

# Poppy Patch Child Care Center

## PARENT HANDBOOK

Welcome to Poppy Patch Child Care Centers! We are glad that you have chosen the Poppy Patch Child Care Center for your child's preschool and child care experience. We feel that we offer a unique program with the special benefit of being an on-site center. We are a non-profit organization governed by a Board of Directors, enrolling children of state employees as well as the general public. Our staff is trained in early childhood education and we provide care to all children and families without regard to race, color, creed, sex, national origin or disability.

### Our Mission Statement...

"The Poppy Patch Child Care Center provides children with a diverse, happy, safe, nurturing environment, encouraging active learning. We are committed to cooperatively fostering children's social, emotional, and cognitive needs in order to build self confidence for a productive future."

We hope this handbook will answer any questions that you may have. Please read it thoroughly and feel free to ask for additional information if needed. We look forward to growing and learning and playing together!

### The Staff at Poppy Patch

Main Number/ Phase III (916) 845-4949

Phase I (916) 845-6949, Phase II (916) 845 - 6033

9646 Butterfield Way • Sacramento, CA 95827 • License # 340308750

# 340320736

• 9638 Butterfield Way, Sacramento, CA 95827 # 343610520

### **Upon Entering the Center**

The Center is open from **5:45am to 6:00pm**, Monday-Friday. You will need to sign your child in and out each day **using your full signature** and leave a daily phone number where you can be reached. No person under the age of 18 years can sign a child in or out. We will need a list of all persons authorized (and unauthorized) to pick up your child. Please keep this list updated and accurate at all times and inform our staff daily if anyone other than yourself will be picking up your child at any time.



**Security & Badges:** Because we are located in a state building, security is necessary and so are badges. Anyone dropping off or picking up your child will also need to get a picture ID badge. Forms are in your enrollment packet. If you have problems with your badge our Office Manager and Directors will be happy to assist you. Badging hours are limited so please plan to get your badges prior to your 1st day.

**Parent Information/Parent Participation:** Notes, calendars, flyers, etc. can be found in the parent mailboxes. Please check daily. A check mark on the sign-in sheet will indicate if you have mail. Children's art work is kept in a basket on counter. Parents and relatives are strongly encouraged to participate in school activities, as well as, in the classroom itself. Ideal ways to participate include reading stories, sharing a talent or hobby, and gardening, repairing equipment, or just spending time enjoying the children. Parents can also help out by bringing in scrap materials such as paper, tag board or items that would be good for art activities and making games.

**Parent Board Members:** The Poppy Patch Board of Director's holds an annual election for people interested in becoming members. Election activity begins in March and elections are held in June. Board Member responsibilities are outlined in the corporation's by-laws available upon request. A list of Board Members and their phone numbers is posted on the Parent News Board.

**Clothing/Bedding:** Please dress your child in play clothes that are comfortable and okay to get a little messy. Your child will need to bring in an extra set of clothes to be left at school. Please mark all items. If your child is potty training, please use elastic waistband clothing during this time and refrain from belts, tights, overalls. If your child is napping at school a sheet and cot will be provided. You will need to provide a small light weight blanket which will need to be laundered weekly by parents. Please mark blanket with your child's name.



**Fees & Tuition:** A non-refundable, one-time, Registration Fee is due upon enrollment. Tuition is paid the 1st of each month. You have the option to pay full tuition on the 1st of each month or make 2 payments during the month. Your signed Tuition Agreement will explain these options. Because our projected program budget and licensing requirements dictate our annual teacher-child ratios and enrollment, we cannot give refunds for days contracted holidays, or absences, regardless of your child's attendance. (Vacation credit is given after one year of enrollment.)

A 10% tuition discount is given to siblings -at the lower tuition rate.

**Physician's Report:** Physician's Report, License form #701, is required to be filled out by your child's doctor upon enrollment. We allow 30 days from your child's start date for you to return this form completed and signed by the Physician. If this form is not return within the given 30 day period, we can discontinue care until we receive the completed form. This form is part of your enrollment packet.

**Holidays Observed** (Poppy Patch will be closed)

New Year's Eve	Independence Day
New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day (and day after)
Washington's Birthday	Christmas Eve
Veteran's Day	Christmas Day (and day after)
President's Day	
Ceasar Chavez Day	
Memorial Day	



**Breakfast, Lunch, Snack:** Three free meals are served daily. A monthly menu calendar is sent home the first of each month. The breakfast count is taken at 7:30am and served at @8:00am and the lunch count is taken @10:00am and served @11:00am. If you would like your child to be included for breakfast you should arrive no later than 8:00am. You can call to be added to the count only if you arrive before breakfast is served. Parents are welcome to take their child out to lunch at any time. Please let us know in advance if you need a tray made up for your child. A meal sign-out sheet is provided next to the daily roster.

**Attendance:** If a child is going to be coming in for the day after 10:30 am, a parent **must** call the center to advise the director. This is required to assure our ratio's are met and so we may plan for a child attending late.

**Items From Home:** Please do not allow your child to bring toys, candy, sodas or gum to school. If items are brought to school, parents will be asked to keep them for

their child. Specific items may be requested on our monthly calendars or if it is a Show & Tell day. Sorry, we can not be responsible for lost or broken items.

**Birthdays:** Birthday recognition will be given at circle time. Please bring in a picture of your child for our birthday bulletin board during his/her birthday month. If you would like to bring in a special birthday snack please ask staff for a head count. A new tradition (optional) has the birthday child bringing in a favorite hard-back storybook to be shared and read at circle time. The book is then donated to our library with a remembrance written inside the book cover. If your family does not partake in birthday celebrations, please let us know.

**Illness:** For the protection of all students, we can not accept your child at school if he/she is showing any signs or symptoms:

- A temperature in the last 24 hours
- Discharge from ears or eyes
- Diarrhea or vomiting in the last 24 hours
- Nasal discharge green in color
- A rash of unknown origin or known to be contagious

Children who have been exposed to a contagious disease need to be kept home and the exposure should be reported to the center. Contagious diseases include: strep throat, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, pink eye, etc...

**Parent's Responsibility:** *If any of the above signs and/or symptoms is present at time of drop off, If the signs and/or symptoms become apparent after the parent has left the center, that parent will be called and asked to pick up their child within 1 hour. In any of the above cases when the child is sent home he/she must stay home the remainder of that day and the following day or longer until they have been symptom free for 24 hours. Your child must be free of all signs and/or symptoms before returning to Poppy Patch.*

**Personal Family Issues:** Poppy Patch Child Care Center will make every effort to abide by court orders involving child custody and family disputes, or to otherwise adjudicate such disputes. The center reserves the right to deny or discontinue child care whenever the staff or management determines that a custodial or other dispute may jeopardize the facility, staff or children.

**Medical Emergencies:** In the event of a medical emergency or an accident, we may call 911; contact the parents and the doctor of your child. If it is impossible to reach either, and should emergency treatment be required, the child will be taken to the closest medical center. Emergency forms must be kept updated.

**Photographs & Publicity:** Photographs of students participating in our programs may be taken from time to time and may appear in newspapers, brochures, etc. Permission to use photographs without compensation is part of this agreement.

**Medicines:** All medications to be given to your child by our staff must be prescribed by a physician, be in the original container and marked with your child's name, dosage, doctor's name and prescription number. There is Parent Consent for Administering of Medication and Medication Chart form (Lic. form 9221) which is required by the Department of Social Services. Please personally give all medicine to a staff member. Medicines can not be given if not signed in by parent.

**Mandated Reporters:** The State of California requires all staff members of child care institutions to be mandated reporters to the state in regards to all cases of suspected child endangerment. Therefore, our staff is required to report to the state any suspected cases of abuse and neglect. The Department of Social Services Community Care Licensing has the authority to interview children or staff and to inspect student files.

**Zero Tolerance Harassment Policy:** Our Center strives to provide children, parents and employees with a healthy, safe, productive environment. It is our policy that intimidation, threats, harassment, assaults and acts of violence of any kind will not be tolerated. Appropriate actions will be taken to protect both verbal or written and physical behavior for purposes of this policy, the following definitions will prevail:

*Intimidate:* to make afraid, to frighten, alarm or scare.

*Harassment:* creating a hostile work environment thru unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism or name calling. Physical harassment may include impeding or blocking movement, holding, following, stalking, or any other unwanted and inappropriate physical contact.

*Sexual Harassment:* unwanted sexual advances, requests for sexual favors, verbal, visual or contact of a sexual nature that occurs under any circumstances.

*Assault:* a violent attack, either physical or verbal, attempt to injure another physically. including pushing, kicking, shooting, stabbing, or explode vice or use of any weapon.

**Emergency School Closures, Dismissal or Relocation:** If an emergency occurs that would warrant an emergency school closure or relocation (outside of regular school hours or during regular school hours) every effort will be made to notify parents by use of telephone, emergency broadcast system, or parents can call

the FTB work information number at 1-888-259-5485, or the main Security number (916) 845 - 4626. Children will be released to parents and/or adults listed on emergency forms only.

In the event of a non-emergency situation, children will be relocated to an alternative site - either another center or emergency evacuation route/site. Once the center has been deemed safe to re-enter, daily business will continue. In the case that we lose power and/or use of our toilets flushing for over 1 hour period of time, we will be calling parents to pick their child up for the day due to health and safety issues.

**(Please read following procedures)**

### **Emergency Evacuation Information**

Every month Poppy Patch has an un-announced fire evacuation/fire drill. We work with FTB security and emergency coordinators to conduct the drills and actual evacuations. There are several parents that work in the FTB building that assist with our monthly drills.

Our mock drills are to prepare us in case of a true emergency. It is very important that parents and guardians understand our procedures. The teachers are trained on specifics they must fulfill when evacuating the center. At Phase I the teachers have a walking rope they use with the children. The children hold on the rope while assisted by the teachers and security to their evacuation site. They walk out the exterior door of the playground on the sidewalk to east parking lot. They continue to the parking lot on sidewalk until they reach a bench area.

At Phase 2, the teachers and security evacuate out the exterior playground door on the sidewalk to west parking lot. They continue until they reach visitors spot in parking lot.

At Phase 3 the infant teachers place 4 infants in an emergency crib with wheels and go through the front door walk along the black iron fence until they reach our meeting point that is near the armed gate. The toddlers evacuate through the front door or emergency gate located at the front of the play yard. The teachers and management help the children walk to our meeting point. Monica, Dottie, Melissa, Raquel and Lou Ann are the last to leave the buildings. They do a final sweep with security in the building to ensure no one is left behind. When the teachers evacuate with the children they bring an emergency binder that has emergency contacts, instructions, and consent forms. They also bring a bag that has diapers, clothes, food etc... Each site has a designated person to bring out the large evacuation can that has emergency supplies (diapers, wipes, formula, food, first aid kit). Each site conducts a head count and takes roll. The entire center waits near the armed gate until security notifies them by radio the building has been cleared and we can now re-enter the building. All centers then again take roll.

These are the steps to follow in case of a relocation emergency;

1. The above plan of action will take place except for waiting at the gate.
2. When we reach our meeting point emergency Poppy Patch drivers will take several children and staff in approved vehicles to Capitol Christian Center located at **9470 Micron Ave 916-362-5304  
Sacramento, CA 95827**

IT IS VERY IMPORTANT THAT PARENTS THAT ARE NOT ON OUR EMERGENCY EVACUATION LIST DO NOT ENTER THE BUILDING DURING AN EVACUATION. We have a plan in place to ensure a quick response that is safe. If a parent enters the building or takes a child it can cause unnecessary confusion. The parent is not accounted for and could be left behind and if they assist with a child it can create staff to believe there is a child not accounted for, causing that staff to be put in harms way by not evacuating with the rest of the group and they could be left behind or injured.

In the event of a true evacuation the numbers you are able to call to receive information regarding the Poppy Patch is 916-845-4626 and 1-888-259-5485. The direct line to FTB security that you may call in case of emergency. They are able to give you information regarding the situation. They communicate with Poppy Patch via security radios during evacuation and/or emergencies.

**Upon reading and understanding Poppy Patch Parent Handbook, you will be required to sign our "Tuition and Handbook Agreement Contract". Please don't hesitate to call us if you need any further information on any policy or procedure.**



**Thanking you in advance for your cooperation and interest in our school and the quality care you have chosen for your child.**

**"In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW. Washington, D.C. 20250-9410 or Call (800) 795-3272 or (202) 720-6383 (TTY). USDA is an equal opportunity Provider and employer."**

