



**Parent Handbook**  
**with Health & Safety Protocols**  
2023-2024 School Year

Dear Families,

Welcome to the Silver Lake Center for Creativity Preschool (SLCC). We are delighted to welcome you into our community. For those of you returning, welcome back! SLCC is a Reggio-inspired and research-driven preschool committed to providing hands-on, collaborative learning experiences that help develop a child's creativity, imagination and problem-solving skills.

This Parent Handbook has been carefully developed to provide you with information on our updated policies and procedures at SLCC. This handbook supersedes all dispersed policy and guidelines signed in our previous Parent Handbooks, Health & Safety Protocols, and Health & Safety Addendums. Please read through this handbook carefully and contact us to discuss any new ideas, concerns, or questions you may have regarding our programming.

Thank you for your partnership. We look forward to a fruitful year of exploration, inquiry, and discovery.

Warmly,  
Chiara Angelicola  
Founder | Head of School

# Table of Contents

<b>SLCC 2023-2024 School Year Calendar</b>	Page 4
<b>Enrollment Confirmation, Admissions Deposit</b>	Page 5
<b>Fees &amp; Cancelation, Tuition</b>	Page 6
<b>Subsidy Payments, Withdrawal</b>	Page 7
<b>Schedule Changes, Meals &amp; Snacks, Program Schedule</b>	Page 8
<b>Drop-Offs &amp; Pick-Ups, Sign-Ins &amp; Sign Outs, Arrival Times, Late Fees</b>	Page 9
<b>Regularity in Schedule, Parking, Absences</b>	Page 10
<b>Program Year, Placement, Toileting</b>	Page 11
<b>Diapering, Allergies</b>	Page 12
<b>Illness, Medications, Injuries</b>	Page 13-14
<b>Emergency Routine, Curriculum &amp; Philosophy</b>	Page 15
<b>Conflict Resolution, Child Abuse Reporting</b>	Page 16
<b>Volunteering, Parent Involvement, Forms</b>	Page 17
<b>Parent-Teacher Communications, Extended Day Program</b>	Page 18
<b>Priority Enrollment Deadlines</b>	Page 20
<b>Health &amp; Safety Protocols</b>	Page 21-28
<b>Preparing For Your Child's First Day</b>	Page 29-30
<b>First Day Checklist</b>	Page 31
<b>Photography Disclosure &amp; Waiver Form</b>	Page 32
<b>Acknowledgement of Receipt &amp; Agreement Signature Form</b>	Page 33

## 2023-2024 SCHOOL YEAR CALENDAR

**Sept 8** Start of the Year Family Play-date

**Sept 11** First Day of Fall Semester

**Oct 9** Indigenous Peoples Day Holiday

**Oct 31st** Annual Halloween Parade

**Nov 10** Veterans' Day Holiday

**Nov 20-24** Thanksgiving Break

**Dec 14** Annual Winter Potluck Feast

**Dec 18-29** Winter Break

**Jan 2, 2024** First Day of Winter Semester

**Jan 15** Martin Luther King Jr. Day Holiday

**Feb 9** Annual Lunar New Year Potluck Lunch

**Feb 19** Presidents' Day Holiday

**Mar 31st** Priority Enrollment Deadline

**April 8-12** Spring Break

**April 15** First Day of Spring Semester

**April 22** Annual Earth Day Field-trip & Picnic

**May 10** Annual Mothers' Day Breakfast

**May 27** Memorial Day Holiday

**June 14** Annual Fathers' Day Breakfast

**June 20** Last Day of School

**June 21** SLCC's Graduation Ceremony & Picnic

**June 24-July 5** Summer Break

\*School will be closed during all noted breaks and any dates marked as a holiday.

## **Enrollment Confirmation**

Please note that our program is a year-round program, but we do have an official start of a new school year, typically each fall. The 2023-2024 program year will begin on Monday, September 11th, 2023.

Parent Handbook contracts will auto-renew before the start of the following program year unless there are any changes to policies or pricing (at the discretion of the Head of School), in which case parents will sign a new contract. Additionally, this handbook, our policies, and health protocols are subject to change at any given notice given the latest recommendations or requirements made by Community Child Care Licensing (CCCL), Center for Disease Control (CDC), World Health Organization (W.H.O.), and LA Public Health (LAPH) for child care centers and family child care homes at the discretion of school leadership.

If there are any changes to pricing, the Silver Lake Center for Creativity Preschool will provide new rates with at least 90 days' notice.

## **Admissions Deposit**

Upon signing this handbook, you agree to pay a non-refundable deposit in the amount of \$500 to ensure your child's placement in the program. SLCC does not reimburse deposits for any reason as the deposits go towards the operational costs of our learning environment. Please note your deposit will be credited to your first month in the program.

## **Enrollment Fee & Cancellation Policy**

All new families are charged a \$500 non-refundable New Student Fee upon enrollment. Please note that you must provide at least 90 days written notice before ending participation in our program or reducing program hours. If you cancel your child's participation in the program at any time without the required 90 days written notice, you will be required to pay full tuition for the remaining 90 days after you give notice of end of participation, regardless of whether the child is receiving care.

## **Tuition**

Regular Day 9-2:30

Age 2 1730

Ages 3+ 1586

Extended Day 8:30-4:45

Age 2 2153

Ages 3+ 2039

Our tuition slightly increases each year to accommodate teacher salary increases and staff retention.

You understand that monthly tuition (any non-subsidy payment) is due on the 24th day of the previous month with the exception of November and December during which tuition is charged on the 20th day of the month. Tuition is due each month with no deductions for any absences, illnesses, holidays, vacations (provider or family), or closures due to safety, inclement weather, power outages, natural disasters, pandemics, government-ordered shut-downs, rioting, illness isolations and/or quarantines, CCCL

recommendations or requirements, LAPH recommendations or requirements, CDC recommendations or requirements, or all situations beyond our control. Tuition is due regardless of a child's absence from the program for any reason whatsoever, and is required to hold a child's space.

If tuition is not paid by the 5th day that it is due (generally the 29th of the month), a late fee of \$50.00 per day per child will be added for each additional day that it is late, until it is paid in full. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved.

Tuition payment will take place electronically by our administrative services provider, Brightwheel, and cannot be collected via check or cash. Payments can be made with a credit card or via ACH (directly from a bank account). Please note a fee is deducted for each credit card payment.

### **Subsidy Payments**

If you are receiving subsidy payments from the local resource and referral agency then tuition will be paid in accordance with the local resource and referral agency and we require you to fill out required paperwork in a timely manner.

### **Withdrawal**

If you withdraw your child from the program, you must give at least 90 days written notice prior to withdrawal. Your official last day will be calculated using the withdrawal

policy as described above, and tuition will be due for the duration of that time period.

SLCC has the right to withdraw a child and family from our programming without any cause or reason without any advanced notice. In the rare event that a child is unenrolled from the program effective immediately (typically only seen in high-impact health/safety issues) or breach of protocols, any tuition you have already paid for that month will be refunded to you. Your deposit will not be refunded.

### **Schedule Changes**

When decreasing your child's schedule, 90 days of written notice is required. This is because it takes us time to find a replacement for the days you are dropping and it impacts our staffing hours and wages. When increasing your schedule, written notice is required and will be approved on a space-available basis.

### **Meals and Snacks**

Please note that if your child has a particular dietary need or allergy, you will need to list them on your licensing enrollment documents. We will do our best to accommodate any dietary needs, but may need you to supply your own food if it is different than our planned menu and offerings. If your child has a severe allergy, you are required to provide us with an epi-pen and/or all prescribed medications, along with a signed prescription notice from your pediatrician to keep on site upon your child's first day of school.



Monthly tuition includes 2 organic, healthy snacks per day with fresh protein and produce.

## **Program Schedule**

Silver Lake Center for Creativity Preschool offers the following enrollment options:

Extended Day 8:30 a.m. - 4:45 p.m.

Regular Day 9:00 a.m. - 2:30 p.m.

We are a 5-day/week program.

## **Drop-offs & Pick-ups**

Drop-off occurs between 8:30 a.m.-9 a.m. for Extended Day. Regular Day drop-offs occur between 9 a.m.-9:30 a.m.

Pickups for Regular Day are from 2:15-2:30 p.m. and Extended Day pick-ups can be between 2:30-4:45 p.m.

## **Authorized Sign-Ins & Sign-Outs**

We require that a parent, guardian, or approved caregiver must sign-in and sign-out for their child at drop-off and pick-up using our touch-less Brightwheel application on your phone. Children will be released only to authorized persons whose names are on the emergency pick-up licensing form you submit upon enrollment.

These names may be revised at anytime by the parent in writing. If the authorized person picking up the child is unknown by staff, s/he will be asked to show identification.

## **Arrival Times & Late Fees**

Please do your best to arrive at the correct drop-off time each day. If you will arrive later than the drop-off window described above, please notify staff in advance, as this may disrupt the activities planned for the day.

I/We understand that there is a 5-minute grace period for pick-up after your child's daily scheduled pick-up time. Each minute after that 5-minute grace period will be charged \$1.00/minute as it impacts the children's daily schedule and flow.

### **Regularity in Schedule**

It is important for children to arrive and leave the program at their regularly scheduled time. Young children need the security of knowing that they will be picked up at the usual time. If you will be changing your hours (i.e. picking your child up earlier than usual), then please notify one of your teachers at drop off.

### **Parking**

Please make sure to not block any driveways or other cars on our street.

Blocking neighbors' driveways may result in a fine or towing. In addition, please be respectful of our neighbors when parking so we can maintain our good-standing relationships with them in this residential neighborhood. You are always welcome to park in our 2-car school driveway for a quick drop-off or pick-up. Please do not park behind a car in the driveway or prevent another vehicle from parking beside you.

## **Absence**

Please let your teacher know if your child is going to be absent or arrive late. If your child will be absent because they are sick with a contagious illness, please let the our staff know so that other families can be alerted to look for symptoms in their children. Please note that in light of our policies and State regulations, we maintain full confidentiality of the identity of child who has illness.

All community members are required to immediately notify our Head of School of any close contact with a COVID patient or if anyone in their household or SLCC community has tested positive for COVID. Please refer to our Health & Safety Protocols for more illness-related exposure prevention plans.

## **Program Year**

The SLCC 2023-2024 School Calendar is attached.

## **Placement in the SLCC Preschool Program**

Silver Lake Center for Creativity Preschool reserves the right to assess the appropriateness of the placement of your child in our program in relation to meeting the needs of your child and the other children in the program along with meeting the needs of your family. If the Head of School feels that the program cannot meet the needs of a child or a child's family, the child's enrollment will be ended immediately. Any deposit paid is non-refundable.

Additionally, Silver Lake Center for Creativity Preschool retains the right to terminate enrollment of your child in the program in the event of non-compliance with program

policies, rules, and regulations. Any repeated infractions of program policies and rules will result in your family being removed from the program.

Silver Lake Center for Creativity Preschool reserves the right to modify any of the conditions of this contract at any given notice.

### **Toileting**

Children do not have to be potty-trained to enter school. Using the toilet is an individual learning process and we honor each child's developmental pace. Children are invited to use the restroom multiple times during the day. When you feel your child is ready to use the toilet, please let us know. We do not directly train your child, but can support whatever process you are implementing at home and will provide useful resources. The whole process goes more smoothly when it is a team effort. Personal potties are not allowed in our facility.

### **Diapering**

If your child is in diapers or pull-ups, we request that you please supply the school with the following items on the first day of school:

A package of diapers and wipes labeled with your child's name. Please keep this stocked at all times.

### **Allergy Prevention**

Families are expected to notify the program regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma

are required to provide the program with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication.

### **Nut-Sensitive Facility**

We operate as a nut-sensitive environment. If a child enrolled in the program has a severe nut allergy, the school then prohibits nut-ingredients from being brought to school until further notice.

### **Risk Management of Allergies**

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the program by a family member or child, despite our best efforts to educate families and raise awareness.

Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

### **Nebulizer**

If your child uses a nebulizer, please let us know so we can have you fill out an additional form and create an individual health plan on campus for your child.

### **Illness**

Please see our Health & Safety Protocols for the 2023-2024 year.

## **Medications**

All prescription and non-prescriptive medications (i.e. bug spray, rash cream, sunscreen, etc.) cannot be applied at school without an authorization form completed at school. This form is provided in the enrollment packet. All prescription medication additionally requires a signed authorization from your child's pediatrician. All prescription medication must be in an original childproof pharmacy container labeled with the child's name, name of drug, strength, dosage, physician or dentist name, date of original prescription, expiration date and instructions provided by the child's pediatrician for administration and storage.

## **Chronic Medical Conditions**

If your child has a chronic medical condition which needs "as needed" treatment (e.g. asthma, eczema, seizures due to high fever), we need physician instructions on file at the program.

## **Children's Injuries**

If your child sustains a minor injury while at the program (e.g., scraped knee), you will be notified by your teacher on the day of the occurrence outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, causes abrasion, is on the face or head, or needs medical attention.

If a child sustains a splinter and the splinter has protruded deeply within the skin, the teacher will place a bandaid over the deep splinter and immediately notify the parent/guardian. Child care centers are not licensed to use tweezers for splinters which have protruded deeply within the skin. Any surface splinter will be removed with a tweezer following our First Aid training and certification protocols.

If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you immediately (or a designated emergency contact if you cannot be reached).

### **Emergency Routines**

Emergency disaster plans are located in the entry area of Silver Lake Center for Creativity Preschool. Our policy is to dial 911 in the event of an emergency. Our emergency evacuation sites are in this order:

1. Cahuenga Branch Library, Children's Room, 4591 Santa Monica Blvd, Los Angeles, CA 90029
2. Lexington Avenue Primary School Center, 4564 West Lexington Ave., Los Angeles, CA, 90029, Los Angeles, CA 90029

### **Philosophy & Curriculum**

The Silver Lake Center for Creativity is a Reggio-inspired and research-driven preschool committed to providing hands-on, collaborative learning experiences that help develop a

child's creativity, imagination, and problem-solving skills.

**Research-Driven:** Based on the latest early childhood education research, SLCC implements a multitude of creativity and collaboration-focused learning experiences for children. We believe that creativity does not solely speak to the arts, but also encompasses everyday risk-taking, problem solving, and flexibility of thought. These are the creative faculties we employ when solving problems in the real world.

**The Wisdom of Loris Malaguzzi:** At SLCC, we believe every child is a competent learner who deserves our respect. We value the wisdom of Reggio Emilia's founder Loris Malaguzzi, who stated, "The child has a hundred languages, a hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking." Thus, we must provide a variety of learning experiences that meet the needs of each individual child in order for them to be able to fully express themselves and develop to their fullest potential.

### **Conflict Resolution**

Our emphasis on problem-solving and conflict resolution supports our anti-bias goal, where children listen to and respect each other's hopes, needs, and ideas. Children are gently guided to realize the effects of their actions upon one another with positive reinforcement, compassionate boundaries, and nonviolent communication strategies. As educators, we model to the children how to be respectful of one another and we develop their self-agency skills by encouraging them to autonomously seek out solutions to problems with each other.



We do not use corporal punishment of any kind nor do we use time-out procedures. Teachers use redirection approaches, role-modeling, story-telling, and problem-solving discussions. The immediate goal and objective of the teacher is to help the child self-regulate and regain control, moving towards conflict-resolution.

### **Child Abuse Report**

It is mandatory for all the staff to report of any suspected child abuse. If the staff person suspects that a child has been abused in or out of the in-home facility, they are required by law to report this to Child Protective Services and Community Care Licensing. The person suspecting the abuse is responsible for making that call and should report it to the Head of School immediately. A mandated reporter is not required to notify the family if they suspect child abuse.

### **Volunteering**

We welcome parents/guardians to volunteer at our program. You will be sent a Google document at the start of the school year to sign-up for weekly opportunities to spend time in our classroom. All volunteers are required to be immunized and/or routinely boosted against measles, pertussis, covid-19, and influenza prior to the start of the year.

### **Parent Involvement**

We ask that parents maintain and uphold the core values of our school. Generally, parents are not expected to stay beyond drop-off or pick-up unless previously arranged. As previously stated, we welcome continuous involvement in

our classroom through volunteer experiences. Additionally, SLCC hosts several family community events throughout the entire calendar year.

### **Licensing Enrollment Forms**

As required by the California State Law and regulated by Community Care Licensing, a file on each child is kept on the premises of the facility. Parents have access to their child's file upon request.

### **Parent-Teacher Communication**

We strive to keep you up to date about your child's experiences during the day. These communications include: Snack Menu, The Daily News (posted in our private GroupMe chat), bi-weekly Teacher Reflections, on-going wall documentation in the classroom, and seasonal Parent Teacher Conference forms and meetings at the end of fall and spring semesters.

### **Extended Day Program**

Our Extended Day program was created to honor and meet the needs of working families in our communities. We offer a 5-Day option for both ages groups. If enrolled for this program, parents or guardians are able to drop-off their child between 8:30 a.m. and 9 a.m. and pick-up anytime between the hours of 2:30 p.m. and 4:45 p.m. Please note, we will not offer Extended Day programming during Parent Teacher Conference days and any noted field-trips.

Our afternoon Extended Day programs include a variety of enrichment experiences for your children on a daily basis.

Some of these experiences might include the following: Atelier di Cucina, Story Workshop, Art Atelier, music and movement, Spanish, ASL, yoga, natural science explorations, clay, or STEM experiments.

### **PM Snack**

Parents must provide a PM snack each day if their child is planning on staying between 2:30 p.m. and 4:45 p.m.

## **Priority Enrollment Deadlines for Currently Enrolled Families**

**Summer Camps 2024/2024-2025 School Year: Friday, March 29th, 2024**

Priority enrollment consideration for future school years is granted to all families whom are currently enrolled. You must complete and submit our Priority Enrollment Form to the school by the Priority Enrollment Deadline to secure your child's priority consideration for the upcoming school year.

A \$500 non-refundable deposit is required per child for each new school year. The deposit is then credited towards your first month's tuition for the upcoming school year. If you are currently enrolled and are seeking future enrollment for new siblings, you must notify the school in writing on or before your priority enrollment deadline and complete and submit a new application for your child. All waitlisted families who are not currently enrolled are contacted immediately after each priority deadline to enroll for any available placements.

Please note, our priority enrollment process does not guarantee your re-enrollment, but offers priority consideration. We strive to notify you of your enrollment status for the upcoming school year by April of the spring prior.

## **Health & Safety Protocols**

The health and safety policies outlined in the following pages of the Parent Handbook are to be read and signed by all parents, staff, and community members and returned to the Head of School prior to the commencement of your child's first day of school or on the requested date by Head of School.

Our latest health and safety protocols reflect the continuous improvement of our county's overall health risk conditions. In discussion with our parent community, in tandem with the extensive review of the most current, fact-based set of policies and/or recommendations set forth by the Center for Disease Control (CDC), World Health Organization (WHO), Los Angeles Public Health (LAPH), Occupational Safety and Health Administration (OSHA), and Community Child Care Licensing (CCCL), SLCC will implement the following health and safety measures to ensure our campus experiences are safe, sensible, and fun for all. These latest protocols also take into consideration the consistent success of previous protocols at SLCC in preventing the transmission and spread of covid-19 on campus. Lastly, our latest protocols reflect the majority of our community's desire to move forward with less restrictive, yet sensible and science-driven, health practices.

Please be aware, these protocols may be updated and changed without any notice as we stay committed to adhering to the latest official guidelines from the aforementioned government agencies.

Failure to adhere to any of the listed protocols established herein by SLCC may result in immediate withdrawal from our programming. As stated above, our health and safety protocols may evolve, and if so, will require new signatures from all community members in order for your children to continue receiving our care. We will follow these protocols until we have determined alongside the guidance of LAPH, CDC, WHO, and CCL that it is safe to lift some or all of the restrictions.

With your partnership and commitment to keeping everyone safe and healthy, we are sure to have continued joyful and memorable learning experiences at SLCC! Thank you for being a part of our community.

### **Contactless Check-In**

You will be required to use the Brightwheel app on your phone to sign-in and sign-out every day. Download the Brightwheel app and login using your email address used for billing purposes. Sign-in takes a few seconds with a simple barcode scan we will have posted on the Parent Board!

Please make sure all designated drop-off/pick-up family members are informed and come prepared with the app on their phone.

### **Meals**

Families will be required to pack their child's lunch and water bottles. School will not provide family-style snacks at this time. Instead, we will individually plate each child's snacks following proper OSHA guidelines.

All meals will be enjoyed outside on picnic tables under our shaded canopies.

### **Masks Optional**

Children, staff, and families will no longer be required to wear masks on campus.

***Why?** Considering our diligent testing efforts and that all community members who are eligible for the vaccine will be required to stay up to date on their booster shots, we have determined this to be a sensible approach to lifting a mask requirement. KN95 masks will be made available to all community members who prefer to wear masks on campus.*

### **Nap/Rest Period**

Each child will be assigned a designated napping/rest area and mat in the classroom and nap mats will be kept at a 6 ft. distance from each other. We will require children's sleeping bags to be kept in the children's cubbies and washed and sanitized each weekend. Our campus nap mats, which are placed beneath each sleeping bag, will be disinfected after each use with 75% Isopropyl Alcohol wipes.

### **Bathroom/Handwashing**

Children will only be allowed to enter the bathroom two at a time and will be encouraged to use it independently unless the child is not potty-trained. Toilet seats, flush button, door handle, sink faucet, and all commonly touched

surfaces will be disinfected with non-toxic Honest disinfectant spray. At the end of each day, the bathroom will be additionally disinfected and swiped with our trusty UVC light wand.

Handwashing for a minimum of 20 seconds **or** sanitizer will be required for all community members upon entering campus or the indoor classroom, before each meal, after changing a child, after wiping a nose, after any contact with bodily fluids of any kind, before and after tactile/ sensory play, and before and after cleaning materials.

**Why?** *Our hand-washing and disinfection protocols have been set in place by OSHA, CCCL, CDC, and LAPH prior to the pandemic. According to the Guidance for Early Childhood Education set forth by LAPH, “Cleaning and disinfecting surfaces can reduce the risk of viral infection.” CDC states that, “Washing hands can prevent the spread of respiratory infections. Germs can spread from person to person or from surfaces to people when you: touch your eyes, nose, and mouth with unwashed hands, prepare or eat food and drinks with unwashed hands, touch surfaces or objects that have germs on them, or blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects.”*

### **Air Filtration & Ventilation**

We will continue to use our highest-standard PECO-filtered Molekule and Coway HEPA-filtered air purifiers in the classroom, bathroom, and office to ensure the cleanest air



quality indoors along with ensuring proper ventilation at all times.

### **Sunscreen/Medication Application**

Children must come to school with sunscreen already applied for the outdoor morning activities. We will still require you to keep a labeled sunscreen bottle for your child at school in the event it is needed for reapplication in the afternoon.

All application of sunscreen and administration of medications will be done following our standard First Aid and OSHA training with single-use latex-free gloves.

### **Symptom-Free Facility**

Children showing any respiratory symptoms of illness or a temperature of 100.2 or higher need to be excluded from the program until their symptoms have subsided for **24 hrs** without the use of medication AND received a negative **PCR, Lucira (molecular), Cue (molecular) test, or antigen test.**

***Why?** This protocol prevents the spread of transmission on campus and considers the community as a whole.*

All respiratory symptoms include the following:

- runny nose with green mucus (infection)
- cough
- sore throat
- headache
- Any temperature over 100.2 F
- Nausea
- vomiting
- Diarrhea
- Skin rash
- Blisters
- Eye discharge or excessive redness (common symptoms of conjunctivitis)

Depending on the symptoms, we may require a doctor's note in order for your child to return to the program.

These policies also apply to all staff, guardians, siblings, nannies, and community members of SLCC.

***What if my child has a runny nose or lingering cough that isn't covid?*** We will address mild seasonal symptoms of allergies or the common cold on a case by case basis and exercise common sense in partnership with our parent community.

## **Positive Case & Exposure Management**

If a member of our community is diagnosed positive, all persons whether vaccinated or not who have been exposed and come into direct contact with the positive case in the previous 5 days will be required to wear a kn95 mask on campus (except for meals and naps) for the following 5 days and may only attend school if not exhibiting any symptoms. They will be required to receive a negative PCR, Lucira, Cue or antigen test result on the 5th day after exposure.

Families may also choose to quarantine their child until the fifth day after the last exposure date although hybrid learning will not be offered.

***Why?** We feel this common sense approach allows parents to make their own decision as to whether or not they would like their child to continue attending school after a potential exposure.*

## **Isolation**

If a member of our community is diagnosed positive, they must immediately notify the Head of School and Los Angeles Public Health and begin isolation. They will be asked to confirm positive result with their primary care physician and isolate for a minimum of 5 days. They may return to school only after being 72 hrs without symptoms, it has been 5 days since person first isolated, **AND** they have tested negative after the 5th day.

Anyone returning to school after 5 days of isolation must continue to wear a KN95 mask for an additional 5 days and remain asymptomatic.

**Why?** LAPH recommendations for isolation state you may end isolation after Day 5 if you are asymptomatic with a negative test but highly advise you to wear a mask around others for 5 more days.

### **Our Staff & Disinfection Protocols**

All staff members will follow the requirements for child care health and safety issued by OSHA, LAPH and CCL. All staff are responsible for tracking the use of all school materials and staff-handled objects and disinfecting at the end of each day using non-toxic Honest disinfectant spray.

All table tops, counters, chairs, nap mats, shelving, art atelier materials, manipulatives, cubbies, and classroom surfaces will be disinfected after projects, between meals, and at the end of each day. Floors are vacuumed and mopped at the end of each day. Staff must wash and sterilize toys that go into children's mouths before the next child uses the toy.

Our bathroom seat, stool, flush button, faucet handles, lightswitches, doorknobs, and sliding door handles will be disinfected with non-toxic Honest disinfectant after each use and again at the end of the day.

All staff members will have designated spaces for personal items and will be responsible for disinfecting their own areas

and spaces/surfaces they come into contact with every day.

(End of Health & Safety Protocols)

### **Preparing For Your Child's First Day**

*The Beginning of the Year/Helping Your Child with Transition*

During the first few weeks, your children are introduced to their new classroom, peers, and the rich, thought-provoking materials we provide for them to explore. Our goal is to have fun and give your child the best learning experience possible, while respecting the individual needs and development of each child. Please feel free to talk to our Head of School and your teachers about your child's interests and anything that he/she may have experienced at home that may affect his /her day at school. For example: "Johnny didn't sleep well, didn't want to eat breakfast, his dad is out of town, his pet died, etc." If we are aware of possible problems, we will be able to help your child and support you in turning "problems" into supportive learning experiences. Here are some other helpful ways your child can have an easier acclimation process when beginning our program:

- Make a plan with your child before arriving to school about how you will say goodbye (ex., a hug and a kiss at the door). If they can expect the farewell routine to be consistent, they will more easily transition into school activities.
- Small "lovies" or stuffed animals are useful transitional tools for children to keep in their cubby and sleep with at rest time. These special items are a way for a child to feel "at

home” while at school. Pacifiers are not allowed at school per State licensing laws.

- Avoid lingering in the morning. A consistent and shorter drop-off routine makes it easier for a child to say goodbye and trust in the transition.
- Family portraits of all of our SLCC families will be displayed in our dramatic play area. These portraits can often be used as soothing tools if your child is experiencing a tender moment.

Please do not hesitate to email us with any concerns or questions you have regarding your child’s experience at SLCC. We are here to facilitate a strong parent/classroom partnership.

### **Clothing, Spare Clothing & Jewelry**

Please do not send your children to school in their fancy clothes. Clothes should be free to be stained, dirty or in rare instances even ripped. Clothing should be wholesome. We do not support violent or inappropriate imagery. Please send your child in safe, comfortable footwear. Flip-flops are not permitted. We also encourage you to send your child to school in clothes and shoes that they can easily take on and off without much teacher assistance. This will help encourage their sense of self-confidence, self-agency, and autonomy in our mixed-age group.

Necklaces or any jewelry with small ingestible beads are not permitted on campus.

## First Day Checklist

To ensure the smoothest transition for your child, we ask to please bring the following items the first day of attendance:

- Covered and labeled water bottle and lunch boxes to bring to school each day. These should both be labeled with your child's name. It's important that your child begin to cultivate self-help skills. Please make sure these items are easily transportable for your child and easy for them to open independently. We do not have a microwave to heat lunches. We recommend using a thermos to keep food warm and icepacks to keep food cold.
- 2 extra changes of labeled clothes and socks, both long/short sleeves and shorts/pants to be stored in your child's bathroom cubby. Please **label** all items with child's name, including socks! Socks are the number one misplaced/lost item of clothing at school.
- A dozen labeled diapers or pull-ups and wipes (if applicable)
- A 4x6" portrait of your child
- A 4x6" family portrait
- A labeled nap mat to fit on a child-sized cot (Approximately 20" x 52")
- A small stuffed animal or "lovie" to help your child transition into school activities or rest time which will be stored in your child's cubby.

- Emergency Earthquake Kit in a labeled ziplock bag with your children's extra clothes, 3 protein bars, and a note from parents to child.

### **Photography & Privacy Disclosure**

By signing receipt of the Parent Handbook you agree to allow photography and video to be taken of your child and used solely for the promotional use of Silver Lake Center for Creativity on our website and related social media accounts.

\*If you **do not** wish for photography and video of your child's face to be used for Silver Lake Center for Creativity's website or related social media please elect the waiver below:

I, \_\_\_\_\_, **do not** authorize photography and video of the face of my child, \_\_\_\_\_, to be used for Silver Lake Center for Creativity's website or related social media.

Parent/Guardian Print Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Acknowledgement of Receipt & Agreement to Adhere to Parent Handbook with Health & Safety Protocols**

I/We hereby acknowledge that I/We have received and read the Silver Lake Center for Creativity Preschool's Health & Safety Protocols & Parent Handbook in its entirety. I/We hereby agree to follow all of the program policies and procedures outlined herein. I/We understand that Silver Lake Center for Creativity Preschool reserves the right to modify the Health & Safety Protocols and any other information contained in this Parent Handbook at the program's discretion, without any written notice at any given time.

By signing this document, you acknowledge and understand the utmost importance of protecting the health and safety of our entire community including staff, children, guardians, parents, and all of our family members by adhering to our protocols at all times. Additionally, you acknowledge and accept the inherent risk involved in participating in any child care program during a pandemic or health crisis.

Your invitation for admission to Silver Lake Center for Creativity Preschool automatically expires if this contract is not signed, dated, and received with the appropriate deposit fee (indicated above), by no later than the Head of School's previously communicated deadline date.

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Printed Guardian Name

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Signature

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Date

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Printed Guardian Name

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Signature

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Date

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Child's Full Name

Date of Birth