

Vidyarambh Preschool

Parent Handbook



vidyarambh

...The Right Beginning

2931 El Camino Real, Santa Clara CA 95051

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Welcome

Dear Parents and Guardians,

Welcome to Vidyarambh Preschool. We are honored that you have entrusted your family to us. We are here to provide high quality care and extensive learning opportunities for your children. Our curriculum, provided through the Vidyarambh core values, ensures an environment that encourages learning through experience and exploration at each child's own pace.

Children's growth and development are assessed twice a year using the Desired Results Developmental Profile. Teachers regularly adjust the curriculum based on their observations of the children to engage children's interests and maximize learning. Two conferences with parents are scheduled each year. Parents are welcome to discuss with the teachers about their child at any time.

This Parent Handbook is designed to acquaint you with our program's policies and procedures. For the purpose of this handbook, "parent" is defined as the person who has legal responsibility for the care and welfare of the child. Please read this handbook entirely and use it as an ongoing resource. Our door is always open and we welcome your support, questions, concerns and comments. Your involvement in the school is very important to ensure the best school experience for your child.

We look forward to being a part of your early childhood learning experience.

Sincerely,
Sujatha Namboodiri

Director, Vidyarambh

Admission Policy

Vidyarambh is dedicated to providing high quality early education and care for children ages 2 - 6 years. Vidyarambh preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its education policies, admissions policies, and other school-administered programs. Children are admitted on the basis of space availability in each class.

Hours of Operation and Holidays/Days Closed

Vidyarambh is open from 8:30 AM to 6:30 PM Monday through Friday. We are closed on the following days:

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Labor Day
- Diwali
- Veterans Day
- Thanksgiving Day and The Day After Thanksgiving
- December Break - 2 weeks (date changes each year – see current year calendar for dates)
- Summer Break - 1 week, during the week of July 4th (date changes each year – see current year calendar for dates)
- 2 Staff In-Service Days (Check the current year's calendar)

Programs

The following programs are offered

- Preschool Prep (2 years to 3 years)
- Preschool (3 years to 4 years)
- Pre-K/TK/Kindergarten (4 years to 6 years)

Parents may choose:

- Full time (8:30 am to 6.30 pm)
- School day (8.30 am to 3.00 pm)
- Part time (8.30 am to 12.00 pm)

Curriculum

The curriculum has been meticulously designed by combining Play Based Learning, Academics and with a proper foundation on Indian culture and values.

- **Play**

Play is often overlooked in academic oriented preschool settings. However, there is ample research showing the importance of play in developing social skills like negotiating, problem solving, taking turns and listening. Our daily schedule gives every child an opportunity to experience uninterrupted play and independent exploration.

- **Academics**

Even though we strongly advocate play in a child's day, we are well aware of the importance of academics in today's competitive world. Vidyarambh is proud of its competent and developmentally appropriate academic curriculum.

- **Cultural Immersion**

We believe that providing cultural exposure at an early age is extremely important to develop a sense of pride in one's identity and heritage. Students at Vidyarambh get to learn about India and its traditions and values. We make sure that our children are open heartedly adapting the best of the western values as well.

Sample 4-year old curriculum

Lesson plans that incorporate age-appropriate activities, manipulatives and worksheets are used in our classrooms. Periodic assessments are performed on every child using ASQ, DRDP and our own assessment guides. As and when needed, we customize the lesson plans to reflect the results from the assessments.

Physical Domain:

- Gross and fine motor activities, gardening, healthy eating habits, yoga, safety, hygiene.

Social-emotional Domain:

- Making friends, awareness of space/boundaries, following classroom expectations, talking politely, sharing, waiting for turn, being caring and respectful, teamwork, independence, socially acceptable ways for expressing emotions and negotiating.
- Cultural awareness by celebrating all Indian and American festivals.

Cognitive domain:

Language and Literacy:

- Reading: Alphabet and phonics, word families, sight words, beginning and ending sounds, rhyming and alliterations, vowels and consonants, phonetic reading, vocabulary
- Writing: Name, upper and lowercase letters, three letter words, sight words, writing numbers
- Speaking: show and tell, retelling/enacting stories.

Math:

- Number sense (counting, ordering, comparing, sorting), geometric shapes, AB patterns, measurements, introduction to time and money, adding and counting with the help of counters
- Trace/Write numbers

Shlokas/Bhajans/Music:

- Daily prayer and shlokas, weekly bhajan time, music and movements

Arts:

- Process art on different mediums, crafts from recycled materials (children work independently with minimum adult intervention)

Daily Schedule

Daily schedule for each classroom is posted in the respective classrooms.

Enrollment Forms

The California Department of Social Services' licensing regulations stipulate that all children entering Vidyarambh must have the following forms completed and signed before attendance:

- Identification and Emergency Information (LIC 700).
- Physician's Reports – Child Care Centers (LIC 701)
- TB risk screening
- Child's Preadmission Health History – Parent's Report (LIC 702)

- Consent for Emergency Medical Treatment (LIC 627)
- Parent's Rights (LIC 995)
- Personal Rights (LIC 613A)
- Acknowledgement of Receipt of Licensing Reports (LIC 9224)
- Copy of the child's current immunizations
- Enrollment Application
- Admission Agreement

It is important that Vidyarambh maintains current and accurate records for each child. Your child's current immunization record must be received prior to or on the child's first day of school and must be kept current at all times. It is your responsibility to notify the school office of any changes of information. Failure to do so may result in termination of services.

In signing the enrollment agreement, the enrolling parent is also certifying that they have legal authority for the child. California law is clear that parents who have joint legal custody have equal access to all information regarding the child including enrolling the child and making changes to the enrollment information. Court orders are required to prevent a parent or legal guardian from certain activities such as picking up the child or visiting the child at our school. We reserve the right, however, to prohibit individuals from being at the preschool if the health and safety of any child or staff is threatened or compromised.

Our policies do not allow staff to make copies of forms and other documents or provide testimony, verbally, or in writing, about any child. If subpoenaed by court order, the Site Director will review the subpoena and contact the attorney. It is not in the best interest of any child or staff to act with partiality to one parent or the other.

If you have any questions, please speak to the Site Director.

Staff Qualifications

Vidyarambh is licensed to operate by Community Care Licensing Division of the California Department of Social Services.

Our staff is composed of professionals trained in Early Childhood Education. All lead and assistant teachers meet or exceed qualifications as required by California Community Care Licensing. We encourage teachers to continue their training at the college level and also provide additional in-service training. Qualified substitute teachers may be provided if needed. Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teacher practices so that they may better serve young children.

Teacher to Students ratios at Vidyarambh meet or often exceed California Community Care Licensing statutes (1 teacher for 12 students).

All staff is fingerprinted for submission to California's Department of Justice (DOJ) who then completes a criminal background check. Prospective staff is not allowed to work with children until we have received clearance from the DOJ. Parents who require more information regarding the Caregiver background check can request it at the time of the enrollment interview.

Communication

Open communication is vital to your child's successful experience. We have an open-door policy. Parents are welcome to visit the school at any time. We welcome your comments, suggestions and concerns. We ask that questions concerning issues in the preschool be addressed to the Site Director as clearly and promptly as possible. The best way to communicate is to send message through parent portal, telephone calls, voice message or email. You will receive a prompt reply. Email is excellent for non-urgent matters, however, face to face or telephone communication is best for any urgent matter.

Conferences for all families will be scheduled in the fall and spring. We are available throughout the year for conferences or conversations as needed.

Newsletters will be sent each week through the parent portal newsfeed.

If there is a need for the school to communicate with parents, an email will be sent. Urgent matters will be communicated through telephone calls.

The bulletin board outside the classroom will have information posted periodically, so, please look at it regularly.

Health and Safety

Children are expected to be in good health and able to participate in the planned activities. Vidyarambh has several policies and procedures that are strictly followed for the health and well-being of each child in the program. Please read these carefully and talk to the Site Director if you have any questions.

Health Information Required

Current immunization, TB records, and a physical examination are required to be on file for each child.

Daily Health Check

Your child's health status will be checked each day. This health check may be informal however, if your child appears to be showing signs of illness, s/he may not be admitted into the program. Daily health inspections allow the staff an opportunity to check each child for any potential illness. When doing the daily health check, we are looking for signs of illness such as, but not limited to, the following:

- Unusual behavior (Examples are crankiness, pain, discomfort, very sleepy, the child may not "look or act themselves," or doesn't appear well enough to participate in routine school activities)
- Fever over 100 degrees
- Skin that is flushed, pale or unusually warm to the touch
- Sores on any part of the body that are open, have fluid in them or appear infected
- Unexplained skin rash, especially when accompanied by fever or behavior changes
- Red eyes with white or yellow discharge and/or crusty eyes
- Sore throat with fever and swollen glands or mouth sores with drooling
- Head lice or nits
- Runny nose – A child with a runny nose (green, yellow, or clear) should only be excluded if they also appear ill, are too tired to participate in activities and/or have any other symptoms that they need to be excluded from the classroom.

Once at the center, if a child develops the following symptoms, the parents will be called and they will be required to pick up the child:

- Fever – over 100 degrees
- Flu symptoms
- Cough – severe uncontrolled coughing, wheezing or difficulty in breathing
- Diarrhea – runny or watery stools two or more times during the day or blood in stool
- Vomiting – Two or more times during day
- Stomach ache – pain lasting more than one hour
- Ear ache or foreign body/injury in the ear that causes pain or bleeding
- Head Injury – if the child has associated symptoms
- Lacerations – a wound that will probably require sutures
- Unexplained skin rashes – especially accompanied by fever and/or behavior changes
- Unusual behavior

Please remember that staff is making “assessments” regarding potential illnesses and they are not medical personnel. They look at each child’s case individually and are sensitive to the fact that family members need to go to work and school. Exclusion from the center is to protect your child as well as others at Vidyarambh. If there is a disagreement between the parent and staff member regarding exclusion, please talk to the Site Director.

Parents must ensure that the emergency phone numbers are current. We must be able to reach you if your child becomes ill. Once contacted, the parent has 60 minutes to either pick-up the child or send an authorized contact to Vidyarambh.

Please make alternate childcare plans for your child if they are too sick to attend school or need to go home unexpectedly.

When your child is absent due to sickness, please be sure to promptly notify the office staff of their diagnosis and treatment. Also notify them if your child has a contagious disease or has been exposed to one. Such reports are treated with confidentiality. When necessary, staff will need to notify families of a potential exposure to a contagious disease.

Guidelines for Returning to School

Before returning to school, children should be symptom free for 24 hours. Children may not return to school if any of the above symptoms are still present. Children who are prescribed antibiotics, in any form, are required to be on the medication for a period of 24 hours before returning to school. Physician permission to return to school is required for:

- Pink eye or conjunctivitis
- Contagious looking rashes e.g., scabies, impetigo, scarlet fever
- Strep throat or mouth sores with drooling
- Hepatitis in family
- Meningitis in family
- Any child that has been sick and doesn’t seem to be improving
- Any time a child is hospitalized or has a procedure done

We have the right to request for a permission slip from the doctor for the child to return to school. We also reserve the right to exclude a child with signs of illness even if a permission to return to school has been submitted. If you felt it was serious enough to seek medical assistance, please remember to ask for a “Permission to Return to School Note” while still at the physician’s office.

Injuries

We work hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls occur while in our care. Staff will address minor injuries that can be adequately tended to by using soap, water, ice and bandages. Staff will complete an injury

report to inform you of the type of injury, how, when and where the injury occurred and the nature of the first aid administered. Please sign the injury report and leave it with your child's teacher. Parents will be notified of accidents requiring more extensive intervention.

If your child becomes injured while at school, these steps will be followed:

- The seriousness of the injury will be assessed.
- First-aid will be administered where necessary. If necessary, emergency personal will be contacted.
- If necessary, parents will be contacted.
- If we are unable to contact you, people listed on your emergency form will be contacted. It is essential that you notify the staff if you are not going to be available via your usual contact method and leave an alternate phone number.
- Arrangements will be made to have the child taken to the emergency room if necessary.
- After a medical evaluation and/or treatment is administered, please contact the us to inform your child's status.

Vidyarambh is not responsible for the payment of any associated fees such as medical or ambulance fees that may be associated with an injury that occurs on the premises.

Medication Policy

“Medications” include prescribed as well as over-the-counter medicines.

Vidyarambh will not be able to dispense any medication without a signed MAF (Medication Authorization Form). The MAF shall be signed by the child's parent and physician for all medications (prescriptions and over the counter) of any kind. The Director and staff will follow the physician's instructions in administering and storing the medications. No exceptions will be made to the procedures for medications. If parents do not provide the completed medication form with the prescribed medication and/or sign the liability waiver form, they will have to come to school and personally administer the medication. Any medications that are unused or expired will be returned to the parents for disposal.

MAFs are available in the school office and our website. According to California law, we are allowed to administer medication when the “Parent Consent for Administration of Medications and Medical Chart” are completed by a parent. If more than one medication is to be administered, each medication needs to be logged on a separate line. Parents must complete the Medication Log daily. This applies to both prescription and over-the-counter medications.

All prescription medication must be current and include child's name, date, dosage and times to be given and the prescribed physician's name. It should also be in the original container with the label and legible directions. Additionally, parent should sign the form **LIC 9221** (Parent consent for administering medications and medication chart) and instruct the staff member in writing on

how and when to administer the medication. Besides, any special instruction on disposal or cleaning of the devices if any, will have to be communicated in writing to the staff member. All medication will be stored in our medicine closet and inaccessible to children. Office personnel will be notified of any child needing medication once we have documented and accepted the medication from the parent. In the absence of the Director, office personnel can administer the medication. Director/Office personnel will carry the medicine out if in the case of an emergency evacuation.

Incidental Medical Services (IMS)

Any child with Incidental Medical Services will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will accept children with the following IMS needs:

1. Inhaled Medications

We will administer inhaled medication to a child if all of the following requirements are met:

- A. The school has been provided with i) written authorization from the student's parent to administer inhaled medication ii) authorization to contact the child's health care provider.
- B. Vidyarambh will follow the specific written instructions from the child's physician:

The instructions shall contain all of the following information:

- a. Specific indications for administering the medication.
 - b. Potential side effects and expected response.
 - c. Dosage-form and amount to be administered.
 - d. Duration of treatment.
 - e. Actions to be taken in the event of side effects.
 - f. Instructions for proper storage of the medication.
 - g. The telephone number and address of the child's physician.
- C. The staff person who administers the inhaled medication to the child shall record each instance and provide a record to the child's parent on a daily basis.
 - D. Staff will complete formal training in administering inhaled medication to children with respiratory needs as part of the pediatric first aid certification. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how

a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent or physician.

- E. Specific instruction on using the inhalers according to the need of each child has to be submitted in writing and the administering staff has to be trained by the parent for the same.
2. For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, hand-held nebulizers.

Nebulizers

Parents must supply Nebulizer, tubing, mouthpieces and all required equipment for use in treatment. Parents will be responsible for updating or replacing any equipment needed.

Apart from all the conditions for the inhaled medications, the following also applies to the use of Nebulizers:

1. The staff person has been provided with Nebulizer consent form (LIC 9166).
2. Parents must supply clean mouth pieces and cups for each use

EpiPen Jr. and EpiPen

Vidyarambh will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we will still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226.

The use of these devices are emergency supportive therapy only. They are not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. EpiPens will be kept on the overhead cabinets that is out of reach of children, but accessible to adult staff
4. Protect from exposure to light and extreme heat.
5. Note the expiration date on the unit and replace the unit prior to that date.
6. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with

discolored contents rather than postponing treatment. In that event, we will follow the physician's advice)

7. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Sunscreen

It is strongly recommended that children apply sunscreen to prevent sunburn. Parents should apply sunscreen of SPF 30 or higher before children come to school. If you are sending sunscreen to school for afternoon use, it needs to be labeled with your child's name and parents must also sign a waiver form. This form is available in the office and website.

Allergies

You must mention the child's allergies in the registration form. If your child has diagnosed with allergies after enrollment, you must notify the Site Director and make sure that the child's record is updated. We must have a statement in writing from your child's doctor describing the specific allergy, any special precautions, emergency procedures or medical equipment your child may require.

If your child has any food allergies for which substitute foods or beverages are required, you must provide the statement from the child's doctor stating the nature of the allergy and what substitutions are necessary.

Emergency Information

Staff will continue to care for your child until you or your authorized representative can pick up your child. Parents must provide an emergency food kit with non-perishable snacks, water and juice in a gallon size zip-lock bag labeled by your child's name. All our staff are disaster/emergency trained. At all times, at least one staff member on duty would be trained in Infant/Child CPR. In any kind of natural disaster, as long as our facility has been determined to be safe, all children shall remain on site unless an injury requires release to an emergency medical facility. In the event of an evacuation, we shall evacuate to the school playground. If the playground is determined to be not safe, children would be moved to the parking lot of the strip mall located opposite to our facility at 3024 El Camino Real, Santa Clara (The "Dollar Tree" parking lot). Only parents or authorized persons on the emergency forms will be able to sign out children. We would remain there until all children have been picked up by their parents. If emergency officials need us to evacuate to another location, we would try our best to leave a sign at the school.

If any medical emergencies occur, we will call 911 and await professional assistance. If the situation warranted (unavailability of medical personnel), we would transport the injured child to Kaiser Permanente Health Care located at 700 Lawrence Expy, Santa Clara, CA 95051. The hospital phone number is 408-851-1000.

Emergency Procedures

Emergency procedures are built into our program. Earthquake and fire drills will take place at least 2 times during the school year. Records of these are kept in the school office. Emergency disaster plans and emergency phone numbers are located in the classrooms and in the school office. In the event of an extreme emergency we call 911 service.

School Closure due to Emergency

The school may close or delay opening if the following conditions are present:

- Natural disaster which prevents use of the facility
- Room conditions prevent adequate ventilation and breathing
- Disruption of utilities which prevent meeting the nutritional needs of the
- Presence of live wires
- Loss of water that disrupts hand washing, and toileting with clean running water

Nutrition (Meals and Snacks)

Sample Weekly Menu

We have an on-site kitchen where we cook Indian, vegetarian, organic meals for lunch and dinner. Food is served on stainless steel tableware.

Fruits are offered for snack.

Breakfast is not cooked on-site. We serve organic bread-n-butter or organic unsweetened cereals along with organic milk.

Day of the week	Lunch (12:15 PM)	Dinner (4:45 PM)
Monday	Khichdi with Ghee and variety of vegetables and Fruit	Roti, Subzi, Ghee
Tuesday	Daal with vegetables, Roti, Rice and Ghee	Bisi bele Bath. Fruit
Wednesday	Idli, Sambar with variety of vegetables, Cucumber, Rice and Ghee	Khichdi with Ghee and variety of vegetables, Fruit
Thursday	Rajma OR Chole with Subzi, Roti, Rice and Ghee	Upma with vegetables, Fruit
Friday	Pasta with red sauce, butter and variety vegetables and Fruit	Roti, Mixed daal with vegetable, Ghee

Organic ingredients in your child's food:

Rice, Milk, Cereal, Bread, Butter, all spices and herbs, all types of lentils, all fruits and vegetables that are consumed without peeling off the skin, Pasta, Pasta sauce

We also make ghee, yogurt and Idli batter in our kitchen using 100% organic ingredients!

Portion Sizes			
	Breakfast	Lunch	Snack
Portion Size	1/2 cup fruit or vegetable 1/2 cup grain 1/2 cup dairy	1/2 oz. whole grains 1 1/2 oz. protein 1/4 serving grain 1/4 cup fruit or vegetable 1/2 cup dairy	1/2 cup fruit or vegetable 1/2 cup grain 1/2 cup dairy

Special Dietary Needs

Children who require a special diet must have a letter from a doctor. If your child has any food allergies, parents must send in a written letter about the child's allergies to the Director. If your child is required to eat a special diet, parents are responsible for bringing the meal that match with the school menu.

General Policies

a) Sign In / Sign Out

State licensing requires each child to be signed in and out by a parent or authorized parent representative every day. Sign In and Out devices are in the classroom and at the front desk. The time and the responsible party's signature are required to be recorded. Failure to follow these procedures may result in termination of services. Once children are signed in, they are the responsibility of the center staff. Once children are signed out, they are the responsibility of the parent.

Only people (at least 18 years of age) designated on the Emergency Form may pick up your child. Picture identification will be required. A photocopy of the identification card will be taken. It is the parent's responsibility to notify office personnel of any changes on the Emergency Form. You may update this form at any time. We will ask you to update the form once a year. If an urgent issue arises and you or your contacts are not available to pick up your

child, you may authorize an alternate person for the pick up by a) calling and talking to the Site Director or Associate Site Director AND b) emailing the person's full name and your permission to the Site Director or Associate Site Director.

State law requires that all children must be secured in an appropriate child passenger restraint (safety seat or booster seat), until they are at least 8 years old OR at least 60 pounds. Never leave any child alone in the car no matter how short the time is. It is not only unsafe, but also illegal. We will not release your child if we know there is no car seat in the car.

Once you have signed out your child, the responsibility for his or her well-being is yours. Please maintain safety at all times. Do not let your child run ahead of you. Make sure only you open the front door, and that only your child exits with you. Do not let other children slip out of the door as you leave.

b) Arrival time

Parents must accompany the child to the classroom and make sure that the teacher acknowledge the arrival of the child. It is a state law that parents must sign-in the child before leaving the building. In the event that you forget to sign-in we may call you to come back and sign the child in. To allow the teachers to be fully present, greet and attend to the children, we ask that the drop off time should not be used as a time for conversation with the teachers.

c) Pickup Time

You must sign out the child before picking up from the facility. Once your child has been signed out, you will be responsible for your child. We ask that you respect the boundaries and behaviors established in school. Children who are not picked up after scheduled pickup will incur a late pick up fee. To allow the teachers to be fully present and attend to the children, we ask that the pick up time should not be used as a time for conversation with the teachers.

d) Things Your Child Needs

Each child will have his or her own place to keep extra clothes and shoes. Label everything with your child's name.

- Water bottle
- 2 pairs of extra clothes.

Put the clothing in a zip-lock bag with the child's name written on the outside of the bag. Please replace the items as and when they become soiled. Extra set of clothes are required if the child is getting toilet trained or newly toilet trained.

- 2 Pairs of Undergarments
- 2 Pairs of Socks
- 2 Pants

- 2 Tops
- Full time and school day students should bring bedding listed below.
 - Fitted Crib sheet
 - Blanket
 - Reusable bag to store everything.
- Diapers and wipes: Parents are to provide an adequate supply of disposable diapers and diaper wipes for your child. These supplies are stored in a space assigned exclusively to your child's belongings

Each Friday, beddings are sent home from school to be cleaned and returned to the school on the following Monday. Kindly note that the school do not keep extra beddings.

e) Clothing

Active play is very important to children's overall development. Your child will regularly participate in "messy" activities such as painting, cooking, sensory activities, etc. Comfortable play clothes that are easy for little hands to manage are appropriate. Play sneakers that are low-heeled and with a rubber sole are recommended. Flip flops, sandals, crocs, boots etc. are not safe in the playground.

Children are prone to fall and knee scrapes are very common. Please choose clothes like pants, jeans, leggings etc. that cover and protect the knees.

Staff will encourage children to take care of their belongings; however, we cannot be responsible for lost or damaged items. Please help your child learn to take care of his/her belongings.

We reserve the right to offer children alternative clothing if it is determined that a child is inappropriately dressed.

f) Jewelry

We strongly discourage the use of expensive jewelry on children while they attend our program. No gold bangles, bracelet, anklets, necklace, waistlet etc please! Too much gold in the center will become a threat to the safety of the children and staff, kindly co-operate. Many children are wearing gold ear rings. If you choose to let your child wear gold, please be aware that it is at your own risk and the school **WILL NOT** take the responsibility to safeguard it. Complaints on lost/damaged/stolen jewelry will not be entertained at all. If we happen to spot any lost jewelry in the school, we will return to the owner, but we will not spend time looking for it however valuable (monetarily or sentimentally) the jewelry may.

g) Confidentiality

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program.

The California Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department also has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement. Appropriate identification from the Department will be obtained prior to the interview.

Written consent is required if parents want Vidyarambh to share information regarding their child to another agency (school district, health provider etc.).

h) Child Abuse Reporting

All Vidyarambh staff are mandated reporters and must report cases of suspected child neglect and/or abuse (physical, emotional, and/or sexual) immediately to a child protection agency (California Penal Code 11165.7). Child abuse law considers discipline that results in bruises and any other injuries caused by spanking, to be a form of child abuse. If you need information about disciplining your children or help with other parenting issues, please meet the Site Director who will give you information, assistance and/or referrals to appropriate services.

i) Parent Responsibility

It is the goal of Vidyarambh to maintain a safe, caring, respectful environment for children, staff, and parents. Unacceptable behavior will not be tolerated. Unacceptable behavior includes, but not limited to, the following:

- Use of abusive or offensive language including, but not limited to harassment, threats, yelling, rudeness, and profanity
- Theft or damage to property
- Physical or verbal abuse of children, staff or other parents
- Defiance of authority

Alcoholic beverages, illegal drugs and smoking are prohibited on the school's premises. No child will be released to anyone who appears to be intoxicated or under the influence of drugs. Parents, children, and staff are expected to maintain a respectful relationship with each other. Parents demonstrating any unacceptable behavior will have their child terminated from the program.

j) Weather

Children go outside on a daily basis as they explore the playground and the outdoor classroom. Children should come to school wearing appropriate clothing for the season in order for them to be comfortable while outdoors. On days of extreme temperatures (cold or hot) the amount of time outside may be reduced, but nonetheless, children will spend some time outdoors. Cold

temperatures do not make children sick, germs do. On days of poor air quality (AQMD index of unhealthy or higher) children's active outdoor activities will be restricted.

k) Toys

Please help your child keep toys at home. We will not be responsible for lost or damaged toys.

On assigned sharing days each child may bring some item to school. These items may be a toy or an educational item. After the sharing, these items are stored in each child's cubby and must be taken home the same day. Please remember to label it. Children are not allowed to bring toys that promote violence (toy weapons, military toys, toys that are related to violent TV shows) or hazardous toys such as skateboards, at any time. They are not suitable for group play.

l) Birthdays

Every child's birthday is a day of celebration. We will be happy to help make this a special occasion. However, no birthday cake in school please. If you choose, you may bring a tray of variety fruits to share with all the children.

However, parents need to make arrangements with the child's teacher in advance. Birthday party invitations may not be distributed at school unless all members of the class are invited. Parent cooperation in this area is essential.

m) Field Trips

Our students may go to field trips from time to time. Parents will be notified in advance. Permission forms are required for each child. Teachers always take emergency information and emergency medical supplies any time they walk out of doors with children. If driving is required for a field trip, all drivers will be required to provide written proof of insurance and an up-to-date California State Driver's License if you are transporting other's child(ren). Car seat and traffic safety requirements must be met at all times. Every parent needs to volunteer to transport children and chaperone at least one field trip per year.

n) Visitors

Any visitors wishing to meet our students must be authorized by the parents in advance. Visitors will always be accompanied by a staff. They will not be allowed to take photograph or video of children.

o) After Hours Care

Staff is not permitted to solicit or provide care for children enrolled in Vidyarambh outside normal working hours. Staff is not permitted to provide transportation for children enrolled.

p) Parking and Driveway Use

To ensure the safety of our children and all others, it is of utmost importance that we practice safety and courtesy while in the parking lot and obey the posted signs. Please watch out for others, drive slowly and hold the hands of children.

Do not park in the red zone or the restricted parking areas

q) Photographs/Video Cameras

We regularly share pictures and videos of children through parent portal. Please feel free to save the pictures of your child from this website, however, keep in mind that you cannot share any pictures of children in a public forum unless you have written consent of that child's parents. So, if you do save pictures or wish to share them with friends please ensure that there are no other children in the pictures.

Parents are not allowed to take pictures of their children while other children are present near them. We are committed to protect the privacy of all our students.

Toilet Training Policy

During the first month of school for your child, the teachers will assess a child's toilet training level based on the diaper changing pattern. Children who have a regular pattern of needing to be changed 1 to 2 times or more per day will be considered not toilet trained. If the child does not wear diaper but have one or more pee/poo accident per week is also considered as not toilet trained. Families who enrolled the child in toilet trained program, but the child is not completely toilet trained, will be moved (and charged) under toilet training program until they are completely toilet-trained. We will consider a child toilet trained when they have successfully used the toilet for one full week (pee and poop) at home and at school (excluding night time) without wetting/soiling the clothes. Children in the toilet training process will be required to come to school in pull-ups. This is mandatory.

We understand the eagerness of families to toilet-train the child, however, there are some key signs in FAQ section below to look for, before we are able to help you train your child at the center. If these signs are not present, your child is not ready to toilet train at school.

Frequently Asked Questions

How do I know if my child is ready to begin toilet training?

- Follows simple directions.
- Remains dry for at least 2 hours at a time during the day.
- Diaper is dry after naptime.

- Regular and predictable bowel movements (some may have bowel movements every day and some may have to go every 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Express discomfort with soiled or wet diapers/pants.
- Interested in the toilet.
- Has asked to wear grown-up underwear.

If your child has most of these signs, then he/she is probably ready to start toilet training. If the child does not have most of the above signs or have a negative reaction to the toilet training it may be best to wait for a few weeks. Starting the process too early can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

What if my child is toilet trained at home, but not at school?

Some students may be toilet trained at home, but not so at school. There can be a variety of different reasons for this. It may be that they are not yet comfortable with their new environment, there are far more distractions at school or they are now part of a larger group of children and the individual attention is not on them so they do not respond in the same manner. As the year progresses, students become more comfortable with their new setting and the toilet training tends to happen quickly.

How do the school and home work together?

Since toilet training is a process, it requires the support of both parents and teachers. One way that parents can help with the process at school is to start the day and end the day by taking your child to the restroom. This helps children understand that mom and dad have the same bathroom expectations as the teachers at school. Teachers will take students to the restroom with other students at regular times during the day. While they may not actually use the toilet, we will be working with them to go through the process. They will be expected to pull their pants down, sit on the toilet (even if they don't go), and then pull their pants up again, flush the toilet and wash their hands.

What should my child wear when learning to use the toilet at school?

Children should wear clothing that can be easily pulled up and down (no onesies please). They should not wear pant with zip button, overalls and or belts. It is best when they come to school in a pull-up pant with elastic. Learning to use the toilet is a significant event in the life of a young child. Toilet training is a process that can take weeks for some children and months for others. Needless to say, no two children are alike, and we do not have a one size fits all policy. Our staff is always ready to help answer any questions you may have.

Discipline and Guidance

The goal of Vidyarambh discipline policy is to assist children in developing emotional regulation and self-discipline. We strive for this through respectful interactions that support the child's emotional growth. Early years are a time of immense cognitive, physical and emotional growth for young children. Young children are still egocentric, meaning they still think mostly of their own needs and wants as opposed to the needs of others. At the same time, they do not necessarily have the language to express their needs or dislikes. Because of this, it is not unusual for young children to use physical or verbal aggression in attempt to get their needs met. It is our duty as adults in the environment to guide children through this time by setting clear limits and following through appropriately and consistently. Staff helps children understand the expectation for reasonable behavior by discussing, giving examples and by redirecting children to appropriate activities. Our staff are trained to provide guidance, redirect and support children to be safe and respectful of one another at all times.

The use of punishment which includes physical force will not be allowed. This includes but is not limited to spanking, shaking, pulling, jerking, or frightening the child.

If the unacceptable behavior persists over time the following procedures will be followed:

The teacher will help the child to change the behavior. Methods used may include redirection, reinforcement of positive behaviors and/or choices between acceptable behaviors. If the negative behavior continues, further action may be required and will include a parent conference, behavioral plan, observation and referrals. If the behavior endangers others or is persistent the child may be removed from the program.

Grievance

Communication between parents and staff is important to achieving and maintaining a high-quality program. Parents should have informal conversations with their child's teachers as well as check the activity board for plans and updates. If an issue arises that, you feel, needs to be addressed, please follow the procedure outlined below. At any time during the process, if you are not satisfied, you may reach out to the Site Director.

1. Approach the classroom teacher and ask to discuss your concern with her/him. Please provide the details of the occurrence so the teacher is best able to discuss remedies with you.
2. If no changes have occurred after you have discussed a resolution that is mutually agreeable, then set up a meeting with the Site Director who can address your concerns with you and the classroom teacher together.

Termination Policy

Vidyarambh reserves the right to exclude children and/or families when it is in the best interest of the program. Termination causes may include but are not limited to:

- Chronic late payment
- Excessive absences without notification
- Fraudulent information
- Safety and Health concerns
- Failure to follow policies
- Failure to comply with state regulations and guidelines
- Failure to maintain current contact information
- Use of abusive or offensive language including, but not limited to harassment, threats, yelling, rudeness, and profanity
- Defiance of authority
- If the staff of Vidyarambh is unable to meet the physical, social or emotional needs of the child