tuition

Half day (7:30-12:00 or 1:00-5:30)

Tues/Thurs - \$208.80

Mon/Wed/Fri - \$313.20

Monday -Friday - \$522.00

Three-quarters day (7:30-3:00)

Tues/Thurs - \$278.40

Mon/Wed/Fri - \$417.60

Monday -Friday - \$696.00

Full day (7:30-5:30)

Tues/Thurs - \$334.95

Mon/Wed/Fri - \$502.43

Monday -Friday - \$837.38

Tuition is billed on the first of the month, and payment is due within ten days. If your bill is not paid by the 25th of the month, you will be charged a \$30 late fee. If your bill is two months overdue, your child will be dropped from Educare and you will still be responsible for all overdue tuition. If your bill goes to collection, you will be responsible for all collection fees.

Additional costs: late fees, materials fees, and overtime charges, will be shown separately on the invoice.

-Once a month there is a \$10.00 materials fee added to your tuition bill. Throughout the -----

-Once a month there is a \$10.00 materials fee added to your tuition bill. Throughout the school year, the preschool purchases art, drama and music supplies, along with the regular curriculum items. While some of your tuition pays for this, it only pays for a small percentage of the overall costs. Your monthly tuition covers teacher pay and operating expenses.

-The school closes at 5:30 p.m. If your child is here past 5:35, you will be billed an extra \$30.00 as a late fee. If your child is continuously picked-up late, your services may be terminated.

-A \$50.00 deposit is required to reserve a space for your child in advance. It will then be credited to your first month's tuition. If you decide not to enroll your child, Humboldt Educare will retain the deposit.

- Educare will not issue refunds to families whose services are terminated due to misconduct by the child or parent.

Registration & Enrollment for Parents using an Outside Agency for Payment

If you are a family using an outside agency such as Changing Tides for payment please be aware of the following stipulations:

- Vouchers (attendance sheets) must be signed on a daily basis.
- On your child's last day of the month you must sign the back of your attendance sheet.
- If your child misses a day you must sign the attendance sheet for the day and put the reason such as illness (cold, flu, etc) or doctors appointment.
- Failure to give two-week notice before withdrawal from the program may make you liable for fees not covered by Changing Tides or any other agency.
- Parents/Guardians will be responsible for ANY fees not covered by their voucher program.

SCHEDULE

7:30-9:00	ARRIVALS & INSIDE FREE PLAY
9:00-10:00	ARRIVALS & INSIDE/OUTSIDE FREE PLAY
10:00-10:05	CLEAN-UP/TRANSITION TO CIRCLE
10:05-10:25	CIRCLE TIME
10:25-10:30	TRANSITION TO SNACK/ WASH HANDS
10:30-10:50	SNACK
10:50-11:10	MUSIC & MOVEMENT
11:10-11:50	PROJECT TIME
11:50-12:00	STORY/WASH HANDS
12:00-12:50	LUNCH, BRUSH TEETH, BATHROOM
12:50-1:30	REST AND BOOK TIME

1:30-2:10	INSIDE/OUTSIDE FREE PLAY
2:10-3:00	INSIDE FREE PLAY
3:00-3:05	CLEAN-UP/TRANSITION TO CIRCLE
3:05-3:25	CIRCLE TIME
3:25-3:30	WASH HANDS/TRANSITION TO SNACK
3:30-3:50	SNACK
3:50-4:00	STORY
4:00-4:30	PROJECT TIME
4:30-5:00	OUTSIDE FREE PLAY
5:00-5:30	CARPET TIME/DEPARTURE

Semi-Structured Activities “FREE PLAY”

The first couple of hours of the preschool program are not highly structured. Children may choose to do an activity with a teacher, or to play with friends. We consider this time a good opportunity for children to develop their social skills. We feel that children need experience in order to learn how to interact with their peers in a group situation. No matter how academically ready a child is, without social skills, they will have a difficult time adjusting to kindergarten. Preparation for school includes developing a balance between academic skills and feeling good about oneself socially.

Circle

Circle time is a structured part of the program. Children are all expected to sit and attend to the group's activities. Monthly curriculum themes are explored by using flannel board stories, music, movement and general discussion. Children learn how to express their thoughts in a group setting and to take turns listening to others. Many basic skills are introduced and practiced during this time, then supported through our projects.

Structured Activities: Projects

At project time there is usually four activities offered, which are either self led or supervised by a teacher. There is always a creative project, and then activities representing the other four areas of curriculum: pre-math and number concepts, science and natural history, motor development, and language arts and literature. To maintain the balance between structure and choice, we encourage the children to choose which project they would like to do first. All the children are to be involved with the planned activities. It is not a time for free play. Most children rotate through the projects and participate in them all.

ATTENDANCE & PICK-UP POLICIES

Sign-in/out

Each day your child must be dropped off and picked up by an adult. The adult must sign your child in with a FULL signature.

When your child is picked up, he/she must be signed-out with a FULL signature, information that is dispersed should be taken, and your child's items should be gathered.

Remember only those named on your child's Identification Information form will be able to

pick them up from school. Educare will not release children to adults who do not have parent/guardian permission. Please include a permission note or call ahead of pick-up, if you want a different person to pick your child up that day. **Please call us if your child will be absent.**

Children will only be released to someone other than their parent/guardian if the parent or guardian has notified the school first. The person picking up must be on the authorized pick-up list or the parent/guardian may tell the school the pick-up person's full name. Educare will ask to see identification from new people picking up your child if you are not present. In the event of an emergency, the staff may contact persons identified on the child's emergency card to take the child from the program. For this reason it is very important that you keep your child's emergency information up to date. In the event of an emergency, all efforts will be made to contact the parents/guardians. If that fails we will try to reach the people listed in the Emergency Contact section of your paperwork.

COURT ORDERS & CUSTODY AGREEMENTS

Unless the program has a restraining order covering a parent, both parents will be allowed to take their child(ren) from the facility.

If pursuant to a court order, one parent has been given the legal right to child custody or visitation, which determines who is to pick up a child, or if one parent has been restrained by court order from visiting/ordered to stay away from a child Educare requires the following:

1. A certified copy of the current court order, which states the rights or restraints ordered.
2. If a later order supersedes the first, it will not be honored until the program has a copy of the most recent order.
3. The law requires that we follow valid court orders and only certified orders are deemed valid.

HOURS OF OPERATION/CLOSURES

Humboldt Educare will operate 5 days a week from 7:30am – 5:30pm. Humboldt Educare will be closed some national holidays but remain open throughout the summer. The holidays that Educare is closed are: New Years – 5-7 days, Martin Luther King Day – 1 day, President's Day – 1 day, Memorial Day – 1 day, 4th of July – 1 day, Labor Day – 1 day, Veteran's Day – 1 day, Thanksgiving – 3-5 days, Christmas – 5-7 days (depending on calendar). Humboldt Educare will also be closed for 2 Teacher In-Service Days (1 in Fall and 1 in Spring) that may or may not coincide with regular holiday closures. Humboldt Educare will always give parents 1 month of notice before a planned closure. Notice will be sent out via email, posted on the front door, and posted on the parent information board in the classroom.

If a teacher is sick, Educare will have a list of substitutes to utilize and will still operate for children and families. The Director will also be available to be on the floor as necessary

to ensure child/staff ratio is maintained in accordance with State Licensing Regulations and to ensure children may attend their regular schedule. Under special circumstances, if more than 2 teachers are sick with no substitutes available, Educare may have to close without notice. The Director will contact families scheduled for that day.

NUTRITION/MEAL POLICY

Humboldt Educare provides a nutritious snack program that is served mid-morning (10:30) and mid-afternoon (3:30). You need to send a cold lunch with your child if they are scheduled for a full day. Please include a drink and appropriate utensils in the lunch. Please do NOT send a lunch if your child is scheduled for only the morning session.

Snacks at snack time are not optional. Staff requires each child to try a taste of the snack provided to broaden their food horizons and to help children practice trying new things. All snacks provided by Educare are included in your tuition costs. Please let us know of any food allergies your child may have so that we can accommodate them.

Children are encouraged to brush their teeth after lunch. Humboldt Educare provides a toothbrush and toothpaste.

Families may also provide snack as a part of volunteering or to celebrate a special occasion, provided there is enough for all children and the snacks are healthy. Snacks should include a fruit or veggie and some kind of cracker/chip (carb) with peanut butter or cheese (protein). We allow treats for special occasions with nutritional value.

HEALTH & SAFETY

HEALTH POLICY

We understand and recognize that preschool age children are particularly susceptible to viruses, bacterial infections, and other contagious diseases in the classroom. At Humboldt Educare, the children are in frequent contact with each other through play, projects, meals, and rest. As a result, we must ask you to use careful judgment when bringing your child to school if he/she is ill. Children may not come to school if they have any of the following:

- 1) Fever of 100 or higher
- 2) Vomiting
- 3) Diarrhea
- 4) A contagious disease, e.g., Chicken Pox, Strep Throat
- 5) Profuse green or yellow mucus coming from the nose
- 6) Any condition that prevents the child from participating in the school program
- 7) LICE

It is the responsibility of the parent(s) to notify Humboldt Educare within 24 hours of a diagnosed contagious disease, even if the child stays home. Additionally, you will be notified if your child has been exposed to a contagious disease through notice on the door and via email.

If your child needs medication while at school, you must fill out the appropriate form authorizing the staff of Humboldt Educare to give your child this medication according to your and/or the child's physician's instructions. We must have the authorization for all

medications, including Tylenol. We will not give Aspirin to your child because of its potential cause of Reyes Syndrome when given in the presence of a viral infection. It is easier if a parent or guardian can stop by and administer the medication on their lunch break if it is a short-term medication.

Children who have been ill may return to Educare when they can participate in the program with ease. Children who have prescribed medication must wait 24 hours after beginning this medication prior to returning to school, however, we strongly recommend 48 hours. Children with broken bones must have a note from a physician verifying that it is safe for the child to participate in the Humboldt Educare Program, and that the physician is aware that the program involves up to 24 other children.

IMMUNIZATION POLICY

If you decline any immunizations required by licensing, under the new the law enacted by SB 277, beginning January 1, 2016 personal beliefs exemptions will no longer be an option for the vaccines that are currently required for entry into child care or school in California. For more information please visit: shotsforschool.org/laws/sb277faq.

If any child in the program contracts a disease for which immunizations are available, all children without that immunization shall be excluded from the program for a period of time, depending on the disease. This period of time will be determined after consultation with appropriate medical authorities.

EMERGENCY MEDICAL CARE

Please keep your emergency numbers updated. In the forms you fill out for Humboldt Educare, list your child's physician and hospital. This physician needs permission from you to treat your child in your absence. We urge you to file a statement with your physician allowing treatment.

Although accidents or other emergencies rarely occur, we take precautionary measures to give maximum protection to the children according to parental preference. If an emergency occurs, the following steps will be taken in this order:

- 1) We will attempt to phone the parent(s).
- 2) If neither parent can be reached, we will call the emergency number listed.
- 3) If we cannot reach this person, we will call the child's physician.
- 4) If the physician cannot be reached or cannot refer us to an associate, we will have the child taken to Mad River Community Hospital, unless you have specified a different hospital.

SAFETY PROCEDURES

Safety procedures for fire and earthquakes are on the bulletin board in the classroom by the door. We have periodic fire/earthquake/lockdown drills, and there is always at least one staff member on the premises who has first aid and CPR training.

BEHAVIOR AND DISCIPLINE POLICIES

To maintain a positive classroom environment, Humboldt Educare uses the following guidance techniques:

- Reinforcing other children's appropriate behavior
- Redirecting to a more acceptable activity
- Modeling safety, kindness, and responsibility
- Offering alternative choices
- Setting clear limits and expectations
- Ignoring negative attention getting behaviors

When a situation arises and the above methods are not working, a teacher will impose a "logical consequence." That is, setting a limit that is connected to the child's behavior. An example of this might be when a child has been asked to keep the sand inside the sandbox and then continues to throw sand out. A teacher will tell the child to play elsewhere in the yard and come back later when she can remember the sand box rules.

We view teachers as facilitators for social interactions, and encourage children to attempt to solve their own problems. We often give them hints or techniques to help deal with a situation. We praise (give positive attention for) a child's use of words when they are having conflicts.

A child might need to sit and calm down for a short duration when other consequences have not worked, a child is too upset to talk, or when one child strikes another. When the child is calm and ready to talk out the problem a teacher will discuss with the children involved what happened and some positive alternatives to help resolve conflicts. As children grow in this skill, we allow the children to do as much of the problem solving as they can by themselves or with little prompting from teachers.

In the event that a child's behavior becomes so extreme that s/he threatens the safety of the staff or other children, the following actions will be taken:

1. A meeting between the parent(s) and head teaching staff will take place in order to find a positive solution to the problem. This may include a discussion of alternative methods of interacting with the child and/or a referral to community agencies to assist the family. A method for future evaluation will be agreed upon as well as the setting of a deadline for expected improved behavior.
2. If disruptive behavior continues, the parent(s) will be called to remove the child from the center for the remainder of the day.
3. If a resolution does not occur by the agreed upon date, termination of services may be the result.

These measures are designed to promote a positive learning experience and a safe and secure environment for everyone at Humboldt Educare. Through following these steps, we as

a staff feel that not only does the child who is working through particular behaviors benefit from the process, but so do the rest of our kids. Our group setting allows for children of many different ages and developmental levels to share experiences and gain knowledge from one another. Through working with the child and family within the classroom environment consistency and understanding are practiced with everyone.

DISMISSAL POLICY

Educare's staff strives to be a partner with parents to solve behavior issues in the classroom. Physical or emotional abuse of another child or a teacher, which is determined to be excessive or repetitious by the staff and director, will be grounds for dismissal. The steps listed above in the Behavior and Discipline Policies may be taken in an attempt to solve the issue.

Parents' non-support or non-adherence to Educare's policies will be cause for dismissal.

Humboldt Educare reserves the right to terminate services for any cause.

TERMINATION OF ENROLLMENT

Termination of Services

Children will be dropped from the program for any one of the following reasons:

- 1) Failure to pay fees.
- 2) Failure to complete enrollment forms previously requested in writing.
- 3) Failure to sign child in/out.
- 4) Repeated late pick up of child.
- 5) Child's behavior endangers safety of other children. (See behavior expectations.)

REPORTING CHILD ABUSE

All staff working with children are mandated by the State of California to report any suspected child abuse or neglect. Reports, by law, are made without prior notification to parents, to the Child Protective Services Division of the local Department of Social Services. In order to be partners with parents, we ask that you tell us the cause of visible bruises, injuries, etc. that have been incurred at home and we, in turn, will notify you of the circumstances surrounding any injury incurred at school. A copy of the Injury Report will be in placed in your sign-in page.

FIELD TRIPS

Humboldt Educare strives to go on multiple field trips per session. A majority of our field trips require parent volunteers to drive us to where we are going. Staff will put up a permission slip by the sign-in book and a volunteer driver sign-up about 1 week before the field trip. Your permission slip states that you give permission for another adult to drive your child to and from the field trip location. Humboldt Educare will not be held liable for

transporting children to and from a field trip. As soon as we book a field trip we try to give parents as much notice as possible.

Educare also takes walking field trips around the school or neighborhoods throughout the year. You will receive a walking field trip permission slip in your enrollment pack, which will allow your child to go with other children and the appropriate amount of staff out of the classroom and off school grounds.

REST/NAP TIME

If you wish for your child to lie down and nap at rest time please let the Director know. Rest mats are provided for those children who nap. The remaining children rest on the other side of the classroom while listening to books.

CLOTHES

Your child will need to have a change of clothing, which will stay at school. Please make sure all clothes, shoes, and jackets are marked with your child's name. Blankets for rest time may also be brought from home; please label them clearly. At times, school projects become very messy--that's a big part of the fun! Please send your child to school in play clothes that can get dirty, are appropriate for the weather, and good shoes to romp in. We have a closed-toed shoe policy for outside play. If your child wishes to wear sandals, please send a pair of socks and shoes for outside time. Please leave high-heeled shoes at home.

CURRICULUM

The daily curriculum topics are posted for parents to view at pick-up. We list what activities we did in the morning and the afternoon and leave up yesterdays above it incase you need to catch-up. Educare's staff currently utilizes a mainly emergent curriculum style, meaning that we like to follow the interests we see emerging in the children's free play time. Within this style, Humboldt Educare creates an integrated curriculum. Our program provides an opportunity for a child to develop skills in all developmental areas--physical, social, and emotional as well as intellectual. Language arts (speaking, reading, writing), mathematics, sciences, the arts, and social studies are taught through games, stories, art and songs. We use as many materials as we can to make learning an active, exciting process.

Our program encourage parents and children to share with the school their family traditions and heritage. Our staff believes that having experiences outside of their daily routine such as new songs, foods, and languages enriches each child's learning. With the introduction of diverse cultures, we hope that the children will acquire a sense of affiliation with the peoples of the world.

We also provide additional activities to enhance our curriculum. Field trips are an important aspect of hands-on learning. We take trips to such places as: HSU Marine Lab, the Natural History Museum, the Sequoia Park Zoo, the fire station, and trips to businesses on

the plaza.

BOARD OF DIRECTORS

A Board of Directors made up of 4 to 9 members governs Humboldt Educare. Board members can include current and past parents and community members. Board members commit to a three-year term and receive a 10% discount off of Humboldt Educare fees. Parents and community representatives on the board meet regularly to discuss childcare issues and the operation of Humboldt Educare. If you are interested in becoming a board member, talk to the Director.

ADDITIONAL POLICIES

Toys From Home

A stuffed animal and books may be brought to school. We ask preschoolers to bring only one stuffed animal at a time. Stuffies should also be labeled with your child's name. The staff is not responsible for keeping track of stuffies your child brings, so please send only toys that your child can keep track of. We do not allow stuffies to go outside. If books come out of cubbies, they must be shared with others. If a child wishes not to share, the book shall remain in their cubby.

We do not allow children to play with "pretend weapons" or war toys (guns, knives, bombers, bay-blades, soldiers with guns, etc.) as these games contribute to aggressive play. Please leave this type of toy at home.

Art

Please check your child's file for his/her artwork. To avoid accumulation, we sometimes have to throw away papers and projects that have collected. So please, pick up your child's masterpieces to make room for additional artwork.

Photos and Family Phone List

Occasionally, parents may be at school taking pictures or videos of their children. Events such as birthdays or graduation to kindergarten are often photographed or video taped. If you do not want your child in any pictures or videos, please inform the staff of your wishes. We cannot guarantee that your child will not be in any photo, but we will certainly make an effort.

Educare has a website and Facebook page where we showcase some of the cool things children and teachers do. Educare has a photo release that you can sign if you are ok with or you can decline if you do not want a photo of your child published. Like us on Facebook to stay connected!

We also issue a phone/address list by request for invitation to birthdays etc. If you do not want your information listed please let us know.

Birthdays

If your child wishes to invite classmates to his/her birthday, we request that you send invitations through the mail or put them in the sign-in book. This avoids hurt feelings at school. You can obtain a Parent List containing children's names and addresses from the Director.

(Any and all policies are subject to change) Updated 8/2017

Please Return This Sheet:

I _____ *(parent's name),*

parent/guardian of

_____ *(child's name),*

have received and read the Humboldt Educare Parent Handbook. I agree to follow all the policies and agreements.

Signature _____ *Date* _____