

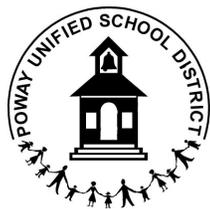
PEARL Center

Poway Unified School District



PARENT HANDBOOK

Revised August 2021



PEARL Center Supervisor

Regan Hartman

Morning Creek Elementary School

10925 Morning Creek Dr., South
San Diego, CA 92128

(858)748-4334

Extension 2123 Infant Room

Extension 2159 Twaddler Room

Extension 2125 Two Year Old Room

FAX:

Medication Policy and Plan

Any over the counter or prescription medication that you would like administered at school will require an Authorization for Medication Administration form (PUSD form H-26). This form needs to be completed by your child's physician. If your child has a life threatening allergy there are additional form that will need to be completed. A call will be made to the parent prior to administering the medication unless it is an emergency medication. The time and dose given will be logged each time it is administered.

Services Provided for Medical and Dental Emergencies

As noted on the Student Enrollment Form:

When deemed necessary, I authorize school district personnel to secure emergency services (medical, dental, paramedic, ambulance) for my child at my expense and to release any pertinent medical information.

Identification and Emergency Procedures

Upon enrollment you will be required to provide a list of all people over the age of 18 who are permitted to pick your child up from the PEARL Center. Please make sure that all phone numbers are correct. Please update this information if anything changes. Until the staff gets to know anyone who is authorized to pick up they will be required to provide picture identification before being allowed to pick your child up.

Absences

Please call the center before 8:30 am, at (858)748-4334, if your child will not be attending for the day.

Nondiscrimination Policy

It is a goal of PEARL Child Care Center to serve the child care needs of students, parents and staff, regardless of race, gender, class, ability, ethnic background of children from the age of 6 weeks through 3 years.

Photographing Policy

At various times through out the year, we will be taking photographs to display for center use only. Each family needs to sign a photograph permission slip for the center to be allowed to photograph your child.

Children’s Rights and Parents’ Rights

We follow the Department of Social Services, Community Care Licensing requirements for both children’s rights and parents’ rights. At registration you will complete forms LIC 613A and LIC 995 and this information will also be posted on the parent information board in each classroom.

Medical Assessments/TB test

A physician’s report is required to be completed by your child's physician upon enrollment at the PEARL Center and will be kept in your child’s file at the site.

Immunizations

We follow state guidelines regarding required immunizations and a copy of the up to date immunization record needs to be turned in upon enrollment. As your child gets additional immunizations you will need to provide an updated copy to the center director.

Welcome to the PEARL Center at Morning Creek Elementary! We are pleased to have you and your child join the program.

One of our major goals is to support the Poway Unified School District Employees by providing a program that assures you and your child will be nurtured in a warm and loving, environment that is safe, happy and a stimulating experience.

It is the goal of the PEARL Center that the staff work to enhance the natural characteristics of young children by providing care and education in a safe, nurturing, and stimulating child-centered environment with the ultimate outcome to have our children become successful, confident, and responsible members of our diverse society.

PEARL Center staff will always be available to parents. Please let us know if there is anything that we can do to allow for the needs of you and your child to be met.

I hope you and your child’s experience here will be challenging, enjoyable, and rewarding.

Thank you for the privilege of allowing us the opportunity to work together and form relationships with you and your child.



Staff Commitment for Quality

The PEARL Center staff have completed the Program for Infant/Toddler Care (PITC) or have taken Child Development college courses and receive continual training.

PITC is a nationally recognized training program designed to improve the quality of child care services for infants and toddlers and was developed through a long-term collaboration between the California Department of Education, Child Development Division and WestEd.

Parent Opportunities

The PEARL Center staff will work with Parents to utilize the Ages and Stages Questionnaires (ASQ). This system was designed to assist parents in monitoring the development of your children. By involving parents in the reporting of their children's developmental progress, our program will have more flexibility in information gathering and allows staff to provide an individualized approach to the children. The ASQ system has three components:

- A set of questionnaires
- Procedures for efficient and effective use of the questionnaires
- Planning the monitoring program

We are pleased to be able to offer this program for you and we think this is a valuable learning tool for your infants and toddlers.

Class Placement

The PEARL Center Director will meet with parents prior to the child's start date to go over the needs and services form and infant sleep plan to determine the best class placement based on age, developmental stage and availability in each class.

PEARL Center Schedule

7:00-9:00

Greet parents and children.
Help children and parents say good-bye.
Encourage children to explore environment in their own way.
Art or enrichment activities.
Clean up and wash hands.
Prepare and eat snack.
Discuss plans and news for the day.

9:00-11:00

Change diapers and potty stop
Help children get ready to go outside
Group walk or outdoor play time
Wash hands and read stories

11:00-2:00

Help prepare and eat lunch
Clean up and wash hands
Change diapers and potty stop
Read stories, play music
Help children prepare for naps
Wake up and cuddle time
Change diapers and potty stop
Wash hands, prepare and eat snack

2:00-5:00

Play indoors and outside.
Read stories and quiet play: table art or toys.
Help parents and children reunite and leave for home.

Supplies Needed

Infants

Enough labeled and premade bottles to get through the day

Extra empty bottle

Individual 2 cans of premixed formula (if applicable)

Labeled and freezable breast milk supply (at least enough for 2 feedings) (if applicable)

Pacifier (if needed)

Diapers (disposable)

Wipes

Diaper ointment -with Med. Authorization form with parent permission only (PUSD form H-26).

Blanket or comfort item

Extra clothing: minimum of 3 outfits

1-4 pictures of your family

Toddlers

Two extra sets of clothing (more if toilet learning)

Diapers

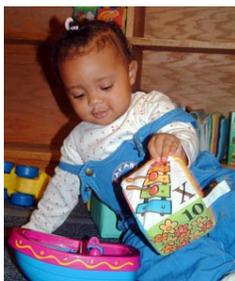
Wipes

Pacifier (if needed)

Nap blanket

Blanket or comfort item for naptime

1-4 pictures of your family



Staff Qualifications

Research in the field of early childhood education reveals that staff qualifications are the single most important measure of quality in the child care center. Each classroom is staffed with fully qualified teachers who meet and exceed the State Licensing Standards of higher education and classroom experience.

Emergency Plans and Procedures

Our staff members are certified and trained in CPR, First Aid and Emergency Procedures. We will participate in monthly drills with the school. Parents need to keep emergency information, especially phone numbers, up-to-date.

Morning Creek Elementary is in Zone D of the PUSD Disaster Plan. In the event of an evacuation, our Primary Center will be Rancho Bernardo High, 13010 Paseo Lucido, San Diego, 92128 and our Secondary Center will be Bernardo Heights Middle School, 12990 Paseo Lucido, San Diego, 92128.

Discipline: Biting/Excessive Physical Behavior

Prevention methods are stressed at the PEARL Center. This starts with teaching children about good social interactions and respect of others. In creating a trusting and secure relationship between the child and primary caregiver, a child should always feel safe from harm. We encourage 'gentle' touches for interacting with friends.

Other techniques used for prevention of biting or excessive physical behaviors:

- Multiple toys, provided
- Adequate space
- Lots of positive attention throughout the day
- Teacher observation for signs of anxiety or frustration
- Helping each child develop language skills
- Helping each child learn to relax when upset or tense

Under severe circumstances (if a child bites or is excessively physical more than twice in one day) you will be required to pick your child up for the remainder of that day.

If the behavior continues then we will meet to develop a plan. The very last resort would be dismissal from the program. Corporal punishment is never permitted.

Pearl Center Policies

Admission eligibility

The center is available for Poway Unified School District employees. Registration will be held annually in May to sign up for the following school year. Continual registration will be available if there are open spots in the center.

Allergy Alert

Due to the possibility of severe allergic reactions, we ask that NO products containing nuts, be brought into the center.

Child Release

Children will only be released to adults listed on the Emergency Identification Form. Please be sure to check that a person is listed on the Identification Form before sending them to pick up your child. A picture ID may be required if an adult is unfamiliar to program staff.

Clothing

While at the Center, your child will have opportunities for active play and exploration. Paint, sand, water and mud are integral parts of the child's explorations. Please dress your child in comfortable clothes that are able to get dirty. It is also helpful for toilet learning children to have clothes that can be removed and replaced easily.

Please be sure that your child wears shoes in which they can play safely. Tennis shoes are highly recommended for toddlers.

Fees will not be assessed for days the center is closed. Fees are based on the schedule you choose and credits will *not* be made for sick days or absences.

Bills will be sent to your provided email address given at registration and all fees are due by the 1st of every month. Late payment fees of \$20 will be added to your account on the 15th of each month. Please contact the Finance Office with any questions regarding your account. The finance office can be contacted at (858)521-2800 x2228.

A late pick-up fee will be assessed when your child is left beyond PEARL operating hours. The late pick-up fee does not constitute an agreement for PEARL to provide after hours service, nor will the late fee be applied toward monthly fees. Chronic lateness at closing time may be grounds for termination of enrollment. Late pick-up fees will be charged as follows:

00-05 minutes late, the late pick-up fee is \$2.00 per minute per child
06 to 10 minutes late, the late pick-up fee is \$20.00 per child.
11 to 30 minutes late, the late pick-up fee is \$45.00 per child.
31 to 60 minutes late, the late pick-up fee is \$75.00 per child.

"Shoe-Free" Environment for Infant Rooms

With infants commonly on the floor, we want to provide a clean, safe, and healthy environment in the Infant Room. We practice a "shoe-free" policy in this room. We ask that adults entering the carpeted area of the infant room please remove their shoes or slip a pair of shoe covers over their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet; particularly during the cold weather. The infants spend much of their time exploring on the floor, so it is best that these areas be kept as clean as possible



Transitions

Children will be transitioned from one class to another based on three factors: chronological age, developmental readiness and availability in the classroom. Parent and teacher will decide the best and most comfortable way for the child to change classrooms.

Naps

Babies will be permitted to sleep throughout the day, according to their own schedules. Toddlers will have a rest time after lunch time; children will be allowed to wake up on their own. Infants will be rocked to sleep and toddlers will be soothed by soft music and back rubs. Children will be encouraged but never forced to sleep.

Open Door Policy

We welcome parents to come at anytime. Please remember to enter the room quietly so that sleeping babies are not disturbed. While visiting the infant room, furnished shoe covers are required.

Playtime

The children have a large variety of age appropriate toys in the classroom. Weather permitting, children will extend their play outdoors, and take walks (infants in strollers). Another important play experience will happen with one on one time with the caregiver. Music will be played in the room throughout the day. We welcome you to bring in music selections that your child enjoys.

All activities are developmentally appropriate and will be designed to meet each child's physical, emotional, social, and cognitive needs.

Schedules and Fees

The PEARL Center allows the flexibility of choosing your weekly schedule based on classroom availability. Two weeks advance notice is required for all schedule changes. Fees for the center will be provided at enrollment.

\$175 Family Registration fee will be charged yearly.

Communication with Parents

With children under 12 months of age PEARL Information Sheets will be completed daily. Please be sure to take a few moments to fill out the top portion of the form and take your copy of the completed form home at the end of each day.

Toddlers will have a daily form posted in the classroom near their cubby that summarizes their day..

Each class will have a Bulletin Board that provides information including Newsletters, calendars, notices and parent education opportunities.

Daily Schedules

Infants will set their own schedules; the caregivers will work closely with parents to ensure that each individual child's needs are being met.

Toddler Schedule:

Daily schedules will be posted in the classroom and provide activities that will be balanced with outdoor/indoor play, enrichment activities, including large and small motor skill development, quiet rest time, and exploration time.

Daily Sign In/Out

Please be sure to sign your child in and out each day. It is a licensing requirement that you use a full signature. It also provides quick accountability for children during drills and emergencies.

Department of Social Services/Community Care Licensing

This department has the authority to interview children or staff without prior consent.

Diapering

You will need to leave a supply of diapers and wipes to keep at the center and we will notify you when the supply needs to be replenished. We are unable to accommodate cloth diapers.

Health and Safety

Accident forms will be completed to document whenever a child is injured at the Center. Parents will take one copy and a copy will go in your child's confidential file. In order to be confidential staff will not be able to reveal the name of the other child(ren) involved in the incident.

Please keep your child at home if any of the following conditions are present:

- Fever of 100.0 degrees or higher with behavior changes or symptoms of illness
- Diarrhea- More than 2-3 times in an hour
- Vomiting- More than twice in a 24 hour period
- Excessive coughing
- Pink eye
- Unusual rash with behavioral changes or fever
- Persistent stomach pain-more than 2 hours
- Behavioral changes such as irritability, loss of appetite, listlessness, persistent crying, difficulty breathing, or general discomfort
- Communicable disease present. Please consult with your doctor for the appropriate time for your child to return to the center.

Please be advised that the above criteria will be looked at when sending sick children home.

Hours of Operation

The PEARL Center is open Monday thru Friday from 7:00 am to 5:00 pm.

Items from Home

Label items brought into the Center whenever possible. The Center will provide a variety of age appropriate toys and activities. Limit bringing toys to school. Please remember the Center is not responsible for personal items that are broken, lost or stolen.

Meals

Please use only plastic bottles and containers that are clearly labeled with your child's name. All formula bottles must be pre-mixed at home and brought in daily. Bottles may not be left in the Center overnight. Cereal may not be given in a bottle due to State Licensing Regulations.

Infants are always held when being bottle fed. Children eating solid foods will be fed in a highchair or at a table appropriate to their size.

Due to the special considerations for children 6 weeks to 12 months, we are asking that all meals be brought from home.

Children over the age of 12 months will have 2 snacks, morning and afternoon, both provided by you from home. Lunches can either be purchased from the cafeteria for \$3.25 a day or brought from home. The Preschool monthly lunch menu can be found on the PUSD website under Food and Nutrition.

