



Parent Handbook

*With hearts and minds
helping build caring communities
one child at a time*



Welcome

Camp Hutchins
Preschool and
Child-Care Center

125 S. Hutchins St.
Lodi, CA 95240

Monday-Friday, 6:30a-6p

209/334-2267

209/334-2201 (fax)

camphutchins@sbcbglobal.net

Staff qualifications

Camp Hutchins employees have met, or surpassed, the state health and educational requirements set forth by the State of California Department of Social Services. All employees have been fingerprinted, and their backgrounds have been cleared by the US Department of Justice and the FBI. Any person applying for a position at Camp Hutchins must pass this screening. Since Camp Hutchins is a Lodi Memorial Hospital program, staff are provided with yearly CPR renewal, tuberculosis screenings and continuing-education and training exercises in early-childhood education.

Inspection authority

The State of California Department of Social Services has the right to enter and inspect Camp Hutchins at any time, for any reason, with or without advance notification. They have the authority to interview children and staff and may inspect records without prior consent.

The State of California requires a licensee, administrator or employee of a licensed-child-care institution to report known or suspected child abuse including, but not limited to, physical injury, sexual child abuse, neglect, willful harming or injuring or endangering a child and unlawful corporal punishment or injury.

Dismissal/termination policy

Admission to Camp Hutchins or the agreement will be terminated if any one of the following occurs:

- Serious illness of the child that prevents attendance;
- Failure of the parents to honor the obligations listed in this agreement provided by Camp Hutchins;
- Camp Hutchins staff determines that they are unable to meet the needs of the child;
- Camp Hutchins staff determines that it is not in the best interest of the program or other children enrolled to have the child in attendance;
- Failure of the child's parents to cooperate with Camp Hutchins staff; and/or
- Failure of the child's parents to make tuition payments.

A two-week written notice of intention to withdraw your child from Camp Hutchins must be given to the director. Tuition will be charged if this notice is not given.

Policy changes

Camp Hutchins will give a 30-day, written notice of any policy or tuition changes.

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Philosophies and goals

It is our philosophy that children learn through interacting in meaningful activities. This promotes their physical, emotional, social as well as cognitive development. As educators it is our responsibility to encourage a child's development and provide an experience to maximize each child's potential. A child's environment should be safe, appropriate to his or her age and stimulate curiosity. Through our nurturing environment, children will experience a sense of trust, ease and respect.

Camp Hutchins' mission is to serve children ages three to five. Our goals for the children are to have them:

- Learn in their own ways, at their own pace, in a stress-free environment;
- Develop self-esteem and a positive self-image;
- Become confident and develop self-control;
- Become independent;
- Learn to live with others through trust and acceptance of differences;
- Be able to express themselves in creative, positive ways through music, art and movement;
- Learn to solve problems and think clearly;
- Learn to make choices and cope with change; and
- Learn to share, compromise and allow others to be who they are.

Emergency procedures

Camp Hutchins will practice, at least once a month, an emergency-evacuation drill. The children, along with their teachers, will exit to a designated area. The emergency plan is posted by the front entrance and an earthquake-preparedness check list is attached per Health and Safety Code 1596.867.

In the event of an emergency, we will attempt to contact parents or designated people authorized to remove the child from the facility. Please do not telephone camp. We will need to keep all lines open. We will monitor the television and radio for updates on any emergency situation. All staff will stay with the children until every child is picked up. Camp Hutchins will notify emergency personnel, such as paramedics, police, fire department, etc. Develop a back-up plan with your child, and advise us of that plan.

Discipline policy

In keeping with the philosophy of Camp Hutchins, a child is never physically disciplined. We will encourage the child to use his or her words to solve problems, redirect the misbehaving child to a more constructive activity, validate the child's feelings and emotions, offer an alternative way to express themselves and provide good role models.

Biting

Biting is considered a normal development pattern, but it is not acceptable in a school environment. Teachers will inform the director immediately when a biting incident occurs. An injury/incident report will be placed on file for both children. The director or teacher will inform both sets of parents. If biting is reoccurring, the director may, on an individualized basis, follow up with one or more of the following:

- An individualized behavior-modification plan worked out between the parents and director;
- The child may be sent home for a specified duration of time decided by the director; and/or
- Disenrollment of the child from Camp Hutchins.

Emergency information

It is the parent's responsibility to inform Camp Hutchins, in writing, of any changes to the initial emergency information. We need to be able to contact parents in case of any emergency, so it is imperative to keep home, business and cellular numbers up to date.

Admission

All parents/guardians are required to read, understand and sign that they received the Camp Hutchins Parent Handbook as their admission agreement.

Pre-admission health history included in the enrollment packet will need to be completed by the parent/guardian at the time of admission to Camp Hutchins. This will enable the director (or designees) to understand the state of the child's individual health, physical and emotional development and whether those needs can be met by the center. A physician's report and immunization records are also needed prior to admission.

The enrollment packet must be completed in full before a child can be admitted. Please bring the packet to Camp Hutchins at least one day prior to the child's scheduled first day.

Parents/guardians will understand and discuss all Camp Hutchins requirements of admission, to include personal rights (LIC 613A) and policies included in the parent handbook.

All records will be kept strictly confidential.

Children are accepted to the preschool on their own merit, regardless of race, color or religion.

Tuition policy

Weekly tuition is due in advance on Monday or the first day of attendance for the week. Please see fee schedule for prices. Camp Hutchins accepts checks, cash, money orders and credit/debit cards. A \$25 late fee will be charged to the account if not paid by the end of business on the second day of attendance and for every week there is an outstanding balance. All tuition fees must be paid in full by Friday in order to allow attendance for the following week. Prior arrangements must be made if there is a hardship or unavoidable circumstance. Bills are generated Monday mornings and placed in each child's folder located by the front door. It is the parent's responsibility to check the folder not only for statements, but other important information. After two late payments a child will be disenrolled from camp. There is a \$25 fee on all returned checks. After two returned checks, payments will be made on a cash basis only. Checks are considered receipts, or one can be provided upon request.

A non-refundable registration fee is to be paid upon the child's initial enrollment and annually each August. If initial enrollment began on or after May 1, this fee will not be reassessed until August the following year.

Camp Hutchins will provide a fee schedule listing the current rates. A 30-day written notice will be given to participants if there are any changes. All rates are subject to change.

Any account 30 days past due may be referred for further collection. Any fees incurred by collection will be passed on to the debtor.

Special-needs policy

Camp Hutchins will use its best efforts to provide reasonable accommodations to all children with special needs. We require all children with special needs to provide doctor's instructions on the manner of care before admission is granted. Once this medical information is provided, camp can make an individualized assessment of the facts to get a better understanding of the nature of the child's needs. Any and all information provided to camp about a child's condition shall remain confidential. If special individual care is needed, the parent shall meet with the director before admission is granted to discuss a plan for such care. It is Camp Hutchins' goal to provide a safe and nurturing environment for all children. Camp Hutchins, at its sole and absolute discretion, may dismiss any child whose activities are deemed detrimental to other children or the center itself.

Injury or accident policy

When a simple injury occurs on Camp Hutchins' property, it will be taken care of, and the attending teacher will complete an 'injury/accident report.' This form will be given to the parent with a copy made to go into the child's file. If a more serious injury occurs, the parent will be notified immediately. If necessary, the directions indicated on the child's emergency card will be followed. Unless otherwise requested, the local paramedics will be called.

Health policy

For the welfare of all children and staff, each child must be brought to school in good health. A teacher will do a brief inspection of your child every day to check for signs of illness upon arrival. If a child becomes ill at camp, we will call the parents to immediately pick up the child as quickly as possible. Children with fever, contagious diseases and other communicable health problems will be isolated and kept from other children. A child must be symptom-free for 24 hours before returning to camp. Should a child have a chronic but non-contagious condition, we must have a note from his or her physician explaining the condition for our files. An explanation on the physician's report at enrollment is sufficient unless the condition develops after initial enrollment.

Medication

All prescription and non-prescription medications will be administered by the staff only with written approval (form LIC 9221) and instruction from child's parent. Medication will be administered according to label instructions as prescribed by the child's physician. All prescription medications must be current and include child's name, date, dosage, time to be given, physician's name and should be in the original container. Children are not permitted to keep cough drops, inhalers, etc., in their cubby or backpack. All medications are to be given to the staff to be put in a locked area.

Cancellations and schedule changes

A two-week notice is required in writing for any schedule changes, vacations, cancellations or disenrollment. Tuition **will** be charged to your account if this notice is not given. Please request and complete a schedule-change form to give written notice of changes.

Prior approval is needed to attend Camp Hutchins on unscheduled days. Extra days and switching days are permitted if space allows. Daily maximum capacities are established for the safety and well being of the children. This is a licensing requirement.

Illness credit

Ten days of absence credit may be taken per year (August through August) for illness. After 10 days of absence in the year, the full amount of tuition will be charged.

Holidays

Regular tuition is due for holidays when Camp Hutchins is closed.

Camp Hutchins observes the following holidays:

- Labor Day
- President's Day
- Christmas Day
- Memorial Day
- Thanksgiving (two days)
- Christmas Eve (close at noon)
- New Year's Day
- Independence Day

Late pick-up

If a child is not picked up by 6p, and the staff have not received a phone call from the parent by 5:45p, we will try to contact the parent or guardian. If they can not be reached, an alternate person listed on the emergency card will be called. There will be a late fee of \$15 for the first 10 minutes and for every 10 minutes or portion thereof. In cases of emergency, a call must be made to our staff prior to 6p and cleared by the director.

Schedule

Camp Hutchins provides the following schedules:

- Full day - Preschool and/or child care over five hours per day, includes lunch and two snacks
- Half day - Preschool and/or child care under five hours per day, includes one snack and lunch
- Preschool only - Three-hour classes are offered daily
- Lunches - Lunch is served from 11:30a-12:30p
- Snacks - Snacks are served at 9a and 2p
- Naps or quiet time - After lunch

Belongings from home

Items brought from home can be easily damaged or misplaced. Because of this, children are not permitted to bring toys or books from home except for special "share days." The teacher will inform you when these are scheduled. Children are allowed to bring a small doll or stuffed animal for comfort at rest time. Such items will be stored with your child's bedding. Toy weapons, such as guns, swords, etc., are not permitted at the center. Camp Hutchins is not responsible for any lost articles.

Toilet training

Your child must be toilet trained in order to attend Camp Hutchins. However, accidents will happen, so be sure to have a change of clothes for your child. Don't forget to label items.

Head lice

Periodically staff will do a "head check" of all children to see if lice or nits are present. Any child having living nits or live lice will immediately be sent home until no nits remain. The child will be checked daily at the staff's discretion upon returning to camp and will be checked until all nits/lice are determined to be gone.

Resting supplies

Parents are to supply their children with cotton crib sheets for a mat at nap time. A small blanket and a special sleeping item may be brought from home. Always label your child's items. Sheets must be taken home each week to be laundered.

Appropriate dress

Upon arrival at camp, your child must be dressed appropriately for the weather conditions of the day. Avoid sending children in expensive clothes. Although smocks are worn, and paint is washable, children will get dirty. Tennis shoes are recommended year-round. **Please label everything with your child's name.** Items left at camp after your child no longer attends which are not labeled will be given to a charity.

Extra clothing

Each child must have a complete change of clothing kept at camp. Please replenish your child's extra clothes as the weather changes and when soiled clothes are sent home.

Sunscreen

Parents will need to bring a bottle of labeled sunscreen to school. We will administer it as long as our sunscreen-protection form is signed.

Identification requirements

It is Camp Hutchins' policy to check identification of a new or unfamiliar adult picking up children regardless of prior identification by another teacher. Parents need to be aware that although some staff may know who they are, staff that is not familiar with them will still ask for a picture identification before the child can be released. Your child **will not** be released to anyone other than those individuals listed on your emergency and pick-up information sheet. Camp Hutchins' staff will give parents a permission form to allow for persons other than on the contract or emergency card to pick up their children on a temporary basis.

Personal-identification number (PIN)

Upon enrollment, parents will be assigned a personal-identification number, (PIN), to sign their child in and out using the computer at the front counter. Authorized pick-ups listed on the emergency card (after checking identification) will also be given PINs the first time they pick up an assigned child. These PINs are assigned to each individual and are not to be shared. Tracking who signs in and out provides us with legal documentation needed to be in compliance with licensing. If a parent or authorized pick-up forgets his or her PIN, the staff is happy to assist them. If you are a parent **and** an authorized pick-up for another family, you will be given one PIN for your child and a different PIN authorizing you to pick-up for that family.

Class placement

A child is initially placed in the appropriate class according to age. As the year progresses, he or she may be moved to another class, based on individual need, the teacher's evaluation, administrative observations and the parent's permission. Generally, in August we move the children up to their next development level. This prepares them for grade school.

Swimming

Camp Hutchins offers swimming on site at the Hutchins Street Square indoor pool. There is no extra charge for these sessions. This is an opportunity for your child to become familiar with water. Our staff has been trained in water safety, and we keep a ratio of one teacher to six children per session with a lifeguard on duty. Children must bring swim suits and towels, goggles and floatation devices from home.

Conferences

Parents who wish to discuss their child's progress may do so with the teacher or director at a mutually pre-agreed-upon time.

Birthdays

Birthdays are a special time, and we welcome the chance to help celebrate at camp. Discuss your plans with the teacher or director, and we will help make sure you bring enough cakes/treats for all your child's classmates. There is no gift opening or exchange at camp.

Field trips

Parents will be given at least one week advance notice of any upcoming field trips. Payment must be made **in cash** and due one day prior to the field trip. Children not participating in a field trip will stay with the director or supervising teacher at Camp Hutchins.

TV and video viewing

Television and/or video/DVD viewing is not part of the camp's program. On occasion, a video may be relevant to a theme, or we will have a movie/popcorn day if we have rainy weather. Only G-rated or educational videos will be permitted.

Transportation

Camp Hutchins provides transportation to and from kindergarten. It is our policy to ensure the safety of children by securing them with seat belts and providing appropriate booster seats. Space in the van is limited to six children per trip. The times of pick-up and drop-off will be subject to the child's school schedule.