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125 CLEMENT ST.

# Color Me French

PRESCHOOL



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Bienvenue

Chères familles,

Thank you for expressing interest in Color Me French preschool.

We are a licensed preschool that offers nurturing care for children ages 2.5 to 5. The program runs from 8.30am to 4.30pm with one hour extended care from 4.30pm-5.30pm Monday through Friday.

Leaving your child with someone else isn't always easy. But it helps to find the right childcare. When children get the right care, they feel happy and secure. Good care and nurturing helps your child grow healthy, safe and thrive in many areas. We feel confident that Color Me French preschool will provide the quality care that you are seeking in a creative, secure and nurturing environment. My mission is to provide an outstanding quality French language based child care and tailor the need of each individual family. Our goal is to listen intently to children and their parents regarding their cultural background, gender identity and act accordingly with respect to those needs.

Sincerely,

Karine Leung  
Owner, Director and Teacher  
Color Me French Preschool

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## ABOUT US

### Philosophy

#### Our Philosophy, our beliefs in a few words Compassion:

Being kind and thoughtful towards other living beings (peers , animals, plants)

Empowering children & building confidence: By giving them choices and the opportunity to move around explore and make mistakes.

Integrity: Guiding them to make choices that will help them be the best person they can be.

Nurturing: By building a trusting relationship with each child, and providing responsive, individualized care.

### Curriculum

The early years in a child's life set the tone for future learning. At Color Me French we stay current with research in child development so that we are able to build a foundation for each child that lasts a lifetime. Our curriculum is designed with these objectives in mind. Developing safe and healthy habits in young children. Integrating the curriculum through theme based learning: Children will acquire in depth knowledge about few subjects. We might pursue the same theme 2 to 3 weeks. Focusing on themes enables us to meaning fully link different disciplines so that students will develop big and important ideas.

Fostering positive self-esteem.

Following children's interest.

Providing opportunities for creative expression by making Art, music, dance.

Supporting the development of social skills.

Stimulating cognitive problem solving skills.

Strengthening communication skills necessary for listening, reading, writing, and speaking.

Enhancing fine motor and gross motor skills.

Good manners.

At Color Me French we have specifically designed our curriculum to make sure the children will have acquired all the necessary skills to thrive in kindergarten by the time they part with us.

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We believe skill acquisition is a process that should be joyful and progressive.  
We offer daily activities and playful opportunities that focus on the following areas:

#### Becoming a student:

Children will learn to function within a group, regulate emotions, take turn to speak and listen, wait, follow directions, tackle a challenge, and carry out a project to completion. We offer a combination of free play, High Scope style adult lead activities (aligned with typical French preschool curriculum), group and one on one discussions, and Montessori style autonomous activities, in order to maximize and diversify the children's learning situations.

#### From gross motor to fine motor:

Motor skills include large muscle activities necessary for walking in a straight line and throwing a ball. Motor skills also include small muscle skills such as drawing, coloring, cutting, and beginning handwriting.

Children need to develop in strong core in order to sit still for a sustained amount of time to draw and write. A variety of physical activities is offered for this purpose. We often set up an obstacle course in the yard. We offer dance class 2 times a month, we have indoor gym mats where we tumble, and yoga time.

Once the children are ready, they spontaneously spend time at our art making, drawing, and writing areas. There, a teacher guides them to acquire proper pencil grip as they discover the pleasures of making things appear on multiple surfaces with various tools and accessories.

Activities we offer for fine motor skills:

Painting, drawing, cutting, gluing, theraputty, playdough, puzzles, manipulative, beading, these are a sample of fine motor activities that we offer to children everyday.

#### Pre-literacy:

We set up our environment so children have access to many different, high quality, developmentally appropriate books and other reading and writing materials; We offer many opportunities throughout the day to playfully explore and engage in literacy activities involving reading, writing, learning letters and sounds. Every day the children are exposed and introduced to letters. During circle time they learn letter sounds and shapes through singing and gestures. During morning welcome time and the afternoon writing workshop, children over 3 years old have the opportunity to have "one on one" time with a teacher, who helps them sound out and write what they wish. Often starting with their names and their friend's, they love to design invitation cards, notes to loved ones, menus, "books".

Our youngest children will be playing with magnetic letters, wood letters that they can fill with beads or playdough..

#### Math:

Counting, numbering, totaling, adding, and subtracting are all part of our everyday interactions, conversations, and class rituals. We make sure math is experienced at all levels and by all the children in our mixed age group. We do math as we sing, as we move our bodies, as we share and trade and take turns, as we count each other and objects, as we cook and dance and play music. We share the fun of math and make sure the children notice it is part of life and used all the time. When

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ready the children learn to recognize and write numbers, and challenge themselves to count as far as possible.

### French:

French is a world language: 274 million French speakers can't be wrong!

- With 274 million speakers, French is the fifth most spoken language on the planet. [\(source\)](#)
- By 2050, French is projected to be the most-spoken language in the world. [\(source\)](#)
- There are more French speakers in Africa than in Europe. [\(source\)](#)
- Along with English, French is the only language spoken on every continent. [\(source\)](#)
- Along with English, French is the official language of NATO, the United Nations, the ICC, FIFA, OECD, WTO, the African Union... [\(source\)](#)
- The "Organisation Mondiale de la Francophonie" has 57 member states and 20 observer states worldwide.

Children's ability to learn second languages during their early years is significant. The human brain is wired to learn language in early childhood. The earlier a child starts learning a second language, the greater their chances of achieving full fluency. Recent studies show that learning another language cannot only have a positive impact on your child's first language, it actually enhances learning in all areas.

Bilingualism increases mental flexibility for children. Bilinguals will have two or more words for a single object, concept or idea.

Bilinguals have better executive function and can multitask more efficiently than monolinguals.

Bilingual children are more willing and able to learn a third language, and show an increased analytical orientation to language.

### Art Making

At Color Me French we LOVE ART. Art Making is our essence. We love to experiment with new techniques, some very messy, some less messy. Print making, Clay, Acrylic, pastel, the list goes on. We strongly believe that Art is important for children especially during their early development. Research shows that art activities develop brain capacity in early childhood; in other words, art is good brain food! Art engages children's senses in open ended play and develops cognitive, social emotional and multisensory skills. As children progress into elementary school and beyond, art continues to provide opportunities for brain development, mastery, self esteem and creativity. Projects may be brief, but often continue for weeks. Don't expect your little one to bring artwork home everyday or every week, as we will often do Art in a collaborative manner. We will work on small and large format, 2d and 3D making. We will work on Open ended /child directed project where the process will matter more than the result. However for some projects we will guide the

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children, and give some directions. But you can rest ensure that the creativity will always be flowing.

### Social emotional learning:

CMF is inspired by the zones of regulation curriculum to teach children about emotions.

We teach children about self-regulation and how to strengthen their self-regulation skills. Self-regulation can go by many names, such as self-control, self-management, and impulse control. Self-regulation is an essential skill in life, and in all learning environments. Children who can regulate their own emotion and attention are better ready to learn and thrive.

The way the curriculum works, is matching color zones with emotions.

Blue Zone— Zone Bleue: when your body is running slowly, such as when you are tired, sick, sad or bored.

Green Zone— Zone verte: when you are ready “good to go.” You feel happy, calm and focused.

Yellow Zone— Zone Jaune: when you feel your engine running high, such as when you are frustrated, overwhelmed, silly, wiggly, excited, worried, anxious, or surprised.

Red Zone— Zone rouge: is when you have “flipped your lid.” You have extreme feelings such as terror, uncontrolled anger, aggression, or elation.

Children will learn about how their emotions and attention are connected, and then how to recognize emotions and attention in themselves and classmates. They learn that they move through their Zones throughout the day, and that they can improve their control over their Zones through practice.

Once they understand what emotions are, and how to recognize it, we teach them tools "outils" for changing from one Zone to another, and encourages each child to build a repertoire of tools. The goal of the curriculum is for children to gradually become more able to call upon their tool kit, rather than needing adults to regulate them.

As an example, Some tools appropriate for the yellow zones might be: drinking some water, do some jumping jack, practice yoga, breeze, go to a quiet place and read a book.. those will be options offer to them, and they will choose what fit them to go back to a more calm, expected behavior..

### Hours of Operation

8: 30AM- 4: 30PM

With an extended hour from 4:30PM-5:30PM

### Holidays

Please refer to the Holiday hand out.

### Admission & Enrollment

All admission and enrollment forms must be completed before enrollment, a deposit fee and first tuition payment must be paid prior to your child’s first day of attendance.

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A 30 days, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will go towards your first month tuition.

Based on the availability and openings, our facility admits children from 2.5 to 5 years of age.

In order to be admitted to our program you must first tour the school. Tours are held on Sundays from December to March. Once you have toured you will have to wait until March to receive a letter of admission form our program. At the meantime you will be put on the wait list.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### Inclusion

Color me French Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

At Color me French Preschool, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

### Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

### Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

### Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
30-35 months	<u>6 to 1</u>	<u>12</u>
4-5 year-olds	<u>7-1</u>	<u>7</u>

### Communication & Family Partnership

**Daily Communications.** Please realize that the staff's attention is devoted to the children at all times during the program, and drop off and pickup times are not appropriate for lengthy conversations. However, at release time, a staff member will greet you and briefly tell you anything relevant about your child's day. If further discussion is needed, we will arrange for a follow up conversation. If there is something important we should know, please share with all staff members. Once a year, in January we will have a parent teacher conference to assess the child's growth, and language acquisition. If you wish to have feedback about your child's progress and experience at the program, at any point during the year, please arrange with either the director or teacher of your choice to have an individual parent-teacher conference.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, announcements, etc.

**Newsletters.** A newsletter will be sent out every 2/ 3 weeks.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Just let us know ahead of time so we can plan your visit and prepare the children for our special guest. Note : during Covid -19 . We will unfortunately have to cancel all family visits.

**Family Events.** Family events are scheduled a few times a year during the holidays.

Note : during Covid -19 . We will unfortunately have to cancel all family events.

**Conferences** Once a year in January ( MLK Monday and Tuesday)

During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns. Conference days are adult only event.

### Outings and Field Trips

Weather permitting; The younger group will go out in the morning from 9:30-11:30. The older group will go out from 1:30-4:30, 3 days a week.

Children are accounted for at all times. A permission for walking trips is included in the enrollment package.

Please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

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The safety of children and staff will be guarded in all activities of child care programs.

### Transitions/ Separation anxiety/ Your child's first day at CMF

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

For the question of how the children learn to separate: Your child's first day will be a play play date of 2 hours 9:30-11:30.

During the playdate: Sit quietly in one place away from group activities, and your child will feel more free to move into the group with the knowledge that his/her parent will be in the same spot. However, in the case of older children or children who are comfortable in a drop off situation, you are not required to stay the whole time.

**If your little one is new to drop off, the first two weeks will be half days : 9-12 ( please plan ahead)**

**After two weeks or before if your child is showing signs of adjustment, he /she can start her full days.**

By experience, I can say that the best strategy during drop off is to always stick with the same routine:

for example, tell your child you will take his shoes off and leave. And everyday you will do the same.

it's important not to linger when your child is having a hard time separating. If you prolong the goodbye based on how much she screams and cries, you can guarantee that tomorrow she'll sob harder and longer. Sure, give an extra big hug and kiss when your kid's upset, but then detach yourself and give a smiling goodbye: "goodbye , I will be back soon" It is very normal for a child to cry, and it always gets better! Just remember that the more anxious you are the more your child will be. Children are very sensitive to moods. When you let your own anxiety or unhappiness show through your facial expression or manner, the message your child will hear is: "Mommy thinks something's wrong with leaving me in child care." So don't worry, the children are in good hands, and even though they may cry a bit at first, soon they will run in with smiles on their faces and just wave you a cheerful goodbye. Really!

In some rare cases, a child will not adjust to his new school environment. Some children are simply not ready for separation yet. **If after a month and half, days are still very challenging for your child. We might have to meet and consider a later enrollment date.**

### Transition between the younger group to the older group

Children are transitioned to the next group based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

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## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

We will celebrate certain holidays without the religious aspect.

## Rest Time

After lunch our younger group will participate in a quiet rest time from 1-3pm. Children are not required to sleep and may be given quiet activities.

The older group will have a 30 minutes quiet time before going out for their afternoon outing.

## Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. Like many other subjects, potty training is the collaboration between parents and the childcare center. Before starting potty training, your child needs to have developed cognitive and physical skills that will allow him to be free of diapers. He must be coordinated enough to walk, and even run, steadily. Urinates a fair amount at one time. Have regular, well formed bowel movements at relatively predictable times. Have “dry” periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine. In terms of behavioral readiness: Can sit down quietly in one position for two to five minutes Can pull his pants up and down. Dislikes the feeling of wearing a wet or dirty diaper. Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear). Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you. Demonstrates a desire for independence.

I highly recommend the 3 days method. I have PDF, and lots of reading for you to do, before starting potty training. My staff and I are happy to assist in anyway we can to have your child be diaper free.

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We will work together to achieve it.

## GUIDANCE

### General Procedure

Color me French Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### Discipline Policy

**Consistency:** Children need to hear the same message many, many times (dozens, even hundreds) before it is fully internalized. At different developmental stages, the same message can acquire deeper meaning. **Compassion:** We want to show compassion to the child who was harmed (pushed, clothes grabbed, toy taken, turn not given, etc) both for that child's sake and also for the sake of teaching empathy and cause to affect to the child who has done the harm. **Collaboration:** Whenever possible, and in whatever way appropriate, we want to include the aggressor in the solution – from saying “sorry” to getting the ice pack, from giving the toy back to helping come up with a fair amount of time for turns. This empowers children to solve their own quarrels and right their own wrongs eventually. **Saying no positively:** “No” is a power packed word, quick on the lips, easy to say. It's necessary for a caregiver to say “no” to a child so the child can later say “no” to himself. But constantly saying “no” causes this word to lose its punch. Here at Color Me French we try not to use the word No to often rather we use alternative such as “ Stop” or instead of blankly saying no , we actually say what we really want the child to do or not to do , example “ No don't put that on the table !” instead we will say “ Please put that on the sink!”

There is no place in our program for punishment of any kind (including “time out”). If a child needs time to cool off, we will find a quiet place for him/her to read a book or do a quiet activity, with no punitive aspect, until ready to rejoin the group. We will discuss any serious, recurring issues with parents on a case by case basis in an effort to find a successful resolution. In the extremely unlikely event of a serious behavioral problem that cannot be resolved, we reserve the right to have a child picked up early for the day or, in the most severe cases, to withdraw a child from class for the safety of other children.

### Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at Early Childhood Education Program has a right to:

- Learn in a safe and friendly place

- 
- Be treated with respect
  - Receive the help and support of caring adults
  - We understand that many preschoolers and toddlers may use misguided behavior because they have not yet learned what it is “acceptable” behavior. Keep in mind that biting behavior is normal for a toddler with virtually no long lasting developmental significance. It is a form of communication (i.e., to communicate frustration while learning social, language, and self control skills). The staff and I will try to minimize congestion and confusion, competition for toys and adult attention, to help prevent frustration that leads to undesirable behaviors.
  - We will provide a variety of options and motor/sensory choices. We will maintain a consistent routine that minimizes surprises for children.
  - However, at times a child’s behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:
    - A first incident will be reported to the parent. A second incident will result in a parent/teacher conference to discuss the behavior and establish a plan of action.
    - We may suggest a schedule adjustment: The site director and teachers may determine that an adjusted schedule (for example, shortened hours or different arrival time) is in the best interest of the child.
    - A third incident will result in the parent being called to pick up their child. and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem. Referral for outside advice will be suggested. CMF reserves the right to terminate any child’s enrollment if any further incident occurs, or if we feel that any of following conditions exists:
      - The school cannot meet the child’s needs.
      - The parents are not able to work with the school to find an acceptable solution.

The continuing behavior endangers the well being of other children, and/or the child engaging in the behavior

### Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child’s safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### TUITION AND FEES

#### Important Notice

All payment and fee processing will be completed by Karine Leung. I will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact me directly.

#### Tuition Rates

Fee is \$1440/month for 3 days

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\$ 1920/ month for 4 days

\$2400/ month for 5 days

Note : a 4% increase will be adjusted every 3 years – next adjustment by Sept 2023

#### EXTENDED CARE

Extended care is from 4.30pm-5.30pm. It is an annual fee of

\$1800 (5/4days a week) \$1300 ( 3 days) \$1000 (2 days a week)

There is no discount if you enroll in a middle of the year

Drop in/ extended care: \$20

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to a pandemic.

#### Tuition Deposit

A Tuition Deposit of \$800 is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit.

#### Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to pandemic, power outages, or other situations beyond our control.

#### Methods of Payment

Zelle ( a money transfer app) or Check.

#### Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of \$100 will be added to your next tuition payment for each day that it is late. **Repeated late payments will result in your family being required to set up automatic payments or credit card payments.**

be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

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### Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$10 per minute will be assessed beginning at 5:30 PM and will be due upon arrival. **Repeated late pick up may result in child care services being terminated.**

### Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### Credits & No Credits

- Families contract for a specific monthly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease, or weather-related or environmental issues.
- Weather-related or Environmental Disaster or Pandemic – in the event of a serious crisis during which we are prohibited from operating, families shall pay their tuition fee for the following 6 months after the school closure. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.

## ATTENDANCE & WITHDRAWAL

### Absence

If your child is going to be absent or arrive after 9 AM, please Text us at 415 724 3646

We will be concerned about your child if we do not hear from you.

### Vacation

Please see holiday schedule

### Withdrawal

CMF is based on annual enrollment. You will need to provide a 30 days notice prior to your departure.

You will be charged for the full month after your departure.

Example: If you leave on January 1<sup>st</sup>, you will give your notice on December 1<sup>st</sup>, the month of December and January will be charged

### Closing Due to Pandemic or severe weather

Should a Pandemic or other conditions (i.e., storm, floods, earthquakes, loss of power, loss of water, contagious disease, fire) prevent us from opening on time or at all, notification to the families will be announced ASAP.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

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If the center needs to stay close we will move our program ONLINE, through Zoom sessions, with art activities, cooking activities, language and body movement, music.

We will follow all state recommendations, to when to reopen the school.

## DROP-OFF AND PICK-UP

### General Procedure

We open at 8:30 AM. Please do not drop-off your child prior to the opening. Consider dropping him off between 8:30- 9 am. Our first hour is a free play transition time, its an important moment to let the children transition from home.

Parents are expected to accompany their children and sign them in.

We close at 4: 30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

If you are staying for after care. Please allow enough time to arrive, sign your child out, and leave by closing time. You will be charged if you are here after 5: 30PM

### Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 6PM we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

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## PERSONAL BELONGINGS

### What to Bring

In a ziplock bag labeled with your child's name  
Toddlers: 3 T-shirts, 2 pants, 2 socks, 3 underwear.  
Diapers , a rain jacket , and a pair of rain boots  
One small blanket for nap and a stuffy

Preschoolers: 2 change of clothes, socks, rain boots and a rain jacket

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Will be sent home every week for laundering and return to the center.

### Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## NUTRITION

### Foods Brought from Home

CMF does not provide lunch nor snacks.

When you prepare a lunch, feel free to include any nutritional foods. Do not feel constrained to pack the traditional sandwich and fruit, although this is fine. PLEASE OMIT CANDY, COOKIES, AND OTHER SWEETS. The children tend to focus on these items rather than the social experience of lunchtime. Please bring a water bottle . WE do not have a microwave ( Microwave just strip out nutrients from the food ) Pack a thermos in your child's lunch, it will keep is food warm. To encourage self-reliance, please pack your child's lunch in containers that are easy for young children to open and close by themselves. Reusable containers are strongly encouraged!

To keep in mind : you know your toddler and how messy he/she can be when she eats spaghetti meatballs for example or noodle soup. Now imagine 20 little messy eaters. We don't have a magic fairy cleaner, we clean all day long the kiddos mess, we would appreciate if you pack an easy lunch for your child. Merci!

### Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions.

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## HEALTH

### Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org).

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center.

Due to the current Pandemic . **We will have a ZERO TOLERANCE POLICY for illnesses.**

The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Due to Covid 19- we will refuse any children with a runny nose.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (99.8°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Requirements for parents to follow to avoid exposing other children in the classroom to possibly contagious illness are as follows:

- Children with a temperature above 99.6 degrees F must be fever free for 24 hours before

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returning to school. Injuries that happen at home or over the weekend should be taken care of prior to returning to school. If a child vomits or has diarrhea during the night or in the morning before school, that child should be kept at home for 24 hours from the last episode.

- If a child has a productive cough that cannot be controlled with medication, then that child should stay home.
- If a child has been diagnosed with a communicable illness such as chickenpox, impetigo, scabies, lice and/or ringworm or conjunctivitis, COVID 19 that child should be kept home until cleared by a doctor.
- If a child has eyes that are red, swollen, itchy, producing purulent drainage, or have a crusty appearance upon awakening, that child should be kept at home until cleared by a doctor and symptom free.

Children who have been ill may return when: CLEARED BY A DOCTOR!

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
- The child's physician 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.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.
- YOU will need a note from the doctor to come back to school , so we are all sure the cough is not contagious

### Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### Medications

- (A) Our center does not administer prescription or over the counter medication to children.
- (B) All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

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- Non-prescription medications require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- (C) Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the physician, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

### Communicable Diseases/ COVID 19

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- COVID- 19
- Tuberculosis

### SAFETY

#### Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Note that your child's clothes will get dirty and stained. So please be aware of that .

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## Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a text, or we will notify you at the door to explain the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

## Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

A phone call will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

## Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

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## Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## EMERGENCIES

### Lost or Missing Child

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

### Fire Safety

Our center is fully equipped with fire alarms, smoke detectors.

Our fire evacuation plan is reviewed with the children and staff on a 3 months basis.

### Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

### Earthquake and Disaster Plan Emergency Drills

While most of us do not like to think about the possibility of an earthquake or disaster, good planning in advance will help to avoid confusion and panic should an earthquake or other disaster occur.

AT the entrance you will find an Emergency Disaster Plan posted. The plan indicates staff assignments during an emergency evacuation, facility exit locations and temporary re-location sites. You should familiarize yourself with this information.

CMF conducts monthly fire and earthquake drills. The drills are conducted in order to give children

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and staff experience and confidence in case there is an actual disaster.

In the event of an earthquake or other serious disaster, you may not be able to get to the center or to contact the center by phone. We have emergency supplies such as extra food, blankets and clothing. Staff will remain with your child until you or your authorized representative is able to pick up your child.

If our building is unsafe in the event of an earthquake, the staff and children will be moved to the following site:

Rossi Playground at 600 Arguello Blvd.

Back-up emergency meeting place: Muriel Leff Mini mark on 7<sup>th</sup> avenue Between Anza and Geary. If there are injuries, staff and children will be taken to the nearest medical facility in operation: ST Mary's Medical center : 450 Stanyan St, San Francisco

### Child Day Care General Licensing Requirements

The Department of Social Services shall have the authority to interview children or staff, and to inspect and audit child or center records, without prior consent.

CCL is required to make provisions for private interviews with any child(ren) or any staff member; and for the examination of all records relating to the operation of the early care and education center to the Department of Social Services, the State Department of Education and other funding/regulatory sources.

The Department of Social Services shall have the authority to observe the physical condition of the child(ren), including conditions, which could indicate, abuse, neglect, or inappropriate placement.

### Megan Law

The State of California passed legislation that allows you to check with local law enforcement agencies or online at <https://www.meganslaw.com/> to see if there are people residing near your home or your childcare center who are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

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## Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Color Me French preschool LLC** Family Handbook. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **the Color Me French preschool LLC** Family Handbook that I do not understand.

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Recipient Signature

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Date

Karine Leung

Center Staff Signature

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06/15/2020

Date

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