

Introduction

The purpose of this handbook is to inform you of the policies and procedures of ***Magic Carousel Preschool and Academy***. In this handbook you will find the purpose and philosophy of the program, health and safety of your child.

If you have any questions or concerns that are not addressed in this handbook please feel free to speak to the Director/Owner.

The program is designed to provide the best possible care, and educational needs for your child. We are not here to replace you as the parent but to help with the development of your child. We encourage you to participate in the program as much as you are able. Parent involvement is the key to our success and our goal is to be an extension of your family.

Magic Carousel Preschool and Academy
“our goal is to build a strong foundation to your child’s life”

Philosophy and Purpose

**We are a child based center where children learn through play
and experience**

The philosophy of Magic Carousel is to provide a warm, loving, comfortable and inquisitive environment. Magic Carousel will allow the children, through the day, to explore a variety of developmental and age appropriate materials that are selected to emphasize exploration and discovery. Magic Carousel believes that children learn through active manipulation of their environment and experiences. At the end of each day we hope that we have helped the children reach their highest potential.

Magic Carousel provides service to children without regard to race, religion, national origin, ancestry or political beliefs. Each child will benefit from our program and we will make every effort to accommodate each child’s individual needs. We are dedicated to enhancing each child’s individual needs. We are dedicated to enhance the well being of children and their families through promoting culturally sensitive educational services and programs.

We hope to extend each child’s awareness of the natural, physical, and cultural environment through art, music, and dramatic play. We provide an environment where each child has the opportunity to work with others, identify with a social group and solve problems. We believe in cause and consequences and teach your child through “love and logic”, empowering your child to make wise decisions and learn through his/ hers mistakes. Overall we want the children to become great citizens. We also provide a wide range of experiences that contribute to their physical fitness and muscular coordination.

We at Magic Carousel will provide a warm loving atmosphere where there is time to talk, and always time to listen.

Parent Acknowledgement Form

This Parent handbook describes important information about Magic Carousel Preschool and Kindergarten. The policies and procedures in this handbook are not intended to be contractual commitments by Magic Carousel Preschool and Kindergarten and shall not construe them as such. The handbook is intended to be used as a guideline

Magic Carousel Preschool and Kindergarten reserves the right to change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated. As a parent I understand that I should consult the Director regarding any questions not answered in the handbook.

I acknowledge that this parent handbook is not a legal document. I have received the parent handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Parent's Name (Printed): _____

Parents Signature: _____

Date: _____

Infant Program

Magic Carousel's infant program will provide activities to develop and stimulate each infant at all stages. We provide a safe, caring, and loving environment for your child away from home. Our infants are nurtured by quality child development teachers. It is our goal that our infants and parents feel a sense of security and contentment while in our care. Working with you, the parents, we hope to make every phase of your child's growth an exciting experience.

Infant parents are responsible for:

- All food, snacks and prepared bottles until children are capable of eating table food and off the bottle
- At least 3 complete changes of clothing at all times (weather appropriate)
- All diapers and wipes
- A blanket and crib size sheet for nap time
- Jackets and hats as needed

*****PLEASE LABEL ALL OF YOUR CHILD'S ITEMS

Toddler Program: 1-2 Years

Our toddler program includes activities designed to stimulate your child's growth and development. Our teachers work with you to help transition your child from bottles to cups and diapers to potty training. Magic Carousel provides your child with an environment of caring, nurturing, and learning to further stimulate your toddler's natural curiosity and social development. Songs and activities are part of your toddler's everyday life. Building a strong self image and positive attitude are the beginning steps to a well rounded growth pattern.

Toddler parents are responsible for:

- Diapers and wipes
- At least 3 complete changes of clothing at all times (weather appropriate)
- Jackets and hats as needed
- A blanket and crib size sheet for nap time

*****PLEASE LABEL ALL OF YOUR CHILD'S ITEMS

Two's Program: 2 – 3 years (Non-Potty Training)

As you might have already noticed your child is now presenting every day more and more signs of curiosity and desire for independence not to mention a great sense of personality. We at Magic Carousel are committed to promote all of your child's wants and needs with part of development comes Potty Training. If your child is showing signs of potty training such as, verbal request and mannerisms we will meet with your family and develop a potty training agreement.

Preschool Program: 3 – 4 years

Our Preschool program includes activities designed to stimulate your child's growth and development. Our teachers work with you to help transition your child from each activity as they will be challenged, with activities that are age appropriate to help them grow. and develop. Magic Carousel provides your child with an environment of caring, nurturing, and learning to further stimulate your preschooler's natural curiosity and social development. Songs and activities are part of your preschooler's everyday life. Building a strong self image and positive attitude are the beginning steps to a well rounded growth pattern.

Preschool parents are responsible for:

- At least 3 complete changes of clothing
- Jackets and hats as needed
- A blanket and crib size sheet for nap time
- Every item must be labeled in permanent marker with your child's name

Pre Kindergarten and Kindergarten Program

Our Pre-k and Kindergarten program includes activities designed to stimulate your child's academic growth and development. Our teachers work with your child to help them prepare for the start of elementary school. The activities and academic program are age appropriate and will develop skills that will help them thru their early years of school. Magic Carousel provides your child with an environment of caring, nurturing, and learning to further stimulate your Pre-K and Kindergartener's natural curiosity and social development. Songs and activities are part of your Pre-K and Kindergartener's everyday life. Building a strong self image and positive attitude are the beginning steps to a well rounded growth pattern.

Pre-K and Kindergarten parents are responsible for:

- At least 3 complete changes of clothing
- Jackets and hats as needed
- A blanket and crib size sheet for nap time
- Every item must be labeled in permanent marker with your child's name

Admissions Policy

Eligibility

Children between the ages of 6 weeks thru Kindergarten

Registration

Enrollment application form must be completed by a parent or legal guardian and returned to the school with a \$75 non-refundable registration fee.

Tuition

Tuition is done Monthly or Semi Monthly. If you chose Monthly, tuition is due on the 1st of each month. If you choose semimonthly, tuition is due on the 1st and on the 15th of each month. Tuition is due no later than Monday of the week your child will attend if other arrangements need to be made they must be made with the director and in writing to keep with your child's file. A \$15 dollar late fee will be charged if payment is not received by Wednesday evening. There will be a \$25 charge for any returned check. You are required to give a two week notice when you are withdrawing your child from Magic Carousel. You are responsible for payment of the two weeks regardless of your child's attendance. There will be a 10% discount for a second child of the family already enrolled. There will be a \$25.00 referral fee for recommending a new family.

Hours

Magic Carousel is open from 6:00 am to 6:00 pm Monday thru Friday. Parents will be expected to bring their child and pick up at the agreed times unless other arrangements have been made with the Director/Owner in advance. There will be a late fee charged (\$1.00 per minute) to the parent after 6:00 p.m., this is to be paid to the teacher that is waiting with your child.

Termination

Magic Carousel reserves the right to terminate any client for any reason the following are causes for termination:

- Your child is not profiting from our school experience physically, socially, or emotionally
- Failure to meet the contractual agreement (non-payment of fees)
- Failure to provide your required forms for your child's file
- Two weeks written notice is required when you withdrawal your child
- If you choose to leave sooner full tuition for the two weeks is due

Custody

Magic Carousel will not voluntarily become involved in child custody disputes. Our records and personnel are not available unless subpoenaed by the court. It is our policy to require both parents to attend any parent conferences regarding their child and to honor any court dictated arrangements regarding delivery and or pickup of their child to and from school.

Vacation Time

Magic Carousel will offer one week of vacation per year (September thru August). The time off must be taken in one week increments and tuition will be waived for that week.

Holidays

Magic Carousel will follow the national holidays and tuition is due for these days. The school will be closed on:

- Labor Day
- Veterans Day only on Friday or Monday
- Thanksgiving Day
- The day after Thanksgiving
- Day before Christmas
- Christmas Day
- New Years Eve
- New Years Day
- Martin Luther King Jr. Birthday
- Presidents Day
- Memorial Day
- Fourth of July
- If the 4th of July falls on a Saturday or Sunday we will be closed on Friday
- **One Staff Development day on the Friday BEFORE Summer Camp Starts.**

Arrival

Upon arrival Parents need to sign in, with your full signature and time arrived on the sign in sheet provided with their child's name on it every morning. After signing in you are asked to accompany your child to the classroom with a teacher present. You are welcome to stay as long as you desire, but if you say "good bye" that means you are leaving... The teacher will help to provide a smooth transition for your child. Please be sure to say good bye. No sneaking out!

Departure

No child will be released to anyone that is not authorized by a parent or guardian to pick up the child. Written or verbal authorization is required for changes. Parents must notify the Director/Owner or any teacher when someone else is picking up their child. The person picking up must bring proper photo id and will be required to sign out the child. A call will be placed to parents to verify if it is ok to release their child to a person not familiar to the staff. You are required to sign your child out with your full signature and time.

The Health and Safety of your Child

Health Policy

The state of California requires a licensed physician's certificate of good health upon the entrance to Magic Carousel Preschool; this must include your child's immunization record. Your child must also have a negative TB test. The staff at Magic Carousel must meet the same requirements.

Your child's health and safety is important to all of us at Magic Carousel. When your child arrives each day a quick assessment of your child's health will be given by the teacher in charge. If your child shows any signs of illness that would make it uncomfortable to be at the school all day you may be asked to take your child home. Your child may be sent home if any symptoms of illness appear during the day. In such cases your child will be isolated from the other children and you will be contacted immediately to pick up your child; by doing this we can reduce the spread of the illness. Your child will be made comfortable until a parent or authorized person arrives. Please call the school if your child will be absent. Children should be kept home with illness such as the following:

- Has been vomiting within the past 24 hours
- Has had a fever within the past 24 hours
- Has heavy nasal discharge
- Has a constant runny nose or cough
- Has had diarrhea within the past 24 hours
- Has a possible symptom of a communicable disease within past 24 hours (conjunctivitis, impetigo, etc.)

Your child must have a doctor's release before returning to the school after having a contagious disease including but not limited to chicken pox, conjunctivitis, hand foot and mouth, impetigo. It is very important that the family have backup care for their child when they are ill. Magic Carousel is not equipped to care for sick children

Biting

Magic Carousel understands that biting is a form of communication and normal Developmental behavior however in extreme cases where biting is excessive we have developed a plan of action. 1.) We will always attend to the child that was bitten first. 2.) We will use redirection when dealing with the child that bites. 3.) We will always take a look at our own program and investigate if the biting is appropriate. 4.) We will work with the family of the child that is biting and develop an appropriate intervention plan

In extreme case of biting the child may be disenrolled

Medication

No medication of any kind will be administered to a child without the parent's written permission and instruction for each medication. Medication forms must be filled out by the parent completely in order for staff to administer the medication. The medication must be in the original bottle with the child's name on it and must be given to the teacher in charge.

DO NOT leave the medication in the child's cubby, on any counter, or the desk in the office. All medication will be kept in a secure location in the kitchen. If you would like to administer the medication yourself you may come to the school and the appropriate time please let the director know.

What to wear at school

Your children learn by doing and experimenting this means they must be free to explore their environment. For your child's comfort please remember to provide simple clothing that is free of complicated fastenings. Provide clothing so the children will be able to play in sand, mud, water and other outdoor activities. They will also have the opportunity to work with paint, clays, and other art materials. The possibility of the children getting dirty is inherent in the full participation of the program. Please dress your children accordingly. Children should be dressed in comfortable clothes and shoes. Flip flops are not allowed to be worn at school close toed shoes are preferred. Please bring an extra set of clothes to school that will stay in your child's cubby in case of accidents. This should include socks, underwear, pants, and a shirt, please label everything so they will not get lost. If a child needs to use this extra set please bring a new set the next day.

Accident and Injury Policy

The staff members at the Magic Carousel will respond to and document all injuries and accidents that occur at the school. Children are little and are frequently moving in and around their environment we do recognize this behavior as a part of the child's normal developmental pattern. Knowing this, we make every effort to protect your child but there are still many windows of opportunity for accidents to happen. Teachers will administer first aid for all minor injuries (such as scraps, simple cuts, and minor bruises) this procedure will consist of washing the area affected and if needed covering it with a bandage. When this type of injury occurs the teacher will fill out a report that will be given to the director and signed. This report will be placed on the sign in page for their child so the parent can read the report when they pick up their child. If the child has a more serious accident the parent will be notified immediately.

In the event of an earthquake or other natural disasters the children will be kept at the center for up to 48 hours or until released to the parent or designated person, depending on the extent of the damage. We have emergency water and food stored on the premises.

If a parent or legal guardian cannot be reached in a case of a more serious injury such as broken bones and head injuries we will call 911 for advice and treatment.

Nutrition

Morning and afternoon snack will be provided for the children. A hot, nutritious lunch will be served every day. The School will cook all the food at the facility and one day a week food will be brought in for lunch from an outside source. Menus will be provided to the parents monthly. Parents must notify Director/Owner if their child has any allergies or special food requirements. Parents may need to provide their own food if the school cannot meet the requirements. Occasionally the children will have the opportunity to prepare special food in their classroom they may be used for snack time or lunch time.

Discipline

Magic Carousel believes that discipline is based on respect, honesty, trust, and most importantly caring. Discipline is what we do and say to help children use self control and develop self discipline. Corporal punishment is not permitted at any time by anyone. Magic Carousel will redirect children and help children learn to problem solve. The following is what Magic Carousel will use to help contribute to the development of self discipline:

- Establishing routines
- Establishing appropriate limits
- Positive reinforcement

The children will respond positively to schedules, learning classroom rules, and knowing what is acceptable behavior. The teacher might express disapproval over the actions of

the child, but will make it clear to the child that it is the behavior that is unacceptable not the child. Magic Carousel WILL NOT use “time outs” as a form of discipline.

Nap Time

Magic Carousel offers the opportunity for resting / napping it will be provided each day between the hours of 12:00 pm and 2:30 pm. All children are given the opportunity to rest during this period. If they are unable to sleep or they wake up early they may be directed to an area where they will be able to read books or play quietly. Each child is required to bring a crib size sheet and a small blanket with his/her name on it to be left at the school the parent will take this home every Friday night for laundering and return them on Monday morning. If your child needs a special something to sleep with from home such as a small stuffed animal or a small pillow this will be kept with the child's personal napping items

Open House

Magic Carousel will have two open houses a year, one in the spring and one in the fall. This will provide an opportunity for parents, friends, relatives, and the community to visit the school and meet the staff.

Birthdays

Birthdays are very important to a child. Magic Carousel will be very happy to celebrate your child's birthday in the school. Please make arrangements with the director in advance. You may provide simple refreshments such as nutritious snacks, fruit juice, or your favorite baked goods. Your child's teacher will help to make this a special day by singing songs, reading stories and a birthday crown.

Toys from Home

Children enjoy sharing their toys, books, etc. brought from home. However, Magic Carousel cannot be responsible for the care of these items. There will be a share day in each classroom, on these days your child will be able to bring an item from home please label it with your child's name. DO NOT send toy guns, weapons, or any kind of toys of destruction. These items are not allowed at school.

School Toys and Equipment

Books, toys, and any equipment that belong to the Magic Carousel Preschool are NOT allowed to be taken home with your child.

Visitors

If you know a group or individual who would like to visit the school they must have prior approval by the director.

Smoking Policy

Smoking is not permitted inside the Magic Carousel facility or on the grounds of the Magic Carousel preschool. NO EXCEPTIONS

Parent Involvement

Magic Carousel is an open center to our parents. We encourage parents to visit frequently and to participate in activities. You may want to read to the children, eat with the children, or just spend some quality time with your child. Parents are encouraged to inform their child's teacher on a daily basis regarding information about their child. This can be done in the morning or in the evening. Please speak to the director about coming to visit your child. Parent volunteers are always welcome especially at school events, activities, and recruitment of future students. Sign up sheets will be available before each school event.

Staff and Parent Communication

When you enroll your child in Magic Carousel Preschool we will assume the responsibility for giving you assistance in the needs of your child's adjustment, growth, and development. If you do not have time in the morning to spend talking to the teacher but you need to let them know something, you may leave a message for the teacher to have her call you. Please do not leave notes in your child's cubby they will get lost. Any information regarding your child, events, special days, or general information will be left either on your sign in sheet or posted in the school. Please look for special postings.

Conferences

Formal parent teacher conferences in relation to your child's progress will be arranged upon request.

Staff

The staff of Magic Carousel Preschool and Kindergarten is under the supervision of Tammy Damon Director/Owner. The staff is fully qualified thru education and experience in the guidance of young children. The staff continues their education thru college courses, workshops, and conferences in the field of Early Childhood Development.

Finally, to our Parents

We want you to know, understand, and discuss with us the school's goals.

We want you to look often into our busy, happy, noisy, creative classrooms and see your child at play.

We want you to realize the validity of the play and the importance of what is being learned.

Parents and teachers together can help your child develop his or her full potential.

We hope to extend each child's awareness of the natural, physical, and cultural environment through art, music, and dramatic play. We provide an environment where each child has the opportunity to work with others, identify with a social group and solve problems. We also provide a wide range of experiences that contribute to their physical fitness and muscular coordination.

We at Magic Carousel will provide a warm loving atmosphere where there is time to talk, and a listening ear.

Table Of Contents

Introduction

Philosophy and Purpose
Parent Acknowledgement Form
Infant Program
Toddler Program
Preschool Program
Pre Kindergarten and Kindergarten Program

Admissions Policy

Eligibility
Registration
Tuition
Hours
Termination
Custody
Vacation Time
Holidays
Arrival
Departure

The Health and Safety of your Child

Health Policy
Medication
What to wear to school
Accident and Injury policy
Discipline
Nutrition
Nap Time Open House
Birthdays
Toys from Home
School Toys and Equipment
Visitors
Smoking Policy
Parent Involvement
Staff and Parent Communication
Staff
Finally to our Parents