

Family Handbook

Kids on Campus Child Development Center

Santa Clara University



HANDBOOK

Table of Contents

1. General Information Center Location Contact Information	Page 3
2. Center Overview Mission and Vision Statements Philosophy and Hopes for Children Program Curriculum & Assessment Classroom Transitions Guidance Strategies	Pages 3-5
3. KOC Community Classrooms Administrative and Teaching Staff KOC Community and Parent Action Committees Family Participation Family Traditions & Birthday Celebrations Confidentiality Statement	Pages 5-7
4. Enrollment Policies Voluntary & Involuntary Withdrawal	Pages 7-8
5. Billing Policies & Procedures Tuition & Fees Late Payments & Late Pick Up Fees Absences & Vacations	Page 8
6. Health & Safety Daily Health Check Medication, Ointments & Appointments Emergency Procedures Mandated Reporting Emergency Procedures Child Illness Policy & COVID-19 Protocols Calling Sick/Absences	Pages 9-12
7. KOC Daily General Procedures Drop Off/Pick Up Signing In & Out Children's Needs/What to Bring to School Dietary Needs Toilet Learning	Pages 13-14
8. Infant-Toddler Program Philosophy, Policies and Procedures Children 10 weeks – 30 months	Pages 15-16
9. Preschool Program Philosophy, Policies and Procedures Children 24 months – 6 Years	Pages 17-18

GENERAL INFORMATION

Kids on Campus is a non-profit child development center licensed by the Department of Social Services, Community Care Licensing Division. Our school has been a part of Santa Clara University since 1969. Kids on Campus is a small community for families affiliated through Santa Clara University and reflects the diverse community at SCU and the California Bay Area. Kids on Campus does not discriminate on the basis of race, color, religion, disability, gender, national and/or ethnic origin in the administration of its educational or admissions policies, or other school-administered programs. This program serves children between the ages of 10 weeks to TK/Kindergarten. The facility includes five classrooms and two playgrounds.

Location & Contact Information:

Kids on Campus
2705 The Alameda
Santa Clara, CA 95050
Phone Number: 408-554-4771
koc@scu.edu

Hours of Operation:

7:45AM - 5:30 PM Monday through Friday
(with the exception of University holidays)

CENTER OVERVIEW

MISSION

Educators at Kids on Campus foster children's individuality, encourage risk taking, and nourish positive relationships. Intentional interactions, caring relationships, and a safe and engaging environment help children develop a sense of self and awareness of others, while building confidence and a strong school foundation.

VISION

Kids on Campus is a community of life-long learners collaborating to inspire compassion, competence, and curiosity.

OUR HOPES FOR CHILDREN

Kids on Campus is a Reggio-Emilia inspired program with the fundamental philosophy of "Learning through Play" and community/family involvement. The learning process is based upon developmental achievements, each child's individual style of learning, and their experiential background. Our program is child-centered, emphasizing a developmentally appropriate hands-on approach to learning that supports the potential of each child. Basic concepts are a part of everyday interactions so that kindergarten readiness is constructed through experiential and embodied learning.

We strive to provide high-quality early care and educational experiences for the children and families affiliated with Santa Clara University. We promote self-reliance, creativity, respect for the rights of others, and positive self-esteem for each child. Our teachers are facilitators who help children:

- engage in meaningful interactions that develop social and emotional skills.
- develop critical thinking, a spirit of inquiry, and a love of learning.
- make discoveries in an environment that is designed to provoke wonder and engagement.

PROGRAM CURRICULUM & CHILDREN'S ASSESSMENTS

Our curriculum is emergent and planned based on the children's development, interests, and inquiries. Teachers observe children engaged in the classroom and provide appropriately for challenges to promote curiosity. Children's social, emotional, cognitive, and physical growth is assessed through observation and documentation of children's actions, words, and inquiries. Teachers meet with families for conferences in September and May to plan and then discuss each child's development.

INCLUSION POLICY

We believe all children deserve to have their needs met in a loving, appropriate setting. We recognize that some children have needs that are beyond our area of expertise. After a period of observations and discussions, children who are medically fragile and/or have physical or mental disabilities may be enrolled if it is determined that the child's needs can be reasonably accommodated within the group experience when it is determined by the Director and staff.

CLASSROOM TRANSITIONS

In order to provide quality early care and experiences, Kids on Campus implements research-based practices in the center, especially in building secure, positive relationships with teachers and peers. Therefore, transitioning children from one classroom to another is carefully thought through, planned and prepared for by utilizing information about an individual child's development, expectations of children and teachers in the new classroom, and providing time to transition to a new classroom community. Kids on Campus works with families to communicate, plan, and prepare for transitions. Most children move up to the next classroom in September with the start of the new school year, but in some cases, promotion to the next room is due to other factors determined by Licensing and class space.

Due to Community Care Licensing regulations for our facility, children in our infant-toddler ("Starfish") classroom must transition to the toddler ("Otter") classroom between the ages of 18 and 24 months. Otter class students transition to the preschool ("Turtle") classroom between 30-36 months of age when space is available. Because classroom relationships are so important and such close-knit communities are established, we begin this process slowly in order to allow the children to feel comfortable before increasing the time spent in the next classroom. Communication, planning, and preparation are done in collaboration with families.

GUIDANCE STRATEGIES

We believe that discipline/guidance should be a positive learning experience. Each child has the right to be free from corporal or unusual punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature. Kids on Campus does not allow any physical or emotional punishment. Our emphasis is on redirection, awareness of self and others, and developing problem solving and coping skills. The goal is to help children build their own self-control, not to have them behave through adult-imposed control. Modeling and recognizing acceptable behavior are the preferred methods of training. When it appears that they need assistance, an adult will step in to help with problem solving or negotiating. If, on occasion, a child needs more support working through big feelings and safety is a concern, parents may be called to take a child home for the day. Kids on Campus teachers communicate and work with families to develop a plan that best supports safety and ensures success for the child.

We enforce **three main rules** that keep Kids on Campus a safe place for all:

1. We are kind.
2. Everyone can play.
3. We listen to each other.

We use **common vocabulary** to provide consistency for our students. Here are some phrases you can use at home:

- Use a kind tone (of voice).
- Listen to your friends and teachers.
- May I have a turn when you are finished?
- If you forget the rules, this will be closed to you.
- I need to keep you safe.
- That is not a choice.
- Do you need space?
- It sounds like you agree (or disagree) with your friend.
- Freeze!
- Remember to use *Whole Body Listening*.

Our Guiding Principles are:

- Tell children what they **CAN DO**, not what they **CAN'T DO**.
- If a child has a problem, encourage them to talk to their friends. *Sounds like you have a problem. What could you do or say?* We remember to avoid projecting adult feelings and interpretation onto children's experiences. It is the child's problem to solve with adults facilitating and offering support.

Children need encouragement and outlets for expressing feelings such as anger, sadness, frustration and disappointment. Our goal is for the children to learn self-regulation and appropriate forms of self-expression.

We believe that children thrive when they are listened to, given choices, and made to feel important throughout the day. As children become older, we attempt to let them work through their disputes and problems on their own.

KIDS ON CAMPUS (“KOC”) COMMUNITY

A fundamental characteristic of Kids on Campus is the commitment to a sense of community, not only for the children, but for their families as well. Once we enter the doors we are bound by our common identity as families, which transcend our diverse roles at Santa Clara University that originally brought us to Kids on Campus. We express this communal priority through shared participation in the life of Kids on Campus, including respect for other children and their families. Enrolling a child at Kids on Campus includes an acknowledgement of the centrality of our community ideal, and a commitment to uphold and support it.

CLASSROOMS

Kids on Campus has five classrooms licensed for children ages 10 weeks through 6 years of age. Our normal classrooms and adult-child ratios are listed below:

CLASSROOM NAME	AGE RANGE OF CHILDREN	NUMBER of CHILDREN	ADULT-CHILD RATIO
Starfish Classroom	10 weeks – 24 months	8	1:4
Otter Classroom	18-36 months	10	1:5
Turtle Classroom	Older 2-Young 3	12	1:6
Dolphin Classroom	3-4 years	15	1:7.5
Shark Classroom	4-5 years	15	1:7.5

ADMINISTRATION & TEACHING STAFF

KOC employs full- and part-time staff to provide continuous and consistent care and learning activities for the children. Staff members have a background in child development and early childhood education, and are committed to professional development to keep up to date on current issues in our field. Every staff member meets or exceeds Department of Social Services, Community Care Licensing education and training requirements. The Director hires and supervises the staff, and is responsible for the effectiveness and efficiency of the program. All staff members work closely together to provide the best possible care for children. In addition to our full time staff and part time teaching assistants, Kids On Campus employs SCU students part-time to help supervise and engage the children throughout the day. All staff are fingerprinted and must take a child abuse prevention training.

Kids on Campus' policies and procedures are decided by Santa Clara University and based on recommendations from the Department of Social Services Community Care Licensing Division, the California Department of Public Health, CDC guidance, and KOC educators.

KOC COMMUNITY AND PARENT ACTION COMMITTEE

KOC invites parents to be a part of the community through activities such as visiting classrooms as a special reading guest, joining campus walks, and attending social functions. A slightly bigger and more involved role is as a part of a small committee that helps organize events. Our Parent Action Committees (PAC) include, but are not limited to fundraising, event planning (outside of school and school-sponsored functions), campus connections, and classroom representatives.

FAMILY PARTICIPATION

We believe that family participation is an integral part of building a sustainable community for learning and growth. Parents are always welcome to visit and participate. Involving parents in the daily activities at Kids on Campus provides benefits to the teachers, staff, and most importantly, to the children. Family participation, in its various forms, also positively affects a child's social, emotional, cognitive and physical development. Our hope is to build positive and trusting relationships between families and the KOC early childhood professionals as well as among the different families in our community. Several functions and events are planned throughout the year. Teachers and administrators may plan some evening events to keep you informed about curriculum, child development, and parenting. We expect families to attend these meetings, including Back To School Night in September. Additionally, classrooms often plan events in the evenings for families to attend. Listed below are our basic obligations.

- o Donate snack or supplies (once a month)
- o Attend parent evening meetings (1-2 times per year)

- o Participate in parent education opportunities
- o Attend Parent-Teacher conferences (twice a year)
- o Attend and help support celebrations (classrooms and whole school)

Family Traditions and Birthday Celebrations

We welcome families and children to share their family traditions, celebrations, and backgrounds. At the beginning of each school year, please share any significant celebrations with your classroom teacher and we will make every effort to include them as part of the classroom experience. Children enjoy having their birthday celebrated in preschool in their classroom. We want this day to be about your child and their uniqueness, not about the giving and receiving of gifts. Small, individual classroom celebrations are unique to each room and should be scheduled with your child's classroom teacher ahead of time. Families may choose to share a favorite snack but should please be mindful of our food policy and avoid high sugar foods and items with nuts. In addition, we host a schoolwide celebration at the end of each month to celebrate all school birthdays that month. When scheduling private birthday functions, please use our school directory to contact families outside of our facility.

CONFIDENTIALITY

The Kids on Campus staff are aware of the importance of confidentiality and respect for family's privacy. All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the center. All information about families and staff, including life circumstances, are kept confidential. Unless otherwise permitted, only teaching staff will have access to information regarding your child's assessment. This information is shared formally at family-teacher conferences twice per year, but teachers may informally share information on a daily basis as well.

Community Care Licensing may check KOC's children's files at any time during site visits. Information may be shared with other agencies when legal guardians provide written approval.

ENROLLMENT POLICIES

All new families are required to attend an orientation meeting. This will provide an opportunity for us to get to know each other and answer any questions you may have. Transitioning to a new environment can take some time for a child to adjust. We would like to make this experience positive for each child and family, so families are invited to visit classrooms prior to their first day at Kids on Campus. One parent or guardian must accompany the child during the visits. Schedule visitation days with the director upon enrollment & orientation.

VOLUNTARY & INVOLUNTARY WITHDRAWAL

Voluntary

Families are required to give a minimum 30-day written notice if they wish to withdraw from Kids on Campus. If they choose to withdraw a child during the school year (e.g. for an extended vacation), the space is forfeited, and families will need to resubmit a waitlist application. If a space should become available, families are required to re-enroll their child and pay the \$150 registration fee.

Involuntary

Dismissal from Kids on Campus on an involuntary basis usually occurs because of one of the following:

1. Parent leaves employment with SCU (60 days is given to find alternate child-care or until Kids on Campus can fill the position, whichever is longer.)
2. Tuition is not paid.
3. Parents fail to comply with the policies of the center or fail to comply with requirements and/or regulations of the Department of Social Services.
4. A child appears to present a danger to themselves, other children attending the center, staff, or any other people at the center.
5. Parents present a danger to children, center staff or any other people at the center, or are physically or verbally abusive.
6. The Director and staff have determined the child is physically, emotionally, and/or socially unable to participate in the program or there is a behavioral issue which is unable to be resolved.
7. Any other circumstance or situation that is not in the best interests of the child or the center.

Our priority is to develop a positive relationship with your child and the entire family. Prior to considering a request to withdraw your child, the Director and staff will attempt to work with you to meet your family's total needs while in the program. Under most circumstances, dismissal from the program for whatever reason will occur after the following actions have been taken:

- a) a conference with the teacher and director
- b) an observation period
- c) if necessary, a conference with the Director and HR Supervisor
- d) if problems are not resolved, the Director and HR Supervisor will dismiss the child from the program.

Kids on Campus reserves the right to forego any of the above actions where the Director and HR Supervisor deem appropriate.

BILLING POLICIES & PROCEDURES

TUITION AND FEES

Payroll deduction is required for parents who are employees of Santa Clara University. Parents whose paycheck will not cover the tuition, or who are non-employees of SCU, are required to pay online monthly. Parents make a commitment to pay for their contracted schedule regardless of actual use. Kids on Campus does not give vacation credit, sick day credit, or make-up days. All tuition and fines must be paid prior to leaving Kids on Campus, regardless of the reason for departure.

Tuition is paid twice per month through a payroll deduction and due the first of the month for online payments. There will be a \$25.00 late fee in the event tuition is not paid by the 10th each month. If online tuition payment is not received within fifteen (15) days after it is due, the child will not be allowed to attend Kids on Campus and will be withdrawn from the program unless prior arrangements have been made and approved by the Director. If necessary, any unpaid tuition accounts or outstanding fines will be turned over to a collection agency.

LATE PAYMENT FEES & LATE PICK UP FEES

A \$25.00 late pick-up fee is charged after 5:30PM. An additional \$15 is charged for each 15 minutes after and is due within seven days of notice. **Please note that in order to respect the KOC staff time and comply with labor laws, the building must be cleared of families by 5:30PM.**

HEALTH & SAFETY

DAILY HEALTH CHECK

Each day as the children arrive, children will be given a health check for symptoms of colds, fever, and contagious diseases. Throughout the day, the children's health will be monitored and any signs of oncoming illness will be noted and reported to the Director. This is in compliance with California State Licensing Regulations and the California Health and Safety Code.

If a child becomes ill, they will be isolated from the others and the parents will be called to pick up the child. For your child's comfort, and to reduce the risk of contagion, we ask that parents or authorized individuals pick up an ill child within one hour of notification. If parents cannot be contacted, the emergency contact noted on the child's enrollment form will be called to pick up the child. Until then, your child will be kept comfortable and symptoms under observation.

MEDICATION

Please remember that school is a place for healthy children. Children who exhibit any of the symptoms listed under the Child Illness Policy below must remain home until they are **symptom-free for at least 24 hours without the aid of medication**. If a child has been prescribed medication, parents should strongly consider whether the child is healthy enough to return to school.

Administration of medication at school is determined on a case by case basis. Parents must complete the appropriate Licensing medication form. All medication that is brought to school should be clearly labeled with the child's name and given to a staff member so that it is out of reach of all children. If a child's health condition requires medication in an emergency situation (e.g., severe allergic reaction), the parent or guardian must have a physician's authorization, a medical plan on file, and an original prescription container including the child's name and dosing instructions. Medications can not be administered without the appropriate forms and permission.

OINTMENTS, LIP BALM, AND SUNSCREEN

Parents who would like diaper ointment, lip balm, or sunscreen applied to their child are asked to bring in the original container labeled with their child's name. An authorization form, included in their enrollment packet, will need to be completed before ointment, lip balm, or sunscreen can be applied.

APPOINTMENTS

We suggest scheduling immunizations for children late in the day, on Fridays when possible. Children may be upset by the experience and/or have mild side effects from vaccines. They may also be more comfortable at home with you afterwards. Please also consider making general doctor and dental appointments early morning before school or afternoons after naptime as they may be disruptive to your child's day.

MANDATED REPORTING

The state of California requires that all members of childcare institutions report to Child Protective Service (CPS) any cases of suspected or obvious child abuse/neglect. The teachers and student employees receive

training regarding the mandated reporting law. Any parent or guardian who has reason to suspect child abuse by a staff member should report their concerns to CPS at 1-833-SCC-KIDS (833-722-5437).

EMERGENCY MEDICAL AND DENTAL PROCEDURES

In case of an emergency, we will always try to contact you or a designated person named on your child's files. In a serious situation, we will call 911 and notify you as soon as we are able. Please keep all of your emergency numbers, addresses, and telephone numbers up-to-date in your child's file.

EMERGENCY PROCEDURES

Kids on Campus has a plan of action in the event of fire, earthquake, or other disaster. All classrooms at the center participate in regular emergency drills for fire evacuation, earthquakes, and lockdown for an active shooter. The drills are introduced in non-threatening ways. For example, in case of an earthquake, children are taught to respond as "Bunnies in the Hole," so that they find shelter and curl up safely to protect themselves. They are taught that when it is safe to do so, everyone evacuates the building and gathers in marked classroom meeting spots at the back of the main playground. Staff take a headcount to be sure everyone is safely out of the building. This count (in real situations and during drills) will be compared to our daily sign-in so it is ***very important that every child is signed in and out each day and a teacher is notified of your arrival/departure.*** KOC will communicate emergency and urgent alerts to families through the SCU Rave emergency SMS communication system. This list is managed by KOC. Families may also enroll in general SCU alerts through the [Bronco Alert](#).

Kids on Campus will gather in the Williman Patio at Benson Center in the event of an actual emergency that requires further evacuation. Parents will be notified when and where to pick up your child.

Kids on Campus maintains a supply of food, water, first aid and other emergency supplies for each child over 1 year old. Infants should have a ziploc bag of food supplies as instructed by teachers at their orientation. If your child has special dietary needs please pack a shelf-stable snack for their kit.

All full-time staff at Kids On Campus maintain a valid CPR and First Aid certification.

CHILD ILLNESS POLICY

Our Child Illness Policy is based on guidelines set by the Department of Social Services Community Care Licensing, the Santa Clara County Health Department, and the American Academy of Pediatrics. Our policy is always intended to ensure health equity at Kids on Campus (the opportunity for everyone at school to be healthy).

Kids on Campus understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Santa Clara University offers a plan through Bright Horizons Care Advantage for back-up care at a discounted rate. (We recommend getting registered with the service before you need it.)

Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. Mild illnesses are common among children and infections are often spread before the onset of any symptoms. Children must be excluded from our school setting for the following reasons:

- Symptoms that prevent the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without

- compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
 - Temperature of 100.4 degrees or more (by any method) and a behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, difficulty breathing).
 - Diarrhea — more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing “accidents.” Diapered children with diarrhea will be excluded if the stool frequency exceeds 2 or more stools above normal for that child.
 - Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
 - Head lice- until after treatment and *all* nits are removed.
 - COVID-19, until a negative test result taken at least 5 days after onset of symptoms or first positive test. (See more below for COVID-19 policy.)

(This list covers most common illnesses, but is not inclusive of all reasons for exclusion.)

For more information regarding specific diagnoses and return-to-school recommendations, please consult the [Santa Clara County Public Health Department](#).

Children should be free of all symptoms for 24 hours before returning to the program, so they should remain out of the center for the remainder of the day they are sent home, and then the following day unless we receive a note from your child’s medical provider stating that the child is not contagious and well enough for school. In the case of a (suspected) contagious disease, rash or continuing symptoms, a doctor's note may be required before returning.

Requirements for a Child’s Return after Illness

Children who have been excluded for illness may return to school when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours (without medication).
- Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting accidents.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor and meal times.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child’s pediatrician signs a note stating that the child's condition is not contagious and
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

Calling in Sick

You must inform Kids on Campus if your child is home sick. If a child has been out of the center due to any of the reasons above or any other reason deemed necessary by the child’s medical provider, let us know. It may be beneficial to share this information with families in the center. This information will help staff and families observe the other children for symptoms and could assist their medical provider in making a diagnosis. If a child is excluded because of a *reportable communicable disease*, a doctor's note stating that the child is no longer contagious and able to return may be needed per health department requirements. Family/Child confidentiality is ensured.

KIDS ON CAMPUS UPDATED COVID-19 POLICY

1/30/24

Children should be tested immediately if they have any symptoms of COVID-19. Symptoms include cough, congestion, difficulty breathing, sore throat, nausea, vomiting, diarrhea, fever, chills, headache, body aches, and fatigue. Any of these symptoms is a reason to test.

- If the test is negative, refer to KOC's illness policy or [exposure notice](#) for return to school. Sick children who are not well enough to participate should stay home until symptoms improve. If children are ill, receive a negative test result, and symptoms are not improving after two days, test children again to confirm COVID-19 has not developed.
- If the test is positive, children must stay home for at least 5 days. Children may return to school when symptoms are improving, and if there is a negative test on day 6. If children still test positive on day 6, they may return to school once they have tested negative but must wear a mask through day 10 unless two sequential negative tests are provided 24 hours apart. Asymptomatic cases with no symptoms must still follow above guidelines. Regardless of symptoms, the potential infectious period is 2 days before symptoms began (or the positive test date if no symptoms) through Day 10. Day 0 is the symptom onset date or positive test date.

1. Non-Household Contact/Exposure (at gatherings and at school):

- Children in the Turtle, Dolphin, and Shark classrooms must wear a mask when *indoors* (except during nap and meals) through day 5 after the exposure and provide proof of a negative test on days 3 and 5 before school.
 - If any symptoms develop after day 5, test children again immediately and refer to guidelines above for a positive test result.

2. Household close contact:

- If a person living in the household has a positive diagnosis of COVID-19, the infected person should isolate. If isolation is not possible, the positive case should wear a mask indoors when around children. Children may attend school wearing a mask (preschool classes) and families are asked to provide a negative test result on days 3 and 5 of the last exposure to the positive case unmasked. Parents should test their children immediately if any new symptoms develop.

NOTES:

-If a child ***had COVID in the last 30 days***, the above does not apply. However, they are required to test immediately if symptoms develop and follow procedures for a positive test or illness.

-Starfish and Otters are not required to mask but will be asked to test on required days. Otters over age 2 may wear a mask if that is a family's preference but those children are not required. Teachers will work with the children to help support each family's request.

-KOC will try to provide adequate extra space for meals and naps when recent positive cases return.

-KOC will provide rapid test when we are able.

KOC DAILY/GENERAL PROCEDURES (all classrooms)

ENTERING AND EXITING KOC

Each family is given a unique code to enter the front door. Please do not share your code with anyone except the people who will regularly be picking up your child. Do not give access to unknown individuals. If someone is at the door looking for help, please ask them to wait outside and ask a staff member to help them.

Children must be supervised at all times when in the Kids on Campus building and may not be left alone in any space. Parents must remain with children at all times until they are received by a teacher.

DAILY SIGN IN/OUT OF CENTER

Community Care Licensing requires that all children are signed in and out of the center each day at drop off and pick up. Once your child is signed into the center, they become KOC's responsibility. Once children are signed out of the center, they become the parent/authorized person's responsibility. Anytime you pick up or drop off (such as leaving for an appointment and returning the same day), you must sign your child out and then in again when you return to reflect that absence from our care.

Kids on Campus currently uses an attendance binder in the entryway for the whole school. Each classroom has their own tab. Parents are required to provide a time and full legal signature to sign their child in and out of our care. Do this each time you drop off and pick up so our records accurately reflect time and ratio each day. Families will be subject to fines if children are not appropriately signed in and out each day.

ARRIVAL AND DEPARTURE

We encourage families to help children arrive at school by 9:15AM to ensure that each child has the chance go experience the routine and fully participate in the morning program.

Children will only be allowed to leave the center with those individuals listed on the child's enrollment form. If someone other than those listed on the form will be picking up your child, the parent or guardian must notify KOC in writing. The staff is required to check the driver's license for identification and to check the child's enrollment form or parent communication for verification. This policy will be strictly enforced for your child's protection. **We will NOT release a child without explicit written permission.** Persons picking up children must come inside the center or playground, check out with a teacher, and sign the child out prior to leaving.

KOC reserves the right to assess fines in the event that Community Care Licensing visits, a parent or guardian fails to sign their child in on that day, and KOC is fined for that infraction.

CHILDREN'S NEEDS

Food and Nutrition

Mealtime is a vital part of the curriculum and is designed with nutritional and social needs of children in mind. Children are encouraged to serve and feed themselves whenever possible. Staff is present to assist the children, as well as model appropriate behavior for these times of the day.

Kids on Campus offers morning and afternoon snacks of appropriate size and content as required by Community Care Licensing. Snack items are provided by parents through a community donation sign up. The snack schedule is posted in each classroom and in the main entrance. Lunch is brought from home in

thermos containers for warm foods. Please do not pack [common choking hazards](#) in your child's lunch. Water is provided with snacks, lunch, and throughout the day. **Due to a large number of children with nut allergies, KOC is a NUT FREE SCHOOL.**

Special Dietary Needs

Please inform the center, in writing and on the appropriate forms, of any food restriction and allergies. Children with food allergies or restrictions will be required to bring safe alternate snacks from home. A list of allergies or restrictions is posted in each classroom so all staff are aware.

Clothing

Children attend school to participate in active, busy play, to explore the world freely, and to experiment with many kinds of materials. The clothing they wear can add to or detract from their enjoyment of school. To meet the children's needs to participate fully in the program and be successful in dressing themselves, parents should keep the following in mind when dressing the children for the center. Clothing should be:

1. Simple enough so the child can put it on and take it off easily (avoid belts and overalls)
2. Loose enough to provide freedom of movement
3. Durable and washable enough to permit vigorous play
4. Inexpensive so that soiling, damage or loss will not cause great concern
5. Appropriate for current weather conditions
6. Shoes should be sturdy, low-heeled, and fit securely and comfortably. Crocs and other loose fitting shoes are not safe for running and climbing and are discouraged. Rubber-soled tennis shoes are most appropriate. For safety, sandals must be closed-toe.
7. **ALL** clothing should be labeled with the child's name

Smocks are available for painting and art. Staff will take reasonable precautions to protect the children's clothing, but accidents do occur. All children need a complete change of clothing at school.

Sleep sacks and swaddles are not permitted at school.

Toilet Learning

Kids on Campus encourages families to talk with teachers about plans for toilet learning. We recommend waiting until children show an interest in learning about toileting. Adults can introduce the concept of toilet learning by discussing the sensations while children are still in diapers. Children are encouraged to try to use the toilet but never pressured. Observation of peers learning to use the toilet also assists in the process of toilet learning. We want this to be a positive experience for children. Children in the process of toilet learning should keep three or four complete changes of clothing in their cubbies at all times. Many pairs of training pants and/or diapers will be necessary.

OUR CLASSROOMS

Infant/Toddler Rooms: Starfish and Otters



INFANT-TODDLER CLASSROOM PHILOSOPHY

Kids on Campus' infant and toddler teachers' philosophy is inspired by the RIE approach. With respect at its core, the RIE Approach helps raise self-confident, cooperative, and secure children. Teachers foster a classroom community that is balanced with respect for children's abilities and interests, as well as providing sensitive and responsive interactions to build secure and trusting relationships.

RIE Vision Statement:

"Through our approach which honors infants and young children as equal members in relationships, we are dedicated to creating a culture of people who are authentic, resourceful and respectful. Our work is inspired by the natural integrity of infants and the formative power of relationships in their lives. When allowed to unfold in their own way and in their own time, children discover, manifest and inspire the best in themselves and in others. We are profoundly committed to sharing the opportunity to see infants with new eyes."

CURRICULUM and COMMUNICATION: RELATIONSHIP-BASED MODEL

The curriculum is intentional, fluid, and developmentally appropriate for infants and toddlers. Teachers observe children throughout the day in the classroom to understand each child's whole development, and then provide meaningful, provoking and appropriately challenging experiences in the classroom. The basis for all activities and experiences centers on children developing an awareness of others and building relationships with teachers and peers.

Daily communication about your child's day is provided by the classroom teachers through daily care summaries, emails, and photos. Conference meetings with individual families are scheduled twice per year to discuss each child's development and plan goals together but are also available by request as needed.

ROUTINES

Daily Activities

Teachers seek to help each child develop a sense of trust by experiencing a routine in which all needs are met and ample time is given to form a deep and lasting attachment to caregivers. Infants' rest times and feeding are scheduled according to their Needs and Service Plan. Toddlers have a set rest time after lunch

and are fed snack and lunch at the same time. Diapers are changed every 2.5 hours or sooner if needed. A record of each child's sleep, eating, and elimination will be sent home at the end of every day.

Needs and Service Plan & Individualized Sleep Plan

Infants' and toddlers' needs change rapidly. Parents are required to update a Needs and Service Plan for children under two year old every three months.

What to Bring on the First Day

Infants and Toddlers need the following:

- Formula or breast milk fully prepared in bottles clearly labeled with your child's name and the date. Individualized, prepared bottles must be brought daily, not in one large container. We do not store frozen breast milk.
- A clearly labeled/dated sippy cup of milk for toddlers.
- A labeled water bottle for age eligible children (determined at orientation).
- Diapers and unscented baby wipes.
- Lunch (and snacks for children under age 1). All containers should be clearly labeled/dated.
- Two complete changes of clothes to be left at school.
- A crib sheet and a blanket or sleep sack. Children under one year old are prohibited from sleeping with a blanket or lovey. Bedding is required to be taken home on Friday for washing and returned clean on Monday. More information on safe sleep standards will be discussed during the family orientation.
- Special blankets, cuddles, and pacifiers. Please make sure these items are labeled and taken home to be laundered as needed.
- Weekly quantities of diapers may be brought and stored at the center, as well as diapering ointment. Parents must fill out a permission form for diapering ointment if it is to be applied at KOC.
- Sleep sacks and swaddles are not permitted at school. Please ask teachers about acceptable alternatives for nap time.

Meals and Snacks

Starfish teachers will provide labels for dating all bottles and food, as mandated by California State Licensing requirements. Parents of Starfish children provide lunch and all snacks for their child. Refrigerators are available for infants. Children over the age of 1 in the Starfish room may participate in school snack with a parent's permission.

Otter students participate in the family-style KOC preschool snack. Otter parents provide lunches from home in clearly labeled lunch boxes and containers with each child's name. Examples of typical items are sandwiches, fruit, crackers, cheese, or hot food in a thermos. Water is always available. Juice boxes and flavored drinks can not be served at school.

Preschool Classrooms: Turtles, Dolphins, and Sharks



PRESCHOOL CLASSROOMS PHILOSOPHY

Our fundamental philosophy is “Learning through Play.” We believe that the environment can act as “the third teacher” (in addition to parents and teachers) and should be designed in a way that will enhance the development of the whole child. We believe that each child has unique abilities that are nurtured through play. The learning process is based upon developmental achievements, each child’s individual style of learning, and their experiential background. Our program is child-centered, emphasizing a developmentally appropriate hands-on approach to learning that supports the potential of each child.

CURRICULUM & CHILDREN’S ASSESSMENTS

Our curriculum is emergent and planned according to observations that assess children’s development, interests, and inquiry. Teachers strive to provide appropriate challenges and provocations for children to promote curiosity and support all areas of development. We believe that best practices for preparing young children for future success includes attention to children’s whole development.

Children’s development is continuously assessed in the classroom through observation and documentation of children’s actions, words, and inquiry. This is considered an authentic assessment of children in their natural environment, where children are at ease and teachers are able to document an accurate “picture” of the child’s abilities and interests. This informs planning and allows experiences to occur that match unique learning needs. Planning is considered for individuals, as well as group learning goals.

ROUTINES

Daily Activities

Our preschool program seeks to fulfill the developing needs of each child. We want to help each child develop a sense of trust by experiencing a routine in which all of their needs are met and ample time is given to form a deep and lasting attachment to our teachers. Each day the children experience:

- **Group Time:** This includes reading books, community and inquiry discussions, felt board stories, finger plays, puppet shows, music & movement, and special guests.
- **Learning Centers:** These include table games, creative art activities, nature exploration, dramatic play, blocks & constructive play, math & science manipulatives, theme/project work, sensory exploration, and writing centers.
- **Outdoor Play:** Children will go outside everyday. Please dress children in layers that can accommodate various weather conditions. KOC encourages raincoats and rain boots on rainy days, and shoes that are appropriate for running and climbing.

- **Rest Period:** After a busy morning at KOC, each child participates in a rest period after lunch. Everyone rests for one or two hours during 1:00pm-3:00pm. The teachers support each child's individual resting needs, so the amount of time needed varies.
- **Toys:** With the exception of special "sharing" days and/or "napping buddies," please do not send toys to school with your child. They may be lost or broken and sometimes interfere with our program.
- **Field Trips:** We often take walks on the SCU campus. At the start of each year, parents will be asked to sign a permission slip covering these on-campus visits.

What to Bring on the First Day for Preschool

Please bring the following items clearly labeled with a name:

- 2 complete changes of clothes (including underwear, socks, and one pair of shoes)
- Sheet to cover a 46"x23" mat (full-size crib sheet works fine)
- Blanket and small pillow (with a cover that can be washed)
- Sunscreen (if you have signed a permission form for teachers to apply)
- A small to medium sized, labeled and filled water bottle, sent daily
- 3 Spare masks
- Large, labeled bag to carry items

Parents are responsible for cleaning these items as necessary. Bedding is taken home on Friday to be washed on weekends and returned on Monday.

Preschool Meals and Snacks

Children should have a well-balanced, nutritious lunch from home in a lunchbox clearly labeled with their name. Examples of typical lunch items are sandwiches, pasta, fruit, crackers, cheese, or hot food in a thermos (we can not heat food). Water is provided. Juice boxes and other sweetened beverages can not be served at school. Hard candy and gum are not permitted. Please be sure that food is cut in age appropriate sizes and ready to eat. High sugar foods do not sustain a child for the long day and are discouraged. Proteins, starches, fruits, and vegetables are recommended. Reminder: KOC IS A NUT FREE SCHOOL.

Turtle, Dolphin, and Shark students participate in the family-style KOC preschool snack provided by parent donations, which includes two food groups for each snack, in the mid-morning and again after nap.