

# Treasure Garden Nursery School

## Parent Handbook

### **Clothing & Supplies**

We have outside playtime every day (rain or shine). We ask that you dress your child with layers that they can put on and take off by her/himself. Loose fitting pants with an elastic waistband and a pullover shirt work well. You may find a little paint or dirt on your child.

Children are primarily on their own to put on and take off their shoes. Please buy shoes that are easy to slip on and off (sneakers with Velcro are recommended). We request that you provide a hat, jacket, raincoat, rain pants and a pair of rain boots for your child. Please label all of the children's belongings. Please bring extra sets of clothes and leave them here in the bag. Socks and closed toe shoes or rain boots work well. No sandals please. Please dress your child in natural materials without writing or pictures of TV characters. Please leave a pair of sunglasses, umbrella or mittens at home.

### **Toys and Jewelry**

Please do not bring your child's toys or special belongings to school since these can cause conflict and could get lost, broken or given away to other children. If your child would like to share toys or personal belongings, please do so outside of the school.

### **Electronic Media**

Our school environment will be electronic media-free (including television, videos, movies, radio and computer). **The ideal is that kindergarten age children and younger are not exposed to media at all** as they are the most vulnerable to the negative effects of media and computer use. Children who are not exposed to media/computer use are better able to play creatively and develop self-control and social skills. We will be happy to work with you on limiting or eliminating media exposure for your child. If you have any questions, please do not hesitate to ask us.

- We ask that children be media and computer free (as much as possible) from Sunday evening through Friday morning.
- We request that there is no TV, electronic games, tapes and CD's or radio in the morning - including in the car on the way to school.
- Due to questionable roles and interactions of characters, cartoons are especially discouraged.

### **Rhythm and Rest**

Providing your children with a certain amount of routine within your daily and weekly schedules will enable them to develop self-discipline and a sense of security they will take into their adult lives. In this modern world, our lives have become so busy and hectic that we sometimes forget that we all need "down time" in order to "breathe". Young children receive more precious time with you when you work on your back yard with them than by taking them to some entertainment event. Pre-school children need 11 to 13 hours of sleep. Please let them go to bed by 7:30. Also, please give special consideration to Sunday evening

or the night before a school day (for those who attend only a couple of days per week). Please have a well-rested night, so that morning separation with mom or dad will be easier.

### **Toilet Training**

For any child who is not yet toilet trained, please send diapers and wipes from home. Please let us know when you begin to train your child at home. We will do all we can to help you in this sometimes exasperating process. If your child is in training pants, but still having accidents, please remember to bring enough extra clothes so we don't run out. Our general approach is to emphasize the positive sides of using the toilet: feeling like a growing boy or girl, no more wet diapers, helping children to take pride in their accomplishments, no matter how small they may seem. We are careful not to make children feel inadequate or embarrassed by accidents. While it is often true that children in a school setting do tend to be toilet trained faster -- often by peer example, they may also have more accidents at the school than at home. This seems to be due to the deep involvement the children show in their play here.

### **Illness & Medicine**

Please let teacher know if your child has been ill during the evening, morning or weekend before returning to the program. Please inform us about any contagious diseases when they occur in your family. If your child becomes ill or is injured while in our care and you cannot be reached, the physician on the "Consent for Emergency Medical Treatment" form will be called. I recommend that you also leave a signed authorization form with the physician.

Any time I am requested to give medication to a child while in my care, directions must be given in writing and the medication will only be given if it is in its original container.

Whenever your child has a fever or during the first days of a bad cold or cough, please keep your child at home. Your child needs to stay home at least 24 hours after the fever comes down to the normal temperature. If there are any questions about whether or not you should bring your child, please call me.

### **Tuition & Payment**

Treasure Garden Nursery School seeks families who are committed to a full-year program. This supports us in providing a more stable and family-like environment for our children. In certain circumstances where we feel there is a good fit with a child, but a yearlong commitment is not appropriate or possible for the family, we may offer a monthly payment option. For the full-year program, we charge an annual tuition fee that is divided up into eleven (or sometimes fewer, depending on when the family joins) monthly payments. We provide a monthly invoice and payment is due the first day of each month. We reserve the right to charge 1.5% monthly interest on all delinquent accounts and to dismiss any child whose account is delinquent for more than sixty days.

### **Early Withdrawal & Deposit**

For tuition-based students, Treasure Garden requires a 30-day notification of early withdrawal for your child. We also require a one-month upfront deposit (except under

special circumstances) that will be credited to your last month's tuition or, in the event of early withdrawal, to the 30-day notification period.

**Dismissal**

We reserve the right to dismiss a child who is not suited to our individualized program, is not benefiting from the school environment, or who exhibits behavioral patterns we are not set up to handle. This includes chronic, uncontrollable biting, kicking, pinching, punching, and verbal abusiveness. Furthermore, a child will be dismissed if it is determined that the parents are not willing to support the philosophical approach of the school. For a new child, we will have a 2-week trial period and we may extend this trial period for 6 weeks. In the event Treasure Garden decides to dismiss your child, we will normally provide you with 30day notice. Your deposit will then cover the last 30-day period. In the event that we decide to dismiss your child with less than 30day notice, we will refund the unused remainder of your deposit.

**Communication**

I am always open to communicate with parents. Please feel free to call or text me (Cell: 916-202-0474). If you need to communicate with me in the morning for an absence report, please text me. (Cell: 916-202-0474)

**Vacation Days**

In general, Treasure Garden Nursery will be closed on National Holidays and school vacation of Sacramento Waldorf School and some days for attending conference. Please see the school vacation schedule for details and contact Keiko for any special needs.

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I have read the parent handbook and willing to work with school policy.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_