Parent Handbook Revised July 2023

Basics & Beyond

**Private Ed./After School Program**

**&**

**Mother Goose Preschool**

**(530) 674 3644**

Mother Goose Pre-School LIC# 511300473

Capacity 70: 58 Pre School, ages 2-5 and 12 After School Children, ages 5-12

Basics & Beyond After School LIC# 515401835

Capacity 57: 57 After School Children, ages 5-12

I would like to take this opportunity to personally welcome you to your child’s new school.

We promise to provide a clean, safe, and secure environment; but more than that your children will embark on an academic journey that will provide the Basics so that they may go Beyond.

I hope that this handbook provides you with all the information that you need. If you need further clarity, my door is always open.

Your School’s Director,

Stacey Mader

**RATES AND SCHOOL HOURS**

**SCHOOL HOURS**:

7:00AM-6:00PM

Morning 1/2 day 7:00am-1:00pm

**Mother Goose Preschool**

Full Day $850

 Half days   $675 Snacks included

 Registration $100

Full Time student Discount Programs

$25 Monthly

\*Military/LEO/FIRE/Sibling

Auto Withdraw

POLICIES AND CONTRACT

**ADMITTANCE:**

Children will be admitted in the order of applications received. We are a non-discriminatory school designed to meet the needs of children from the ages of 2 years (toilet trained) to 12 years old. ***Mother Goose Pre-School as of Jan 2013 will incorporate 12 school age children within its license.***

**Privacy / Supervision Policy:** School Age children will be exclusively using classroom #1. They will have their own restrooms located in the hallway located between entrances to the schools. Supervision will be provided by the teacher or receptionist at the front desk. School Age children will have their own playground time.

**REGISTRATION and TUITION:**

There is a registration fee of $100.00 per child. This is due and payable when registering your child/children. This is a non-refundable fee. ***Pro-rated tuition is calculated using our daily, half or full month rates only.***

Tuition is due and payable the 1st of each month and no later than the 5th. ***Please note:***If tuition is unpaid in the current month by the 5th all services will cease. After 30 days your bill will be turned over to a collection agency. **No exceptions. *Any child, whose tuition is not paid, will not be admitted back to school until all payments are up to date. We reserve the right to withhold student records if tuition is not paid or payment arrangements are not being met until balance is paid in full.***

You, the client, are responsible for the full payment of the scheduled time you have chosen for the child/children you are enrolling until the school is given written notice of a termination date two (2) weeks in advance of that date. **Please note:** If you fail to give the school two weeks’ notice you will be charged for those weeks. If there is a hardship or special circumstance, please do not hesitate to contact the school’s administrator. This will be applicable for the full times & dates set by these general policies contract. Failure to pay tuition within the current month of attendance will result in termination before the beginning of the following month. We accept Cash, Check or Auto withdraw as acceptable forms of payment. Cash or money order will be the only accepted payment if there are 2 returned checks. Discounts will be forfeited if any payment is late or returned.

**REFUND POLICY: CONTINUED ADMISSION AGREEMENT**

Due to the limited spaces available in our program, there is no refund given for days your child is absent. If you child is going to be absent for any length of time and you would like to drop your child, please be aware of the possibility of not having space for your child when he/she is ready to return. **There will be no refunds for registration, first month, last month, or transportation.**

**NAP POLICY:**

Nap and or rest time is required for all children ages 2-6. We provide bedding and laundering.

**VACATION:**

Full time families will be allowed to take 2 weeks of vacation after your child has been in attendance for 6 months and within a school year and pay only half (1/2) of your monthly tuition (Non-Discounted rates only). You must submit a written notice two weeks in advance.

**Vacation time is only available if you are not already receiving a discount.**

**TRANSPORTATION:**

Transportation is provided to and from designated local schools. Car seats are furnished for those needing them. All children being transported to school must arrive no later than 7:30 AM, or it will be the parent’s responsibility to take their child/children to school. You must call by 7 AM if you do not need morning transportation and by 11 AM for afternoon transportation or any schedule changes. You will be billed $10 for every occurrence of schedule change if no communication is made to administration. Basics & Beyond will not be liable for children left at schools, who are unattended due to miss/non communication between parents and Basics & Beyond staff or (i.e. Children hiding, on field trips, non-attendance, or children not in appropriate pick-up location, etc.).

**SIGN IN/OUT:**

All children must be signed in and out by anyone dropping off or picking up the child. IDs are required for picking up the child. (This is the LAW). Please ensure that everyone picking up the child/children are aware of our polices, such as hours, late charges, and sign out procedures.

**ANY CHILD LEFT AFTER 6:00 PM will be given a late charge of $10.00 per 15 minutes or fraction thereof. AFTER 3 LATE CHARGES IN ONE YEAR, you will be charged an additional $50.00 per occurrence.**

**HOLIDAYS:**

We are closed all major holidays including 3 days for Thanksgiving break, Christmas Eve, Christmas Day, New Years Day, and Spring Break (at school’s discretion). There will be no discounts or refunds given for this time. This time closed constitutes our “teacher’s vacation” time.

**SUMMER ATTENDANCE:**

If your child plans to attend our summer program, please refer to our Preschool tuition rate schedule, which can be found online or posted on-site. Our summer program is both academic & activity based. Naps and rest time is still part of the preschool program.

**Agency Participants: Cal Works, CHS, Etc.**

Participants are responsible for signing the attendance sheets daily and filling out their paperwork before the end of the month. If your paperwork is not filled out by the end of the month more than two times, you will be responsible to pay your tuition. We will reimburse you when we receive the check from the agency you are using. Same tuition rules apply as private-pay families.

**HEALTH:**

All children entering any public or private school must have a health check by a physician and have all immunizations up to date. (This is a state requirement.) The physician’s form must say they are able to participate in preschool activities and show recorded dates of all required immunizations. (Pre-School age children must complete a physician’s report form and provide yellow immunization card upon registration.)

**PLEASE DO NOT BRING YOUR CHILD TO SCHOOL ILL!** Children with a fever or contagious illness of any kind will be sent home. If a child gets sick while at school **THE PARENT WILL BE CALLED TO PICK UP THE CHILD.** The child needs to be picked up immediately. The following will give you some guidelines:

**FEVER: Your child should not be brought back until they have been *free of fever for 24 hours, medication free.***

***COVID19:*** **If your child tests positive they cannot return to school until you can show a negative test result. Proof from a doctor or picture of negative results with date and time stamp will be accepted.**

**FLU: Your child must be completely free of all symptoms. No fever, vomiting, aches and pains in body or head, etc. for 24 hours. He/she must feel well enough to take part in class activities.**

**STREP THROAT: Your child may come back after he/she has been on antibiotics for 24 hours and well enough to participate in their class.**

**IMPETIGO: Your child may return after 48 hours on antibiotic therapy. The sore must not be oozing.**

**VIRAL or BACTERIAL CONJUCTIVITIS (Pink Eye): Your child may return after antibiotic therapy and when all discharge from eyes has ceased.**

**COLDS: If symptoms inhibit your child from participating in school activities, you will be notified to pick up your child.**

**LICE: NO LICE, NO NIT (EGGS) POLICY. The student may return to school the following day if all nits have been removed from the hair. The student’s head will be examined before he/she can return to the classroom. If the student returns to school and has nits remaining in his/her hair, the student will not be permitted to stay.**

**DENTAL PROCEDURES: If your child has had dental (i.e. crowns, filings, etc) and/or medical procedures please keep your child home for 24hrs before returning to school.**

**MEDICINE:**

Basics & Beyond can administer medicine under the following conditions: Our school receptionist/teacher will administer medicine, and a prescription notice must accompany the medicine (located on the bottle), or it must have parent authorization for over-the-counter medications. The school may not administer medication other than water and bandages without proper authorizations. This includes Chapstick, sunblock & cough drops. Medication forms can be found at the front desk.

**LUNCH POLICY:**

Families must provide a healthy lunch for their children. Lunches must be already prepared and **DO NOT REQUIRE COOKING or refrigeration. Please inform the school if your child has food allergies when registering.**

**SNACK**

We will provide morning & afternoon snacks.

**DRESS CODE:**

PLEASE DRESS YOUR CHILD IN PLAY CLOTHES. Clothes that are appropriate for painting and sand play. NO FLIP-FLOPS and NON-BACK-STRAP SANDALS. These limit the child’s ability to perform the physical activities, which are an important part of our school program. All girls must wear shorts under their dresses.

***PLEASE PROVIDE SEASON-APPROPRIATE CHANGES OF CLOTHES FOR YOUR CHILD IN CASE OF ACCIDENTS AND SPILLS. PLEASE LABEL ALL CLOTHING.***

**BEHAVIOR POLICIES:**

Mother Goose Preschool & Basics & Beyond reserves the right to refuse service to anyone for misconduct or violation of our policies. Children with repeated negative incidences will be placed on academic suspension for one to five days, and if unresolved, may be expelled. Examples of negative behavior would include physical or verbal injury to other children, himself/herself or a teacher, destruction of property, transportation safety, and insubordination.

**TOYS AT SCHOOL**:

Toys and money are not allowed at school unless it is your child’s designated share day.

Dear Parents,

 Enclosed is a new contract of policies and fee changes. Please read, sign, and return as soon as possible. If you have any questions, please call us at the office.

**Hours:**

Mother Goose Pre-School M-F 6:30-6:00

Basics & Beyond M-F 6:30-6:00

**Website:** [**www.mothergoose67.com**](http://www.mothergoose67.com)

**Email:** **bandbschool@comcast.net**

**EXTRA FEES and CHARGES:**

**Returned Check Fee:** $20 only 2 returned checks allowed

**Bill/Receipt Fee**: $5 monthly for mailed statements.

**Late Payment Fee:** $25 any payment made after the 5th of the month.

***I have read and do agree to abide by the regulations stated in the policy contract.***

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***Parent Signature Date***