

Parent Handbook with Health & Safety Protocols

2022-2023 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

SLCC 2022-2023 School Year Calendar	Page 4
Enrollment Confirmation, Admissions Deposit	Page 5
Fees & Cancelation, Tuition	Page 6
Subsidy Payments, Withdrawal	Page 7
Schedule Changes, Meals & Snacks, Program Schedule	Page 8
Drop-Offs & Pick-Ups, Sign-Ins & Sign Outs, Arrival Times, Late Fees	Page 9
Regularity in Schedule, Parking, Absences	Page 10
Program Year, Placement, Toileting	Page 11
Diapering, Allergies	Page 12
Illness, Medications, Injuries	Page 13-14
Emergency Routine, Curriculum & Philosophy	Page 15
Conflict Resolution, Child Abuse Reporting	Page 16
Volunteering, Parent Involvement, Forms	Page 17
Parent-Teacher Communications, Extended Day Program	Page 18
Priority Enrollment Deadlines	Page 19
Health & Safety Protocols	Page 20-28
Preparing For Your Child's First Day	Page 29
First Day Checklist	Page 31
Photography Disclosure & Waiver Form	Page 32
Acknowledgement of Receipt & Agreement Signature Form	Page 33-34

SLCC 2022-2023 School Year Calendar

July 5 Summer Camp Session I (4 weeks)

Aug 1 Summer Camp Session II (4 weeks)

Aug 26 SLCC Virtual Health & Safety Town Hall

Aug 29-Sept 9 Fall Break

Sept 12 SLCC Start of Year Family Playdate

Sept 13 First Day of Fall Semester

Oct 10 Indigenous Peoples Day Holiday

Oct 31 SLCC Halloween Parade

Nov 11 Veterans Day Holiday

Nov 21-25 Thanksgiving Break

Dec 15 SLCC Winter Potluck

Dec 19-30 Winter Break

2023

Jan 2, 2023 First Day of Winter Semester

Jan 16 Martin Luther King Jr. Day Holiday

Feb 20 Presidents' Day Holiday

Mar 31 Priority Enrollment Deadline

April 10-14 Spring Break

April 17 First Day of Spring Semester

April 21 SLCC Earth Day Picnic Fieldtrip

May 12 Mothers' Day Breakfast

May 29 Memorial Day Holiday

June 16 Fathers' Day Breakfast

June 22 Last Day of School

June 23 Graduation & Picnic at SLCC

June 26-July 7 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 2022-2023 program year will begin on Tuesday, September 13th, 2022.

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

If the director has chosen to collect an admissions deposit, I/ We agree to pay a non-refundable deposit in the amount of \$500 to ensure our 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

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

I/We 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.

Please note that 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.

MWF (3-Day) or M-F (5-Day)

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 the 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 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

SLCC 2022-2023 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 Silver Lake Center for Creativity Preschool. 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.

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, labeled with your child's name (and keep this stocked) and diaper wipes, labeled with your child's name.

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 2022-2023 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 extreme 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 selfagency 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 redirectional approaches, role-modeling, story-telling, and problemsolving 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 boostered 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 school chat), bi-weekly Teacher Reflections, ongoing 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 MWF or 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 2023/2023-2024 School Year: Friday, March 231st, 2023

Priority enrollment consideration for future school years is granted to all families whom are currently enrolled. You must complete and submit our Priority Enrollment Application 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. You are notified of your enrollment status for the upcoming school year by May 1st, 2023.

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.

Our newest health and safety protocols have been carefully planned, discussed among our community, and implemented throughout the past two years of the pandemic. We've created the most current, fact-based set of policies set forth by the following government agencies: the Center for Disease Control (CDC), World Health Organization (WHO), Los Angeles Public Health (LAPH), and Community Child Care Licensing (CCCL). SLCC will implement the following health and safety measures to ensure our campus experiences are healthy, safe, and fun for all. As Los Angeles is able to more widely distribute the vaccine to all children, SLCC will require vaccination for all community members.

Once we are fully immunized, we will require continued booster shots for all community members as recommended by the aforementioned government agencies.

Please be aware, these protocols may be updated and changed without any notice as we stay committed to adhering to the latest official mandates and 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 begin lifting some or all of the restrictions.

Our children, elders, and at-risk populations are counting on us to take every precaution possible. 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.

Required testing every two weeks, prior to first day of school, & prior to the start of each new semester

In order for SLCC to safely continue on-campus learning, we will require each community member including parents, guardians, siblings, household members, approved pick-ups, children, nannies, and staff to receive a PCR COVID-19 test 48 hrs prior to each member's first day of school and before each new semester, and every two weeks during the school year.

The City of Los Angeles has made PCR testing widely available and accessible for free to all LA county residents. Results typically take 24 hours.

Given the false-negative rate, rapid antigen or over-the counter tests are not permitted.

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

All children will be required to wear a 3-layer mask indoors at all times with the exception of rest period. All adult community members are required to wear a 3-layer mask over their nose and mouth on campus at all times.

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 a bleach solution.

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 75% Isopropyl Alcohol wipes. At the end of each day, the bathroom will be additionally disinfected with bleach wipes and be 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, the indoor classroom, before and after each meal, after touching a child, after wiping nose, after any contact with bodily fluids of any kind, before and after tactile/ sensory play, before and after floor activities, before and after rest periods, and before and after cleaning.

Shoe-Free Classroom

Our indoor environment will be a shoe-free zone. Children will be invited to remove their shoes and place them in their cubby prior to entering the classroom. We know that this may be a sensory need for your child. If so, please arrange to have school slippers for your child left at school at all

times. All adults will be required to remove shoes upon entering the classroom. Shoe/sock covers can be provided by the school.

Social Distancing

All community members will practice social-distancing, maintaining a masked, 6ft distance from every non-member of your family at all times. Children will maintain 6ft distance during indoor play activities (to the best of their developmental ability), meal times, handwashing/bathroom use, and nap/rest period.

Each project table is equipped with a clear plexiglass shield across the table for when children sit across from each other. Learning areas are monitored to encourage small-group gatherings.

Outdoor Sanitizing

All adult community members are required to sanitize their hands at our outdoor sanitizing station using our alcohol-based sanitizer for 20 seconds upon entering campus and before exiting campus. All children will be required to sanitize their hands upon entry as well with adult supervision.

Personal Hygiene

Children, parents, staff and all community members are asked to cough into their elbows or a tissue and then wash hands immediately. Children will be gently directed to keep hands out of the eyes, nose, mouth – the most common point of entry for germs. Please make sure your child has bathed before coming to school.

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 training with single-use latex-free gloves.

Symptom-Free Facility

- All children, adults, and staff will have their temperature taken upon arrival every day using our touch-less thermometer.
- Children showing any respiratory symptoms of illness or a temperature of 100.2 or higher need to be excluded from the program until they have been symptom-free for 72 hrs without the use of medication and received a negative PCR test.
- All respiratory symptoms include the following:
- runny nose
- 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.

Reporting Air, Plane, or Bus Travel

All children who are unvaccinated are required to quarantine for 7 full days and receive a PCR test on or after the 5th day of quarantine prior to returning to school after any air, plane, train, or bus travel. You are required to report travel plans with any unvaccinated member of SLCC to the Head of School. Failure to report these travel plans in advance may result in suspension from campus.

Quarantine

If a member of our community is diagnosed positive with a PCR test, all persons whether vaccinated or not who have come into direct contact with the positive case in the previous 14 days will be asked to quarantine at home for 7 full days. Members quarantining may return to school after the 7th day if they have tested negative using a PCR test on or after the 5th day of quarantine and do not have any symptoms.

Isolation

If a member of our community is diagnosed positive with a PCR test, whether vaccinated or unvaccinated, 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 ten days. They may return to school only after being 72 hrs without symptoms, if it has been 10 days since person first isolated, and they provide an official authorization written and signed by their primary care physician stating they are no longer contagious and are no longer required to isolate.

School Closures Due to Covid-19

School Closures due to isolation and/or quarantine will be determined by the Head of School on a case by case basis without any required notice.

Our Staff & Disinfection Protocols

All staff members will follow the community-wide requirements for health and safety. 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 a bleach solution.

All table tops, counters, chairs, nap mats, shelving, art atelier materials, manipulatives, cubbies, and classroom and staffroom surfaces will be disinfected after projects, between meals, and at the end of each day using a bleach solution. 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 a 70% isopropyl alcohol wipe after each use and again at the end of the day along with receiving a high dose of UVC light.

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 using 70% isopropyl alcohol, bleach solution, and our UVC wand.

(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 photog face to be used for Silver Lak website or related social me below:	•
l,	, do not authorize
photography and video of the	he face of my child, to be used for Silver Lake
Center for Creativity's websi	
Parent/Guardian Print Name):
Parent/Guardian Signature:	
Date:	

Acknowledgement of Receipt & Agreement to Adhere to Parent Handbook with Health & Safety Protocols (page 1 of 2)

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.

Printed Guardian Name	Signature	Date
Printed Guardian Name	Signature	Date
Printed Guardian Name	 Signature	Date

Acknowledgement of Receipt & Agreement to Adhere to Parent Handbook with Health & Safety Protocols (page 2 of 2)

Child's Full Name	Date of Birth