



PILGRIM CHILDREN'S CENTER
A Warm Environment With Family Values

Reviewed and updated July 2022

Pilgrim Children's Center Parent Handbook



Welcome to Pilgrim Children's Center

Welcome to Pilgrim Children's Center! The information contained in this parent handbook will introduce you to the philosophy and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning. Most policies and procedures are listed in this parent handbook. If you have additional questions, please feel free to check in at the school office, and we will be happy to answer any questions you may have.

We're glad that you have joined the Pilgrim Children's Center family.

Sincerely,

Pilgrim Children's Center

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We are a peanut-free, allergy-aware facility.



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I. Mission Statement

Adopted December 1993

Pilgrim Children's Center is dedicated to serving the needs of children and their parents in our community. The Center provides both a place where children can learn and grow, and a full range of quality programs that enhance and enrich the growth process.

Pilgrim Children's Center is a social outreach program of the Pilgrim United Church of Christ. As such, the Center fosters sound human values of self-esteem, personal responsibility, cultural diversity, justice, peace and love.

The Center is open to all children; its programs strive to reflect a full cross-section of North Coastal San Diego County. We welcome children of all faiths and origins into a loving environment where each child's uniqueness and self-worth are enhanced and celebrated. Our early education program strives to ignite every child.

Pilgrim Children's Center considers the needs of both parents and children. As an all-inclusive, non-discriminating preschool, we embrace children from all types of families and lifestyles. We seek to provide programs for all, including children of single parents, children with special physical and developmental challenges, children living with gay or lesbian parents, and children in displaced families.

The Center believes in using all available community resources to provide a richer experience for children and parents. We work to create awareness between the families served and other agencies that may provide needed services.

We recognize that a quality staff is the essence of a quality program, and the staff must be role models of the values we foster. Therefore, high standards of professionalism and integrity are required of all staff to nurture the growth of each child and to support all family members.

Our mission is to develop curriculum and programming that develops every dimension of a child. Prepare our children for academic readiness and equip them with the skills necessary to navigate through life. Our goal is to provide a valuable learning experience that will enable children to become confident and curious about the world around them and to help build a future of peace and understanding for all people.



II. Minister's Welcome Letter

On behalf of Pilgrim United Church of Christ (UCC), I want to welcome you to the Pilgrim Children's Center. It is important to us that each family feels welcome at the Children's Center. So that families of every faith tradition will feel comfortable sending their children for the excellent education the Center provides, we have excluded any overt religious education from the curriculum. However, the Children's Center strives to foster sound human values of self-esteem, personal responsibility, cultural diversity, justice, peace and love.

Pilgrim UCC founded the Children's Center in 1974 to meet the urgent demand for full-day childcare in the city of Carlsbad. Scholarship support to low-income and special needs families has been an important dimension of the Pilgrim Children's Center from the earliest years.

We are proud of our over forty-year history that has earned us the reputation of one of the most outstanding programs of its kind in the North County area. We want you to know, as well, that we consider our church a community resource. If you are looking for religious education in the Christian tradition for your family, we provide opportunities for pre-school, elementary, teenage and adult participation in our many programs for community service, learning and spiritual development.

You are welcome at Pilgrim Church. Our worship services are held in the sanctuary on Sunday mornings at 10 a.m. and nursery care is provided for infants and toddlers during service, while Sunday school is conducted for pre-K, older children and teen-aged youth.

My door is always open to any of your concerns or suggestions. I can be reached at the church office (760) 729-6311, ext. 207, or just drop by!

In Peace,
Madison Shockley

The Rev. Madison Shockley II, Minister
Pilgrim United Church of Christ
www.pilgrimucc.org



III. Educational Programs

A. Discovery Preschool

Our 2-3-year-old program is designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis in this program is on building self-confidence, personal care routines, fostering natural curiosity and social emotional development. Throughout the day this age group enjoys the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared toward little hands are also introduced. Our teachers offer the tenderness, warmth, and patience so essential to this young age.

B. Preschoolers and Prekindergarten

These programs serve ages 3-5. These programs prepare children socially and academically, as well as support and encourage the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten. Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The curriculum is designed to actively engage each child in developmentally age-appropriate activities exploring the content areas of literacy, mathematics, science, social studies and the arts. Our skilled teachers prepare curriculum that is exciting and challenging, as well as supportive of each child's own learning style. Our room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities.

C. Bonus Enrichment Programs

Pilgrim works with a variety of other organizations in order to provide a variety of enrichment experiences. These programs vary from semester to semester, so please see the school lobby for updated programs that are currently provided.



IV. Assessments and Observations

A. PLACEMENTS INTO OLDER CLASSES

Children are typically moved into older classes at the start of each school year in August. Occasionally, children may be assessed for class placement at the request of the teacher or parent based on chronological ages, proximity to kindergarten entry and in terms of their total development (social, physical and emotional). Interest level in the activities typical of each group is also taken into consideration, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. Parents will be notified if it will benefit their child to move up sooner than the next school year.

B. ASSESSMENT OF CHILD PROGRESS

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children's actual performance. Our center uses variety of methods such as observations, assessment tools and checklists. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used. Our formal assessments are done in the spring for children age-eligible for kindergarten or transitional kindergarten the following year. All our assessments are kept in the child's portfolio, which may be shared with families to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the results will be shared with parents either formally or informally.

V. Communication

A. GETTING TO KNOW OUR CENTER FAMILIES

Our center builds a positive relationship with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement. Our center gathers information during the



enrollment process by asking questions and collecting the following items: enrollment forms, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept locked in the director's office. Our center maintains compliance with FERPA regulation. Our center has an open-door policy. Parents and family members are welcome at all times (**however, please note that there may be restrictions in visitors due to COVID-19 concerns this school year**).

B. COMMUNICATION

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom:

Daily/weekly/monthly classroom/program news posted and emailed, phone calls, emails, daily sheets, articles of interest, community resources, and relevant websites.

i. Email updates

Program updates and relevant information will be emailed to you. Please take a moment to read these for the "news happenings" in the Center and for upcoming events.

ii. Contacting Parents/Guardians

In the event that a parent/guardian needs to be contacted (sick child, emergency, head bumps, etc) the school's protocol is to contact the first parent/guardian listed on the student enrollment record. In emergency or sick child situations if the first contact is unreachable then efforts will be made to contact the next guardian and/or authorized pick up listed on the student enrollment record. Both parents/guardians will be contacted in **ALL** situations **UPON REQUEST** from the parent/guardians.

iii. Social Media Policy

Pilgrim Children's Center may post photos to social media outlets (Facebook, school website, etc.). Included in the enrollment packet is a media release form. This form will ask for permission to take photos and use your child's image in the classroom and around the school. This form also includes a media release section that will ask for permission



to use your child's image and name in school publications and other forms of media.

If you do not give the school permission to use your child's image in the classroom, around campus and/or in media outlets, please mark accordingly on the media release form. If the school does not have permission to use your child's image in media outlets, your child's face will be blurred.

VI. Program Philosophy

We believe that young children have a great capacity to absorb information. We believe in forming respectful and reciprocal relationships with each child in order to foster a safe, nurturing, stimulating and enriching environment. Our creative curriculum employs researched based practices influenced by Child Development theorist. Our teaching methodology is centered on enhancing physical development, cognitive learning, social, emotional and behavioral skills that promote exploration, curiosity, problem solving, decision making, discovery and personal care routines. As educators, we are responsible for providing learning experiences in a safe environment and cultivating a child's ability to learn. In addition to laying the groundwork for future academic endeavors, we are contributing to building a foundation for lifelong learning.

We provide access to quality early childhood education regardless of income, language or family status. We strive to ignite the imagination and love of learning in every child.

VII. Center Operations

A. Admission Policy

Pilgrim Children's Center is operated on a non-discriminatory basis and no one shall be excluded from enrollment because of race, color, national or ethnic origins, or family orientation. We are able to accommodate children with special needs, provided we are able to understand the state of the child's health and physical and emotional development and to assess whether or not we can meet the child's needs.

If at anytime we feel we are not able to meet the needs of a child in the program, a conference will be called between the parents, the Center Director and the



child's teachers to determine a course of action based on the needs of the child. The Children's Center reserves the right to request an outside evaluation of the child's physical, emotional and cognitive development to assist in determining the proper placement of a child in the program.

Children are accepted into the program from the age of 2 to Kindergarten. Children who are not toilet-trained may be accepted at an increased tuition rate. (Please see the tuition policy section for tuition rates.)

Priority registration for currently enrolled families, returning families and church families is held early in the spring for the following school year. At the end of priority registration, open registration begins on a first-come, first-served basis. A non-refundable \$150.00 registration fee is required to hold your child's place.

Registration begins in mid-spring (for fall and summer) and priority is given to families enrolled in the regular school year. Again, there will be a priority registration period followed by open registration for the summer program. Space is limited, so please register early.

B. Termination Policy

By signing your Admissions Agreement you indicate your intentions of attending the entire school year. We understand that family circumstances can change during the year. To terminate services, we require a two-week written notice. This allows us to fill the vacancy in a timely manner. Pilgrim Children's Center reserves the right to terminate the contract/services with or without notice. Pilgrim Children's Center reserves the right to refuse service to non-compliant patrons. All personal belongings will be held for 30 days after termination of services. Personal belongings will be donated after 30 days. Please see admission agreement for proration of terminated services.

C. Discipline Policy

We take a guidance approach to discipline through active listening and conflict resolution. Very young children can be explosive, impulsive, and egocentric. As they develop, they become capable of using language to solve conflicts. Teachers anticipate and redirect children whenever possible; however, conflicts do arise. Children are encouraged to use their words and find creative, non-aggressive alternatives to solve their problems. This takes time and patience for everyone. The goal of discipline is self-control. Children will learn how to negotiate and solve



their own problems through practice. You may observe two children having a dispute with raised voices. As long as they are solving the problem, we will allow them to continue until we observe it is time to step in to help guide them to a solution.

The age and developmental understanding of a child are taken into consideration when dealing with inappropriate behavior. A child who is displaying inappropriate behavior and is not able to be redirected toward acceptable behavior may be removed from their group and taken to a calm down space. This will allow the child to cool down and refocus so they can rejoin the group and get back to work.

Teachers have been trained using Conscious Discipline (www.consciousdiscipline.com), and will bring these concepts into the classroom to support the development of self-regulation and provide a sense of safety and community within the classroom and the school as a whole.

In cases of ongoing behavior issues, we will request a meeting with the parents to discuss strategies to better guide the child to more appropriate behavior.

In extreme cases that pose a risk to the health and safety of the child or of others (including aggressive behaviors, frequent biting, or threats to children or staff members), a parent may be asked to pick up their child for the day or to find other care with or without a two-week notice.

D. Child Abuse Policy

All staff at Pilgrim Children's Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the local child protective services authority.

E. Staff Hired by Parents and sharing of teacher personal information:

We strongly discourage our teachers from making independent childcare arrangements with families at the school, and we ask that teachers do not share their personal contact information with families. In the event that you enter into an agreement with a Pilgrim Children's Center employee to babysit for your family



outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Pilgrim Children's Center employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children.

F. Hours of Operation & School Closures

The Center is open from 7:00 a.m. to 5:00 p.m. Monday through Friday. The center may be closed:

New Years Eve
New Years Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Week
Christmas Eve
Christmas Day
Parent Conferences
Designated In-Service Days
Designated Winter Breaks (When applicable)
Teacher Training Week (August)

This school does not provide tuition reduction for holidays or periods of school closure other than Teacher Training Week. Any other school closure dates will not be accompanied with reduction in tuition (holidays, winter breaks, springs breaks, parent conference, etc.). Any classroom or school closures as well as individual exclusions due to illness or suspected illness will not be refunded and will not be provided with make-up days.

i. Inclement Weather Policy

In the event of inclement weather or an emergency, Pilgrim Children's Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such



action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters. Refunds will not be issued in the case of these (or other) necessary closures. If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

- G. Drop Off/Pick-Up (Please note adjustments made for COVID-19 precautions - processes could change based on safety needs as they arise)**

Arrival/Departure

- a. Please wash your hands and your child's hands prior to dropping off (and staff will help with this immediately after dropoff), before coming to pick up and as soon as you get home.
- b. Bring your own pens for sign-in when possible, if not, clean pens will be provided.
- c. Face coverings are optional for all children and staff, inside and outside (unless child/staff member is following quarantine or isolation guidelines).
- d. Sign in for all children will be outside, just inside the front gate to the grassy playground. A staff member will assist with health checks and adults will then bring children to the classroom door where they will be received by the teacher.
- e. After dropping your child off at the door, please exit the grassy playground through the gate near Teal room to keep traffic flowing in one direction through the gates.
- f. Any children found to have symptoms of covid-19 at drop-off will be asked to leave until they have satisfied the current requirements for return to school. We use the San Diego County Health Department Decision Tree for Childcare to guide these decisions.
- g. Children and staff temperatures will be taken each day as they enter and as needed throughout the day. After drop-off, anyone with a fever of 100 degrees or higher will be excluded



from the group, isolated in another room with a staff member and the family will be contacted. Parents must pick up their child within 30 minutes or risk possible exclusion from the program entirely.

- h. During the school day, children with a fever as listed above, cough, or other COVID-19 symptoms included in the decision tree will be excluded from the group, isolated in another room with a staff member and the family will be contacted.

It is imperative that you accurately sign your child in and out. If an emergency should arise, the sign-in sheets are utilized to ensure that all children are accounted for. Parents should pick-up between 11:45am and 12:00pm for noon departures, between 2:45pm and 3:00pm and between 4:45pm and 5:00pm (or earlier if desired) for late afternoon departures. Failure to comply with pick-up times may result in additional fees.

Personal family pets/animals are not permitted on school grounds (other than service animals). If you are transporting an animal with you, please restrain it in your vehicle. Animals may be considered when arranging guest speakers/special events.

i. **Sign-In and Sign-Out Policy**

Section 1012291 Sign-in/out procedures

(a) In addition to the sign-in procedure requirement of section 101226.1 (b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the childcare center that shall, at a minimum, include the following:

-The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

-The person who brings the child to, and removes the child from, the center shall sign the child in/out.

Pilgrim Children's Center Sign-in/out procedure:

All Sign-in/out books are on the parent table. To avoid incurring fees, all parents/guardians (who have an enrolled child at Pilgrim Children's Center) are required to sign their child in and out every time care is



transferred to and from this facility. Full signature and time must be written in the appropriate section that list the date of your child's attendance.

Misplacement of Signature:

If an unauthorized person has signed your child in/out please notify the office.

ii. **Failure to Comply:**

All parents/guardians will be given three courtesy notes before a fee accrues on your financial ledger. Fees may accrue at a rate of \$1 per every sign-in/out deficiency. These fees are to be paid in conjunction with monthly tuition on the first of the month. Services may be interrupted if sign-in/out penalty payments are not received on or before the first of the month.

If you have questions or concerns about the law that governs this policy, please contact Community Care Licensing at (619) 767-2200.

State law requires your child to be signed in and out of the Center each day. We will not release your child to another child. Only persons listed on your enrollment sheet, as either emergency contacts or authorized pick-ups, will be allowed to leave with your child from the Center. If you send someone to pick up your child who is not on the list, you must notify the school in writing or by phone before pick-up time. Identification will be required when someone unfamiliar to our staff picks up your child. If you are picking your child up and a staff member smells alcohol or marijuana when talking with you or feels you are incapable of driving, we will help assist you in finding a ride home. The police may be called if an intoxicated parent refuses to comply. We want to ensure that your child remains safe.

iii. **Early Arrival/Late Pick-Up/Emergency Pick-Up Policy**

Late pick-ups are unsettling for your child and expensive for you. The Children's Center is open from 7:00am to 5:00pm. Please refer to your contract for your child's program/time schedule. No child will be dropped off at the Center prior to 7:00 am. There is a \$1.00 per minute late fee due when you pick-up your child after your agreed



upon pick-up hours. Three late pick-ups may result in termination from the program.

iv. **12pm and 3pm Pick Ups**

These are very busy times during our day. Teachers may be assisting children with lunch/snack or preparing for naptime/afternoon activities. Please be attentive to your child by arriving promptly at 12pm or 3pm. Carlsbad High School breaks for lunch and for the school day around these times as well, so please plan accordingly.

After you are 10 minutes late, we will attempt to contact you and/or your emergency contacts by phone until an authorized person is located to pick-up your child. You must have at least two emergency contacts. Emergency contacts are considered authorized to pick-up your child. Please keep us current on emergency contact information.

H. ABSENCES

Please call the school office at 760-729-4464 or email to pilgrimchildrenscenter@gmail.com if your child will be absent, and in the case of illness, please list symptoms. Notice of exposure to contagious illnesses may be posted in the classrooms to help keep all children healthy. Please note the following in your message:

1. Date of absence
2. Student name
3. Teacher name
4. Reason for absence

After 3 days of absences due to illness, we may request that your child be cleared by a physician before returning to the center. To be cleared by a pediatrician for group care, we need a note from the doctor stating (a) a diagnosis (b) that the child is not contagious (c) the date that the child may return to group care. A child may continue to be excluded if the appropriate note is not received before the child is brought to school.

COVID-19 additions to absence policies:

- v. **Please use the most recent San Diego County Fever/COVID-19 Decision Tree when making the decision about whether to send**



your child to school when they are exhibiting symptoms. We must pay careful attention to even mild symptoms in order to maintain program availability, so there will be NO exceptions made to this policy.

- vi. Pilgrim will use the Decision Tree to determine when children and staff may return to the program following an illness. If a child has a documented, ongoing symptom, parents **MUST** notify the Director as soon as this is known, and physician documentation may be requested.

There is no tuition credit given for missed days due to illness or days missed. No make-up days are available and trading days is not allowed.

- i. **Abandoned Seat**

After 5 consecutive unexcused (and unpaid for) absences, an attempt to communicate will be made to the contact information provided to the school in order to clear your child's attendance. If your child's attendance is not cleared after 5 consecutive unexcused absences, another attempt to communicate will be made after the 8th consecutive absence. Services will be terminated after the 10th consecutive day of an unexcused absence. After the 10th consecutive day of an unexcused absence, your child's seat will be considered abandoned. An abandoned seat will be reserved for other families in need of childcare services.

VIII. SAFETY AND SECURITY

A. Security System

The doors to the center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front vestibule has a keypad that will, when a code is entered, release the magnetic lock on the inner doors. When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. The sign-in table on the grassy playground will be closed at 8:30am and after 3:30pm. Please use the code to enter, and be sure to sign your child in or out at that time.



Please do not give out the entry code to others who are not authorized to pick up **your** child (you may recognize another parent but not know their specific pick up situation). Photo I.D. is required and kept on file for those authorized to pick up your child. The code and the keypad are intended for parents, authorized pick-up and Pilgrim Children's Center employees only. All visitors must ring the doorbell and wait for assistance. The code may change periodically for security reasons.

There are a series of cameras installed on Pilgrim campus in order to monitor suspicious activity and entrances. These cameras are used for property surveillance. In addition to a video security system, Pilgrim has blast proof windows installed on classroom buildings.

B. Emergency Preparedness Policy

As mandated by the state, we practice emergency procedures for earthquake, fire and lockdown as part of our regular safety program. Emergency food, water, and first aid supplies are kept on hand in the event of a disaster. The Center maintains an Emergency Plan so you can rest assured your child will be safe and cared for in the event of an earthquake or other natural disaster.

*The American Red Cross recommends you list (on your emergency card) someone who lives outside California as an emergency contact person in case of a major disaster. If your extended family members also use that person as a contact, rather than calling between cities in California, it will help to keep the in-state phone lines in operation.

C. Protocol for a Natural Disaster

In the event of a natural disaster, the teachers and each classroom have an extensive evacuation plan. The evacuation plan is available in the office. If an evacuation becomes necessary, we would begin the following:

1. Designated evacuation areas are:
Dirt area in front of church, Chestnut Church Parking Lot, Carlsbad High School or Carlsbad Westfield Mall
2. Parents would be notified, immediately, to pick up
3. The school's Emergency Disaster Kit and checked in medication would accompany the evacuation
4. Parents would pick up and sign out at the designated evacuation site



In the event that the center must remain closed during a natural disaster there would not be a reduction in tuition and/or credit. Due to possible natural disasters, parents/guardians must keep their contact information up to date with the office.

i. **Parent Emergency Contact**

When you will be out of town, please leave a phone number (that will contact the parent/guardian) with the school office.

D. **In Case of Injury**

Basic first aid will be performed. In the event of a serious injury, a parent will be notified and/or 911 (if applicable). If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the nearest Emergency Room, unless the parents have designated a different emergency plan.

E. **Head Bumps**

Parents/Guardians may receive a courtesy call in the event their child bumps their head while signed into Pilgrim Children's Center care.

IX. Financial Policies

A. **Registration**

A \$150.00 non-refundable, annual registration fee is due when enrolling.

B. **Tuition Policy** (See Tuition Rate Sheet for rates)

- a. Tuition is due on the 1st of each month. You will make 10 monthly payments, August/September through June (if your child is not registered for summer program). Tuition not received by the 5th will be charged a \$25.00 late fee. If tuition is not paid by the 15th, care may be suspended until arrangements are made to bring the account current **or the child may be terminated from the program and the child's place offered to another family.**
- b. Tuition rates will be reviewed twice a year and may reflect changes in January and June of each year.

C. **Summer Program Options**

- a. Registration for summer program begins in April of each year. Details such as tuition and available scheduling will be released at that time.



D. **Discounts** (applied to lowest rate, requires documentation as needed)

10% Oldest sibling, twins

5% Church Member, Military (active or veteran), Teacher and First Responders

E. **Scholarships and Emergency Funds**

Limited scholarship and emergency funds **may be** available.

Please speak to the Director for guidelines used to determine eligibility. Scholarships are granted on a first-come, first-served basis. As part of our Outreach Program, we also have limited emergency funds available for families facing financial crisis. Generally, this funding is granted on a month-to-month basis as a reduction in tuition. Scholarships are not guaranteed and may not be available if funds are exhausted. Families interested in scholarships should inquire about alternative payment methods, Early Head Start and/or Head Start programs.

F. **Tax Statement and Tax ID Information**

Available Upon Request

**X. Health Policies for all illnesses unrelated to COVID-19
(COVID-19 related illness will be handled as noted under
"Absences" above)**

The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in school because of the many close physical interactions between children and adults. The majority of childcare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to school. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion. Unfortunately, absolute criteria for exclusion of ill children do not exist. Pilgrim bases exclusion policies on the following concerns:

- (1) risk of transmission of infectious diseases
- (2) the demand of sick children for increased adult attention
- (3) curriculum and programming are designed for a well child



The health policy of Pilgrim Children's Center is designed to best meet the needs of our children, parents and staff. No policy will eliminate the problem of illness endemic to group care - especially of young children - no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

Daily health check conducted by classroom teachers will examine whether or not the child has:

- Fever or elevated body temperature of 100°
- Skin rashes or unusual spots

Other signs/symptoms of illness or disease may include severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting. Should any of these symptoms present themselves the child may be excluded until a medical evaluation allows inclusion. A doctor's note may be requested stating that the child is not contagious and indicating the date that they can return to school. In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the center:

- i. **FEVERS** A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours **without any medication**.
- ii. **SEVERE COLDS** Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.
- iii. **DIARRHEA** Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center. Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. One or two meals should be eaten during the "24 hours



free from diarrhea" (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

- iv. **VOMITING** Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.
- v. **RASHES** Rashes must be physician diagnosed for a child to be in the center.
- vi. **MOUTH SORES** Mouth sores with drooling are reason for exclusion, unless the child's pediatrician states the child is non-infectious.
- vii. **CONJUNCTIVITIS** Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication is begun or with a doctor's note stating that the child is not contagious
- viii. **TEETHING** Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose.
- ix. **COMPLAINTS OF PAIN** Complaints of pain are not a reason for exclusion, but if it presents a challenge for the child to participate in classroom activities, parents will be given a courtesy call and may be asked to pick up the child.

A. Symptoms of contagious childhood diseases

Symptoms of contagious childhood diseases are reason for exclusion. Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Head Lice, RSV, Bronchiolitis, Strep Throat, Ringworm and Hand, Foot and Mouth Disease. Exposure to contagious disease is not reason for exclusion, however notifying us of exposure helps us keep an eye out for illnesses present in the community.



If your child has a contagious illness, please notify us. We will in turn, notify you if your child has been exposed to a contagious illness at school. Your child must be symptom-free for 24 hours to re-enter school.

B. Signs of possible severe illness

Signs of possible severe illness, including unusual lethargy, undefined irritability, persistent discomfort, crying or difficulty breathing may indicate severe illness and are reasons for exclusion.

C. Morning Health Check Policy

State law mandates that we conduct a health inspection each day before your child is accepted at school. Please have your child wash his or her hands upon arrival at school, with soap, for 20 seconds under running water and turn off faucet with a paper towel OR use the provided hand sanitizer at the sign-in table. We have found this to be extremely effective in preventing the spread of germs. Children will not be accepted or will be sent home from school with one of the following conditions: thick or colored mucous discharge, if they have a fever of 100 degrees or more, vomiting or diarrhea, contain an infectious disease or if they appear unable to participate fully in our program. Particular attention is paid when children are returning after an illness. Please notify the office when your child arrives with injuries or bruises-sharing information is important.

D. Healthy School Act of 2000

As amended by Assembly Bill 2865, Chapter 865, and Statue of 2006) the Healthy School Act of 2000 requires all California schools and child day care centers to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. The Material Safety Data Sheet is available in the office. The Center is always serviced after hours on a Saturday. Parents may register to be notified of each pesticide application.

E. When your child becomes sick at school

Parents should be aware that a normal, healthy child will become sick 5 to 6 times a year. When a child becomes ill with any of the following symptom: fever, vomiting, diarrhea, undisclosed rash, or unable to fully participate at school, you will be notified and expected to make arrangements for your child to be picked up within 30 minutes or as soon as possible. Your child will remain in the office until you arrive. If you cannot be reached, your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that



they have been listed on your emergency contact list. Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached.

Please keep your child at home at the first sign of illness symptoms, not only to prevent the spread of illness to others, but also to assure that your child is not susceptible to another illness. When asked to take your child to the doctor, please request an authorization note to return to school.

F. Immunizations

Starting January 1, 2019, California state law requires:

- Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

Immunizations (shots) Needed Before Starting Child Care/Preschool

Age When Entering	Immunizations (shots) Required
2–3 Months	1 each of Polio, DTaP, Hib, Hep B
4–5 Months	2 each of Polio, DTaP, Hib, Hep B
6–14 Months	3 of DTaP 2 each of Polio, Hib, Hep B
15–17 Months	3 each of Polio, DTaP 2 Hep B 1 MMR 1 Hib 1 Varicella
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR 1 Hib 1 Varicella

G. Physical Examinations



A complete physical examination is required by state law. It must be submitted within 30 days after the date of enrollment. Physical exams more than one year old will not be accepted. Children must be up to date with their required vaccination before childcare services are scheduled to begin (unless medical exemption is obtained). Ask school administrator for recommended vaccination schedule.

H. Medication Policy

All medication must be in the original container with the child's name and date on the prescription label. No expired medications will be administered. Over-the-counter drugs will be administered only with parent permission. Parents must sign in the medication **with the office** and complete a medication form indicating dosage and length of time medication is to be given. Please speak to the office for ongoing and/or emergency medication authorization.

Children should not bring ANY medication, creams or ointments in their backpack (for example, hand sanitizer, sunscreen, lip balm, etc). All of these items must be stored safely away from children and require a medication authorization form signed by the parent and cleared through the front office.

I. No Smoking Policy

We support the no smoking laws, which require that any organization working with young children have a smoke-free policy in effect. In the interest of the children's health, we ask that you model non-smoking behavior and refrain from smoking in or around the school, including the parking lot.

XI. General Center Information

DAILY SCHEDULE

All classrooms have a schedule posted. If you would like a copy, please ask your child's teacher. Please take a moment to review this schedule so you may better understand the events of your child's day. All classrooms will spend part their day outside, enjoying structured and unstructured opportunities for play and learning. In the classroom, children will experience large group times, small group times and one-on-one interactions with their teachers, as well as opportunities for individual "play" in classroom centers designed to support their everyday learning.



For children who stay extended hours, lunch and a rest period are followed by the afternoon developmental program. During this time (usually between 3:00pm-5:00pm), activities are designed to meet the same goals as the morning, but may be more slow-paced and flexible to meet the needs of a child who is with us all day.

At Pilgrim, we strongly believe that providing care and support to the child's family is as important as the care we provide to the child. We hope that in time you will feel that we are a part of your child's extended family. While we cannot replace you as parents, we can and do provide a warm and loving atmosphere in which your child can grow into a competent, independent person who functions successfully anywhere. Please feel free to talk with your child's teacher, call or email us at any time. You are always welcome!

WHAT YOUR CHILD WILL NEED

Individual cubbies will be available for each child so that items can be left at the center. **Please label all belongings.**

- Disposable diapers for children not toilet trained (we provide wipes unless your child requires something in particular)
- 3 Changes of clothes including shoes/play clothes for outside

A. Change of Clothes

Water, mud, paint, and sand are an integral part of your child's day at Pilgrim. Please send your child in appropriate clothing. Zippers, buckles, snaps, etc., should be such that your child is able to dress and undress independently. If your child is not fully potty-trained, you must provide a 7-day minimum supply of diapers. Update extra clothes when the weather changes.

B. Shoes

Children must wear comfortable shoes that they can climb, bike and run in. Sandals must have a strap around the back of the ankle to keep shoes in place. Children must wear closed toe shoes. Children that wear open toe shoes will not be allowed to play in high-risk play areas such as the climbing structure and the tricycles.

Cowboy boots, patent leather shoes, plastic clogs, Crocs, etc, are shoes that can cause frequent tripping and are discouraged at school.



C. Snack/Lunch

In order to minimize adult contact with children's food, all families will provide a snack (morning and afternoon, as scheduled) and a lunch daily. Lunches cannot be refrigerated or heated, so please use an ice pack and try to pack items that children can manage by themselves as much as possible.

Please do not send candy, gum, soda, glass containers, or items high in sugar.

Pilgrim is a PEANUT FREE facility, and we consider ourselves to be "allergy aware", meaning that while we ask that no one bring peanut items into the school, we understand that we cannot control every aspect of that. Please be respectful of this request, as it may be a life-threatening situation for a child. In some cases, we may ask you to be aware of or limit other allergens that are life-threatening for a child in your child's classroom. Please talk with your child's teacher if these requests are a challenge for you so that we can find a solution that supports all children.

POTTY TRAINING

We are a developmental school and our philosophy on potty training maintains that it is an individual process and that the child must be ready. It is very important that when the child is ready, that we do not miss the window of opportunity. We want this to be a positive experience for you and your child. When you feel your child is ready to advance from diapers to underwear (no pull ups), please contact your child's teacher and we will devise a plan that collaborates with home and school. At this time, the teachers will equip you with valuable resources and support.

REST PERIOD

A rest period follows lunch for children who stay past noon. Your child will need to bring a fitted crib sheet and a small blanket; all nap items must be in a small zippered backpack that can be successfully opened and closed by a 3-year-old to encourage self help skills. Nap items must be taken home each day and washed at least once per week. **Please label all items with your child's name.**

SHARE DAYS

Each class has devised its own special way to handle "Share Day". In keeping with our policy of non-violence, we ask that no guns, weapons, or violent action figures



be brought to school. A shell found at the beach, a bird's nest, a postcard or pictures from a family vacation are all treasures to be shared and will promote more language. Please label share items so they can be safely returned. Other than share items, we ask that your child's toys stay at home. Please, no valuable items, as we cannot be responsible for lost or broken items.

ART WORK

Artwork is created by the children for their personal pleasure and is process-oriented. Art is extremely important in the development of reading and writing skills. Enjoy the colors or the flow of the lines. Comment on how long they must have worked or the vast array of colors chosen. Find a spot to display some of their work at home-it does wonders for a child's self-esteem!

BIRTHDAY CELEBRATIONS

Your child's birthday is a very special event! To support healthy habits this year, we will NOT have food-related birthday treats in the classrooms. We do love to celebrate, though, so a goodie bag with a fun little toy (cars, pinwheels, stickers, etc.) are a great option for children to share with their friends at school if desired, along with a song and a birthday crown, of course. Additionally, unless you are going to invite every child in the class to a party held outside of school, we ask you to please mail the invitations or speak individually with that child's parents.

PLEASE, NO LATEX BALLOONS ON CAMPUS.

HOLIDAYS

Teachers will incorporate art, snack and music into various holidays. Though we are owned and operated by Pilgrim United Church of Christ, we do not provide any religious instruction, so all holidays are celebrated with a secular point of view (Santa and snowmen at Christmas time, bunnies at Easter). If your religious beliefs prevent you from celebrating certain holidays, please discuss this with your child's teacher. If your family has some fun holiday celebrations, we would love to have you share them with us! Please talk with your child's teacher if you would like to do this.

"FUN" RAISERS

As a not-for-profit organization, all money received is used in the program. We may hold fund-raisers throughout the year to supplement our budget. We depend on parent participation for the success of these events. Please let us know if you have any suggestions or would like to chair a "fun" raising event.



CELL PHONE FREE ZONE

Please give your child your utmost attention when bringing them to school and picking them up. It only takes a few minutes to check them in and they will have hours apart from you. When picking them up, you will want your hands free for the most amazing hug that they have saved for you while anticipating your arrival.

Last Updated 7/26/2022

XII. Parent Handbook Confirmation

***Parent Handbook may change without advance notice
Signed Confirmation Form**

State Licensing requires that all parents read and understand the policies and procedures contained in the Parent Handbook. Please sign below and return to the office.

The nearest local office responsible for Child Care Licensing is:
Department of Social Services Community Care Licensing
7575 Metropolitan Dr. Suite 110
San Diego, CA 92123

Please sign and return this lower portion

Pilgrim Children's Center has provided me with a Parent Handbook. Available online at www.pilgrimchildrenscenter.com

Child's Name _____
(Please print)

I have read and understand the procedures and polices that are stated in the handbook.

Parent/Guardian Name (Please Print)

Signature

Date