

Super Star kids Preschool

# Parents Handbook

## Policies & Procedures

**SUPER STAR KIDS**  
**PRESCHOOL**

## Admission Agreement

We nurture the next generation  
to become superstars

24100 Mission Blvd  
Hayward California  
(510) 500 4749

# SUPER STAR KIDS ACADEMY PRESCHOOL



## About Super Star Kids Preschool

### Our Mission

### Vision

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### the location

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### GUIDING PRINCIPLES

### KEYS TO SUCCESS

Fall 2025

# Super Star Kids Academy Preschool

*Nurturing Young Minds*

## Welcome

We are thrilled you're considering our preschool for your child's early learning journey. Choosing the right preschool is a significant step, laying the foundation for your child's future academic and social success. We believe that these formative years are crucial for developing a lifelong love of learning, and our program is designed to nurture curiosity, foster creativity, and build essential skills. We look forward to partnering with you in your child's educational adventure.



This handbook is designed to be a comprehensive guide to our program, outlining our philosophy, policies, and procedures. We believe in creating a nurturing and inclusive environment where every child feels valued and supported.

Within these pages, you'll find information about our curriculum, daily routines, communication practices, and much more. Importantly, we also address our approach to celebrating holidays. We recognize that holidays are deeply personal and celebrated differently by each family. Our goal is to create an inclusive and respectful atmosphere where all children feel welcome and can learn about diverse traditions. We encourage open communication and partnership with families to ensure we are meeting the needs of every child in our care. We hope this handbook serves as a valuable resource and strengthens the connection between our preschool and your family.

Super Star Kids Preschool (SSK) provides quality early education that nurtures children's social, cognitive, psychosocial, and physical development. The preschool's experienced educators, many of whom are parents, along with their qualified teaching staff, are committed to fostering a supportive and engaging learning environment, understanding the profound impact of early childhood education.

## Our Philosophy

*At Super Star Kids Preschool, we believe that every child is a unique endowed with boundless potential. Our goal is to create a vibrant, nurturing, and intellectually stimulating environment where young minds can flourish. We are committed to fostering a love of learning, curiosity, and a strong sense of self-worth in each child.*

### **Our Mission:**

***Super Star Kids Academy's mission is to provide and promote a nurturing and stimulating environment where young children can learn, grow, and thrive.***



## Educational Approach:

We embrace a holistic approach to early childhood education, combining play-based learning with structured learning and activities. This balanced approach ensures that children have opportunities for both free exploration and guided instruction. Our curriculum is designed to:

- Spark Imagination: Encourage creativity through art, music, and dramatic play.
- Stimulate Curiosity: Foster a love of learning and problem-solving skills.
- Develop Social Skills: Promote cooperation, empathy, and respect for others.
- Build Emotional Intelligence: Teach children to understand and manage their emotions.
- Strengthen Physical Development: Encourage physical activity and healthy habits.

• Cultivate Cognitive Skills: Develop critical thinking, language, and mathematical skills.

- Our curriculum is designed to engage children actively, encouraging curiosity and creativity. We focus on:
  - Early Learning: Developing essential skills like literacy, numeracy, and problem-solving.
  - Social-Emotional Development: Building strong relationships and self-confidence.
  - Physical Development: Promoting healthy habits and motor skills.



respected. Our dedicated staff provides personalized care and attention, ensuring each child's individual needs are met.

### Our Commitment

We are committed to partnering with parents to provide the best possible education for their children. Our goal is to inspire a lifelong love of edification and prepare children for future success.

### Our Values

- Quality Care: We strive to provide the highest quality care and education.
- Reliability: We endeavor to deliver on our promises.
- Lifelong Learning: We foster a love of learning in both children and staff.
- Partnership/Affiliation: We value strong partnerships with parents and teachers.
- Respect: We treat all individuals with kindness and respect.



## Working Together for Your Child:

We know that a strong partnership between home and school is essential for your child's growth and success.

- We'll maintain open and honest communication about your child's progress and development.
- We'll work with you to establish consistent routines and expectations at home and school.
- We'll celebrate your child's achievements and milestones together.
- We'll collaborate to address any challenges and find solutions that support your child's success.

To complement our objectives, we encourage you to nurture the following qualities in your child: optimism, empathy, kindness, persistence, positive social skills, social resilience, and compassionate self-talk.

### *How to Raise your child to shine, like a super star*

- *Cultivate Optimism*
- *Develop Empathy and Kindness*
- *Instill Persistence*
- *Build Positive Social Skills*
- *Strengthen Social Resilience*
- *Foster Compassionate Self-Talk*

## Getting Ready for Preschool

Preparing your child for preschool is an exciting milestone! We're here to help make the transition as smooth and positive as possible for both you and your child. To ensure a successful start, here's a guide to preparing your little one for their preschool adventure:

- **Familiarization:** Talk to your child about preschool in a positive and enthusiastic way. Read books about starting school, and if possible, visit the classroom beforehand.
- **Routine Practice:** Establish a consistent daily routine at home, similar to the preschool schedule, including wake-up, meal, and nap times.
- **Social Skills:** Encourage your child to interact with other children, practice sharing, and take turns.
- **Independence:** Help your child practice skills like putting on shoes, washing hands, and using the bathroom independently.
- **Emotional Readiness:** Acknowledge and validate any anxieties your child may have. Reassure them that you will be there for them.

### Dress

- Your child should be dressed for active and participatory play.
- Your child should wear sturdy, protective shoes (no sandals or Crocs®)

- Children go outside most days, so please dress your child appropriately.
- In the winter, jackets are needed every day.

## What to Bring:

To help your child settle into their preschool day, please prepare a zippable bag, clearly labeled with the name, containing the following items:

- Extra Clothes, please choose comfortable, easy-to-wear clothing, Consider the weather and pack accordingly,
- Jackets, coats, hats, and for cold weather.
- A spill-proof water bottle labeled with your child's name.
- Nap mat, blanket, or comfort item,
- For toddlers, diapers and Wipes, and Diaper rash cream.
- And more importantly if your child requires medication, discuss the proper procedures with the teacher or director

## POLICIES AND PROCEDURES

### Enrollment and Tuition

#### Enrollment Process

For the success of your child, do take the time to explore our curriculum, meet our dedicated teachers, and experience our engaging learning environment. We are committed to providing a safe, stimulating, and supportive space where your child can thrive. We encourage you to carefully review the enrollment process outlined below and reach out with any questions you may have.

- Complete the enrollment application and provide required documentation.
  - The first month tuition and a non-refundable registration fee is due upon enrollment.
- Attend Orientation: Learn about the program and ask questions.
- Review the Handbook: Understand rules and procedures.
- Support First-Day Transition: Be present on-site.
- Complete Enrollment Forms: Ensure all documents and immunizations are up-to-date.
- Provide Allergy/Medical Information: Submit forms and medication as needed.
- Supply Extra Clothes: Keep a change of clothes at the center.
- Update Contact Information: Provide current phone numbers and emergency contacts.
- Communicate with Staff: Seek information about the program and available resources.



*We offer equal opportunity to students of any race, color, religion, and national and ethnic origin.*

## Policy Regarding Payment and Fees

- **Fee Changes:** Parents will be notified 30 days in advance of any fee or tuition increases.
- **Payment Due Date:** Tuition is due by the first day of each month.
- **Late Fees:**
  - A \$50 late fee will be charged for payments received after the 3rd business day of the month.
- **No Refunds:** Tuition and registration fees are non-refundable.
- **Withdrawal Policy:**
  - A written notice of withdrawal is required one month in advance.



## Termination

SSK reserves the right to terminate this agreement with seven days' written notice for the following reasons:

- **Lack of Cooperation:** Failure to cooperate with SSK staff regarding your child's behavior or disciplinary needs.
- **Misconduct:** Disrespectful or harmful behavior towards staff or other children.
- **Payment Delinquency:** Consistent late or missed payments.
- **Policy Violations:** Repeated violations of SSK's policies and procedures.
- **Disruptive Behavior:** Actions that disrupt the learning environment or SSK's operations.

In the event of termination, Parent shall pay all outstanding fees and charges.

## Other Policies

- **Emergency Contacts:**
  - Please provide emergency contact information and keep it updated.
- **Immunizations:**
  - All required immunizations must be up-to-date.
  - Please provide immunization records upon enrollment.
- **Medication Administration:**
  - A written authorization from a doctor is required.
- **Accident Reporting:**
  - We will notify you of any accidents or injuries that occur during the day.
- **Dress Code:**
  - Please dress your child in comfortable, age-appropriate clothing.
  - Closed-toe shoes are required for outdoor play.

## Schedule / Hours of Operation

Our center offers both full-day/full-year and part-day school-year classes.

- **Hours of Operation:** Monday to Friday, 7:30 AM to 6:00 PM.

### Daily Sign In/Out Procedures

For the safety and well-being of all children, Community Care Licensing requires specific sign-in/out procedures.

- **Daily Sign-in/Out:**

- Parents or authorized adults must accompany their child to and from the center.
- Upon arrival, always inform a staff member of your child's presence.
- Use ink to sign the child in and out on the designated sheet, including your full legal name and the exact time.
- After signing in, please spend a few moments with your child and then accompany them to their teacher for a daily health check.
- When signing your child out, inform staff that you are taking them home.:)



As stated before, SSK emphasizes a strong home-school partnership as crucial for children's success.

We aim to create a collaborative environment where parents and teachers communicate openly, set consistent expectations, celebrate achievements, and address challenges together. We encourage you to briefly discuss your child's day with their teacher and review their work (e.g., artwork, books).

For safety reasons, all children must remain supervised and within adult reach while walking through hallways and the parking lot.

### Late Pick-Up Fee and Policy

**Pick up Time:** Children **must be picked up before** the school closes. A late fee of \$1 per minute will be charged for any delay past the agreed pickup time.

If you are running late, please call the school immediately to inform us. To ensure you have time to greet your child, speak with teachers, and allow staff to complete their duties, please arrive 5-10 minutes before the closing.

If you have not arrived within five minutes of the program's closing time, staff will contact the emergency contacts listed on your child's emergency card.

### Vacation Policies

- For vacations of two weeks or less, full tuition applies.

- For vacations of four weeks, a 50% discount applies (once per year, excluding Christmas break).
- No tuition reduction for shorter vacations or illnesses.
- A two-week written notice is required for vacations.

## Confidentiality

We value and respect the privacy of each family.

- **Suspected Harm:** In cases of suspected harm to a child, family member, or staff, we will consult with supervisors and outside professionals.
- **Record Access:**
  - Written records are kept securely on-site. Access is limited to necessary staff.
  - Families have the right to access their child's records with staff supervision.
  - To obtain copies of records, please submit a written request specifying the desired items.

## Holidays

The Center is closed on the following holidays



Month	Holiday
January	New Year's Day Martin Luther King Jr.'s Birthday
February	President's Day / Midwinter Break
March / April	Good Friday Spring Break
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
November	Thanksgiving Day and The following Holiday
December	Christmas Eve through New Year's Day

In addition to the listed holidays, there may be Staff Development days, minimum days with reduced attendance, and early release days for staff meetings, parent-teacher conferences, and other events.

If a holiday falls on a weekend, the school may be closed on the preceding Friday or the following Monday.

## Key Policies and Procedures

### Attendance and Absences

We believe consistent attendance is key to your child's success. We also recognize that children get sick, and unforeseen circumstances arise.

#### When Your Child is Ill:

**To protect everyone's health, please keep your child home if they have a fever, vomiting, diarrhea, or a contagious illness.**

If your child will be absent from school, you MUST contact the office to report their absence.

- For absences lasting several days, a doctor's note may be requested.
- Please inform us of your child's absence as soon as possible.
- If we haven't heard from you for seven days, we will reach out to ensure your child's well-being.

#### Excused Absences:

- **Illness/Quarantine:** Illness of the child or parent, including necessary medical appointments.
- **Family Emergencies:**
  - Sudden situations that make it difficult or unsafe to bring your child to school. Examples include:
    - Natural disasters
    - Transportation problems (e.g., flat tire)
    - Hazardous weather conditions
    - Sibling illness
    - Hospitalization of a family member
    - Death of a family member
    - Sudden change in residency
    - Other situations (determined on a case-by-case basis)
  - For extended absences due to a family emergency, a meeting with the principal may be necessary to create a plan for your child's continued education.
- **Court-Ordered Visitation:** Requires a copy of the court order on file.

#### Pick up policy regarding Substance Use

*Individuals picking up children must not be under the influence of any substance, including legal marijuana and alcohol (for those 21+). If suspected, access may be denied, and an alternative pickup will be required (mandated reporter obligation). Please adhere to these safety guidelines and address concerns with staff. Be mindful that impairing prescription medication can also be a safety hazard. Tobacco and all forms of smoking are prohibited in and around school zones and childcare centers, in accordance with licensing and local regulations. Weapons are forbidden on school grounds.*



## Curriculum and Daily Activities

Our pedagogical approach is holistic, integrating relevant learning theories tailored to each child's age and developmental level.

Our pedagogical approach is holistic, integrating key learning theories, including experiential learning (hands-on activities), sociocultural learning (social interaction), constructivism (learning through experience), cognitive learning (information processing), and social learning (observation), along with structured learning and an academic curriculum; of course, tailored to children's age and developmental level.

- **Learn and improvise through play:** We apply a play-based approach because we understand children learn most effectively through hands-on activities and self-guided discovery

***Our moto: Learn by Exploring -- play, Ponder, Scrutinize, and Synthesize***

- **Developmentally Appropriate Practices:** Our teachers implement developmentally appropriate practices that support children's growth in all areas, including cognitive, social, emotional, and physical development.
- **Engaging Environments:** We create inviting and universally-designed indoor and outdoor learning environments that encourage exploration, independence, and meaningful choices within established boundaries.
- **Meaningful Interactions:** We foster strong teacher-child and peer-to-peer interactions through small and large group activities, daily routines, and meaningful conversations.
- **Community Building:** We prioritize building a strong sense of community within each classroom, fostering a supportive and inclusive environment for all children.
- **Individualized Learning:** We recognize the unique learning styles and needs of each child. Teachers conduct regular assessments and implement individualized plans to support each child's growth and development.





**The Curriculum:** The curriculum is structured to address key developmental milestones in literacy, numeracy, and social-emotional skills, tailored to children's age and developmental level. The curriculum includes:

- **Literature:** Engaging in storytelling, reading, and creative writing.
- **Science:** Exploring the natural world through hands-on experiments and observations.
- **Social Studies:** Learning about the world around them, including history, geography, and social interactions.
- **Language Arts:** Developing strong communication skills through speaking, listening, and language development.



## Schedule of Daily Activities

The following is a sample schedule of activities for a typical day in the program. Please refer to your child's classroom for their specific schedule, which will be posted on the board. Opening and closing times may vary by classroom.

The schedules are open-ended and flexible, designed to meet the unique needs and developmental levels of each child. Play-based activities are emphasized, as they provide valuable learning and growth opportunities.

### Toddler schedule

**Potty Learning** We are willing to assist a child with toilet learning, but this does start at home. When your child has shown readiness and willingness, we will continue this learning at SSK as well

- Disposable training pants must be provided
- An additional set of clothes

The following sample schedule offers a glimpse into our typical day, but please remember that flexibility is key. We prioritize individual needs related to diapering, toilet training, and napping, ensuring each child feels comfortable and supported. Your child's classroom may have a slightly different daily routine, tailored to the specific group of children and their evolving needs.



7:00am	Arrival / Free Play
8:00 am- 8:45 am	Transition to Breakfast (Wash hands, sign in, serve breakfast)
8:45am -9:00am	(Transition to circle time, change diapers/potty, clean up breakfast, wash hands)
9:15am-9:30am	Circle time
9:30am- 9:45am	Transition to outdoors/ park/ go for a walk
	Wash Hands/ use the bathroom/potty ; change diapers.
9:45am -11:00 am	Play outdoors (Offer Snack)
11:-11:30am	Transition indoors (Change diapers/ potty break, wash hands, prepare for lunch time)
11:30am -11:50am	small activities (Independent play during transition to lunch) table activity
12:00-12:15pm	Lunch time
12:45- 3:00pm	Naptime /quiet time, Activity for smaller children who are awake.
2:45pm-3:15pm	Snack time (Transition, change diapers/ potty, put beds away)
3:15pm- 4:00pm	Afternoon activity, table play or outdoor play.
4:00-5:30	(Closing Hour (Change diaper, potty, wash hands))
End of day	(Parents will pick up children)

## Preschooler Schedule

Our daily schedule is carefully crafted to foster learning and development through a blend of structured activities and free play, while also recognizing the individual needs of each child.

This sample schedule provides a general overview of our typical day. Please remember that we maintain flexibility to accommodate age-related differences and individual napping needs. Your child's specific classroom routine may vary slightly to best serve the unique group of children and their evolving developmental stages.

Time	Activity
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7: 30 AM Center Opens 7: 30 – 8.00 AM	Arrival times vary depending on program enrollment. Arrival, greetings, Continental Breakfast
8:00 – 9:00 AM	Exploration: Play inside and have fun  play games, listen to stories, and talk and learn together. have fun with pretend play, making art, singing and dancing to music, and learning new words.
9:00-10:00 AM	Circle Time and L Fun earning together! Sing songs and learn new words. Practice ABCs and count numbers. color and draw shapes.
10:00 - 11:30 AM	Outdoor Adventure (weather permitting) Plying outside in the playground Planned and self-guided activities (large/fine motor play), sand and water table, riding bikes, playing with balls.
11:30 AM - 12:30 PM	Lunch Time
12:30 - 2:30 PM	Rest/Quiet Time: Story time, soft music, nap time.
2:30 - 3:30 PM	Afternoon Activities: Indoor play. Planned and self-guided activities (large and gross motor play). Examples: Blocks, table toys, science manipulatives. Hand washing. Snack. Clean-up.
4:00 PM - Closing	Outdoor Play: Outdoor play. Planned and self-guided activities (large and gross motor play). Examples: Parachute, bubbles, outdoor art. Departure times vary depending on program hours and program enrollment.

## Kindergarten age Schedule

Our daily schedule is thoughtfully designed to prepare your child for elementary school while nurturing their natural curiosity and love of learning. We balance structured academic activities with engaging play-based learning, recognizing that children at this age learn best through a variety of experiences.

Time	Activity
7: 30 AM Center Opens 7: 30 – 8.00 AM	Arrival times vary depending on program enrollment. Arrival, greetings, Continental Breakfast
8:00 – 9:00 AM	Exploration: Play inside and have fun  play games, listen to stories, and talk and learn together.

	have fun with pretend play, making art, singing and dancing to music, and learning new words.
<i>9:00-10:00 AM</i>	Circle Time and L Fun earning together! Sing songs and learn new words. Practice ABCs and count numbers. color and draw shapes.
<i>10:00 - 11:30 AM</i>	Outdoor Adventure (weather permitting) Plying outside in the playground Planned and self-guided activities (large/fine motor play), sand and water table, riding bikes, playing with balls.
<i>11:30 AM - 12:30 PM</i>	Lunch Time
<i>12:30 - 2:30 PM</i>	Rest/Quiet Time: Story time, soft music, nap time.
<i>2:30 - 3:30 PM</i>	Afternoon Activities: Indoor play. Planned and self-guided activities (large and gross motor play). Examples: Blocks, table toys, science manipulatives. Hand washing. Snack. Clean-up.
<i>4:00 PM - Closing</i>	Outdoor Play: Outdoor play. Planned and self-guided activities (large and gross motor play). Examples: Parachute, bubbles, outdoor art. Departure times vary depending on program hours and program enrollment.

## NAPPING AND REST TIMES

Our program includes a two-hour rest period each day, allowing children the opportunity to sleep or simply relax and recharge.

- Rest Schedule: Naptime is typically scheduled after lunch.
- Resting Arrangements: Each child is provided with their own cot or mat.
  - To help your child feel comfortable, please send them with nap matt
- Creating a Calm Environment: During rest time, soft music is played, and gentle back rubs may be provided to create a calm and relaxing atmosphere.
- Quiet Activities: Children who do not sleep will be offered quiet activities such as a book.

## Food & Nutrition Services

All children will be offered a morning snack, lunch, and an afternoon snack (based on their program hours).

- **Healthy Meals:** All meals will include age-appropriate foods that meet Community Care Licensing guidelines, including servings of milk (or approved milk substitute), grains, protein (meat or meat alternative), fruits, and vegetables.

- **Menu Availability:** A monthly menu will be posted and is available to each parent/guardian
- **On-Site Consumption:** All food served at SSK must be consumed on-site. (Food will not be sent or allowed to be taken home.)
- **Outside Food:** Bringing food from home is generally discouraged. Prior authorization from the program director is required for any exceptions.



We're committed to offering a balanced menu. Parents can request to see the full monthly schedule, which includes protein options such as chicken, beef (excluding pork), and pizza. We also serve chicken nuggets. Our vegetable offering is mini carrots, and we provide milk or 100% juice as drink choices.

**Menu Items:** Our selection is designed with a focus on variety, nutritional value, and ease of consumption. The item includes

- Lean deli meats (turkey, ham) cut into small pieces
- Mini frittatas or egg muffins
- Beans and legumes
- Plain yogurt, or yogurt mixed with fruit
- Chees, string cheese or Cottage cheese
- Bread, Whole-wheat bread or others
- Sandwiches (with healthy fillings)
- Whole-grain crackers:
- With cheese or nut butter
- Whole-grain pasta:
- Fruits: Grapes, strawberries, Apple slices, Banana slices
- Vegetables: Baby carrots, Cucumber slices, Bell pepper strips, Cherry tomatoes,
- Water is the best choice for drinks.



## Healthy Eating Guidelines at Our Center

- **Role Modeling:** Teachers and parents/guardians play a crucial role in promoting healthy eating habits. All foods consumed on-site, including those eaten by adults, should reflect healthy choices.
- **Nutrition Education:** We incorporate nutrition education activities to encourage healthy choices and introduce children to new, nutritious foods.
- **Healthy Celebrations:** Birthdays and celebrations should also emphasize healthy food options.
- **Food Safety:**
  - For activities without parent/guardian supervision, all food must be prepared on-site or be store-bought with an ingredient list.

- Outside food is generally not allowed in the classroom, except during supervised potlucks or celebrations.
- Food should never be used as a reward or punishment.
- **No Goodie Bags/Balloons:** Bringing goody bags, including gifts or food, for children is not permitted. Balloons are a choking hazard and are prohibited.
- **Dietary Restrictions:**
  - **Nut-Free Policy:** Due to severe allergies, all foods brought to the center must be nut-free.
  - **Pork-Free Policy:** All centers serve a pork-free menu to respect cultural sensitivities.

Here's a list of recommended and not-allowed foods at our center, keeping in mind nutritional balance and safety

## Recommended Foods

- **Fresh Fruit:** Apples (sliced), bananas, berries, grapes (cut in half), melon chunks, oranges (segmented)
- **Vegetables with Dip:** Carrot sticks, cucumber slices, bell pepper strips, broccoli florets, with hummus, yogurt dip, or ranch
- **Whole Grains:** Whole-wheat crackers, whole-grain bread, brown rice, quinoa
- **Lean Protein:** Cheese cubes/slices, string cheese, hard-boiled eggs, grilled chicken (if prepared off-site), beans (black beans, chickpeas)
- **Dairy:** Low-fat yogurt, milk (offered as an alternative to sugary drinks)

## Not recommended

- **Sugary Treats:** Candy, gum, ice cream, cakes, cookies, doughnuts
- **Sugary Drinks:** Soda, juice (unless 100% fruit juice and limited), fruit-flavored drinks
- **Unhealthy Fats:** Potato chips, Cheetos, popcorn, nuts, seeds (due to choking hazard for some children)



## Important Considerations

- **Allergies:** Always be mindful of children with food allergies. Clearly communicate any restrictions to parents.
- **Choking Hazards:** Avoid small, hard foods like whole grapes, nuts, and popcorn for young children. Cut fruits and vegetables into appropriate sizes.
- **Portion Control:** Offer age-appropriate portion sizes to prevent overeating.
- **Water:** Encourage water as the primary beverage throughout the day.

## Holidays and Celebrations

We believe in fostering a sense of community and joy through age-appropriate celebrations throughout the year. We recognize certain key holidays and cultural events as opportunities for learning and fun. At the same time, we deeply respect the cultural diversity of our families and understand that celebrations hold unique meaning for each individual. Our approach is to create inclusive experiences that introduce children to different traditions while ensuring every child feels valued and included.

We recognize that holidays are deeply personal and celebrated differently by each family. To ensure smooth planning, we kindly request at least two weeks' notice for any special classroom activities, including celebrations.

- **Respecting Family Traditions:**

- The program respects the diverse cultural and religious beliefs of all families.
- Classroom activities are not intended to replace family holiday observances.

- **Celebrating Birthdays:**

- Birthdays are special occasions!
- We encourage celebrating with non-food items or healthy food options (see recommended list).

### Celebration and Goodie Bag Guidelines

We value celebrating special occasions and fostering a sense of community. Goodie bags, when provided, should be a fun extension of the celebration, emphasizing thoughtful and safe items. The following guidelines ensure that celebrations and goodie bags are safe, developmentally appropriate, and considerate of all children's needs and potential allergies.

- Parents are requested to provide advance notice to the teacher regarding any



planned celebrations (e.g., birthdays, cultural events). This allows for proper planning and communication with other parents.

- Celebrations should be inclusive and respectful of all children's cultural backgrounds and values. Please consult with the teacher to ensure that the celebration aligns with the preschool's values and practices.
- All food brought to the preschool must adhere to the preschool's allergy policy. Please provide a list of ingredients for any food items. Nut-free and allergen-friendly options are strongly



encouraged. Consider healthy alternatives to sugary treats, such as fruit platters or yogurt parfaits.

- Celebration activities should be age-appropriate and engaging for all children. Please consult with the teacher to coordinate activities that fit within the classroom schedule.

### Goodie Bag Guidelines:

Parents are encouraged to consult with the teacher regarding the contents of goodie bags before assembling them. Keep goodie bags simple and avoid excessive amounts of items.

- **Age-Appropriate Items** All items in goodie bags must be age-appropriate for preschool children. Consider items that promote creativity, sensory exploration, or fine motor skills.
- **Prohibited Items:** Do not include any sharp objects, such as scissors, knives, or pointed toys. Avoid items with small parts that could pose a choking hazard.
- **Hard Candy:** Hard candies, lollipops, and other hard sweets are prohibited due to choking risks. **Also** Avoid very sticky candies that can become lodged in a Childs throat.
- **Toys:** Toys that produce excessively loud noises are discouraged. Also toys that depict violence or aggression are prohibited.
- **Latex Balloons:** Latex balloons are prohibited due to allergy concerns. Mylar balloons are acceptable.
- **Recommended Items:** Stickers, Crayons or colored pencils, Small notebooks or coloring books, Bubbles, Playdough or modeling clay, Small puzzles, Temporary tattoos, Small books, Small musical instruments (e.g., maracas, tambourines), Seed packets for planting

### Adventures in Learning: Field Trips at SSK

SSK provides exciting field trip opportunities for children ages 2-5, fostering a sense of community and discovery. We love to explore our neighborhood by walking or using public transportation, with popular destinations like our local fire station. In addition to these community-based trips, we also organize field trips that align with our preschool curriculum, enriching specific learning themes. A nominal fee may be charged to cover the cost of these adventures.

- **Transportation:**
  - For trips requiring other transportation, we'll explore options like



holding the class at the field trip location if feasible for families.

- Family transportation is required for all field trips.

## Custody Situations

- **California Law:** Parents with joint legal custody have equal rights to information about their child. You must provide a copy of all custody orders. Any changes to the order must be reported immediately.
- **Order Enforcement:** we will strictly follow the terms of the most recent custody order.

**We reserve the right to deny access to the center to anyone who poses a threat to the safety of children, staff, or families.**

## Promoting a Safe Environment: Policy on Physical Aggression

Our policy focuses on creating a safe environment by addressing physical aggression like biting, hitting, and hurting. We view these behaviors are part of typical development. We emphasize understanding causes, teaching alternatives, and building empathy

Our policy for handling these behaviors and ensuring children's safety

- Prioritizes safety, comforting the hurt child, and calmly removing the aggressor.
- Focuses on calm communication, explaining the impact, identifying causes, teaching alternative expressions, and avoiding punishment.
- Ensures timely and confidential information sharing and collaborative problem-solving.
- Promotes a positive environment, social-emotional skill development, close supervision, engaging activities, and staff training.
- Involves creating individualized behavior plans with parents and potentially seeking external help.
- Allows for suspension or expulsion and requires reporting to authorities when necessary.
- Requires detailed record-keeping of all incidents.

**Serious Incidents** In the event of serious incidents, detailed documentation is required. Our procedure includes provisions for suspension or expulsion.

**Safe pick up policy:** Individuals picking up children must not be under the influence of any substance, including legal marijuana and alcohol (for those 21+). If suspected, access may be denied, and an alternative pickup will be required (mandated reporter obligation). Please adhere to these safety guidelines and address concerns with staff. Be mindful that impairing prescription medication can also be a safety hazard. Tobacco and all forms of smoking are prohibited in and around school zones and childcare centers, in accordance with licensing and local regulations. Weapons are forbidden on school grounds.

## Policies Regarding Mutual Respect for Teachers and Classmates

As teachers and staff, we are committed to demonstrating respectful behavior at all times. We will use positive reinforcement and encouragement to foster a respectful environment, while addressing disrespectful behavior promptly and consistently.

### Respectful Behavior Expectation

To foster a positive and respectful environment, we commit to and expect the following:

- Respectful Communication: We communicate politely, constructively, and without offensive language. We expect you to do the same.
- Personal Boundaries: We respect personal space, belongings, and consent. We expect you to do the same.
- Diversity and Inclusion: We celebrate diversity and avoid discrimination. We expect you to do the same.
- Respect for Authority: We respect teachers and staff, follow instructions, and address concerns respectfully. We expect you to do the same.
- Positive Learning Environment: We minimize disruptions and are attentive. We expect you to do the same.

### Conflict Resolution

We promote peaceful conflict resolution by actively listening, allowing children to express their feelings, and collaboratively finding solutions. We encourage positive strategies and intervene to guide children towards peaceful resolutions. We ask that you reinforce these methods at home

### Consequences for Misbehavior:

Disrespectful behavior will result in fair and consistent consequences, such as loss of privileges, time-outs, or other disciplinary actions.

### Severe Misconduct:

Disruptive behavior from parents or a child may result in termination of enrollment.

By working together, we can create a positive and supportive learning environment for all.



### Discipline Policy

We believe in positive discipline techniques that focus on guidance, redirection, and natural consequences. At our center, the health, safety, and social-emotional well-being of children are our top priorities. We understand that social-emotional development is a vital skill that children must develop throughout their early years. Our aim is to help children learn through play,

problem-solving, and conflict resolution strategies. We encourage all children and adults to be considerate (help others, share, take turns), responsible (clean up, listen when others talk, follow class schedules), and safe (keep our hands and feet to ourselves, walk inside). Corporal punishment is not allowed.

## Nurturing Positive Behavior

Our center fosters positive behavior through engaging activities and a supportive environment. Staff teach social-emotional skills, conflict resolution, and problem-solving through daily interactions. We reinforce expectations, model positive behavior, and utilize redirection, positive reinforcement, and prevention strategies. Physical punishment is strictly prohibited. We focus on guiding children towards self-control, problem-solving, and respect.

**Addressing Challenging Behaviors:** When challenging or unsafe behavior occurs, we address it immediately with various strategies, such as individual guidance between the teacher and child, inviting the child to work with a staff member for individualized attention, or redirecting the child to alternative activities.

In cases where a child exhibits persistent, serious, or challenging behavior, program staff will request a meeting with the child's parents to discuss the behavior. Our staff and parents will collaborate to develop strategies to resolve the behavior. The support team may include teachers, the director or site supervisor, parents, and additional service providers, such as a mental health consultant or speech and language pathologist.

**Exploring Additional Resources:** If behavior does not improve, the following steps may be taken:

- Program staff and parents will explore community services or referrals as necessary.
- If the child's continued enrollment poses a serious safety threat to themselves or other children, the program may refer the parents or legal guardians to other appropriate placements through resource and referral agencies or local services.
- If all resources are exhausted and the child persistently exhibits safety threats, disenrollment may be recommended.

## Photography Policy

We may take photos of your child during special events, performances, or field trips. These photos may be used to document events, create memories, or promote our organization.

If SSK provides you with photos, they are for personal use only. SSK retains ownership of all photos and digital files. You may grant permission to photograph and/or film your child for school events, extracurricular activities, and promotional materials. The photos and videos may be used **Externally:** On the organization's public website, social media, or in other promotional materials. You may waive the right to inspect or approve photos or videos before use, and you waive any right to royalties or compensation. (Please see the last page to opt out or waive permission signature.)

**Photography Authorization:** The photos of your child taken during special events, performances, or field trips, may be used for **Internal Use:** Display within the school, on internal websites, or in publications for parents and staff; **External Use:** Publication on the school's public website, social media channels, or in other promotional materials. **By signing below, you grant Super Star Kids Preschool permission to:** Photograph and/or film your child for school events, extracurricular activities, and promotional materials, Use these photos and videos for the purposes listed above, Waive your right to inspect or approve the photos or videos before they are used, and Waive any right to royalties or other compensation for the use of the images.

## Privacy and Opt-Out Option

While we will take reasonable precautions to protect your child's privacy, complete anonymity cannot be guaranteed.

Parents can opt-out of public promotional use of their child's photos.

# Appendix A

## Understanding the Policies and Procedures