

# Parent Handbook

The Father's Kids Preschool

A Ministry of The Father's House  
Director: Faith Sibug  
Assistant Director: Julissa Castro

## Welcome

Welcome to The Father's Kids Preschool! We are thrilled to be partnering with your family as you embark on your child's educational journey. We will strive to provide your child with an enriching environment where they can grow, learn, and be equipped as they move to their next step. This handbook is a resource for you to better understand our program and policies. Please read through its entirety and sign the policy agreement so you will be prepared for a successful year ahead.

## License

The Father's Kids Preschool is a licensed childcare facility (#483009177) and follows all licensure laws and regulations set forth by the State of California.

## Location

4800 Horse Creek Drive, Vacaville, CA 95688, Building B

## Contact Information

Phone: (707) 455-7790 Ext. 1594

Email: [preschool@tfh.org](mailto:preschool@tfh.org)

Website: [www.tfhpreschool.com](http://www.tfhpreschool.com)

## Leadership and Administration

We are a ministry of The Father's House and align with the Mission, Vision and Statement of Faith found at [www.tfh.org/about](http://www.tfh.org/about).

Peter Stow, Administrator

[peter.stow@tfh.org](mailto:peter.stow@tfh.org), (707) 455-7790 Ext 1569

Faith Sibug, Director

[faith.sibug@tfh.org](mailto:faith.sibug@tfh.org), (707) 455-7790 Ext 1594

## Mission

The Father's Kids Preschool cultivates a safe and enriching environment that builds a foundation for children's cognitive, social-emotional, physical, and spiritual development, igniting a lifelong love of learning and instilling confidence for each child to reach their potential.

## Philosophy

At the Father's Kid's Preschool, we believe that every child is created by God and is therefore valuable, unique, and deserves our respect. Our team will establish a trusting relationship with each child, so they feel secure, loved, and accepted; and will cultivate an enriching environment that encourages the development of each child's cognitive, physical, emotional-social, and spiritual growth. Teachers will facilitate opportunities for children to play, explore, solve problems, express their emotions, make friends, and develop an understanding of God. Our

activities balance child-led exploration, play, social collaboration, and teacher-guided activities. Teachers have been trained in early childhood development strategies and will provide opportunities for children to progress at their own pace. We believe this solid foundation will ignite a love of learning and impart confidence for each child to reach their full potential. We understand that children are best served when families and school communities partner, and our diversity is honored and celebrated. We commit to articulating the importance of early childhood education, frequently evaluating our results, and elicit feedback as we continue to grow as a community, and care for the well-being of our children.

## Staff

The Father's Kids Preschool staff are trained in Early Childhood Education and have the experience to provide a safe and nurturing environment for each child. All staff members are trained in Pediatric CPR and First Aid and have cleared a criminal background check. The Father's Kids Preschool holds a membership with the National Association for the Education of Young Children (NAEYC), and our staff will participate in professional development throughout the year and have access to educational journals and publications to stay current on Early Childhood Education topics. We are a diverse team with teachers who are fluent in Spanish and Indonesian.

## Non-Discrimination Policy

The Father's Kids Preschool admits students of any race, color and national or ethnic origin to all rights, privileges, programs, and activities made available to its students and does not discriminate based on race in administration of its educational or admissions policies, scholarship programs or any school administered programs.

## Ages of Children Accepted

The Father's Kids Preschool will accept children from the age of 2.9 through 5.6 years. Children must be at least 2 years and 9 months old by the first day of school to attend the fall session. **All children must be toilet trained to attend preschool.**

## Class Options

Classes are held Monday through Friday. We provide three weekly options:

- Tuesday and Thursday
- Monday, Wednesday, and Friday
- Monday through Friday for Pre-K.

We provide several class options to fit your child's developmental needs.

- 3-year-olds class
  - Offered Monday/Wednesday/Friday or Tuesday/Thursday

- 4-year-old's classes
  - Offered Monday/Wednesday/Friday or Tuesday/Thursday
- Pre-Kindergarten class
  - Offered Monday-Friday
  - Ages 4 & 5
  - Created for students going into kindergarten the following year
- Extended Care
  - Offered Monday-Friday
  - 12:00pm-3:30pm
  - Ages 3-5
  - Provides afternoon enrichment activities

## Hours of Operation

- Morning classes are Monday-Friday from 9:00am to 12:00pm.
- Extended Care is offered Monday-Friday from 12:00 pm to 3:30 pm.

## Daily Activities

- |                  |                        |
|------------------|------------------------|
| • Arrival        | • Small Group Activity |
| • Table Time     | • Free Play            |
| • Welcome Circle | • Closing Circle       |
| • Snack          | • Dismissal            |
| • Outside Play   |                        |

## Curriculum

The Father's Kids Preschool incorporates developmentally appropriate themes that align with the California Preschool Foundations. All classes will use Orange curriculum for children's spiritual development, and our Pre-K class will utilize Zoo Phonics to establish a solid pre-reading and pre-writing foundation. Students in all classes will learn through large and small groups and will participate in language arts, math, science, music, and art activities, and engage their fine and gross motor skills. Each day children will have the opportunity to explore outside and enjoy free play in our learning centers. Socialization, effective communication, critical thinking, and problem solving are encouraged through daily activities as an integral part of the preschool program.

## Application and Enrollment Process

1. Enrollment applications for the upcoming school year will be available in February.
2. Children must be 2 years and 9 months old by the first day of the school year to be enrolled in the 3-year-old class. Children must be at least 4 years of age on or before September 1st of the school year to be enrolled in the pre-kindergarten class. Children may be added to any class if a written addendum is filled out and signed by a parent and the director.
3. **Children must be fully potty-trained before attending The Father's Kids Preschool.**

4. All enrollment and financial forms, along with a non-refundable \$60 registration fee are required to secure a child's acceptance into the school. The \$60 registration fee is waived for families who are reenrolling for a subsequent year.

## Admission Policies

The Father's Kids Preschool admits students of any race, color and national or ethnic origin to all rights, privileges, programs, and activities made available to its students, and does not discriminate based on race in administration of its educational or admissions policies, scholarship programs, or any school administered programs.

The preschool director will conduct one or more personal interviews with the child's parent or guardian that meets the following requirements:

1. Enables the director to understand the state of the child's health and physical and emotional development and to assess whether the program can meet the child's needs.
2. Provides the child's parent or authorized representative with information about the childcare center, such as the admission policies and procedures, activities, regulations, hours and days of operation, fees, procedures to be followed should the child become ill or injured while at the childcare center, and procedures for conducting inspections for illness.

### REQUIRED FORMS:

1. The following forms must be completed and returned within 30 days or the first day of school:
  - a) Personal Rights (LIC 613A)
  - b) Consent for Emergency Medical Treatment (LIC 627)
  - c) Identification and Emergency Information (LIC 700)
  - d) Physician's Report (LIC 701)
    - *A Physician's Report Waiver is available if an appointment cannot be obtained.*
  - e) Child's Preadmission Health History – Parent's Report (LIC 702)
  - f) Notification of Parent's Rights (LIC 995)
  - g) Up-to-date Immunization Record
    - Required by Community Care Social Services
    - Go to <https://tinyurl.com/Shots-For-School-Child-Care> to see a list of required immunizations or refer to Handbook Addendum.
  - h) Admission Agreement
  - i) Policy Agreement
  - j) Media Release
2. State law requires that all forms be on file before your child may be admitted to the school. It is essential that we have this information about your child. In the event of illness or accident, the school must be able to contact you and/or someone on your emergency card.

3. A Parent Handbook will be given to you upon registration/orientation. Please carefully read all policies, sign the policy agreement at the end of the handbook, and bring to the teacher on the first day of school. We invite you to contact the director if you have any questions about our policies.

## Children with Special Needs

The Father's Kids Preschool will accept children with physical, emotional, developmental, and behavioral disabilities on a trial basis. After two weeks of instruction, a parent/director conference will be held to discuss whether the child's needs are being met, and whether the program has the necessary resources.

## Immunization Requirements

The California School Immunization Law requires that children receive a series of immunizations before entry to schools, childcare centers, or family childcare homes. In addition, the California School Immunization Law requires schools, childcare centers, and family childcare homes to enforce immunization requirements, to maintain immunization records of all children enrolled, and to submit reports to the health department. Please refer to the Guide Requirements of the California School Immunization Law sheet to see which immunizations are required for your child. Those are found at [www.shotsforschool.org](http://www.shotsforschool.org). Exemptions will not be accepted after January 1<sup>st</sup>, 2024. We accept doctor's exceptions.

## Tuition and Payment Terms

Our pricing is straightforward, with the monthly payment based on the number of days per week your child attends. We have 2-day, 3-day and 5-day options with the following prices:

- Two-days: \$280
- Three-days: \$420
- Five-days: \$700

Our annual tuition is pro-rated into ten monthly payments, and all holidays and non-school days have been deducted from the annual tuition. Families must have an account set up with auto pay turned on before attending, and tuition payments will be deducted on the 5<sup>th</sup> of each month. Please contact Toni Lammon at [toni.lammon@tfh.org](mailto:toni.lammon@tfh.org) to set up an auto-pay account and refer to your financial agreement for additional information regarding payments.

**RATE CHANGES:** If our rates change, parent's or guardian's will be informed in writing 30-days before the change takes place.

## Refund and Withdrawal Policy

The registration fee is non-refundable. If a family chooses to withdraw an enrolled child, a **written notice must be given 30 days prior to a child leaving the program to allow for**

**payment cancellation.** During this 30-day period, the family is responsible for tuition whether the child attends school or not. Refunds will not be given for vacation or absences.

## Sign-in/Sign-out Procedure

The adult who transports the child to and from school must sign-in and sign-out the child at the classroom door using their full signature. **Please no initials.**

## Authorized Release of Children to Non-parents

Any changes in the adult who is pick up a child must to be noted in writing on the sign-out sheet. Your child will be released only to you, or persons authorized by you on the child's emergency card. Please make sure that you list on the emergency card anyone who may be picking up your child throughout the school year. The person designated to pick up will be required to show a valid driver's license before the school will release your child. If there are changes to the regular routine, such as picking up your child at a different time, or if you will be available at a different phone number, please let the school's director know. If there is a restraining order against a parent or other significant adult a copy of this order must be kept in the child's file.

## Transportation

The Father's Kids Preschool does not provide transportation to and from school, field trips or other school activities. Transportation will be provided in the event of an emergency and evacuation.

## Late Arrival and Late Pick Up

Our circle time begins at 9:15 am. Please arrive by 9:00 am, so your child has a smooth transition for the day. Pick up is at 12pm, and we admonish parents/guardians to prioritize prompt pick up as a curtesy to our staff and for the reassurance of your child.

A late charge of \$5 every five minutes will be assessed for children continually picked up late. Excessive tardiness will result in your child being dropped from the program.

## Child Not Picked Up from School

If a child is not picked up after school, the teacher will call the parents/guardians. If they cannot be reached, we will call the emergency contacts. If the child has still not been picked up within 45 minutes after class is over, and neither the parents/guardians nor the emergency contacts are available, we will contact law enforcement.

To ensure all children are picked up at the end of the day, the staff will check the sign-in sheet.

## Illness/Signs of Illness

When your child is unable to attend school due to illness, please call, email, or leave a message on the Class Dojo app as early as possible. Teachers can more effectively plan for the day if they know who will be present/absent. If your child is ill or has any of the symptoms listed below, please let them rest and recover in the comfort of their home. All the teachers and other families with children at The Father's Kids Preschool appreciate this consideration.

- Temperatures of at least 100 F
  - **A child must be fever free for 24 hrs. to return to school.**
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Unusually dark urine and or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign of symptom of illness
  - A child may return 24 hours after the last episode of vomiting.

Please inform the teacher or the director if you were made aware that your child was exposed to a communicable disease in another setting. Staff illness guidelines are the same as above.

## Preventive Measures

If the teachers or director identify symptoms of illness, the following plan of action will immediately go into effect:

1. Identify the symptoms.
2. Isolate the child in director's office until parent or guardian arrives.
3. Keep the child within sight and hearing of the classroom.
4. Provide a cot and make him/her feel as comfortable as possible.
5. Call the child's parents or adults listed on the child's emergency contact form to have them pick up the child from the school.
6. Disinfect the classroom and cot.
7. Only allow readmission of child upon receiving a doctor's note when dealing with communicable diseases.
8. Communicate with classroom parents of when communicable disease or illness is documented.



## Management of Illness Policies

The Father's Kids Preschool takes responsible measures when attempting to prevent illnesses and communicable diseases. The staff will follow the procedures listed below as part of their daily schedules and interactions with children:

1. Staff must wash hands upon arrival to work, after cleaning, after using restroom, after blowing their nose or sneezing, after helping children in the restrooms, before serving snack, and after contact with any bodily fluids.
2. Disinfect counter tops, tables, toys, sink and toilet areas, and clothing daily.
3. Make sure that the children properly wash their hands before eating snack, after blowing or touching the nose, and after encountering any bodily fluids.

## Individual Medical Services

- The Father's Kids Preschool will admit children who need Incidental Medical Services (IMS) asthma care or the use of an Epi-pen or Epi-pen Jr.
- The Parent or Authorized Guardian, Director and teacher will meet to determine and document care needed.
- Records shall be obtained and maintained in an IMS file for each child needing care. The file will contain written permission from the Parent or Authorized guardian to administer the IMS care.
- A detailed description of IMS care to be given will be accepted in writing and signed by the child's physician and Parent or Authorized guardian.
- Staff will be trained by a certified nurse or EMSA representative in the use of an Epi-pen, Epi-pen Jr. and all Asthma Inhalers.
- Medications shall be stored following the guidelines stated in the Title 22 regulations (101226).
- All Staff will be trained in how to administer, store, document and report care given to the child.
- In an emergency situation, all staff members will follow First Aid and CPR guidelines and call 911.
- Guidelines for proper safety precautions regarding the IMS services shall be posted in the kitchenette area.
- All staff performing IMS services shall follow the listed precautions.

## Medication

If a child enrolled in our program needs medication while at school, parents/guardians and their child's physician are instructed to fill out the form entitled "**Parent/Guardian Request for Administration of Medication**" (LIC 9221). Teachers must follow specific instructions listed on the form when administering medication to the child. It is our policy to only administer medications for medical/emergency cases.

Children may not have medicine of any kind in their backpack or in their pockets. If your child has been given medication before coming to school, please inform the teacher so we can be aware of any side-effects that may develop.

## Incident Reports

An incident report will be filed out whenever there is an injury to the head, when a wound, scratch, or bruise occurs that requires first aid or when a child becomes ill at school.

### First Aid

First Aid Kits are always available to staff. The director and teachers have first aid and CPR training from American Heart Association, and he/she will make an immediate decision based on their training as to whether the incident is a non-emergency or an emergency.

#### Non-Emergency:

1. Child is coherent and composed immediately after the injury or illness.
2. Child has a small cut or scrape with little bleeding.
3. Child has little or no swelling.
4. Child can move injured area or does not experience pain when touched.

#### Emergency:

1. Child is unconscious or non-composed.
2. The cut or wound is bleeding excessively after attempts to stop the bleeding by applying pressure.
3. The child is unable to move injured area or cries when injured area is touched.
4. The child's injury remains swollen for 30 minutes after the injury occurs.
5. The child displays symptoms of shock (cold, clammy skin, dilated pupils, etc.) without the ability to cough, or exhibits signs of panic.
6. The child is stung by a bee or ingests food that he/she is allergic to and begins to show signs of a reaction.
7. The child's tooth has been knocked loose or completely out, and excessive bleeding occurs.

After seeing any of these signs, a staff member will call 911 immediately while another staff member administers first aid or CPR. After calling 911, the staff member will then call the parents to notify them of the emergency. If the parents are not reached, the staff member will call an emergency contact person. When the paramedics arrive, the staff members will follow the directions based on the child's emergency forms. After the child, has been taken to the hospital, the staff member or Director will then contact The Department of Social Services, Community Care Licensing. An Unusual Incident Report will be fill out and sent to the Licensing agency, as well as the parent.

## Separation

Children handle separation in many ways, and parent/teacher communication and cooperation are key to a positive adjustment to a new school routine. Children need time to adjust to changes, and it is common for children to cry, whine or make comments like, “Don’t leave” or “I want to go home.” This is many children’s way of expressing discomfort with an unfamiliar routine.

For the benefit of your child, please stay at the classroom door, give hugs, say goodbye, reassure them you will return, and calmly leave. When a parent says good-bye but stays with the child, it creates a sense of fear and uncertainty, for example, a child could think, “Maybe mommy’s not leaving because something is wrong.” As your child slowly adjusts to the new routine, they will stop crying at the door, more quickly engage in classroom activities, and become comfortable with the drop off and pick up routine. It’s okay if they cry or express discomfort for a short time. This process is a part of growing up, and working through feelings of insecurity or discomfort helps them conquer fears, gain confidence, and realize they can do hard things.

## Sharing

Children may bring a special item from home on their class “Share Day.” This may be a favorite item they want to show their friends, or one that aligns with the class theme. You may check the monthly newsletter or the Class Dojo app for the weekly/monthly theme. Please do not bring items from home if it is not Share Day.

## Birthdays

On your child’s birthday we will sing happy birthday and give them a birthday crown to wear for the day. If they choose, parents may bring individually packaged party favor bags to share with the other students with items such as erasers, stickers, bubbles, and other trinkets or snacks. Please bring enough for all students in the class and ensure the favor bag is nut-free. These will be distributed to children at the end of the day. Parents may use the class folders to pass out birthday party invitations.

## Toys

Please keep all toys and personal items not specifically requested by the school or teacher at home. The Father’s Kids Preschool activities, learning centers and lessons should be the focus of the children’s attention, and outside toys often create distractions or conflict. Also, please be aware of what your child is taking home and make sure that our classroom supplies and toys are not stowed in your child’s pockets or backpack. Children may bring one item to school on their scheduled share day.

## Clothing

Children need to wear clothing and shoes that are comfortable for active play. We encourage children to paint, construct crafts, play in sand boxes, explore sensory bins, splash in water tables, or play in the grass. Please send them in play clothes that can get dirty or wet! Avoid flip flops or sandals without back straps, cowboy boots, fancy dress shoes, or other shoes that hinder your child's ability to safely climb or engage in active play. Clothing should not hinder a child's ability to independently use the restroom.

Unless there is inclement weather, we provide outside play time every day. Please bring your children to school in weather appropriate dress and include sweaters, jackets, or rain boots if necessary. Label all jackets and sweaters with your child's name. All children should have a change of clothes brought to school in a backpack, including socks, underwear, pants, and a shirt.

## Snacks

The Father's Kids Preschool will provide the children with healthy nut free snacks during the day. Please let the director know of any **food allergies or sensitivities that your child** has, so we can prepare appropriate options. A monthly menu will be posted for your reference.

## Nut-Free Facility

The Father's Kids Preschool is a "**Nut-Free**" facility. This means the following items and/or foods containing the following items are not permitted anywhere on the school premises (outside playground and preschool parking lot included) or on any field trip:

1. Peanuts
2. Tree nuts (for example, cashews, walnuts, almonds, macadamia etc.)
3. Peanut butter and any food that contains peanut butter- sandwiches, candy, crackers, granola bars and cereal.
4. Baked goods containing any form of nuts. Please be aware that nuts also come in the form of paste, oil, extract, and flour.

## Things to Bring on the First Day of School

1. A small backpack labeled with the child's name
2. A complete change of clothes and a gallon sized ziplock bag
3. A water bottle labeled with the child's name
4. Initialed and signed Policy Agreement form
5. Completed Child Questionnaire

We will provide school supplies and snacks for the children. Please do not have children bring toys or other items from home.

## Parent Involvement

The Father's Kids Preschool seeks to partner with parents in the healthy development and growth of their child and invites parents/guardians to be engaged in the school environment in a variety of ways, including attending special events, volunteering and/or presenting to the class, volunteering for events, attending field trips, and discussing your child's progress at Parent Conferences. We invite you to share your experiences and suggestions with the teachers and director and encourage you to ask questions and seek clarification if necessary. Your engagement and participation in your child's education will strengthen the bond you have with your child, prioritize your child's education and development, and build a solid foundation for their educational journey.

\*Note California State Law provides that the licensee may deny access of the childcare center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

## Parent Conferences

We believe that communication is essential for an effective home-school partnership and encourage every family to speak with the preschool director or teacher whenever a question or concern arises, as well as when a significant event occurs in the child's life. We will also provide feedback on your child progress at school and communicate areas of growth, memorable moments, and noteworthy observations. Parent Conferences will be offered in both the Fall and the Spring and provide a wonderful opportunity to discuss the child's progress, create goals for improvement, and provide clarification. Spring Conferences are optional and assessments will be put in the student's file. Either parents or teacher may request a Spring conference if needed.

## Communication with Parents

Classroom teachers will be emailing a monthly **Parent Newsletter** that contains information about classroom activities, concepts that will be introduced, and important dates to remember. This resource provides a tool for parents/guardians to communicate with their child about daily activities and interests and offers a way for parents to reinforce and extend learning at home.

In addition, all classes will be utilizing the **Class Dojo** app for parent/teacher communication, reminders, and announcements, as well as posting photos of class activities, monthly menus, and other important information. Please download this app on your phone and accept the teacher's invitation, so we can establish regular school to home communication with your family. Class Dojo is also a website. If you are unable to utilize Class Dojo on a phone or computer, please let the teacher know and we will make other arrangements.

## Positive Guidance and Discipline

At The Father's Kids Preschool, we understand that each child is loved by God, made in His image, and deserves respect. We view discipline as educating, developing appropriate behaviors, redirecting inappropriate behaviors, and teaching cooperation.

We begin our behavior management by providing an enriching and stimulating learning environment with student-led choices. We believe positive behavior is promoted when students are free to play, explore, experiment, express themselves, and engage in physical activity. They may also opt for quiet or independent activities.

Our teachers use **indirect guidance** techniques to encourage children to make positive choices, including warning, offering choices, giving gentle reminders, and providing daily routines. Teachers also employ **direct guidance** with the student, such as affirmative directions and eye-level dialogue. We give age-appropriate expectations, avoid unnecessary rules, and provide several solutions for the child. We pray one-on-one with children who are experiencing a difficult day. A brief time-out is used if a child is unable to demonstrate self-control. A time-out occurs only when other measures fail and are used as an opportunity to re-group, not as a punishment.

The Father's Kids Preschool prohibits hitting, spanking, shaking, scolding, shaming, isolating, name-calling, or any other adverse reaction to the child's behavior. All forms of corporal punishment are strictly forbidden.

If a child cannot gain control and requires more individual attention that can be given within child-to-staff ratios, we may contact a parent. A child that consistently requires one-to-one attention may have to temporarily leave the school for the safety of the other students. Repeated uncontrolled behavior will lead to discontinuing the child's enrollment at the school.

## Conflict Resolution

If parents have any problems or have concerns, we ask that the following procedures be enforced.

1. Discuss with your child's teacher first. If the parent feels that the issue was not properly addressed, or it was dismissed, and then move onto the second procedure.
2. Discuss with the director. The director will then work with the parents to resolve the problem. If the parent feels that the conflict is unresolved, and then move on to the third procedure.
3. Discuss with The Father's Kids Preschool Administrator for the preschool.
4. Once exhausted, the above steps are final.
5. Please see Notification of Parents Rights. (Page 16)

## Holidays and Scheduled Events

The Father's Kids Preschool will be closed for the following holidays:

Labor Day	Thanksgiving week	Presidents' week
Indigenous People's Day	Christmas break	Easter week
Veteran's Day	MLK Jr. Day	Memorial Day

In addition, the school will be closed for The Father's House Conference and teacher in-service days. Please see the annual school calendar for dates of closures for this school year. Please note, you are not being charged tuition for non-school days. Your tuition has been pro-rated and your monthly payments will be the same regardless of holidays or school breaks.

**CHILD CARE CENTER  
NOTIFICATION OF PARENTS' RIGHTS**  
**Parent copy**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
1. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
2. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
3. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.  
Licensing Office Name: CHICO REGIONAL OFFICE, Manger Lisa McKay  
Licensing Office Address: 520 Cohasset Rd., Suite 170, MS 29-50, Chico, CA 95926  
Licensing Office Telephone Number: 530-895-5033, Complaints:1-844-538-8766
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

LIC 995 (9/08) (Detach Here - Give Upper Portion to Parents)

**ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS**  
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_,  
have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS"  
and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center: The Father's Kids Preschool

Signature (Parent/Authorized Representative) \_\_\_\_\_

Date \_\_\_\_\_

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative. LIC 995 (9/08)  
For the Department of Justice "Registered Sex Offender" database, go to  
[www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

Addendum



# The Father's Kids Preschool Policy Agreement

**Please initial each statement, sign, and date the bottom of this Policy Agreement, and return to the teacher on the first day of school.**

\_\_\_\_ I have read the Parent Handbook and understand the school policy. If any questions or concerns arise, I may contact the preschool director for clarification.

\_\_\_\_ I will always transport my child in a suitable car seat or booster seat with the seatbelt securely fastened, and all adults transporting my child to and from school will do the same.

\_\_\_\_ I am familiar with the Illness Guidelines in the Parent Handbook and will not bring my child to school if I suspect he or she has a communicable illness. In addition, I have at least one other responsible party available to pick up and care for my child should he or she become ill while at the school and I cannot be contacted.

\_\_\_\_ I will respect my child's learning environment by upholding and modeling the behavioral expectations, including using a quiet voice in the school building, walking appropriately, and allowing the child to care for their own belongings. I will further respect my child's learning environment and the school staff by arriving on time and picking up promptly.

\_\_\_\_ I understand that there is a late fee of \$5.00 for every five minutes that the parent/guardian is late picking up their child.

\_\_\_\_ I have completed all enrollment forms including the Physicians Report and Immunization Record. I understand that specific immunizations are required in all licensed childcare centers by the State of California, and The Father's Kids Preschool must record and report my child's immunization record to Community Care Licensing. A doctor's medical exception is accepted. Failure to comply with these regulations will result in my child being disenrolled in the program.

\_\_\_\_ I understand the monthly tuition is due the 5<sup>th</sup> of each month beginning in August, and I have read and understand the obligation of the payment terms.

\_\_\_\_ We, the undersigned, agree to abide by all the policies outlined in the Parent Handbook.

Parent/Guardian

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_