



WESTLAKE DAYCARE & PRESCHOOL
POLICY HANDBOOK
www.westlakepreschools.com

Welcome to my childcare and education program. I provide a safe and nurturing learning environment with a daily routine and activities to help children thrive and develop socially, emotionally, physically and intellectually. Please read the policies of my childcare carefully.

Family Child Care License.

In order to provide child care, I have met all requirements according to the State of California Regulation for Community Care Licensing (Title 22, Division 12, Chapter 3). My helpers and I are certified in Pediatric CPR, First Aid, Preventive Health and Safety. I obtain a background clearance for anyone who comes in contact with our children, including volunteers.

About us.

At Westlake Daycare & Preschool , we are dedicated to creating a nurturing, stimulating and welcoming environment for all children. Our unique program incorporates a variety of educational theories, while always keeping the child's best interest in mind and allowing for hands-on, experiential learning.

In our program, you will find a good balance of structured and free play activities. Each day is intentionally planned to offer a variety of experiences that build skills across multiple domains such as: language, math, science, social studies, art, physical development and social skills. The result is a meaningful learning experience where children build a foundation for lifelong learning.

Activities/Curriculum.

I conduct a variety of activities with your child, including:

- Language development (including fine motor skills)
- Story Time
- Math (numbers, counting, shapes, pattern)
- Potty training (daycare location)
- Music and Dance
- Arts & Crafts
- Physical exercises
- Board games and manipulatives
- Outdoor play
- Intro to Russian language

I allow kids to watch TV with educational programs and in good moderation.

Clothing and items from home.

Please make sure your child has a complete change of clothing at the childcare at all times, including underwear and socks. Please bring a different change of clothes depending on weather and seasons. Please do not allow your child to bring anything into the childcare: no toys, candy, money, etc... We will not be responsible for any lost or misplaced items.

Naps and quiet time.

All the children take time to rest daily. Each child has his/her own clean and separated mat, bedding and you may bring a special blanket or/and stuffed animal for quiet/nap time.

Meals.

I believe good food and nutrition are essential to a child's healthy growth and development. I provide home-made meals consisting of four food groups:

Breads and Cereals are essential sources of carbohydrates, vitamins and minerals, and provide fiber as well.

Fruits and Vegetables provide another variety of carbohydrates, vitamins and minerals, as well as fiber.

Meat and alternatives are an important source of protein, fats, vitamins and minerals (particularly iron).

Milk and dairy products provide a balance of proteins, carbohydrates and fats, and are an important source of calcium and vitamin D.

Our children enjoy a variety of healthy foods every day. Our sample menu:

Breakfast: Cereal mix / oatmeal with blueberries / French toast with bananas / pancakes with sour cream/toasted waffles with yogurt /veggie omelette/ bagels with cream cheese and cucumbers
Served with 1% organic cow's milk.

Lunch: Chicken noodle soup / veggie soup / green pea soup / beet soup / turkey meatball soup / cabbage soup/ minestrone soup
Served with wheat bread/turkey/cheese and 1% organic milk

Dinner: Mashed potato, beef meatballs, cucumber / buckwheat, chicken, bell peppers / rice, fish fillet, tomatoes / pasta, turkey, avocado salad/ sauteed veggies with beef and barley/
Served with fruits and 1% organic milk.

On special occasions such as BIRTHDAYS or holiday parties, children are allowed to eat cake or cupcakes. We allow parents to provide your choice of food and decorations. It is distributed in moderation. I understand that an overload of sugar is unhealthy. If you are concerned about sugar intake, do not hesitate to let me know. We like to serve lots of fruits and water as well. **Please notify of any other special diet requirement or allergies.**

We set everything up and create wonderful celebrations for the kids. Parents are asked not to participate in order to maintain good discipline and order in class.

Sick child policy.

Sick children are to stay home. Please do not send your child to the childcare if he/she has any of the following symptoms for at least 24 hours after last:

- Fever (100 degrees or higher)
- Skin rash (written statement from a doctor that the rash is not a communicable condition should be provided to return to the childcare)
- Diarrhea
- Vomiting (2 or more times in a day)
- Any parasitic infection
- Pink eye
- Lice
- Any other communicable or contagious disease 24 hours (medications free) prior to re-admittance.

Administering medication.

I do take the children, who are on prescribed medication when the doctor indicates that they are no longer contagious. Before dispensing medication, I require a signed release from the doctor and a written request from the parent for each medical prescription. The medicine must be in its original container, labeled with directions and the child's name.

Immunization.

Parents are required to keep the child's immunization current and send a copy of the immunization records to me. Parents must update the immunization records yearly.

Pick up children.

Occasionally your child may need to be picked up from childcare by someone other than a parent/guardian. Parent must provide me with the name and a photo of each person, who is authorized to pick up your child. Please notify me in advance if an authorized person will be coming to pick up your child.

Mandated Reporting.

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to agency or police as required by California State. This is simply listed to make you aware.

Parking for drop off and pick up.

Please park your car along the curb and do not block our neighbors' driveways. Never leave your car with the engine running, blocking someone's driveway, or double-parked, even if it is just a few minutes. We do not like complaints or citations and would appreciate your cooperation.