

Petite Sorbonne Preschool

319 E. Santa Inez Avenue / San Mateo / CA / 94401

APPLICATION PACKET

Welcome to Petite Sorbonne Preschool! We are pleased to have you with us!

In this packet, you will find all of the information about Petite Sorbonne Preschool. It is essential for you to thoroughly read and understand all of our documents regarding our school policies and guidelines. Your child's happiness, health, and safety is extremely important to us, and by understanding this packet, we will collectively make this the best experience for your child at Petite Sorbonne Preschool!

Included in Part I are the following documents:

- » Curriculum / Philosophy
- » Daily Schedule
- » Our Goals for Your Child
- » Experiences
- » Holiday Schedule
- » Tuition Schedule

Included in Part II are the following documents:

- » Child Care Health Policy
- » Unsafe Behavior
- » Toys from Home
- » Nutrition Policy
- » Grievance Procedures
- » General Conditions Summary

The following forms are needed to be completed and returned to complete the enrollment process:

- ✓ Application for Enrollment
- ✓ Consent for Medical Treatment
- ✓ Identification and Emergency Information
- ✓ Child's Preadmission Health Report
- ✓ Parents' Rights
- ✓ Caregiver Background Check Process
- ✓ Personal Rights
- ✓ Over The Counter Medication Form
- ✓ Physician's Report

✓ Denotes forms that must be returned for completion of enrollment. Forms must be on file by enrollment start date. All forms can be found through the downloadable link online under Admissions (Enroll Your Child).

After you have read all of Petite Sorbonne Preschool's school policies, you must complete all necessary forms and return them **by the first day of enrollment**. This initial paperwork must include the one-time Registration Fee of \$125.00, in addition to the current month's tuition.*

*Note: To secure an opening for future enrollment, only the Application for Enrollment form and \$125.00 Registration Fee is due. The tuition will be due upon the actual enrollment starting date.

We look forward to creating many wonderful experiences for your child, together with all of our children!

June M. Petty & Minh Lê (Owners)

A Center for Early Childhood Excellence

650 - 347 - 8510

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PART I: CURRICULUM / PHILOSOPHY

The curriculum at Petite Sorbonne Preschool (P.S.P.) has been developed to foster the stated goals of our philosophy which follows: *We believe children should be exposed to a wide variety of challenges in order to arouse their curiosity and encourage self-expression. Each child is unique and has his/her own style of learning. We respect this. At Petite Sorbonne Preschool, our goal is to provide a place where:*

- *Children like themselves.*
- *They are secure and valued.*
- *Individuality is respected and encouraged.*
- *Creativity and imagination can flourish.*
- *Individual learning styles are recognized and nurtured.*
- *Children learn to identify their own needs and those of others.*
- *Families are held in high regard.*

There are four main categories of learning which occur at the preschool level, and the Petite Sorbonne curriculum is designed to focus on each of the four areas:

- | | |
|-----------------------|------------------------------------|
| 01). Social-Emotional | 03). Sensory/Motor |
| 02). Cognitive | 04). Practical skills and training |

In addition to the planned activities, the environment, the roles of the teachers, and the partnership between parents and staff complete the fuller dimensions of what we consider curriculum.

ENVIRONMENT - The way that the environment is arranged provides for learning in each of the four areas. Children are encouraged to move through the various learning centers (e.g., dramatic play, art, climbing, etc.) at their own paces and are asked to make choices based on their own interests. Children are responsible for school materials, as well as their own work; and each child has a personal space to store belongings. The social environment requires children to interact with one another; to practice turn-taking and sharing; and, to engage in social problem solving with peers. Child-sized furniture and utensils are used so that children can develop practical skills, such as pouring milk or sweeping the playhouse. Yard equipment is carefully varied so that children of differing competencies can utilize it safely and at their own levels of expertise. The presence of books and many opportunities to look at and hear them read spark children's interest in reading and writing.

PLANNED ACTIVITIES - The planned activities at Petite Sorbonne center around varying themes. These activities provide opportunities for self-expression (art, music), discovery (physical science, nature), measuring (cooking), small muscle development (cutting, coloring, folding), sensory experience (play dough, water play), and social role-playing (dramatic play, role playing). Also, cognitive concepts regarding number, size, color, and shape are developed and reinforced through these activities. Because of this focus, children have a chance to explore a particular area in more depth; vocabulary and language skills are extended through this approach.

During these activities, many materials are presented and children are encouraged to use their own creativity and imagination in their work. In this way, although planned and prepared by the teachers, the curriculum becomes child-directed versus teacher-directed.

ROLES OF TEACHERS - The most important role of a teacher at Petite Sorbonne is that of a facilitator. Teachers set up the environment, offer materials, and provide feedback so that children can discover the world for themselves. Teachers extend knowledge by posing questions and suggesting alternative approaches. As facilitators, they may intervene to help children find their own solution to a problem or they may step back and choose not to intervene, allowing children to negotiate for themselves. In every area, children must practice skills in order to master them and through this approach, our teachers give children that opportunity.

When necessary, of course, teachers will set and follow through on consistent limits; consistency being a central aspect of a predictable, and therefore, comfortable environment.

Other roles of teachers include: Role models, modeling respect and acceptance for all children and helping children learn that they can nurture and support each other, and leaders who may initiate a process or activity and then pass the leadership role on to a child.

Teachers are also essential in what we call the spontaneous curriculum, which is all those "teaching moments" that occur throughout the day. It may be a question, a discovery in the yard, or a skinned knee that provides an opening for a particular book or song or the construction of a traffic sign. Children are most motivated to learn when they are actively involved; so, it is very important that our planned curriculum be flexible enough to accommodate children's immediate interests. This spontaneous curriculum can only occur with the insight and expertise of carefully trained staff.

PARTNERSHIP BETWEEN PARENTS AND STAFF - The final piece of the curriculum puzzle is the rapport between parents and teachers. How children respond to the school environment is related to what's happening at home. Clear communication between parents and staff insures that children benefit most from the school environment, and it helps the staff to know each child and his/her needs better. And, the more parents are involved in their children's schooling, the more successful the children are in school at every level. Parents can become part of either the planned curriculum by bringing in a special activity or the spontaneous curriculum by reading a book, chatting with children at a table, etc. Petite Sorbonne Preschool encourages this kind of parent participation in the curriculum, knowing what positive effects it has on a child's sense of self and family.

SELF-ESTEEM - Finally, self-esteem is the key. The most basic goal of all curriculum decisions is for children to be successful, but also comfortable enough with themselves to accept their limitations. By providing an environment which is developmentally appropriate for preschoolers and teachers who are knowledgeable about child development, we can offer a curriculum which fosters our goals for each child.

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PART I: CHILDREN'S PROGRAM

Daily Schedule

8:00 - 8:30	Arrivals; help children say good-bye to parents; breakfast; quiet play.
8:30 - 9:30	Free choice of indoor play.
9:30	Clean-up time for morning Circle Time group.
9:35 - 10:00	Circle Time group meets to share, sing, listen to stories, play games, dance to music, and more. We welcome the day together! <i>One day a week, there is a literature-based/educational video for everyone to watch (optional).</i>
10:00 - 10:15	Wash up - then, Morning Snack Time!
10:15 - 11:00	Activity time includes art projects, science projects, and outdoor activities. Includes various learning centers such as Dramatic Play Room, Block Room, Computer Center, Listening Center, Book Corner, and more.
11:00 - 12:00	Outdoor free play.
11:55 - 12:00	Story Time in the Back Room; then, wash up for lunch.
12:00 - 12:30	Lunch time.
12:30 - 1:00	Wash up and use toilet before naps; stories in nap rooms.
1:00 - 2:45	Nap / Quiet time.
2:45 - 3:30	Free play; may include outdoor play, as well.
3:20 - 3:30	Optional Circle Time activity - group meets for a variety of activities, including, stories, songs, number games, music with movement, and more.
3:30 - 3:45	Wash up - then, Afternoon Snack Time!
3:45 - 5:10	Indoor and outdoor play; special activities; dress-up; music; movement.
5:10 - 5:30	General clean-up time, then stories and departures.
5:30	Closing.

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PART I: OUR GOALS FOR YOUR CHILD

At Petite Sorbonne Preschool, your child will:

feel comfortable and confident;

enjoy a well-balanced, carefully planned, nurturing environment;

develop a good-self image through:

- identity
- the celebration and respect of uniqueness
- a sense of belonging
- a sense of self;

gain independence and initiative;

have many successes;

feel confident and positive in an environment that says "yes" to children;

think about others and their feelings;

develop a sense of empathy;

have fun;

feel good about being a child;

feel safe physically and emotionally;

develop a sense of cooperation rather than competition;

have 'process' valued over 'product';

be self-reliant, venture out, explore, create new ideas;

feel worthwhile and valued;

develop a sense of self-mastery and a sense of control over him/herself and the environment;

feel challenged, take risks;

express feelings, resolve conflict, and celebrate the differences of others;

experience the "gray" between the area of black and white he/she has established;

stimulate all the senses;

ask questions and seek ideas from children, as well as from teachers.

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PART I: EXPERIENCES

Children's thinking and language development are influenced by the many experiences they encounter. We believe our children should have a variety of exciting and different experiences each day. From pitching a tent to finger-painting to singing to putting together a show. With this premise in mind, our entire day is made up of developing thinking skills, motor skills, language skills, and social skills. Your children are:

Meeting Friends

Playing with Toys

Exploring How Things Work

Looking at Books

Listening to Music

Sharing

Pouring and Measuring in the Sand Box

Having Different Experiences in a mostly Child Group Situation vs. A Mostly Adult Situation

Developing and Expanding their Language Skills

Having Creative Art Experiences

Having Cooperative Play Experiences

Learning to Share the Adults Attention

Learning Social Skills Needed to Play Games and Make Friends

Building with Materials that May Not Be Available at Home

Using "Messy" Art Materials in a Space Provided for Experimentation

Exploring the Computer

Becoming Independent

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PART I: HOLIDAY SCHEDULE

FALL 2017 - SUMMER 2018

Labor Day	September 04, 2017 (Monday)
Teacher's In-Service Day	September 29, 2017 (Friday)
Columbus Day	October 09, 2017 (Monday)
Veteran's Day	November 10, 2017 (Friday)
Thanksgiving Break	November 23-24, 2017 (Thursday-Friday)
Winter Break	December 18, 2017 - December 29, 2017

School Resumes Tuesday, January 02, 2018!

Martin Luther King, Jr. Day	January 15, 2018 (Monday)
President's Day	February 19, 2018 (Monday)
Spring Break	March 30, 2018 - April 06, 2018

School Resumes Monday, April 09, 2018!

Memorial Day	May 28, 2018 (Monday)
Summer Break	July 02, 2018 - July 06, 2018

School Resumes Monday, July 09, 2018!

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PART I: TUITION SCHEDULE

*** Effective September 2017 ***

Full Time (8:00AM - 5:30PM)

5 Day	\$1475.00
4 Day	\$1350.00
3 Day	\$1225.00
2 Day	\$1060.00

Half Day (8:00AM - 12:30PM) or (12:30PM - 5:30PM)

5 Day	\$1210.00
4 Day	\$1135.00
3 Day	\$1060.00
2 Day	\$910.00

Additional Fees

Registration Fee	\$125.00 (Non-refundable)
Cot Sheet	\$15.00 (REQUIRED for F/T and PM students)
Full Day Drop-In Rate	\$75.00
Half Day Drop-In Rate	\$60.00
Late Pickup	\$10.00 (Each five minutes; \$2.00 per minute)
Late Tuition Charge	\$10.00 (Payment not received by the 15th)
Returned Checks	\$25.00

Fees are due on the 01st of each current month, unless payments are made equal installments on the 01st and 15th (by prior arrangement with the owners). Tuition must be paid in full by the 15th of each current month. We accept cash or checks ONLY - no debit/credit cards (sorry!). Checks may be payable to: Petite Sorbonne Preschool.

Tuition is charged on a monthly basis - NOT weekly. We also make NO allowance for absences for any reason, whether a sick absence or a scheduled vacation, as our teachers are scheduled and activities are coordinated with your child's attendance planned. Also, there are no "make up" days or "traded" days for any days missed. Drop-In schedule is ONLY available to children currently enrolled in our program (subject to space availability on any given day). Thank you.

Tuition Rates are effective as of September 01, 2017.

Tuition Rates are subject to change Fall 2018.

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PART II: CHILD CARE HEALTH POLICY

Fall and winter often bring an increase of colds and minor illnesses. In order to protect the health of ALL of the children and adults, we will expect the following health guidelines to be observed.

01). Children with the following symptoms **MUST** be kept at home:

- fever of 100° or above in the past 24 hours
(may return to school only after a 24-hour "FEVER-FREE" period!)
- constant cough
- rash or skin ailment
- diarrhea
- vomiting
- other contagious disease (conjunctivitis - "pink eye", chicken pox, measles, etc.)
Please notify us at once if your child does have a contagious illness!

02). If your child develops any of the above symptoms during the school day, we will notify you **immediately** and ask that you pick your child up as soon as possible. For the benefit of all concerned, each teacher is empowered to determine whether a child should be sent home. Please respect their concern for the well being of your child. It's better to be extra cautious than risk your child feeling or becoming worse.

03). Before returning to school after an illness, your child should be free of the above symptoms -- including "**FEVER-FREE**" **FOR AT LEAST 24 HOURS WITHOUT ANY MEDICATION**. Additionally, your child should also be able to participate in all school activities, **including OUTDOOR PLAY**.

04). Medications are routinely administered after lunch at around 12:30PM. If your child's medication needs to be administered at any other time, please bring it to the attention of a teacher. Please record **ALL** necessary information on the medication sheet on the front of the refrigerator in the kitchen. There must, also, be a signed note for all **over-the-counter medications** administered. All medications must be in their **original** containers and have your child's name clearly written on them and must be signed in **EACH DAY** the medicine is to be given.

05). If your child is suffering from general discomfort or is lethargic and unable to function in a school setting, we ask that you keep him/her home. We feel that children who are even moderately ill need more care and attention than we can provide at school. If we feel that a child is not functioning adequately, we will notify you as above.

We understand that children's illnesses can be inconvenient and disruptive to parents in the workplace, but we ask for your cooperation. We would like to see every child, parent, and teacher stay as healthy as possible throughout the year. If you have any questions about the above policies, please let us know.

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PART II: UNSAFE BEHAVIOR

In an effort to ensure the safety of all children at Petite Sorbonne Preschool, we have set the following guidelines concerning unsafe behavior. Unsafe behavior includes biting, hitting, kicking, or any other type of behavior which creates a danger for anyone, whether to child or adult.

01). Biting

Biting is completely unacceptable and inappropriate behavior. It is a behavior which is taken very seriously and will not be tolerated. Should an incident of biting occur, children are initially separated and First Aid procedures are applied immediately, as needed. Parents will always be informed of any incidents, as this type of behavior should be monitored and handled appropriately by all concerned (teachers and parents). Then, the following guidelines are followed, with emphasis on "using your words":

A). First Bite - Child and teacher talk about the dangers and consequences of biting. The child is told that if biting occurs a second time, a parent will be called to pick him/her up and the child will be sent home.

B). Second Bite - Reinforcement regarding the dangers and consequences of biting. Then, child's parent is called. Child will go home for the remainder of the day.

C). Continued Behavior - Formal conference with teacher and parents (may include Director and/or Owners). Possible dismissal from school if behavior does not stop. Counseling may be recommended.

02). Excessive hitting, kicking, or other violent behavior will be handled and taken care of with the same guidelines as in Biting (see #1).

We all want to work together - teachers, children, and parents - to provide a safe environment for all of the children, in which we can all play and learn together. For this reason, it is extremely important that we continuously work towards building "partnerships" between teachers and parents, as parents play the most important role in a child's life. Positive reinforcement towards finding alternatives to expressing feelings of anger or frustration must be continuous at school and at home. Providing this safe environment for all includes assistance from everyone involved!

Thank you for your support and assistance!

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PART II: TOYS FROM HOME

The best rule is PLEASE DO NOT BRING TOYS FROM HOME!!

Often children want to bring things from home to school with them. They may want to show a special something to their friends, or they may want a little something familiar to make them feel more comfortable and "closer to home" while at school. We recognize this need, as a child's toys are an important part of his/her life, particularly during these important preschool years. There are, however, some things that we find unacceptable. If your child is one who likes to bring things to school, may we offer the following guidelines:

Please **DO** encourage your child to bring a special book or CD to share with his/her friends or Circle group. Soft dolls and stuffed toys may also be fine for Nap/Quiet Time as a source of comfort to your child. This type of item will be stored in your child's cubby and will not be taken out to play with during the day. Brand new or "very favorite" toys are just safer at home.

We will **not** allow children to bring toy guns or other weapons; nor will we allow military toys. Please do **not** send your child with whistles, balloons, musical instruments, combs/brushes, which, when shared, can spread germs or other unpleasant things. For the same reason, we discourage children from bringing play cosmetics, including "ChapStick". Small, attractive items, such as money, jewelry, fancy hairclips tend to be quickly lost or reclaimed by someone else and often cause upsets.

We will try our best to take good care of books and CD's that are brought from home to share. Please be sure to LABEL all items. We will **not**, however, be responsible for toys that come in that can be easily lost or broken. Those things should simply **not** be brought to school. If an item is extra special, please do **not** allow your child to bring it to school. And, please do **not** ask us to hunt down a missing toy, especially during busy pick-up times. We are trying to teach children to be responsible for their things (including, keeping special toys safe at home!) and we ask that they keep their items from home in their cubbies, art file, or on the mantle when not in use.

We appreciate your cooperation. Please see any teacher for any more details.

The Petite Sorbonne Preschool Staff really appreciates your efforts to keep toys safely at home!

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PART II: NUTRITION POLICY

We really work at making the meals and snacks we serve at school nutritionally balanced, low in sugar and salt, as well as appealing to the children. On a rare occasion, we may make a special exception (such as, allowing a modest amount of candy when 'practicing' trick-or-treating at Halloween...), however, for the most part, our guidelines are in place and we ask that you follow these guidelines, as well. We understand that birthday and holiday celebrations at school are special, and children want to share favorite treats. But, since we celebrate so many birthdays and holidays at school, we must insist that these special snacks, too, be low in sugar and salt. Fortunately, there are many snacks that are fun for kids and make parents and teachers happy.

Kids LOVE:

- * **Homemade fruit breads or muffins:**
 banana, pumpkin, zucchini, carrot, etc.
 (When made at school, we cut the sugar in half!)
- * **Special fresh fruits:**
 melons, grapes, strawberries, pears, etc.
- * **Fresh fruit and cheese kabobs**
- * **Frozen juice bars**
 (Look for the ones that say "100% JUICE")
- * **Go-gurts or fruit yogurt**
- * **Mini bagels and cream cheese**
- * **Vegetables with dip**
- * **Popcorn**
- * **Cereals, such as "Cheerios", for a stringing snack!**

Sorry, but we cannot accept:

- * **Cakes / cookies / cupcakes**
- * **Anything with sugary frosting**
- * **Ice cream / ice cream bars**
- * **Anything with Nutrasweet / artificial sweeteners / Sugar Free**
- * **Pre-sweetened cereals or sweetened breakfast foods (such as "Pop Tarts")**
- * **Candy or Chocolate**

**** OR ** *If you don't have time or energy, bring us the ingredients! We'll make an event of it!***

Please feel free to ask us for suggestions or recipes!

In the interest of your child, as well as the other children at school, we will need to send "non-school" snacks home at the door or save them to be shared at home. If you have any doubts about your child's favorite, please check with us first. Additionally, please make sure that your serving portion is appropriate for your child. Often, in the morning, many parents feel they must leave their child with a lot of food, when in fact, the child takes only a few bites, is done, and wants no more to eat. Thank you for your attention to this matter.

A note about Nutrasweet and other types of artificial sweeteners

It seems that many processed foods high in sugar are being replaced by processed foods, high in artificial sweeteners, such as Nutrasweet. Although these sweeteners may avoid the physical effects of sugar, they perpetuate the "hype" surrounding sugary foods. Also, some parents are concerned about any as-yet-determined effects these sweeteners may have, and do not serve them to their children. For these reasons, we prefer not to serve snacks or foods with Nutrasweet or any type of artificial sweetener. No "SUGAR FREE" items, please!

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PART II: GRIEVANCE PROCEDURES

At Petite Sorbonne Preschool, we value and respect all children and their families. With this in mind, we will do all that we can to maintain open and honest communication on a regular and on-going basis.

If, however, there is ever an area of concern or grievance that may come up on any issue at school, please take a moment to read the following. We take all grievances very seriously and action will be taken as soon as possible. We wish to settle any grievance in a fair, non-discriminatory manner, with absolutely no negative consequence to your child or anyone involved.

Step 01). Please contact the owner or Program Director with specific concern, including facts and details. You may be asked to write your grievance down so that the issue can be investigated. All parties involved will be expected to maintain a professional demeanor throughout this process.

Step 02). A mutual date and time will be agreed upon, by all parties involved, for further discussion, if it is not resolved upon the initial discussion. Remember that the ultimate goal will be to have a fair resolution to the issue/grievance.

Step 03). Settle the issue, documenting all facts. If, by chance, the issue cannot be resolved during this mutually agreed upon meeting, an impartial mediator may be called in to discuss issue even further.

Please remember that we are here for your child and his/her family. Together, let's maintain open communication regularly so that we can all work together in the best interest of your child's well being and positive growth.

Thank you!

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PART II: GENERAL CONDITIONS SUMMARY

Petite Sorbonne Preschool, mindful to its mission of following our philosophy and curriculum, admits students of any race, color, religion, and national and/or ethnic origin, etc. to all the rights, privileges, programs, and activities generally accorded or made available to all students at this school.

As we want each child to have a positive experience while at our school, the following general conditions have been established. We reserve the right to amend these conditions, when necessary, in the best interest of everyone in our program. Any changes will be posted and families will be notified in writing.

AGE GROUP / TOILET-TRAINING REQUIREMENT

Though we are licensed for ages two (2) through six (6), our program specialty is with the three (3) to five (5) year old age group. We have specific age-appropriate activities and find it necessary to have a toilet-training requirement for all of our enrolled children. We are not licensed as a diaper changing facility, which also means NO "Pull Up"-type diaper either. Children must be completely potty-trained for enrollment.

PROBATION PERIOD

Upon initial enrollment of your child, there is a two (2) week probation period. During this time, if our program is not suitable for your child (due to child readiness, development, toilet-training problems, etc.), termination of enrollment may result. Since your child's experience should be a happy, positive, and rewarding one, re-enrollment at a later date may be recommended. Upon termination of enrollment during this probation period, tuition will be pro-rated based on number of days attended and will be refunded accordingly. There is no refund for the one-time registration fee.

TUITION / REFUND POLICY

As specified on the Tuition page, we make no allowance for absences of any reason, including illnesses, going on vacation, or any other absences on a regularly scheduled day. Only for enrollment termination during the first two (2) weeks of a probation period is there any type of refund policy. Fees are due on the 01st of each month, unless payments are made in equal installments. First half of tuition is due on the 01st of the current month and the balance is due on the 15th of the current month. This split payment arrangement must be approved with the owners. Tuition must be paid in full by the 15th of each month. Tuition that is not paid in full by this date are subject to a late charge. Additionally, unpaid tuition may result in termination of enrollment. Checks may be payable to Petite Sorbonne Preschool.

Tuition is charged on a monthly basis, not weekly. Also, Petite Sorbonne Preschool closes the school for a Winter Break (usually around Christmas Eve to New Year's of each year), Spring Break (usually following the Good Friday holiday), and Summer Break (during the Fourth of July week) with no reduction in fees.

WITHDRAWALS

If withdrawing your child from our program, please provide a written 30 day notice prior to enrollment termination, otherwise, a full month's tuition will be due.

PART II: GENERAL CONDITIONS SUMMARY (continued)

HOOK / CHANGE OF CLOTHES BOX / CUBBY / ART FILE

Each child in our program will be provided with a **hook** for a jacket/sweater. Each hook is clearly labeled with your child's complete name. Each child will also have a **change of clothes box** with a complete change of clothes (including socks and underwear). These boxes are located in the children's bathroom. Each item of clothing must be clearly labeled for identification. Each full time or afternoon program child will also have a labeled **cubby** for cot sheet/blanket/"lovey" storage.

During Nap/Quiet Time, each child will need a **cot sheet** to lay upon over a cot or mat (personalized cot sheets may be purchased at the school for \$15.00. See teachers for cot sheet information.) These items must be washed weekly. If your child has forgotten his/her sheet/blanket, we will provide one to borrow. This borrowed item will be placed in your child's cubby until one is brought from home. Please wash this borrowed item and return it once you have placed your own child's items in his/her cubby.

Lastly, each child will have an **art file**. These files are located adjacent to the Sign In/Out desk. Check regularly for your child's art work, notices to parents, and any additional information.

POLICY ON ARRIVALS AND DEPARTURES

For your child's protection, in addition to State regulations, you must sign your child in and out daily. The sign in/out sheet is on a clip board in the front desk, adjacent to children's bathroom. You must sign your child's name, arrival time with your full signature, departure time with your full signature (upon pick up), daytime telephone number where you can be reached, and complete the "Comments" area if there are special comments that we should be aware of. Teachers may, also, contact parents in the "Comments" area.

As stated in the Child Care Health Policy, upon arrival (and throughout the day, as necessary), our teachers are empowered to determine whether your child should be sent home (due to appearance of illness with fever, for example). Their utmost concern is for the well being of your child and for all of our children (and adults).

Additionally, as stated on the Tuition page, there is a late charge policy if you are later than the scheduled program ending time. The late charge payment should be made at the time of the late pick-up. If paying by check, it should be made payable directly to the teacher who had to stay late on your behalf. We realize that delays occur throughout the day, however, at 12:30PM, for example, your late pick-up may affect our afternoon program enrollment count. Additionally, after 5:30PM, remember that our teachers have their own lives and families to return to. It is imperative that you do your best to arrive before the scheduled program ending time (either ending at 12:30PM for the morning program schedule or ending at 5:30PM for afternoon and full time program schedule).

NOTE: No child will be released to anyone other than those listed on the Identification and Emergency Information sheet. It is ultimately the child's parent/guardian's responsibility to keep this form up-to-date (including changes in home/work phone numbers, etc.). We must have written authorization if there are any changes to be made regarding who may pick-up and take your child from the premises. Photo identification will be required of anyone we do not recognize - especially if it is someone other than yourself to pick your child up.

BREAKFAST

We do NOT serve breakfast at school, however, we allow children to eat their own breakfast while at school between 8:00AM to 8:30AM, everyday. We will provide bowl, spoon, and milk for cereals and request that all cereals brought to school follow the guidelines outlined in our Nutrition Policy. We ask that NO pre-sweetened foods are consumed at school, including Pop Tarts. Great cereal examples include brands such as Cheerios, Kix, Corn Flakes, etc. You may bring a box of cereal for your child (be sure to label box with your child's name) to be left at school for your convenience. Due to consistency in rules for all of our enrolled children, please do not hesitate to ask any teacher if there is ever any doubt about a particular food item. Any of the teachers would be more than happy to provide you with some suggestions, ideas, or comments regarding our nutritional philosophy.

PART II: GENERAL CONDITIONS SUMMARY (continued)

DROP-IN SERVICES

Drop-in service is available for families who are currently enrolled in our program and who want to bring their child in on an un-scheduled day (including un-scheduled half days). When space is available, drop-in service may be possible. If you would like to bring your child in on an un-scheduled day, please notify us ahead of time to assure space availability. Space for your child will be made on a first-come, first-serve basis, whereby, the parent who calls first can "reserve" that day in advance. Due to state regulations and wanting to stay within our licensing limits, in addition to wanting to keep the teacher: child ratio low, prior arrangements are required to be made in advance. There is a full day and half day drop-in rate, as specified on the Tuition page.

DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services (DSS) is the state agency which governs and monitors child care facilities. As they are the licensing agent, they have the right to periodically make unannounced inspections to assure the well being of all at the facility. We welcome their visits as we should always be in compliance with their regulations. Included in their inspection is their right to discuss, face-to-face, with any child, anything regarding care in the facility. If ever your child were in contact with the DSS, you would be informed.

INAPPROPRIATE BEHAVIOR - DISMISSAL

If your child behaves in any type of harmful conduct, we will set firm, but caring limits. We take into consideration your child's age and developmental stage as a basis for behavioral expectations. However, for any type of inappropriate behavior, we will follow our "Unsafe Behavior" guidelines as we need to ensure the safety of all our children while at school. We do not allow violent acts or behaviors; no fighting, biting, or any other harmful act, including any type of verbal attack which hurts the emotional feelings of others.

We encourage the use of words to describe our feelings and resolve situations. We encourage children to also take into consideration the feelings of others. Emphasis on positive reinforcement in finding ways to express feelings of anger or frustration is an important message we send to our children. And, remember that the essential key is having parental involvement. All adults should be good role models for others.

Please note that for the safety of all concerned, continued inappropriate behavior may result in dismissal of your child in our program.

Corporal punishment is never used at our preschool.

VISITORS

We welcome visitors to come and observe our program. We offer scheduled tours Monday through Friday with specific visiting times at 11AM OR 4PM. We encourage these new prospective families to bring their child as they quietly observe what a day is like at PSP. Our tours last about 20 minutes which give our visitors plenty of time to look around our facility and to talk with our teachers about our wonderful program.

A Center for Early Childhood Excellence

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