

Stepping Stones  
Learning Center  
Handbook

Dear Parents:

Welcome to Stepping Stones Learning Center and Infant Care. We are looking forward to many very productive years with your child. The degree of success we experience will depend on your cooperation and participation in your child's educational program. Through our activities, your child will grow academically, socially and emotionally.

Our desire is to be the type of school we as parents would seek for our children. Please take time to read through this handbook for a clearer understanding of the various policies and procedures that relate to our school.

Sincerely,

Karen Fritsinger  
Owner/Director

### **PURPOSE:**

The program of Stepping Stones Learning Center and Infant Care has been established to provide an educational experience in a warm, friendly atmosphere for children 0 to 13 years of age. Recognizing the importance of balanced growth, our staff provides opportunities for the social, mental and physical development of each child.

### **PHILOSOPHY:**

*Stepping Stones Learning Center and Infant Care* will work with the developmentally practice philosophy which emphasizes, cognitive, creative, language, physical, social and emotional developments. The Kindergarten readiness structured classroom will also be provided to children to introduce conceptual and academic materials. The use of these materials in reading, writing and mathematical areas are based on manual dexterity and discrimination skills acquired in the earlier phases of the program.

### **STAFF:**

*Stepping Stones Learning Center and Infant Care* employs only qualified and competent staff members who are capable of giving each child loving and understanding care. The staff are kind, but firm, in dealing with the children and treat each according to individual needs.

### **HOURS**

Stepping Stones Learning Center and Infant Care hours are from 6:30a.m. to 6:00p.m.

There is a **\$1.00 per Minute** charge per child for children being picked up after 6:00p.m or after 12:30 for Half day students. This charge is due upon arrival of picking up your child and should be paid directly to the teacher in charge to cover them staying late. This needs to be paid no later then the next morning for them to come to school. Parents abusing this policy need to make other child pick up arrangements.

All children need to be at school no later then 9:45A.M. Anyone arriving after 9:45 A.M. will **not be allowed** to stay, unless we have been notified in the morning that they will be late that day.

### **ENROLLMENT POLICIES:**

Children will be accepted if they are between the ages of 6 weeks to 13 years regardless of race, color, religion, nationality origin or ancestry.

Parents who wish to enroll their children at *Stepping Stones Learning Center and Infant Care* are required to complete the following:

1. Pay an annual registration fee of \$80. This fee is due upon registration and every year your child is enrolled (generally September 1<sup>st</sup>)
2. Application for Admission
3. Physician's Report (Signed by Doctor) & immunization card.
4. Pay required summer fees every June. (Varies with trips Approx. \$100)

The California State health Department requires that all health forms be on file before your child may attend school. It is important that all information be current. If there is a change, please notify the school office immediately.

**TUITION:**

The financial needs of a private educational facility are quite substantial. In order for our school to meet its financial obligations, parents must be faithful in making their tuition payments on the day that they are due.

*Weekly tuition is due and payable on Friday before the week of enrollment. Payments made after Friday need to include the following late fees. Payments left on Mondays of the current week will need to include a \$10 late payment fee. Payments left on Tuesdays of the current week will need to include a \$20 late payment fee. Failure to pay by Wednesday will result in the Child not being able to stay.*

*Monthly Tuition is due and payable on the 1<sup>st</sup> of each month. If it is paid on the 2<sup>nd</sup> a \$20 late fee needs to be included. Failure to Pay by the 4<sup>th</sup> will result in the Child not being able to stay.*

*Stepping Stones Learning Center and Infant Care reserves the right to dismiss any child whose tuition has not been paid.*

Please make your checks payable to Stepping Stones. Your child's name should be noted on the check so that the payment can be credited to the correct account.

**We request 2 weeks written notice upon withdrawing** your child from *Stepping Stones Learning Center and Infant Care*. We also request 2 weeks notice for any change in schedule such as full time to part time.

**RETURNED CHECKS:**

Returned checks **MUST** be repaid in CASH along with a \$30.00 returned check fee and a \$20 late payment fee. Two returned checks will be cause for requiring tuition to be paid in cash or money order.

**MAKE UP DAYS FOR ABSENCES:**

We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Therefore, we cannot grant opportunities to make-up lost days as a result of absences. Also, there will be no tuition credit given for absences.

**VACATION CREDIT:**

*Stepping Stones Learning Center and Infant Care* will provide up to 2 weeks for vacation at ½ tuition, per calendar year, per child on weekly tuition only. These weeks can be used any time of the year. Half tuition will be provide only if the following are met:

1. A written, two-week notice is given.
2. Time is taken in increments of a full week at a time. Monday - Friday

### **HOLIDAYS AND SPECIAL DAYS:**

No credit on tuition is given for scheduled school holidays. The school will be closed for the following holidays:

New Years Eve --We will close at noon  
New Years Day  
Martin Luther King (3<sup>rd</sup> Monday in Jan)  
Presidents Day (3<sup>rd</sup> Mon. in Feb.)  
Memorial Day (Last Mon. in May)  
Independence Day (July 4<sup>th</sup>)  
Labor Day (1<sup>st</sup> Mon. in Sept.)  
Thanksgiving Day & the day after (2 days)  
Christmas Eve --We will close at noon  
Christmas Day & the day after (2 days)

### **CHECKING IN AND OUT PROCEDURES:**

It is mandatory that a child be signed in and out everyday. Please sign with your full name, no initials. If you do not sign in and out everyday with full signature and the state imposes any write ups and/or fees you will be responsible for the fees along with a \$50 fee to the school. At this time, please check the front door and shelf for notices, reminders and announcements. Please walk your child to his/her class and make sure the teacher knows the child has arrived. No child will be released to a person not authorized by a parent to pick up the child. We must have written authorization for changes in the respect and picture ID will be required.

### **THE HEALTH AND SAFTY OF YOUR CHILD:**

Your child's health is a matter of major importance to all of us. A visual health inspection is given upon arrival at school. Your child may be sent home if he/she has symptoms of illness. In such cases, he/she is immediately isolated from the others and a parent is contacted.

### **KEEP YOUR CHILD HOME:**

1. If he has a fever or has had one during the previous-24 hour period. MUST be fever free for 24 hours WITH OUT medicine.
2. If he has vomited with in 24 hours.
3. If he has a heavy nasal discharge (even if your doctor says its not contagious).
4. If he has a constant cough.
5. If he has diarrhea.
6. If he is fussy, cranky, and generally not himself.
7. If he has symptoms of a possible communicable disease. Even if a doctor releases him. Please notify the school at once if the child does have a communicable disease.

A Child who is sent home with a serious illness or fever may not return to school the next day.

# Medication Plan

The providers at Stepping Stones Learning Center realize sometimes it is necessary to administer medications while in our care for the health and welfare of the child. Types of medical services to be provided will be prescription medications, over the counter medications and incidental medical services.

The types of incidental medical we will administer are Epi Pens, Inhalers, and Nebulizers. But they will only be given with a prescription and a completed form from the doctor with the administering instructions and with a written parental consent form.

Universal precautions shall be followed in the administration of all medications. All staff will be instructed on inhalers and Epi pens.

All Medications will be administered under the following conditions.

Prescription and Over the counter medication will be administered at lunchtime only. With the exception of infants. We will administer over the counter medication 2 times a day for infants. You **MUST** fill out the medicine chart on the front shelf or in the infant room for infants. The chart must be filled out and signed daily before any medication will be given to your child. Medication must be brought by the parent, not the child. Do not leave them in your child's cubby. Medication **MUST** be handed to a teacher **in the infant room**. Medication will be kept in a basket on top of the refrigerator in the infant room. Medications that require refrigeration will be kept in the refrigerator in the infant room. Medication **MUST** have your child's name on it. Daily medication that is left here for more than 3 days it will be thrown away.

## **Prescription Medications**

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. If a change in dosage occurs, a new label must be obtained.

## **Over the Counter Medications**

OTC medications will be administered only if the medication is in its original container.

## **Epi Pens**

If an Epi Pen is administered, parents will be called.

A note will be attached to your child's daily sign in sheet if an incidental medical service was provided for your child.

Staff will call 911 if they see any signs of distress or danger to the child from a medication or incidental medical service.

### **NUTRITION:**

At *Stepping Stones Learning Center and Infant Care*, we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.

### **BREAKFAST:**

*Stepping Stones Learning Center and Infant Care* will provide cereal and milk for children ages 18 months and older, who arrive before 7:30 a.m. If your child arrives after 7:30am be sure he/she eats a good breakfast before coming to school. Breakfast is served between 7:15-7:30.

We do NOT provide breakfast in the infant room. We will serve breakfast brought from home in the infant room between the hours of 6:30-9:00. If your infant arrives after 8:55 be sure he/she eats a good breakfast before coming to school.

### **LUNCH:**

*Stepping Stones Learning Center and Infant Care* provides a school lunch to all children 12 months and up. If you chose for your child not to have a school lunch you may bring your child a lunch from home. Make sure it includes all utensils and containers, as we do not stock these items. Make sure it is something they can just open and serve. We cannot heat up food (infants excluded). Please let the teacher know you brought lunch that day.

### **SNACKS:**

*Stepping Stones Learning Center and Infant Care* provides a mid-afternoon snack for all children 18 months and older.

### **BIRTHDAYS AND SPECIAL OCCASIONS:**

Parents are welcome to send a special snack to share (cupcakes, cookies) with your child's classmates on their birthday or special occasion. Please let the director know in advance, we can only have one birthday a day. These snacks must be store bought.

### **YOUR CHILD'S FIRST DAY:**

You can make your child's first day successful by assuring him that you will be busy while he is busy at school. It is difficulty for some children to leave home and begin the preschool experience. The teachers are qualified to handle this transition in making the first days as easy as possible for your child. When your child is safely settled in his new class, go ahead and leave. Adjustments, even when tearful are made fairly quickly if the parent is not present.

### **CHILD ABUSE:**

If your child has any unusual birthmarks, permanent scars, etc., please inform the director prior to your child's first day at school. The school is under the obligation, by the law, to report any unusual marks found on the body of a child. It is most important to make the school aware of these, marks, as to save you from being offended or embarrassed.

### **DISCIPLINE:**

All discipline is done in love, with self-control, patience and free from anger. Our rooms are designed to be learning centers for the physical, educational, emotional and social development of each child. If a child is continually disruptive or disobedient, he will need to be disciplined. *Stepping Stones Learning Center and Infant Care*'s discipline policy is:

1. Teach children the rules: what is allowed, what is not.
2. Continually use positive reinforcements for good behavior.
3. "Time outs" will not be used as a form of discipline unless relocation of the child doesn't have any affect
4. If a child who is aware of the rules is habitually disruptive or disobedient, he must meet with the director and agree to cooperate before returning to class.

Racial comments, of any kind, will not be tolerated.

Parents will be notified of all discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior. Continual unacceptable behavior will result in termination of the child from the school.

Corporal punishment, humiliating or frightening techniques are not used. Also, punishment will not be associated with food, rest or isolation for illness.

### **DRESS CODE:**

*Stepping Stones Learning Center and Infant Care* has adopted a minimum of dress code requirements and will rely heavily upon the cooperation of every family to use good judgment in their child's appearance. All sweaters and jackets should be labeled with your child's name. *Stepping Stones Learning Center and Infant Care* reserves the right to write your child's name on their clothes if they are not labeled. Only rubber soled shoes can be worn. Flip flop are **not** allowed. All shoes must have a back. Just in case the need arises, please send an extra set of clothes with your child. These clothes should be labeled with your child's name.

### **NAP TIME:**

All children will need to have a standard crib size sheet and blanket marked with their name. These items will be sent home on Friday for laundering and need to be brought back on Monday. If the state imposes any fines or write ups due to you not providing these items you will be responsible for the fine plus a \$50 fee to the school. If your child comes to school with out a sheet or blanket you will be charged a \$5 fee to borrow a school sheet or blanket.

### **FUND RAISERS:**

Periodically, *Stepping Stones Learning Center and Infant Care* will have fundraisers. The funds are used to improve our equipment and programs. Although participation is optional, your assistance is greatly appreciated. Fundraisers help keep tuition costs down and increases to a minimal.



## **PARENT-SCHOOL COMMUNICASTIONS:**

### **NEWSLETTERS:**

We will be sending home a newsletter on as needed basis. It will provide you with information concerning your child's activities, what he is learning, helpful hints and upcoming events.

### **PARENT BULLETIN BOARD:**

Always pay attention to the Parent Bulletin Board located on the front door. Notices posted here are done so to help and inform you. Do take time to read them: they are posted for you benefit.

### **DAILY FOLDERS:**

Every child has a daily folder or mail slot in his/her classroom. Please be sure to check your child's folder/slot daily for letters, receipts, and other important information.

### **FIELD TRIPS:**

From time to time, field trips may be scheduled (preschool and up). Parental permission will be obtained in writing well in advance of any event. If you wish to exclude your child from a field trip, you will need to make other arrangements for your child (that day), All staff will be going to help supervise.

If you have any questions about anything in this handbook please be sure to ask the director or assistant director.