



Established 1910

Infant and Preschool Programs
Parent Handbook

Revised July 2014

Table of Contents

WHO WE ARE

OUR MISSION, VISION, AND VALUES	3
PASADENA DAY NURSERY'S CHILD CARE PROGRAM	4
OUR HISTORY	5
HOW TO REACH US	5

DAY-TO-DAY AT PDN

HOURS OF OPERATION	6
PARKING	6
SCHEDULE & ACTIVITIES	6
MEAL PROGRAM	6
APPROACH TO DISCIPLINE	8

POLICIES

NON-DISCRIMINATION POLICY	10
ENROLLMENT	10
ENROLLMENT FORMS	10
TUITION AND FEES	11
GUIDELINES FOR RELEASING CHILDREN	11
LATE PICK-UPS	12
ABSENCE POLICY	12
ILLNESS POLICY	12
MEDICATIONS	13
BREAST MILK AND NURSING	14
BABYSITTING BY PDN EMPLOYEES	14
CELEBRATIONS AT PDN	14
PROBLEM RESOLUTION	15
WITHDRAWAL OF CHILD BY PARENT	15
TERMINATION BY PROVIDER	15

ADDITIONAL INFORMATION

CLOTHING	17
COMMUNITY CARE LICENSING, HEALTH DEPARTMENT, & SOCIAL SERVICES	17
DAILY SHEETS	17
DUTY TO REPORT CHILD ABUSE	17
EMERGENCY AND DISASTER PREPAREDNESS	18
EMERGENCIES AND INDIVIDUAL ILLNESS	18
EMERGENCY DRILLS	18
FIELD TRIPS / WALKING TRIPS	18
INFANT SCHOOL	19
MAILBOXES	19
MEETINGS AND CONFERENCES	19
PARENT HOURS	19
PERSONAL CARE ITEMS	20
STAFF QUALIFICATIONS	21
TEACHER TO CHILD RATIOS	21
VISITING PDN	22
NOT FOR PROFIT STATUS	22
MODIFICATION/AMENDMENT	22

OUR MISSION

Pasadena Day Nursery nurtures a community of curious minds, thriving bodies, and considerate hearts.

OUR VISION

Early childhood is a critical time of development and we believe a childhood filled with joy, play, discovery, and curiosity can impact an entire lifetime. We strive to foster the growth of healthy, happy people because we recognize that our children can make the world a better place.

OUR VALUES

We nurture

We invest time and passion into the development of each member of our community. We create a safe and secure place for children, parents, and staff to thrive.

We explore

We believe that children learn best when actively exploring the environment around them. We facilitate learning through purposeful play and believe that fostering curiosity and discovery are critical in early childhood. The outdoor classroom is an extension of indoors and equal in importance.

We grow

We support the social-emotional, physical, and cognitive growth that will prepare children, parents, and staff for future success. We nourish the bodies and minds of each member of our community.

We care

We care about each member of our community. Children and adults are respected as individuals, each with unique needs and abilities. We create a loving environment where each individual is inspired to be his or her best self.

OUR CURRICULUM

Pasadena Day Nursery's curriculum is based on nearly a century of research, facilitating the growth of social-emotional, physical, and cognitive development. Purposeful play and supportive relationships between families, teachers, and children are at the core of our philosophy.

Purposeful Play

We create opportunities for child-initiated, free-choice activities throughout each day. Play helps children learn through experimentation and making sense of new experiences. It creates positive associations with learning and drives that learning through a child's own sense of curiosity. Play helps children develop social skills and learn regulate their own emotions.

Supportive Relationships

Our teachers are facilitators in children's development rather than directors of it. We use questions, assistance, and directions to help children figure out how to accomplish their goals and build their skills. Teachers and families are partners in creating the best possible environment for children to learn and grow. Positive relationships with adults are critical to a child's social-emotional and cognitive development.

Pasadena Day Nursery's Child Care Program

PDN provides child care for children 12 weeks through 5 years of age. PDN has adopted a developmental, child-centered curriculum appropriate for each age group. Each classroom is staffed with qualified, professional teachers who model respectful interactions with the children and other adults.

Outdoor Play: Pasadena has varied weather with highs in the low 100's and lows in the mid 30's. Often our daily temperatures can climb 30' from opening to early afternoon. All children go outside when the weather is no warmer than 104 real feel as well as when it's cool and misty but not cooler than 36'. All children are taken out side during a light drizzle. *Children two and older go outside in the rain. We recommend rain boots, rain coats and or waterproof jackets for such weather. Please keep in mind Pasadena receives rain throughout the year.

During fire season/ and or when we are aware of a local fire we monitor the air quality using Airnow.gov. We take into account air quality deemed unhealthy and harmful for sensitive groups during such periods.

Please keep in mind some outdoor and indoor activities may include use of paint, water colors, food coloring, mud, dirt etc. We ask you keep this in mind when dressing your child.

Infants: 12 weeks to 12 months (young infants)

Each child has his or her own schedule that the teachers follow. Unless directed by the Parent, teachers will follow an on-demand schedule for each child, which is to say that each child will eat when he or she is hungry and will nap when he or she is sleepy or tired. Please take some time to meet with your child's teachers in order to discuss your child's daily routine, eating schedule and sleep habits. A daily Sheet is to be filled out by the parent at drop off to indicate last feeding, next feeding and expected feeding times etc.

Infants: 12 months to 24 months (older infants)

Infants of this age are very busy. They spend a good portion of their day outside.

Preschool: Early preschool through T-K (2-5)

In all classrooms teachers emphasize language development in order for children to express themselves. Conflicts between children are common. For younger preschool children (2-3) it is often more challenging since concepts of sharing and taking turns are not yet familiar. Although PDN tries to provide multiples of each toy/ materials, inevitably children will struggle over them. The role of the teacher in these situations is to model peaceful conflict resolution for the children. Children are encouraged to use their words to express their emotions. Teachers will suggest words to a child depending on the situation or source of conflict. Children are reminded to express themselves before a conflict arises by using words like "stop," "I'm using it," "that hurts my body," and "___ makes me feel ___," among others. Positive behaviors are acknowledged and encouraged by the teachers.

As younger preschool children develop interpersonal skills they begin to play together and often engage in group play. All classrooms implement curriculum and introduce activities that aid in the development of the individual child. Periods of free-play and directed activities form part of the daily routine for this classroom. Circle time activities encourage thoughtful listening and comprehension of stories and concepts. Children are encouraged to share favorite books with their classmates by retelling the story using the book's pictures as a guide. Respect for one another is encouraged by teachers by asking the children to take turns, listen quietly while another is speaking and acknowledging positive interactions. The classrooms incorporate into their curriculum walking trips to the local library and local farmers market where they talk about the different fruits and vegetables grown by the local farmers. The classrooms often purchase food from the market to examine and enjoy during activities.

Children engage in many activities that provide opportunities to teach learn and share concepts. The children engage in indoor/outdoor exploration, science, sensory, art, introduction to math etc. through every day task. We use a balance of purchased materials and outdoor/everyday items as part of our activities. Children are introduced to concepts, such as counting, sorting, graphing, and measuring, among other key concepts. Children are introduced to the concepts often through hands on learning. The concepts are introduced in steps and through activities such as tasting, which did you like best? for graphing. They are introduced to measurement through cooking, then using rulers to measure plants in our garden which may lead into, counting the lady bugs we found in the garden etc. Older preschool classrooms set aside time to write/draw in journals, practice writing numbers and letters. Some children may start to ask how words are spelled which may lead into basic sight words etc. The curriculum allows for individualization of children developmental needs.

Our History

Pasadena Day Nursery for Child Development (PDN) was founded in 1910 to care for the children of working widows in Pasadena and nearby communities. PDN's services gradually broadened to include all children of all families in need of child care. Our preschool building was designed especially for caring for young children. The facility enjoys bright classrooms, child-sized facilities and spacious outdoor spaces where children can play and learn.

How to Reach Us

Pasadena Day Nursery for Child Development

450 North Garfield Avenue

Pasadena, California 91101

School Number: (626) 449-6220 Fax Number: (626) 449-9456

Director: director@pasadenanursery.org

Assistant Director: assistant.director@pasadenanursery.org

Tax ID: 95-1765165

Facility number, Infant School: 191223394

Facility number, Preschool: 1912024761

DAY-TO-DAY AT PDN

Hours of Operation

PDN is open year-round from 7:30 a.m. to 6:00 p.m., Monday through Friday. PDN is closed on the following major holidays:

New Year's Day

Martin Luther King Jr. Holiday

Presidents Day

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thursday and Friday)

Christmas

New Year's Eve

PDN also schedules staff development and training days throughout the year that require the center to close for the day. A calendar of events and closures is available from Administration. It is also posted in the lobby. No deduction in tuition is given for closures.

Parking

The PDN lot is reserved for staff from 7:30 am to 9:00 am. Parents are welcome to park in designated parking spaces in the lot after 9:00 am. Street parking on Garfield Ave. is limited to 2 hours. All-day parking is available on Villa St. Please observe posted signs for street cleaning. PDN is not responsible for parking tickets, lost or stolen items.

Schedule & Activities

PDN classrooms maintain a schedule as a guide for the day. Classrooms combine from 7:30 am to 8:45 am. At 8:45 am, teachers will direct music and movement. At 9:00am we begin the day with AM snack. Several time-specific activities happen throughout the week, so if you would like your child to participate in an activity, please be mindful of your drop-off time. All children are required to be present no later than 10:30am. Full day/am children arriving after 10:30 will not be accepted in to the program unless prior approval from ED has been granted. for e.g. doc appoint. Children scheduled half day PM are to be present no later than 1:30pm

Meal Program

Our family style meal times are a great opportunity for children and teachers to come together as a community. The children model for one another while they work on self-help skills.

Schedule

PDN provides the following scheduled snacks and lunches:

9:00- Last serving at 9:10am: Morning snack

11:30- Last serving at 11:50am: Lunch

3:00: Afternoon snack (Snack is saved for children who wake up later)

*Due to regulations food provided by PDN may not be taken off premise. A parent can wait with their child while they finish their meal and or snack.

Allergies

Parents must complete a form detailing any allergies and food alternatives for allergies. If a request is made to accommodate children with documented allergies the Executive Director will determine if the request due to allergy can be reasonably accommodated by PDN. We will discuss and document a meal plan with parents of children with allergies. The Executive Director will determine whether PDN can reasonably accommodate the documented meal preference once the required forms are submitted.

PLEASE NOTE THAT PDN makes every effort to remain A NUT FREE FACILITY-

In order to try to protect the needs/safety of children with a life-threatening allergy to nuts such as peanuts, PDN restricts the presence of nuts or foods containing nuts. We request the cooperation of all parents in following this policy. If we have a child enrolled with a nut allergy and a parent with alternative meals provides an alternative with nuts, PDN will provide their child with the PDN meal/ beverage as noted on the menu unless they have a documented allergy with a menu item. In such case PDN will provide an alternative.

In some cases your child may have a visible reaction after they have had a meal/beverage at PDN. In such case PDN will ask you take your child to the doctor for their safety. If your child had a visible reaction at PDN, PDN will not provide your child with the like food/beverage until we have a physician's note that states they do not have an allergy to the food/beverages. Until we have such note from a physician, for their safety PDN will require parents to follow the same steps as a child with allergies.

Parent Provided Foods

PDN participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no separate charge to participating children. It is our goal to have all families participate. The reimbursement received from the CACFP helps with our food costs, and therefore enables us to keep our fees for care as low as possible. The requirements of the program require us to provide the children the meals as noted on our menu with exception to children with documented allergies (doctor's note required).

For families who wish to have alternatives based on preference and/ or for children with allergies PDN cannot reasonably accommodate, PDN requires you provide all snacks, lunches and beverages ready to serve (i.e. the snacks, lunches, and beverages do not require any preparation or heating). PDN will provide all families with nutritional guidelines to be followed in accordance with state nutritional guidelines. PDN staff can only provide meals provided from home that meet the required guidelines. All home meals and beverages must be labeled with the child's first name, last name and date. For your child's safety, and to meet compliance, failure to provide a ready to serve labeled meal on a specific day will result in PDN providing your child the meal as noted on our menu. ----

PDN is legally required to provide such meals with exception to a child with documented allergies. If your child has a documented allergy to an item on the menu, PDN will make the effort to provide an alternative in such case that you forget their meal/to label the container. PDN will always provide drinking water to all children.

Providing your own meals/alternatives does not reduce your tuition. As the food program and not the parent provides such funding.

Food in Classroom Activities

As part of our school curriculum PDN has cooking and sensory activities in both the infant and preschool which include the use of food i.e. food items such as corn starch, and oats may be placed in the sensory stations, tasting different foods, sherbet to see which they like best, making smoothies with PDN non-organic milk, etc. If you wish your child not-eat/ drink such items per documentation of substitution/decline of foods forms. Your child will be redirected to a different activity/area. Your child may participate in such activities with documentation from you specifying your child may participate in all cooking/food activities.

Additional Information

Many of our foods contain dairy such as our mashed potatoes, smoothies, oatmeal, yogurt etc. All PDN dairy food is non-organic.

Approach to Discipline

Because of our commitment to developing a positive sense of self-esteem while also promoting independent, responsible, and caring behavior on the part of children, we approach discipline in terms of setting limits.

The limits we set involve two areas of importance:

1. Not hurting oneself or others
2. Respecting everything in the physical environment

We create an environment to minimize the number of boundaries and we endeavor to share control with the children by including them in the decision making process as far as possible. Since the goal of discipline is self-discipline, setting limits is treated as a learning process. If a child's behavior is inappropriate or unsafe, a logical consequence (appropriate to the behavior, age/development, and individual child) is applied.

If a child or parent exhibits behavior resulting in a situation that proves to be unsafe for other children, staff, or persons visiting PDN, a determination will be made whether or not Pasadena Day Nursery is the optimal environment for this family. At discretion of director steps such as requiring a shadow to be paid for by parent may be taken; however, it may be deemed that immediate termination of enrolment/ care may be necessary.

If a child's behavior is inappropriate or unsafe, we redirect them to a more positive action, for instance involving them in another activity. Depending on the behavior, age/development and individual, we may impose an instructive consequence that helps the child to understand the behavior.

POLICIES

Enrollment

A full-month's tuition is due upon enrollment and is required to reserve a Child's space in a classroom. A credit to Parent's account will be made for days Child is not enrolled in the first month.

- Full time enrollment is 5 days a week; Monday through Friday, with care available from 7:00 am to 6:00 pm.
- Part time enrollment is anything fewer than 5 days, with care available 7:00 am to 6:00 pm.
- Half day schedules are either 7:00 am to 12:00 pm or 12:00 pm to 6:00 pm.

Parent is responsible for notifying PDN of any temporary or permanent schedule changes, in writing, at least one (1) month in advance. Exceptions can be made in case of family hardship at Directors discretion. Changes to a permanent schedule may be accommodated based on availability and at the discretion of the director, and require an Amendment to the Enrollment Agreement and Tuition Contract.

Extra days of care are available for an additional fee and are subject to space availability and at the discretion of the director.

Enrollment Forms

Parents are required to complete all enrollment forms* prior to PDN starting care. *An exception is made for Licensing Form 701, PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION), which is due within thirty (30) days of start date.

Parent should update Enrollment Forms in the event of any changes, such as change in address or contact numbers, authorized pick up change or by request of PDN and/or Community Care Licensing. Persons authorized to pick up a child must present a valid ID with the name matching the name noted on the pick-up authorization form. Children will not be released to persons not listed on the form. To ensure the safety of your child forms may not be updated via phone, fax or email.

Tuition and Fees

Tuition is billed on a monthly basis and remains the same regardless of your child's attendance if you wish to maintain your child's space in a classroom.

Tuition is due on the 1st of every month or the following business day if PDN is closed. Payments are considered late if they are made after the 5th day of the month. A \$35.00 late fee may be assessed for late payments.

Checks should be made out to PASADENA DAY NURSERY and deposited in the tuition box. Please include your child's name in the memo line.

A current Tuition Schedule is posted online and can be increased by approval of the Board of Directors and within thirty (30) days' written notice. Annual increases may be typical.

A one-time enrollment fee of \$220.00 is assessed upon enrollment.

A re-enrollment fee of \$100.00 may be assessed once per year. In addition PDN will distribute food program forms all forms are to be returned no later than Oct 1st. Children may be excluded for not returning forms as required.

PASADENA DAY NURSERY MAY PROVIDE TUITION SUBSIDIES IN SOME CASES FOR QUALIFYING FAMILIES. PLEASE SEE DIRECTOR FOR ADDITIONAL INFORMATION, APPLICATIONS AND DEADLINES. * Subsidies may vary and are subject to availability and approval from the board.

Guidelines for Releasing Children

PDN will release Child only to:

- (1) Parent with legal and/or physical custody or to the Child's legal guardian
- (2) anyone Parent has authorized in writing on Lic 700; or
- (3) police or welfare workers with proper authorization.

Per the department of social service, community care licensing, the Child must be signed in/out upon arrival and departure each day by authorized drop off/pick up person. A \$100 penalty is assessed to PDN for each missing signature during site visit.

Parent must not drop off/ remove Child from PDN without notifying PDN staff. All unknown/unrecognized persons picking up Child will be required to provide a state issued picture identification. We may copy the identification card for our records. Person will be required to sign in/out with the time and full signature.

Persons authorized to pick up a child must present a valid ID with the name matching the name noted on the pick-up authorization form. Children will not be released to persons not listed on the form. To ensure the safety of your child forms may not be updated via phone, fax or email.

Late Pick-ups

PDN closes promptly at 6:00 pm. Parents who suspect they might be late arriving to PDN must call ahead and inform us of their approximate arrival time. Parents who arrive after 6:00 pm to pick up their child are responsible for paying a Late Pick-Up fee. Late fees are \$10.00 in increments of 10 minutes. Fees may be assessed as additional fee on monthly invoice. In some cases, PDN may determine that the family's needs cannot be met by PDN and enrollment may be terminated with a two week notice. Any outstanding fees are payable within the two week period. Payments not made to PDN after 30 days of departure may result in collection through a collection agency.

Absence Policy

PDN is unable to discount tuition due to holidays, school closures, illness and/ or vacations. In order to maintain your child's space in a classroom, tuition must be paid in full. We ask that you please notify PDN of any absences the morning of the day that they occur. In case of extended vacations, please inform your child's teachers and administration.

Illness Policy

The state of California requires a daily health check upon each child's arrival at the center. Parents are asked to exercise good judgment and keep children at home while ill, seeking medical attention when warranted. Please become familiar with our sick child exclusion and return guidelines and also our medication administration policy.

Please be considerate if your child shows any signs of an oncoming illness. Children should be kept home if they have any of the following conditions. If your child is contagious notify us with diagnosis immediately even if your child has been absent.

- Fever over 100.6° F or higher
- Diarrhea
- Vomiting
- Sore throat with hoarse/dry cough and/or with loss of voice
- Upset stomach
- Skin rash or eruptions of unknown origin
- Heavy mucus accompanied by change in behavior (If a runny nose is related to allergies, please provide a doctor's note)
- Eye discharge (such as Conjunctivitis or pink eye or thick discolored drainage from the eyes, unless you provided a doctors clearance note with medication for application)
- Parasites – nits, lice, crabs, etc.

*For the following: Children will be excluded from PDN for 7 calendar days starting from onset of symptoms. A clearance note from a physician is required with a date no more than two days prior to returning which clears the child to return to their infant

/preschool program. The note must specify a clearance return date and that the child is not contagious.

- Communicable diseases such as– chicken pox, measles, scarlet fever, hand, foot and mouth disease etc.

Children with visible signs of illness upon arrival to PDN will not be allowed to attend that day. A Child who becomes ill at PDN and excluded will be taken to a designated wellness room and supervised by staff. Parent will be called and asked to pick up Child within one hour. Child will also be sent home if PDN administration believes a Child's condition poses a threat to the health or safety of Child or other children or staff at PDN. Parent will receive an exclusion notice specifying when and under what conditions Child may return to PDN. Child should be symptom-free for 24 hours before he/she returns to PDN & fever free without fever reducing medication. Child who is exempt from California School Immunization Record requirements may be temporarily excluded from attending PDN in case of outbreak of vaccination-preventable diseases for his/her protection.

Medications

Administering medicine

We prefer that parents administer medication to their children. However, if a child's Medication schedule requires medicine to be administered while at PDN, we will do so following specific guidelines: Parents must complete a Medications Consent Form (LIC 9221/9166). Prescriptions must be in their original packaging, and labeled with your child's name, age and dosing instructions. Over-the-counter medications can be given according to the dose, schedule and instructions on the package. Otherwise, we need a doctor's note with dosing instructions. Please note that medications are kept in a designated location and **may not be** placed in cubbies or backpacks. For forms relating to the administration of medication, including inhalers, please consults the director or classroom staff. (LIC 9221/9166).

Medical Conditions/Allergies

Parent keep updated the appropriate forms provided by PDN listing Child's allergies and all medical conditions.

Breast Milk and Nursing

PDN supports nursing mothers; PDN staff is provided information regarding storage of breast milk to ensure proper storage and handling. If you have specific request for the breast milk please see the Executive Director to determine ability to meet request. Please note PDN uses the CDC guidelines for serving, storing and labeling of breast milk. Per regulations all milk is to be labeled with your child's first and last name and dated. Bottles are to be labeled with your child's name. They are to be dated only if the breast milk is stored in the bottle.

Although we understand California law Effective since January 1, 1998, Section 43.3 provides: "Notwithstanding any other provision of law, a mother may breastfeed her child in

any location, public or private, except the private home or residence of another, where the mother and the child are otherwise authorized to be present.” we also understand that some mothers may prefer privacy while breastfeeding. PDN has quiet, cozy nursing areas mothers may choose to use for their comfort.

Babysitting by PDN Employees

Should Parent hire a PDN Employee to babysit Child, it must be done outside of the PDN premises and with the understanding that such arrangements and payment for services are solely between Parent and PDN Employee. Parent agrees to hold PDN harmless from any such arrangement. Babysitting must not interfere with PDN operating hours.

PDN exercises precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and caregivers as to a staff member’s suitability to look after their child unsupervised in a babysitting situation.

Celebrations at PDN

Parents who wish to celebrate a special occasions for their child at PDN, may do so with prior approval from the director. Parents are welcome to bring a special preapproved (by director) store bought/ treat for the classroom. Treats should be low in sugar. Cakes and mini cupcakes are accepted without and/or with minimal frosting. We encourage parents to bring in cut fruit, fruit popsicles or other low sugar treats. Celebrations will be accommodated during afternoon snack at 3:00 pm. For this reason, it is important to coordinate with the director in the event that an alternative is required for a child with an allergy or dietary restriction.

Party favors are optional and should contain age-appropriate items. Party favors should be placed in individual clear party favor bags. The bags will be placed in the children’s classroom parent mail box by PDN staff.

Problem Resolution

In case of questions or problems with policies or procedures, Parent is asked to discuss the issue first with Child’s teacher(s) at an arranged time. If the issue is not resolved, Parent should speak to the director or designee. If further resolution is required, Parent may contact a board member, in writing (which board member i.e. Executive?). If complaint requires additional action, Parent agrees to nonbinding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.

Withdrawal of Child by Parent

Parent must provide two weeks' notice in writing before withdrawing Child from PDN. If Parent fails to provide two weeks' written notice, Parent will be charged for two weeks of care, even if Child does not attend PDN. A pro-rated amount may be refunded to Parent after first deducting any outstanding charges owed.

*in all cases any tuition/ fees owed to PDN after 30 days of departure date may result in collection through a collection agency.

Termination by Provider

A. Two-Weeks' Notice

PDN may terminate Child's enrollment effective upon two weeks' notice to Parent, for any reason. Any outstanding debts owed by Parent are due within that time.

B. Immediate Termination

PDN may terminate Child's enrollment effective immediately, if any of the following conditions arise:

(1) In the sole judgment of PDN Executive Director, the Child's behavior or the Guardian/Parent's behavior poses a threat to the physical or mental health or well-being of one or more of the children, the staff, or persons on PDN's premises, and PDN is unable to reasonably eliminate the threat; reasonably eliminate: will be left to the discretion of the Executive Director.

(2) If Parent fails to pay charges to PDN under this contract in a timely manner; Timely manner: will be left to the discretion of the Executive Director.

(3) if Parent refuses/fails to sign Enrollment Agreement and Tuition Contract and any amendments to Agreement/Contract. Within 7 calendar days of distribution.

If, pursuant to any of the reasons set forth above, PDN terminates Child's enrollment, a pro-rated amount will be refunded to Parent after first deducting any outstanding charges owed.

*in all cases any tuition/ fees owed to PDN after 30 days of departure date may result in collection through a collection agency.

ADDITIONAL INFORMATION

Clothing

Children at PDN are active both indoors and outdoors and their clothes are likely to become dirty. Parent should provide additional clothing for each Child. All clothing must be labeled with Child's name. PDN is not responsible for soiled or lost clothing. Flip flops are not permitted; however sandals with front and back strap are allowed at your discretion. Be mindful that shoes fit correctly. We encourage the use of enclosed shoes for comfort and safety.

You may consider a hat and outdoor shoes if your child is learning to walk. In the spring and summer, we recommend bringing extra water play clothes and water shoes for water-play activities. In the fall and winter we ask that you provide a warm jacket or hoodie and extra clothing for layering.

Community Care Licensing, Health Department, & Social Services

The Department of Social Services, Community Care Licensing and the health Department has the right to enter the facility without notice. They may interview children and/or check the records of children without prior parental approval.

Daily Sheets

All classrooms require a daily sheet to be filled out by the person dropping off a child. One section of the daily sheet is designated for parents/guardians. Please use this space to detail any important information about your child's health, mood or physical condition. Teachers will fill out the Teacher section of the daily sheet with information, such as how your child ate while at PDN, the length of any naps taken and any activities your child participated in during the day. The daily sheets are an important source of information for parents and can suggest to you topics you may want to talk about with your child or your child's teacher.

Duty to Report Child Abuse

PDN is a mandated reporter of suspected child abuse under the terms of the California Penal Code § 11166. PDN and its employees who have knowledge of or observe a Child, in their professional capacity or within the scope of their employment, whom PDN or the employee knows or reasonably suspects has been the victim of child abuse, have a statutory duty to report the known or suspected instance of child abuse to a child protective agency. In addition, PDN and any employees who have knowledge of or who reasonably suspect that mental suffering has been inflicted upon a Child or that his or her emotional well-being is endangered in any other way, must report the known or suspected instance of child abuse to a child protective agency.

Emergency and Disaster Preparedness

In the event of an emergency and or disaster PDN provides children who eat solids and staff individual emergency kits. Each kit has sufficient food and water for three days. Each kit includes a solar blanket. PDN has additional food and water; in addition, we have extra diapers play pens and cribs for infants.

We ask infant parents provide back-up liquid formula and baby food/cereal for us to store.

Emergencies and Individual Illness

Directors, teachers and other staff members are trained in CPR and first-aid and are required to keep their certification current. When a child falls ill and/or is injured, parents are notified as soon as it possible to do so.

In the event of severe illness or injury (requiring first responders at discretion of staff and administration), PDN will first contact emergency services, then contact a parent.

Every injury/ illness is different. In some cases a parent may be contacted first and based on parents travel time, change in child, or at request of parent etc. PDN may determine that first responders are to be contacted for further assessment/transport.

Injury, observation and Incident Report

When a child is injured but does not require emergency medical treatment an injury report will be provided upon pick up. A teacher may call a parent if the child has hit their head as precaution.

Staff will document observations such as scratch, bruise etc which we not known to occur at PDN.

Staff will provide an incident report which documents the behavior of your child. E.g. Your child has injured himself/ another child/staff member. Your child has spit at or hit other children/ staff three or more times on any given day.

*Reports will be given to authorized pick up person. If someone other than the parent picks up the child the parent can further inquire about the report the following day.

Due to regulations we will not disclose the name of the child involved in the injury/incident

Emergency Drills (Earthquake, Fire & Lock Down)

All drills are unscheduled. Parents, staff and children are given no warning since we have no forewarning in the event of a real emergency. If a drill requires evacuation of the building staff will evacuate to our designated zone. On occasion while in our primary evacuation zone administration may ask staff to evacuate to the park with the children as that is our secondary evacuation zone.

Most drills are conducted without our fire alarm; however, drills with alarms may take place. We practice with alarms so in the event the alarms ring children and staff know what they are hearing and know to evacuate preventing panic.

Field Trips/Walking Trips

Because PDN is required to maintain a higher than average teacher to child ratio during field trips, PDN cannot provide one-on-one engagement for a child who chooses not to participate in a field trip. The director may supervise a child or assign a teacher, if one is available, to supervise a child who chooses not to participate in a field trip/ walking trip on a particular day. However, if a child consistently refuses to participate in a field trip/ walking trip or is not permitted to participate in a field trip/ walking trip by a Parent/Guardian, PDN may suggest modifying the child's schedule to exclude the day and time of the scheduled field trip.

Infant School

Bottles

Milk and food should be stored in the refrigerator located inside the classroom. Each child has a labeled basket in the refrigerator where bottles and food should be stored. All containers should be clearly labeled with the child's full name. Bottles should have labels on the bottle and the cap.

Naps and Sleeping

For infants PDN provides cribs, infant size beds/cots and linens for each child. Based on AAP recommendations children cannot be swaddled even if a parent requests using an age appropriate PDN swaddle blanket after 12 weeks of age No blankets, boppy and or other items are allowed with a sleeping child. Children will be placed on their backs for safety. PDN provides sleep sacks for infants to use while napping. PDN follows best practice guidelines as outlined by the American Academy of Pediatrics (AAP). Infants under 12 months follow their own nap pattern.

For older infants, infant size beds/cots and linens are provided by PDN. Our rest time for children older than 11 months (nap time) is from 12:30 pm and 3:00 pm. If your child uses a pacifier for nap, the teachers will store the pacifier in the child's cubby until nap time. The pacifier will be offered to the child if he or she seems to need it for comfort.

Mailboxes

Parent will be assigned a mailbox to receive information from PDN. Parent will receive a occasional announcements and invoices. These boxes are used as a form of communication by PDN. Any item/s you wish to provide a family and/or staff must be provided to administration for distribution. Please note in order to ensure the message is appropriate for distribution at PDN the item may be opened by administration for review. If after review administration determines it is not appropriate for distribution the item/s may be returned at the discretion of administration.

Meetings and Conferences

PDN holds scheduled teacher parent conferences once per year. A sign-up sheet is placed in each classroom with available dates and times. We encourage parents to sign up and attend. Through-out the year a parent, teacher and/or administrator may request a conference as deemed necessary.

Parent Hours

Parent Hours are required and are calculated based on enrollment and number of adults in a household.

Full time, 2 adult household: 24 hours

Part time, 2 adult household: 17 hours

Full time, 1 adult household: 17 hours

Part time, 1 adult household: 10 hours

Hours must be completed each calendar year and are due by January 31 of the following year, or before withdrawal. Hours may be earned through volunteering or purchase of Wish List items. \$15.00 is equal to one (1) hour. A fee on a sliding scale per hour will be assessed for hours not fulfilled. Hours are prorated according to enrollment date. The scale will be posted in the lobby.

Personal Care Items

Diapers

Please provide enough diapers for your child's day. You may store extra diapers in your child's cubby. Teachers will notify you if more diapers are needed by writing a note / on your child's daily sheet. PDN is happy to accept disposable diapers or cloth diapers. If you choose to use cloth diapers for your child, please remember to bring a "wet bag" for storing soiled diapers.

Wipes

Each family of a non-potty trained child is responsible for providing the classroom with three (3) packs of wipes each month. Children attending fewer than two full days= 4 half days are required to provide 2 pack per month

Creams

If your child requires a diaper ointment or cream, a teacher will provide a state required medication consent form (Lic 3221) for you to fill out with details of when and how to apply the item. Diaper rash creams/ointments and sunscreen should be handed to a teacher. All containers should be clearly labeled with your child's name. Sunscreen requires consent on sunscreen form.

*For all infants, if you would like sunblock applied, please provide a labeled container of sunblock for your child. The label needs to state it is safe for children of your child's age to use in order for PDN staff to apply.

Toys & Non required items

Children should, as much as possible, leave personal toys/non required items at home. PDN cannot be responsible for lost or broken personal toys/items. Toys brought to PDN by children will be placed in the child's cubby/ teacher cabinet. Blankets will be provided by PDN to ensure proper godliness regarding required sanitation are met.

Staff Qualifications

All PDN staff meets and/or exceeds the requirements for their assigned positions/task as required by our licensing agency, the Department of Social Services, Community Care Licensing Division.

Visiting PDN

Parents may visit their children, so long as it does not become a distraction/disruption to the class. (Distraction/disruption will be left to the discretion of class staff and/or administration). If a parent wishes to volunteer during operating hours please see the Executive Director for opportunities, guidelines and requirements. Parents interacting with other children and or staying in the classroom longer than 15 mins will be considered volunteers and must meet the guidelines set by Licensing.

Not for profit status

Pasadena Day Nursery is a private nonprofit 501(c) 3 organization, guided and governed by a Board of Directors. Gifts and Donations are deductible to the full extent provided by IRS guidelines. Our tax ID number is 95-1765165.

Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Modification/Amendment

PDN reserves the right to modify and/or amend this handbook. PDN will provide thirty (30) day's written notice of any changes in the basic rates or services. Changes in basic rates/services and/or handbook do not require Parent's consent.

INTENTIONALLY BLANK
