



# PARENT HANDBOOK



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## **1. INTRODUCTION**

Welcome to Camelot Kids Preschool & Child Development Center. Our program was established to meet the needs of families desiring a warm, nurturing preschool experience for their children in a safe and secure environment. We are excited about the opportunity of getting to know your family. We know how special your child is, all children are important to us. We have created a caring, nurturing environment where providing the best education and early childhood experience is just the beginning. We are committed to the total well-being of each and every child and family who pass through our doors.

### **About Camelot/Governance**

Renae Plant is the Director and owner of Camelot Kids Child Development Center (Camelot Kids CDC). Camelot Kids CDC is licensed by the California Department of Social Services (DSS) to provide quality Kindergarten, Preschool and Enrichment childcare programs to the community. Number of preschoolers from 8:00-6:00pm: 101 students. Facility license # 198014073. Camelot Kids CDC holds a long-term lease with 2880 Rowena Avenue L.A. CA 90039 and has no connection to LAUSD.

### **Our Mission**

Our mission is to nourish our children intellectually, physically and socially while promoting a partnership among children, parents and teachers.

Camelot Kids Child Development Center "Dragon" program is dedicated to nurturing children as they learn and grow. We integrate the warmth of a nurturing environment with a curriculum that achieves academic readiness and social and emotional development in a fun and innovative way. Children love to learn; they are naturally alive with curiosity and wonder. We seek to encourage this natural love of learning by creating a safe and enriching environment.

Our preschool program is designed to have two distinct yet collaborative components: the preschool class and the enrichment component. The preschool class focuses on academic readiness and a holistic approach to welcoming students into the social environment. The enrichment component offers exciting and challenging activities that will help children develop their sense of self. Both are designed to introduce developmentally appropriate learning experiences through fun, hands on, creative activities. Concepts introduced in the preschool class are to prepare our children to enter kindergarten academically, emotionally, and socially balanced.

We incorporate several theories of learning and development which shape our program structure and teaching methodologies. We offer children a variety of experiences and activities designed to give them opportunities for self-discovery, exploration, and the freedom to learn and create within a safe environment. We view the child as a whole, and plan enrichment activities that will facilitate the child's physical, social, creative, emotional and intellectual growth.

We are a private community school but not a co-op. We work closely with parents and the resources in the community to enrich the educational experiences of the children.



## Facility

Camelot Kids Child Development Center is a beautiful eco friendly 5250 square foot facility. The facility was once the distribution site for the Recycler Classified Newspaper. This historic building has a new updated modern look with classrooms designed by age, color, and environmentally sustainable bamboo floors. The facility is set amongst a third of an acre of outdoor space which includes a 600 square foot studio space for creative movement and enrichment. The center also features areas allocated for safely dropping off children and short and long term parking.

Camelot's contemporary style was founded on the needs of children and families. Each classroom color was specifically designed to enhance the learning environment for each age group.

The Baby Dragon "Blue" classroom is painted whisper blue. Blue is the color of water and the sea and it represents life, peace and tranquility. Lighter shades of blue help calm students especially those that are starting school for the first time in their life and help build trust and confidence. It can also reduce the number of behavior issues and discipline problems facilitating perhaps with classroom management on a creative level and make an easier transition for your child.

The Baby Dragon "Purple" classroom is painted a lovely shade of lavender which suggests refinement along with grace, elegance, and something special. Purple and its lighter lavender shades have a special, almost sacred place in nature and this classroom looks out into the garden. The use of lavender signifies balance and mystical qualities and allows the children to know "I am uniquely me" and extremely special. It can calm the mind and encourage creativity.

The Little Dragon "Yellow" classroom is painted sunshine yellow which is associated with joy, happiness, intellect, and energy. It produces a warming effect arousing excitement enhances concentration and generates muscle energy. It also symbolizes enlightenment and the exploration of new things with an optimistic positive attitude. This color can stimulate the nervous system and aid in communication and creativity.

The Little Dragon "Green" classroom is painted a luscious lime which represents nature, health, and our eco-system. It creates a calm relaxing learning atmosphere. Green can also filter negativity put the students and teachers at ease and into a positive state of mind promoting peace, harmony, renewal, youth and generosity.

The Big Dragon "Orange" classroom is has vibrant orange accents which represents warmth and a lot of energy and can stimulate activity and encourage socialization. This helps promote the children's love of learning with enthusiasm and balance and prepare them for entering Kindergarten with confidence.

The Big Dragon "Red" classroom has red accents which is the universal symbol of love and evokes passionate emotions. It is recognized as a stimulant and motivates each child's learning abilities. This color is also associated with enthusiasm and energy and helps in increasing confidence. It helps promote excitement and a love of learning with the desire to explore new things with speed and strength. The children in this classroom are going into Kindergarten; this color motivates them during their transition.



The Kinder Dragon "Aqua" classroom is painted in calming, cool, refreshing shades of aqua reminiscent of the beautiful color of the ocean. Aqua is believed to have a soothing effect – it can help to release anger and negativity and offers mental peace and clarity by providing emotional and mental balance. Aqua is a universal symbol of youth, fidelity, hope and health. Aqua is also associated with speech and communication, confidence, strength, and idealism.

Our building materials were designed to "invite a child's touch", be environmentally sound and create a welcoming and warm space. We enhance the relationship between the indoor and outdoor space by creating a place for the children to play outdoors even in inclement weather. The spatial organization of the center is designed for ideal relationship building.

We also have a bird sanctuary which houses a family of finches. Our bunnies Nina Simone, Lady Rockwell, Minty, Scarlet, & Krona reside in a miniature house in the play yard. We also hatch chickens each year in the Kinder program. Our chickens are then transferred to their full-time "Chicken Coop". Residents in the coop include; Penny, Lucky, Chloe, ESPN, Chi, Cherry Andy, Zoe, Marshmallow & Pip. We also have Taco, Mr Turtle & Mr Foofa. This helps children appreciate creatures and creates a home-like environment with strong aesthetic integration. Purposeful use of light, sound and color uplift the spirit by being balanced, melodious and harmonious.

For the safety of the children, the school's entire corridor and the foyer is fire rated. All doors are fire doors, all the classes have fire rated glass and there is a fire extinguisher placed every 75 ft. The children also practice fire, earthquake and lockdown drills once a month

### Staff Directory

Camelot Kids is very fortunate to have a group of caring individuals that provide exceptional support and expertise for our preschool. The directory below and additional information (including biographies) can also be found at [www.camelotkids.org](http://www.camelotkids.org).

NAME	POSITION	E-MAIL
Renae Plant	Director	<a href="mailto:renae@camelotkids.org">renae@camelotkids.org</a>
Katie Manly	Site-Director	<a href="mailto:katie@camelotkids.org">katie@camelotkids.org</a>
Mimi Pak	Program Director	<a href="mailto:mimi@camelotkids.org">mimi@camelotkids.org</a>
Angee Wright	Accounts Manager	<a href="mailto:angee@camelotkids.org">angee@camelotkids.org</a>

### Teaching Staff

The teaching staff is the foundation of our quality program. All of our classes are taught by educated teachers who far exceed minimum licensing requirements.

All of our teachers are trained and certified in pediatric First Aid and CPR. They also undergo an extensive FBI and Department of Justice background checks. In addition, some have B.A. degrees in Early Childhood Education or Child Development. Our teachers continue to participate in ongoing professional development and work in teams to provide quality experiences for children.

**Employees of Camelot Kids are not permitted to be solicited by parents for private babysitting work of any kind during their enrollment at Camelot Kids.**





## **2. PRESCHOOL EDUCATIONAL PHILOSOPHY**

"The Future of the World is in Our Hands"

The first few years of a child's life are the most important for growth and development. In recognition of how crucial these early years are to later learning, the early childhood programs of Camelot Kids Preschool & Child Development Center integrate the best of early childhood theories and ideas, based on the works of Creative Curriculum, Emergent Curriculum, Multiple Intelligences, Erikson, Piaget, Vygotsky, Reggio-Emilio and Waldorf. We also incorporate current research practices in early childhood education, and NAEYC Developmentally Appropriate Practice guidelines.

The center promotes an eco-friendly and sustainable way of life. We integrate these values in many facets of our program throughout the child development center. Camelot Kids Child Development Center believes in the development and improvement of experiential learning. Camelot programs support the use of learning through experience for intellectual development, cross-cultural global awareness, civic and social responsibility, development and personal growth.

### **Developmentally Appropriate vs. Academics**

Many parents question whether one philosophical/educational approach to early childhood is more appropriate than another. In truth, most high quality programs are just that – high quality. However, to prevent a child from learning simply due to his or her chronological age would deem unproductive. This is the view of educators adhering to "developmentally appropriate" pedagogy. Strict academic preschools are also not set up with a child's best interests in mind.

Camelot Kids Child Development Center's philosophy is one that merges the two to create the best environment for each individual child. Our preschool creates learning environments that are developmentally appropriate, that is, the materials and activities are structured around the developmental abilities and the realm of possibilities of the children. In addition, teachers make sure that materials and activities are challenging and that each of the developmental areas are covered.

### **Religion**

Children of all faiths are welcome at Camelot Kids Child Development Center. Religious instruction is not part of our curriculum. We recognize that each family has its own heritage, values, culture, and traditions and we support these. It is this diversity that helps create a rich learning environment. We encourage you to share any of your family's traditions or special celebrations with your child's class.

### **Discipline**

A pattern of behavior is attained by consistency, guidance and individual attention. The staff will recognize the uniqueness of each child and his/her own set of needs, but the program recognizes the parents as the ultimate disciplinary figures and will hold the parents accountable for their child's behavior.

### **How do teachers handle discipline?**

Teachers avoid using punishment and reward as tools for managing children's behavior. When behavior problems arise, they avoid isolating the child; instead they encourage the child to discuss the problem with the adult or with others involved. This problem-solving



approach helps children develop social skills and become more aware of the impact of their actions on others. For the younger child, teachers will "redirect" the child to an alternate activity. As the child grows, we encourage the child to "use words," instead of hands to achieve a desired goal.

**Children may be suspended from the Camelot Kids Child Development Center program for the following:**

Excessive violence, biting, hitting, intimidating, bullying, yelling, screaming, kicking, hair pulling, spitting, pushing, destroying Camelot and other people's property.

Continued, repeated, or excessive unacceptable behavior will lead to a parent conference where the issues will be discussed and attempts to develop an appropriate plan of action to eliminate these issues caused by your child. Each individual situation will be evaluated by the sole discretion of Administration.

**Separation**

The Preschool "separation policy" is undoubtedly one of the most important parts of our program. Beginning school is a significant occasion and can be a source of positive growth for everyone involved – children, parents and teachers. Establishing trust with the teachers as a base enables children to become comfortable with the separation from their parents

Self-confidence arises from separations that are well achieved. Children who are supported by their teachers and parents as they separate from home have the opportunity to move into new realms of learning and growth. In an environment of understanding and support, children become competent and self-confident. They learn not only how to leave, but how to venture out – how to try new things. They are on their way to becoming confident, happy preschoolers, able to function successfully without parents.

**Saying Goodbye**

**Arrival**

Be early and give yourself plenty of time to arrive and explore the yard and classroom setting with your child. Try to arrive between 8-8:30am for the morning program or from 1:00-1:30pm for the afternoon program. We do not suggest coming later than 8:30am or 1:30pm when transitioning your child for the first few weeks (and even thereafter). It's a great time for the children to socialize with their peers and "ease" into their day with you by their side, gaining confidence and trust.

**Transition**

You should plan on staying with your child for about 30 minutes and create a drop off routine. This is something you will do each day as you prepare to leave. Some routines include three kisses, visiting the finches, swing time and pushing you out the gate. Circle time begins promptly at 9:00am or 2:00pm and we request that all parents say goodbye and leave at this time.

**Be sure to say good-bye.**

Please "hand off" your child to one of our teachers or staff members. Some separation is normal and you may see your child cry. Reassure him or her that you love them and that "Mommy and Daddy always come back!". Be sure to say goodbye. You may think it's better to leave while your child is not looking, however it is important to build trust by letting your child know you are leaving and that you will return later.





### Be Flexible

Your child may be excited or may be overwhelmed at first and may not like school immediately. However with time this transition will get easier for both you and your child. Your child may cry or cling to you when you say goodbye each morning but with support from you and their teacher this can change rapidly. Be prepared for your own feelings - it can be a very emotional time for you as well. It is important not only to remain positive but to also **demonstrate trust** during this transition.

### Phase-In Program – Little Knights - Discovery Program

Parents of students new to our Preschool or of children experiencing difficulty in separation, may want to avail themselves of our Little Knights Discovery Program and Parents Day Out. Children tend to feel most comfortable when trying new things with the guidance of a parent or caregiver.

### Programs

According to licensing regulations, classroom ratios can be as large as 1 teacher for each group of 12 children (2-5 years). Our ratio for the two-year-olds is 1:7, three-year-olds is 1:8, for the four year olds 1:9 and for Pre K-Kindergarten 1:12.

### Program / Class Descriptions -

Program	Program Description
Baby Dragons "Blue" & "Purple"	This innovative program is for children who are 2 years old and "potty learned" by September 1. Social, emotional, sharing, using words, conflict resolution, separation from parents, self-regulation and potty learning.
Little Dragons "Yellow" & "Green"	Children who turn 3 by September 1. This is a more structured class which features many of the same components as Baby Dragons, but is for the child who is ready to attend school or is closer to three-years of age. Use manipulatives to work on their "fatty pad" so they could get ready to write, (name on artwork), activities are fun but all geared towards teaching, i.e. continents, constellations
Big Dragons "Red" & "Orange"	Children who turn 4 by September 1. Consistency within this class is essential for proper exposure with kindergarten readiness. Start blending phonic sounds C-A-T to read, sight words are introduced, weekly homework (optional)
Transitional K/ Kinder Dragons "Aqua"	This class is unique in that it provides children an additional year at preschool in our familiar nurturing environment while preparing them for the transition to either kindergarten or first grade, depending on an individual child's age and school readiness. Most children in this class turn 5 between September and December and cannot enter Kinder. StoryTown by Houghton Mifflin Harcourt - phonemic awareness, phonics, vocabulary, fluency, comprehension, writing and Rainbow Words.
Preschool Enrichment	This is an optional program for children ages 2-6. Enrichments include sports, art, cooking, music, dance, gardening etc.



### Schedule of Daily Activities

Morning Program	Full Day Program	Kinder Program
<b>8:00am - 9:00am</b> Morning Welcome / Outdoor Exploration	<b>8:00am - 9:00am</b> Morning Welcome / Outdoor Exploration	<b>8:00-8:15am</b> Morning Welcome <b>8:15am</b> Circle Time
<b>9:00am - 10:00am</b> Circle Time / Indoor Activities/ Potty Breaks/Snacks	<b>9:00am - 10:00am</b> Circle Time / Indoor Activities/ Potty Breaks/Snack	<b>8:15am – 10:15am</b> Indoor Educational Activities
<b>10:00am - 11:00am</b> Outdoor Exploration/Potty Breaks	<b>10:00am - 11:00am</b> Outdoor Exploration/Potty Breaks	<b>10:15am-10:45am</b> Outdoor Exploration
<b>11:00am – 11:30am</b> Lunch	<b>11:00am – 11:30am</b> Lunch	<b>10:45am-12:00pm</b> Indoor Educational Activities
<b>11:30am- 12:00pm</b> Story Time/Closing Circle	<b>11:30am- 12:00pm</b> Story Time/Closing Circle	<b>12:00pm-12:30</b> Lunch
<b>12:00-12:10pm</b> Half Day Pick Up	<b>12:15pm– 2:15pm</b> Nap Time/Rest Time	<b>12:30pm-2:45pm</b> Indoor Educational Activities
<b>FLIP CLASSROOM</b>		
<b>Afternoon Program</b>		
<b>1:00pm-2:00pm</b> Afternoon Welcome / Lunch/ Outdoor Exploration		
<b>2:00-3:00PM</b> Circle Time / Indoor Activities / Potty Breaks	<b>2:15pm-2:45pm</b> Wake up / Potty Breaks	<b>2:45pm</b> Pick-Up
<b>3:00-3:45PM</b> Outdoor Exploration/Potty Breaks	<b>2:45pm-3:30pm</b> Enrichment Class 1	
<b>3:45pm – 4:00pm</b> Snack Time	<b>3:45pm – 4:00pm</b> Snack Time	
<b>4:00-4:30PM</b> Arts & Sciences / Potty Breaks	<b>4:00pm – 4:45pm</b> Enrichment Class 2	
<b>4:30-5:00 PM</b> Story Time/Closing Circle	<b>4:45pm – 5:00pm</b> Clean Up / Closing Circle	<b>2:45pm-5:30pm</b> Join Full Day Kids
<b>5:00-5:10 PM</b> Pick-Up	<b>5:00-5:10 PM</b> Pick-Up	
<b>5:00-5:30PM</b> Community Yard Time or Extended Care	<b>5:00pm - 5:30pm</b> Community Yard Time or Extended Care	

\*Extended Care is only available during the regular school year. Extended care is NOT available for Summer Camp (July & August). All daily schedules are subject to change.

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### **Special Class Events/Activities**

- Paint-A-Tile/Movie Knight
- Trick or Trunk
- Thanksgiving Potluck
- Winter Solstice
- Holiday Show
- Parents Knight Out - Do you need a break? Some time with your mate or just some time to yourself? Well this is the night to do it. This monthly event is fun filled with games, music and pizza! Children are encouraged to wear pajamas and towards the latter part of the evening will get to watch a great movie while snoozing to sleep. The hours for this event are from 5-9p. The rates are: \$60 per child w/ an additional \$15.00 per sibling. I need to clock my child in & out on the sign in computer. I understand there is no grace period for picking up after 10pm and I will be charged a \$10 late fee at 10:01pm and \$5 per minute thereafter. If you do not clock in/out you will be charged a \$25 FSO charge.
- Parent Workshop
- Birthday Parties
- Field Trips - Parents will be asked to sign a permission slip prior to any field trip. Other special activities may be implemented by Administration sole discretion.

### **Classes**

#### **Zoo-phonics**

The Zoo-phonics Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness. The principle of Zoo-phonics maximizes understanding, memory, utilization and transference to all areas of the reading, spelling and writing process in a playful and concrete manner.

Zoo-phonics is a method developed to make children strong readers and spellers using a "phono" (hearing), "oral" (speaking), "visual" (seeing), "kinesthetic" (moving), and tactile (touching)—whole brain approach. Students actually learn the sounds of the alphabet and advanced phonemic concepts through an easily understood, concrete method of presentation.

Zoo-phonics uses animals drawn in the shapes of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first (needed 95% of the time in text), capital letters and letter names are taught later, as Little Dragons and built upon as Big Dragons.

#### **Yoga**

Yoga with is held in our studio one a week and teaches the children various kid friendly yoga poses like "Downward Dog". It combines postures, breath work, and visualizations, all while building their strength, flexibility, focus and a connection between their mind and bodies.

#### **Sign Language**

Sign Language is a wonderful way to explore a different way of communicating and is held once a week. When kids learn to sign in ASL (American Sign Language), they are learning a new way to say things. Learning ASL is like learning another language. It also means



learning how to express themselves using their eyes, face, head and body movements. Along with their hands, these features make ASL an exciting language to learn and use for

### **Spanish**

Besides the grammatical aspects of Spanish the children explore "The Natural Method" of language communication once a week. We believe it is necessary to learn cultural behavior when learning a language so the children get to travel to a different Spanish speaking country and learn about their culture by including some of the colorful, diverse and rich every-day music, paintings, poems, tongue twisters, history, food and even art projects.

### **Jam-A-Lot Kids**

In this class, children learn to make music with their first and most important instrument –their own body. Their bodies become a drum-set and their voices a synthesizer. They play musical games to find their own rhythm and pitch. Taps, claps, drums, sticks, shakers, bells, scarves and more help them see and feel rhythm. They play, dance and sing all kinds of music from all over the world. And play is the key word – no right, no wrong, just a fun-tastic time! Once a month on Wednesday

### **Artist of the Month**

We introduce the children to a different artist each month. Everyone from Painters, Sculptors, Fashion Designers, Musicians, Chefs, Composers and Architects. They will learn a little about each artist and will create something related to that person's particular artistic impression. Once a month a fun-tastic art class about the Artist of the Month where they will have an opportunity to create an art piece reflecting their creativity. Once a month.

### **"Career Day" of the Month**

We invite our fabulous CK parents to come in and brag about their careers and showcase their various talents. Careers like Directing/Producing, Acting, Costume & Set Design, Musician, Chef, Attorney, LAPD, Interior Design, Painters, Fashion Designer, Architect, Jewelry Designer, Realtor and various other skills which allow our kids to explore and become aware of a variety of different fun jobs.

### **Word of the Month – Conflict Resolution (example)**

Conflict resolution is something we work on, on a daily basis here at Camelot. We introduce a different word each month and the children discuss its meaning. By doing this they have a better understanding of what that word means, educating them about conflict resolution so they can formulate different tools to apply to their everyday lives.

### **Enrichment Classes**

We offer a variety of enrichment classes designed to expand each child's creativity and explore their imagination. There are two different classes a day, five days a week. Classes run for 8 weeks during the Fall, Winter & Spring. Click on [Enrichment Class](#) tab for description of classes, schedule and start dates. Sign up early as spaces fill quickly.

### **Dramatic Play**

Each month the classrooms get a "Dramatic Play" make over. This encourages our kids to pretend, imagine, dream and explore while having fun in their new classroom. Some of our themes have been a Chinese Restaurant, Pizza Parlor, Market, Castle, Hair Salon, Movie



Theatre, Home Depot, New York, Under the Sea, Space Ship, Performance Stage, Hospital, Airplane, Post Office & Construction site.

### **Napper's**

Napper's have their own labeled sheet along with their own labeled napping cubby to store nap gear. Please remember to take home your child's bedding at the end of each week to clean.

Nappers pay \$25 sheet fee. You will be given a sheet with your child's name clearly marked. If your sheet gets lost, you will be required to pay for another one. In compliance with DSS standards, children must sleep on a sheet, therefore if you forget to bring your child's sheet they will be required to sleep on a "CK spare" and you will be charged \$5 per day cleaning fee".

### **Special Needs and Accommodations**

We will make any and all accommodations that are reasonable to ensure that we are meeting your child's needs. At Camelot Kids Preschool & Child Development Center we strive to meet the needs of each and every individual child regardless of abilities, background, age, race or religion. Our administrators and teachers work hard to be inclusive of all.

Should it be determined that your child's needs are not fully met by our program, then several processes will be instituted to ensure that we can do everything possible to assist you and your child in reaching their full developmental potential.

Conferences: As noted above, we will conduct a parent-teacher conference to discuss mutual concerns regarding your child's development. When warranted, we will request an observation be conducted by our school administrators, or another professional to help assess your child's needs.

We may request that you initiate an IEP (individualized education plan) or an IFSP (individualized family specialized plan) with your local school district or to initiate an assessment with your local Regional Center.

Our policy is simply that as long as parents work collaboratively with teachers and administration, children with all differing abilities are welcome at Camelot Kids Preschool & Child Development Center.

## **3. POLICIES AND PROCEDURES**

### **School Operating Hours and Holiday/Vacation Schedule**

#### **Days of Operation**

Camelot Kids Child Development Center is a year-round program and requires all students to pay tuition each month. Camelot Kids Child Development Center offers five-day, three-day and two day options for children ages 2 years up to entering first grade that are "potty learned".

Camelot Kids Child Development Center is open Monday through Friday, excluding all Federal, state, and local holidays, as well as limited closures for parent-teacher conferences and other

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professional development days that may arise during the year. Parents will receive reasonable advance notice of the days that Camelot Kids Child Development Center will be closed. We are typically closed one week for Spring Break (March/April) two weeks for Staff Development; the week after graduation (June) and one week at the end of summer (August); and two weeks for Winter break (the last two weeks in December, reopening the week following New Year's Day. Please refer to the school calendar as well as your monthly "Braggin' Dragon" Newsletter for the specific dates of school closures throughout the school year.

### **Hours of operation**

8:00am – 5:30pm School Year

8:30am - 5:00 pm Summer Camp (July & August)

**\*All students must be picked up from Camelot Kids by 5:00pm (summer-camp) and 5:30 pm (regular school-year).**

When a child is not picked up an hour after closing time, Camelot Kids staff will make a report to the local police department.

### **Admission, Enrollment Eligibility, Application Policies and Procedures**

Camelot Kids CDC strives to achieve a cultural diversity in its student body that reflects the community it serves. Within the context of the admissions procedures outlined below, Camelot Kids CDC does not discriminate in any way on the basis of race, religion, sex, gender, or cultural heritage.

### **Admissions**

The objective of Camelot Kids CDC Admissions Policy is to screen families who apply to the school in order to maintain the kind of student/parent body who possess the necessary skills and attitude for success in meeting the educational goals of the school set forth in our Mission and Philosophy statements. Camelot Kids Child Development Center preschool program is open to all children regardless of race, nationality or creed. We accept children ages 2 until entry into first grade. This age requirement must be met by the first day of classes. Children are grouped in classrooms according to age. Every child must be potty learned before entering school. Diapers and pull-ups are not allowed. All immunizations required by state laws must be current, including a TB test. An exemption can be filed for those that do not immunize their child with an exemption from their doctor.

### **There are several steps prior to your child's enrollment:**

- Fill out the online interest form and pay \$50 interest application fee.
- Attend our annual open house orientation
- Submit our enrollment application by February 15<sup>th</sup> each year.
- Schedule an intake meeting with our Director and Site Director
- Once notified of acceptance, you must fill out a Registration Packet, found on our website, required by the Department of Social Services to be returned to the Preschool Office before enrollment is considered complete. The State Department of Social Services requires that the following forms be kept current during the school year:
  - Identification and Emergency Information
  - Child's Pre-Admission Health History and Parent Report
  - Physician's Report
  - Personal Rights

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- Consent for Medical Treatment
  - Admission Agreement
  - Immunization Record (Health Department) The State Department of Social Service
  - Community Care Licensing has the right to visit our campus and interview children without parents' prior approval.
- All necessary financial forms and contracts signed.
  - A nonrefundable enrollment deposit is required upon initial enrollment in order to secure your child's placement in the program. This amount totals & is applied to your first month's tuition and annual fees. This is nonrefundable. No exceptions.

### **Class Assignments**

Class assignments for each child are made very carefully and thoughtfully by the Preschool. These decisions are made with consultation from the child's existing teachers and Administration and are based on the following factors: birth date & developmental stage. Class assignments are at the discretion of the Director.

### **Applicants' Rights and Responsibilities**

1. All applicant families are responsible for deciding whether Camelot Kids Child Development Center will meet the needs of their child.
2. All applicant families have the right to receive information about Camelot Kids Child Development Center.
3. The applicant family must fill out the Camelot Kids Child Development Center Registration Packet and present proof of all required immunizations. An affidavit can be filed for those that do not immunize their child due to a doctor's exemption.
4. Each applicant's family must provide all information requested on the program's Registration Packet for each child, including names, addresses, and telephone numbers of relatives or others who can assume responsibility for the child if, for some reason, the parent(s) cannot be reached when necessary. All Registration Forms must list dietary restrictions and allergies, must include a medical health history, and a signed consent form for emergency medical treatment.
5. Applicants are entitled an explanation of the rights assured by the licensing agency (Department of Social Services) as they pertain to Camelot Kids Child Development Center, as well as to an explanation of reasons that children may be terminated from Camelot Kids Child Development Center.
6. All applicants must present a signed and dated Parent Admissions Agreement before the child will be allowed to participate in Camelot Kids Child Development Center. Tuition and registration fees are due before children participate in the program unless satisfactory arrangements have been made in advance with the Camelot Kid CDC Director.
7. All applicants must present a check for the full tuition amount before the first day that their child will be starting the Camelot Kids Child Development Center preschool program.

### **Grievance procedure**

Although we strive to operate a high quality program, from time to time a difference of opinion or other issues may arise that cannot be resolved immediately or easily. Our staff welcomes constructive comments as everyone is united in the goal of achieving



excellence. To help clarify the standard order in which grievances should be addressed, we ask that all parents please adhere to the following:

Any issues concerning your child, please proceed to resolve with your child's teachers. If it cannot be resolved with your child's teacher please proceed to our Administration. For a grievance with a particular teacher, please proceed to our Assistant Director or Site Director. If issues or concerns cannot be resolved in this manner, then the concern should be addressed to the Director.

For a concern with financial matters or personnel, policy or procedure please contact the Accounts Manager/HR.

### **Payments and Fees**

#### **Tuition Schedule and Payment Options**

Please refer to our website for our current Tuition Schedule.

Camelot Kids Child Development Center is a year round program running September – August and annual tuition is due and payable either by a 10 month (Sept-June) or a 12 month (Sept-Aug) payment plan. Tuition rates and refund policy are posted on our website and at least thirty (30) days' advance notice will be given prior to any rate change or refund policy changes during the school year. All other school policies are subject to change without advance notice.

Camelot Kids will not issue any refunds on any part of unused tuition, registration, building & maintenance, material or the earthquake fee.

**Annual Fees per child** – due upon initial enrollment & dates below thereafter:

- a. \$350 registration fee - Due February 1<sup>st</sup>
- b. \$350 building & maintenance fee – Due September 1<sup>st</sup>
- c. \$350 material fee – Due September 1<sup>st</sup>
- d. \$50 earthquake kit fee. – Due September 1<sup>st</sup>

#### **Force Majeure**

Camelot Kids Child Development Center will be excused from performance under this Admissions Agreement for any period of time during which, and to the extent that, it is prevented from performing any obligation or service, in whole or in part, as a result of a cause beyond its reasonable control, including, but not limited to, (a) acts of God, (b) acts of war, (c) fire, (d) communication line failures or power failures, (e) earthquakes, floods, blizzard or other natural disasters, and (f) an Outbreak, any shutdown or limiting of any government services as a result thereof and any declaration of martial law, quarantine or similar directive, guidance, policy or other action by any governmental authority related thereto (a "Force Majeure Event"). Upon the occurrence of any Force Majeure Event, Camelot Kids Child Development Center will deliver to you written notice (which may be by email) thereof as soon as reasonably practicable after the occurrence of such Force Majeure Event.

#### **Fee Acknowledgement**

All fees, deposits and tuition payments owed to Camelot Kids Child Development Center under this Admissions Agreement (including the fees, deposits and tuition payments described in Sections 5 through 8 will continue to be due and payable pursuant to, and in accordance with, the Parent Admissions Agreement, (b) all such fees, deposits and tuition

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payments are non-refundable and (c) my obligation to timely pay all such fees, deposits and tuition payments pursuant to, and in accordance with, the Parent Admissions Agreement will not be affected or limited by (i) the outbreak of any contagious disease, virus, bacteria, epidemic or pandemic (including COVID-19 or influenza) (an "Outbreak"), (ii) any shutdown or limiting of any government services as a result of an Outbreak, (iii) any declaration of martial law, quarantine or similar directive, guidance, policy or other action by any governmental authority related to an Outbreak or (iv) any shutdown of Camelot Kids Child Development Center or limitation of the services provided by Camelot Kids Child Development Center under the Parent Admissions Agreement as a result of an Outbreak.

#### **Cancellation Notice/Termination of Enrollment.**

In the event that you intend to withdraw your child from the Program, Camelot Kids Child Development Center requires at least thirty (30) days' prior written notice ("Cancellation Notice"). You will be responsible to pay an early cancellation fee of **\$1000** (the "Cancellation Fee"), which shall be due and payable at the time of delivery of the Cancellation Notice, in the following events: (a) your child leaves the Program during the Program Term, or (b) your child leaves the Program at the end of the Program Term, but prior to graduation from the Big Dragon Program, meaning that your child leaves the Program as a Baby Dragon or Little Dragon. If the Cancellation Notice is given less than thirty (30) days from the date that you intend for your child to leave the Program, you will be responsible for one full month's tuition in addition to the Cancellation Fee. **No exceptions.**

We also reserve the right to cancel enrollment based on the following conditions.

- We become aware of a child's disabilities whose needs are better served through another program (referral to public or private program)
- Tuition is not paid for one month and a payment plan cannot be agreed upon by the director and parent
- Child's behavior is a threat or danger to other children enrolled in the program. Inappropriate behavior includes: excessive violence, biting, hitting, intimidating, bullying, yelling, screaming, kicking, hair pulling, spitting, pushing, and destroying Camelot and or others property.
- Refusal to seek a professional evaluation or follow through on behavioral instruction when recommended by a teacher or administration.
- An individual (child or parent) demanding excessive amounts of staff energy and time at the expense of other children or staff members.
- A parent placing any child or program at risk from inappropriate or uncontrolled behavior.
- Failure to comply with California State Immunization requirements in the time frame stated.
- Failure to pick up your child on time on more than three occasions.
- If parents have not turned in required forms after several attempts have been made by administration to acquire them.
- At will and without cause.

#### **Sign-in and Sign-Out Procedures**

According to Title 22, the manual of policies and procedures governing the licensing of California Preschools, every single child attending preschool must be signed in when they arrive at school and signed out when they leave:

Every adult/caregiver has been assigned an individual pin number which is to be used to sign your child in/out. Please make it part of your daily routine to immediately go to the



sign-in screen located in the foyer as soon as you arrive. The preschool is fined for every parent who does not fully sign in and out, for each day. It is also for your child's protection that we know who has been dropped off and who has left for home. Please remind any visitor who may be bringing or picking up your child, i.e., carpool driver, babysitter, nanny, grandparent, to register at the front office and then proceed to sign in/out. If you are bringing or taking other children in addition to your own, please notify the office and make sure to sign him or her out as well. **A FSO (Failed Sign In/Out) fee of \$10 will be charged each time you forget to sign your child in or out.**

### **Health Guidelines**

Rest assured that we take every precaution to ensure the health and safety of each and every child in the preschool. If an accident occurs at school, we will try to reach you. If we cannot reach you or your pediatrician, your child will be transported to the closest hospital and continue to attempt to contact you.

### **Illness or Injury at School**

If a child presents mild symptoms, or mild injuries, we will provide comfort measures as appropriate. If resolved, the child may return to school activities. If the child's condition persists, we will try to make the child comfortable and contact the parent or persons listed on the child's emergency card.

If your child becomes ill or seriously injured at school, a call will be made home to ask you to pick up your child as soon as possible.

Please help us by keeping your child at home if they have these conditions:

- Open wounds
- Fever of 100 or above in the last 24 hours
- Diarrhea/or vomiting in the last 24 hours
- Influenza
- Heavy nasal discharge
- Constant cough
- Pink eye (Child must have been on medication for at least 24 hours and be symptom free before returning)
- Lice
- Chicken Pox – After all lesions have dried and crusted over (usually about 6 days)
- Cold/Flu Symptoms - Thick yellow or green mucous discharge
- Bloody Stool - If the child has a confirmed E.Coli or Shigella infection, we need a M.D. confirmation that two stool cultures are negative.
- Ear Ache/Sore Throat
- Head Lice (*Child must have undergone treatment and have NO NITS*)
- Impetigo-Until 24 hours after antibiotic therapy has been started
- Red, Watery Eyes - Eyes return to normal, are no longer red and burning or itching.
- Rash - Until rash disappears or it is known that rash is not a result of a communicable disease.
- Strep Throat -24 hours after antibiotic therapy has been started

### **Communicable Diseases**

The School has a responsibility to provide a safe and healthy environment for employees, parents, children, and visitors. In the case of global or local threats of a communicable disease, the School will take reasonable measures that may be necessary to protect the



safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a child refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary, or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy.

We recognize that some diseases may not be infectious under certain circumstances. We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The child will be released only with permission from the parent/guardian or from the person designated on the child's emergency card. A child who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Children must be picked up within the hour of the School's request that the child be sent home due to illness.

To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) children must be asymptomatic without the aid of medications before returning to School. In other words, children must have no fever, vomiting, etc. for 24 hours prior to their return to School. Parents/children who know or have a reasonable basis for believing that a child has a communicable disease that may pose a threat to other children, parents, school employees, visitors, or the public should immediately contact their health provider.

Parents/children have a "reasonable basis" for believing that a child has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the Administrator

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or Director if their child has a confirmed communicable disease that poses a risk to others in the School community.

Public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of children no further than is necessary to ensure the health and safety of our employees, children, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Please inform the office immediately if your child has been exposed to a contagious disease so that we can alert teachers to the first signs of illness. If your child has already contracted a contagious disease, please notify the office and consult your physician if you question when your child should return to school. A doctor's note will be required for your child to return to school.

### **Lice Policy**

- If a child is found scratching their head continuously they will be sent home immediately. It is the responsibility of parents to take them to a trained professional to seek treatment.
- If a child is found to have contracted lice they will be removed from school for a period of 3 days (72 hours) in order to seek proper treatment and ensure they are fully cleared.
- If more than 2 children are found in the same classroom on the same day with lice the entire class will have to be sent home for a period of 3 days.
- No child will be allowed back to Camelot until a clearance note from either a doctor or lice professional is approved by Administration.

### **Corona Virus Policy**

Please reconsider coming to campus if you or anyone immediately around you has:

1. Been around someone who is suspected to have COVID-19
2. Had any symptoms of fever over 100.4 now or within 72 hours, cough, sore throat, muscle aches, difficult breathing

If you or your child(ren) experience flu like symptoms you may return after 14 days of diagnosis or symptoms as long as:

1. At least 7 out of the 14 days has passed since any symptoms.  
(and/or)
2. If household has been fever free for 72 hours without fever reducing meds after symptoms

Depending on the situation, there is a possibility that we may require medical clearance before returning to the facility.

### **Wellness checks:**

Anyone (adult or child) entering the premises will:

1) Receive a wellness check. Temperatures will be taken, health questions asked, and a staff member will look for signs of illness. Anyone with a temperature in excess of 100.4 degrees will be excluded from the school. Wellness checks will also be performed throughout the day.





2) Attest (or have a Parent attest on their behalf) to any contact with individuals confirmed with or suspected of having Covid-19, or having Covid-19-like symptoms, as well as travel to certain restricted areas. For illness and/or symptoms related to household members and/or non-household contacts, we will act based on agency guidance at the time the incident is reported.

Any child or staff member that has a temperature of 100.4 degrees Fahrenheit (38 degrees Celsius) or higher, will not be admitted inside the school and will need to return home. Children or staff need to be fever free with symptoms improving for 72 hours without taking any fever reducing medicine.

### **Disinfecting and Hygiene:**

Health and hygiene have always been a priority at Camelot Kids

- In addition to frequent hand washing and access to sanitizer, surfaces and toys will be regularly cleaned throughout the day.
- Clean and disinfect the outdoor play equipment after each play session.
- Clean and disinfect each bathroom after every use.
- Daily, after school hours, we intend to perform a comprehensive disinfecting and cleaning of the school.

### **Face coverings:**

Staff will be directed to wear face coverings when not socially distanced. Children under 2 years old will not be allowed to have face coverings (based on agency guidance). Children 2 years old and older may do so at the option of the Parent. In such case, the Parent is to provide the face coverings. Should a child wear a face covering, staff will make reasonable efforts to assist in keeping it properly and consistently worn but due to practical limitations, the School cannot ensure the proper or consistent wearing of a face covering by a child once it's been removed by child.

### **Sending Sick Children Home**

We ask that you come within the hour to pick up your child if they are experiencing any respiratory symptoms or fever. Your child may return to school after being fever free for 72 hours without using fever reducing medicine. *We have the right to refuse entry to any child who may be experiencing symptoms.*

### **Medical Forms**

Upon preliminary registration, applicants will receive registration forms, medical health history forms, and other release forms that must be completed by each applicant before participation in the program begins. We will be unable able to accept any child without these forms.

### **Administration of Medicine**

As a general rule, we DO NOT administer medication however, in extreme situations, school personnel are permitted to administer any medications with a doctor's instructions, medication that is in the original prescription bottle with the child's name, and a signed Medical Instructions form. The school cannot administer any medication (including Tylenol, aspirin, cough medicines, etc.) to a child unless it is prescribed by a physician and required during the school day. If your child requires such medication, you must follow this procedure:

- Bring medicine to our Administration in its prescription container clearly labeled with physician's name, dosage and instructions when to administer.



- Have your pharmacist divide the medicine into two containers if you need one for home and one to leave at school. Include a medicine spoon or dropper that will allow for easy measurement of the proper dosage. If the medicine has to be refrigerated, please let our administrators know.
- Do not send the medicine to school in a lunch box.

### **Important Prescription Medication Information**

If your child starts a new medication during the school year, you are required to give the first dose at home. This will allow you to assess your child's tolerance to a new medication and observe any possible side effects. You must inform the school if a new medicine is given in the morning before attending school. This will assist the office in case an adverse reaction occurs during school hours.

### **Immunizations - California School Immunization Law:**

All school and childcare centers require children to be adequately immunized. The law requires parents or guardians of new entrants to present a documented immunization record which include dates of child's last immunization. Children without records or inadequate records must be referred to a physician or health department before entering the program. FORM CDPH 8262 must be filled in by a MD if your child's health does not permit them to receive immunizations.

All of the following immunizations must be completed before a child attends preschool:

- Polio – 3 doses
- DTP – 4 doses
- MMR (Mantoux) – 1 dose on or after 1<sup>st</sup> birthday
- HIB – 4 doses
- Hep B – 3 doses
- Varicella
- TB – TB test must be administered no more than one year prior to enrolling in preschool

### **Accidents**

I hereby allow my child to play at CAMELOT KIDS PRESCHOOL playground, including, without limitation, all play structures located thereon and the tree house (collectively, "**CAMELOT KIDS PLAYGROUND**").

I am aware that play at the CAMELOT KIDS PLAYGROUND includes, among other things, my child's playing on structures that maybe built, in part or in total, by non-licensed contractors and/or parents.

I acknowledge and agree that my child's use of the Camelot Kids Playground, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but in each activity the risks range from 1) minor injuries such as scratches, bruises, lacerations and sprains, to 2) rare major injuries such as eye injury or loss of sight and concussions, to 3) even rarer catastrophic injuries including paralysis and death. I, on behalf of my child and myself, hereby assume the risk of any and all accidents or injuries of any kind which may be sustained by anyone or anything by reasons of or in connection with me and/or my child's use of the Camelot Kids Playground, including, but not limited to the negligent acts of Camelot Kids Preschool, and I, for myself, and for my child, my heirs, personal representatives or assigns, and anyone claiming through or under me, hereby release, discharge and absolve Camelot Kids Preschool, and its employees, offices, agents and representatives from any and all liability or responsibility for any and all accidents or injuries



sustained by anyone or anything as a result of my child's use of the Camelot Kids Playground. Further, to the fullest extent permitted by law, I fully ASSUME THE RISK OF MYSELF AND MY CHILD BEING INJURED at the Camelot Kids Playgrounds.

I, on behalf of my child and myself, also expressly waive any and all rights under Section 1542 of the California Civil Code and under any statute, rule, or principle of common law or equity of any jurisdiction that is similar to Section 1542. I, on behalf of my child and myself, acknowledge that neither my child nor I may invoke the benefits of Section 1542 or any similar provision in order to prosecute or assert in any manner any claims released in this waiver and release. I, on behalf of my child and myself, am aware that Section 1542 provides as follows:

**“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.”**

Thus, notwithstanding the provisions of the California Civil Code, including Section 1542, and for the purpose of implementing a full and complete release and discharge of Camelot Kids Preschool, I, on behalf of my child and myself, expressly acknowledge that this release is intended to include in its effect, without limitation, all matters which my child and/or I do not know or suspect to exist in their favor at the time of execution hereof, and thus, this release contemplates the extinguishment of any such matter. Further, I, on behalf of my child and myself, expressly acknowledge that the foregoing waiver of Section 1542 has been separately bargained for.

I represent and warrant to Camelot Kids Preschool that: (a) I am the parent or legal guardian of the child listed below and am authorized to sign documents on his/her behalf; (b) I am of legal age and have the right to contract in my own name; (c) I have the full power and authority to execute this waiver and release; and (d) I have read this waiver and release completely and I fully understand its content.

This waiver and release shall be governed by and construed in accordance with the laws of the State of California, notwithstanding its conflict of laws principles. No modifications of this waiver and release or any of its terms shall be effective unless in writing signed by the duly authorized representatives of Camelot Kids Preschool and me.

### **Insurance**

Children are covered with our insurance carrier for any accident that occurs while in our program ONLY AFTER YOUR OWN INSURANCE TAKES PRIMARY RESPONSIBILITY FOR THE COST OF MEDICAL TREATMENT. Our insurance will only reimburse the expenses not payable under your own insurance coverage.

### **Medical Emergency**

In the event of an emergency, 911 will be called first and the child will be taken to the nearest hospital accompanied by a staff member in an ambulance. Once the child is stabilized the child's parent or guardian will be called and informed of which hospital the child has been taken to. If it's not an emergency the parents will be called to take the child to the hospital or doctor.



### **Emergency Procedure**

In the event of an emergency all children will remain at Camelot until parents or caregivers are able to pick them up. If it is unsafe to remain at Camelot all children will be moved to Ivanhoe Elementary. Please call Director at 310 346 1303 or Site Director at 818 621 2522 in the event of an emergency.

### **Emergency Fire Drills/Earthquake/Lock Down Drills**

Every month we conduct practice fire, earthquake or lockdown drills. Our lockdown drills are calls "Emergency Hide & Seek). Our Fire & Earthquake Drills are called "Practice Fire/Earthquake Drills. These drills help aid the children in understanding how to properly evacuate our building in case of an emergency and various safety techniques to use in an emergency situation. These drills are posted on our calendar. (Subject to change) Once a year we invite our local fire department to come and visit and discuss the importance of public safety. (Hey it's also fun to take photos with the firemen and their "Big Red Truck"☺)

### **Security**

Every person entering the building is buzzed in through the glass door. Camelot also has a full surveillance of cameras set throughout the campus for security purposes.

### **Licensing**

In accordance with California State Law a copy of our Social Services License is available for public view in the Camelot Kids office.

Rights of the licensing agency:

1. The rights of the licensing agency include the following:
2. An authorized representative with proper identification can enter our facility and inspect any place providing personal care, supervision and service at any time.
3. Any person can request an inspection of any child day care center by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations in this state. A complaint can be made either orally or in writing.
4. The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complaint did not provide the licensee nor any copy of the complaint or any record published, released or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint.
5. Upon receipt of a complaint, the department shall make a preliminary review and unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint.
6. Resource and referral agencies will be notified upon denial, revocation, or temporary suspension of a license or within 24 hours of finding physical abuse or sexual abuse has occurred.
7. The department has the authority to interview children or staff and to inspect and audit child or child care center records without prior consent. The licensee shall make provisions for private interview with any children or staff member and for the examination of all records relating to the operation of the child care center.
8. The department has the authority to observe the physical condition of the children including conditions that could indicate abuse neglect inappropriate placement.



## Food

### Snacks

Parents follow a daily voluntary snack schedule in which each parent is asked to provide a healthy snack on a specified day. Please refer to your class snack calendar on our website, posting outside the classroom, or on the snack fridge. Each participant in the Camelot Kids program shall receive a snack each day, prepared in accordance with the health department's policies and procedures. Snacks are served twice daily at approx 10:00am and 3:00pm. One designated staff member will be responsible for getting snack ready and passing it out each day. The staff member will also clean up after the snack period is over. Foods offered may include fresh fruit, quesadillas, vegetables, bagels, cheese, cereal, graham crackers, milk or juice. We strive to offer a diverse assortment of foods, representative of the many cultures and ethnicities in our community and from around the world. We also ensure that snacks are nutritious, trying to avoid foods high in fat, sugar or salt. However, these foods may be offered on certain rare occasions as situations warrant or as occasional fun changes.

### Lunch

Parents send lunch to school with their children. Lunches are served at 11:00pm-11:30am for our morning/full day program and 1pm for our afternoon program and are provided by the families. Please make sure that lunches are nutritious and that children are given several choices of foods. Little children generally do not eat an entire apple so cut wedges are best.

### Allergies

**Camelot Kids Preschool & Child Development Center is not an allergen free zone.** In any given school year, our Preschool community has children enrolled who have food allergies. Allergens include peanuts, nuts (such as almonds, cashews, pecans, pistachios, and walnuts), eggs, milk, crustaceans (including prawns, crabs, and lobsters), fish, sesame seeds, gluten (including wheat, rye, barley, and oats), soy, celery, mustard, sulfur dioxide, and sulfites.

All our staff are aware of food allergies and we post signs in every classroom and refrigerator indicating specific allergies, for the safety of all children.

It is the responsibility of the parent(s) of a child who has a serious food allergy to notify Administration & the child's teachers. The Preschool will work with families to attain the goals of any emergency health plan.

### Carpools and Field Trip Protocol

From time to time a classroom may plan a field trip outside of the grounds of Camelot Kids. As such, and depending on the age of the children, field trips may involve walking, carpooling or taking the bus to a specified location. Field trips will be planned with the classroom parents and will be planned in advance so as to provide parents with enough notice in the event that they are needed to help the day of the trip. Some field trips will require parents to help with carpooling in their own vehicles. We encourage you to do so but ask that you participate only if you have complete liability coverage on your vehicle and room for additional car seats or restraint devices. You will then be responsible for trip supervision of those children whom you drove and will continue to chaperone them for the duration of the event. If children walk to their location, parents will be assigned a group of



2-3 children and again, will be responsible for chaperoning them for the duration of the field trip.

#### **4. PARENT INVOLVEMENT**

##### **Parent/Family Involvement**

Camelot Kids Preschool & Child Development Center staff are committed to providing a high quality education and nurturing environment for your child. The most effective Early Childhood programs encourage parent participation and involvement in their children's program. Your involvement with your child's education is extremely important both to their individual success and to the overall success and well-being of our school community. Parents can volunteer their time and talents in many ways and we encourage you to take the time to get involved. You are also encouraged to ask your child's teacher how you can help.

##### **Parent Responsibility**

As a parent of Camelot Kids it is your responsibility to uphold the highest form of integrity towards Camelot Kids in our community. Camelot Kids does not endorse negative gossip or behavior that jeopardizes the positive community in which we support and cultivate. All subjects concerning your child and Camelot Kids should be addressed with Administration directly.

##### **Parent-School Communication**

Communicating with parents is the first step and is a continuing process in our program. Personal contacts through informal, daily interactions permit the sharing of valuable information between parents and teachers. Two scheduled conferences, telephone calls, e-mail from administration, and our monthly "Braggin Dragon" newsletters are other means of communication with parents. These exchanges often provide greater opportunity for meaningful parent-child interactions and conversations by involving and informing parents of the happenings in their child's day.

We know how important it is to keep parents informed of the various aspects of preschool "life". The following are the preschool's primary means of communicating with parents. Parents are encouraged to communicate questions, suggestions or concerns directly to their teachers and/or any of the preschool staff. The Preschool Director and Administration maintains an "open door" policy for parent discussions.

- **"The Braggin Dragon" Newsletter**

The Preschool publishes a monthly newsletter, entitled "*The Braggin' Dragon*". It is sent by email as well as found on the website. This is the primary source of information of interest to preschool families, such as calendar updates/changes, policy and procedures, upcoming events, articles/advice from the Preschool Director and/or others, etc.

- **Class Cubbyholes**

Information for parents (fliers, announcements, invitations, etc.) is put into each child's cubbyholes. This is also where you keep your child's backpack with extra change of clothes.





- **Parent-Teacher Conferences**

Parent conferences are held in the winter and spring. Topics generally include observations about your child's relationship with peers, interests and activities in the classroom as well as cognitive, social, emotional and physical development.

Although these are the regularly scheduled conferences, please know that you may request a conference at any time with the teacher and/or Administration. We carry an open door policy welcome conversations which may concern a situation with your child or school.

### **Confidentiality**

To provide confidentiality for parents, children, and staff, under the Federal Family rights and Education Policy Act (20 USC 122g), California Education Code, and California State Law, the sharing of any information on a child and his or her family to anyone other than the child's parent/guardian is prohibited. If any employee violates the confidentiality policy, he or she will be subject to disciplinary action and/or dismissal from employment from the program. Employees are not permitted to speak to parents about other children or other employees. If parents are persistent, tell them to speak to the director.

### **Social Media Page Privacy and Disclaimer**

#### **Purpose**

The purpose of Camelot Kids Facebook, Twitter, Pinterest, Instagram, Vimeo, and Google Group pages (hereinafter referred to as "Social Media pages") is to further Camelot's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. Camelot Kids encourages comments and conversations via its social network channels. However, all sites are monitored on a continuous basis for comments deemed inappropriate. These posts may be removed and disciplinary action may occur for any inappropriate posts.

#### **Disclaimer**

Camelot Kids Social Media Pages are produced and maintained by Camelot Kids. Links to other Internet sites should not be construed as an endorsement of the views contained therein. We expect that participants will treat each other with respect. Posted comments that contain vulgar or abusive language; pornography; personal attacks of any kind; offensive terms that target specific ethnic or racial groups or incite violence violate Camelot Kids policy and may result in disciplinary action **even if these offenses did not occur on school grounds or during school hours**. We will delete offensive comments including those that are spam, are clearly "off topic" or that promote services or products. Comments that make unsupported accusations will be taken out of the discussion.

Camelot Kids:

- Does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website.
- Does not endorse the organizations sponsoring linked websites, nor does Camelot Kids endorse or recommend the products/services they offer. Views and comments expressed on the site are those of the users and do not necessarily reflect the views of Camelot Kids.



- Cannot and does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.
- Cannot be responsible for damage caused by "worms" or "viruses" spread through the Social Media pages including loss of data, identity theft or damage to computer systems. Users are responsible for maintaining appropriate virus protection and following safe computing practices.

Camelot Kids Social Media Pages are regularly monitored, and any inappropriate post will be promptly removed. Inappropriate posts include those that:

- Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, illegal activity or substantial disruption of the school's orderly operation
- Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment.
- Are negative in nature and cause damage to the integrity of Camelot Kids positive culture we promote at Camelot.
- The use of vulgar, offensive, threatening or harassing language is prohibited.
- The discussion forum is not open to comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition.
- Camelot Kids Facebook Pages are not open to the promotion or advertisement of a business or commercial transaction.
- Please contact [info@camelotkids.org](mailto:info@camelotkids.org) with complaints or questions in order to ensure timely resolution.
- This policy may be amended or modified at any time.

Users are hereby notified that they are fully responsible for the content they load to the Camelot Kids Social Media Pages. Camelot Kids is not responsible for the content of external online platforms. The user is responsible for all copyright and intellectual property laws associated with this content.

### **Classroom Parents/Parent Volunteers**

The preschool is an extended family. Your children become members of this family and feel like an integral part of Camelot. We ask that you become active in volunteering committees at Camelot not only because your participation is vital to the success of these activities but because your involvement enhances and complements your child's sense of belonging. You can become an active volunteer in any of the following ways (see below).

The following are the volunteer positions that are available in most classes:

Room Parent (2 per class)	Coordinate the room events and be the liaison to admin. In charge of class-wide emails with class related info.
Fundraising/Events Committee	Class liaison for all fundraising events, including but not necessarily limited to, Summer Serenade, Winter Solstice,
Fundraising	Class liaison for these events. In charge of



	getting class participation and sign-ups. Also help get volunteers for organizing.
School Beautification	In charge of volunteering time to help improve our facility.
Yearbook Parent	In charge of submitting candid pictures of your class, helping with yearbook layout of the school-wide yearbook.
Class Party/Graduation Coordinator	In charge of getting class committee formed to plan Winter Solstice party in December and End of the Year/Graduation party in June.
Costume Committee	In charge of handling any class costumes that are needed for end of year holiday show and Graduation show.
Teacher/Staff Appreciation Lunch	Organize staff appreciation week

### **Teacher Appreciation (luncheon and holiday gifts)**

One of the things that make Camelot Kids Child Development Center so exceptional is our teachers and staff. While we each may show our appreciation in our own way, Camelot formally recognizes the contributions of our teachers and staff on behalf of all our preschool families. We like to recognize the work the staff and teachers do here at Camelot by presenting gifts to the preschool staff, teachers and janitorial staff at the end of year and at graduation. We also celebrate Teacher Appreciation week where breakfast & lunch is provided to all the staff for a week each spring.

## **5 .HELPFUL HINTS AND OTHER USEFUL INFORMATION**

### **Clothing**

Children need to wear comfortable play clothes that are not binding. Party or fancy clothes are not appropriate for school as they will get dirty/stained. A full change of clothes (appropriate for the season) must be kept in a "ziploc bag" in each child's cubby. Garments need to be easy for the child to manage. The child's ability to manage his/her clothes leads to independence. For example, overalls and tights under pants are difficult to remove when a child has to go to the bathroom.

Sandals, "flip-flops", cowboy boots, and slippers are unsafe for running, climbing, etc. and should not be worn to school. Socks must be worn at all times with all shoes for safety and comfort.

All clothing must be labeled, particularly sweaters and jackets. We suggest using a laundry pen to mark the child's name on all clothing tags. "Lost" or "misplaced" items are kept on the Lost & Found hanging rack.

### **Toys**

Please do not send toys with your child to school. The staff works very hard to ensure that all classrooms are designed for optimal active learning and toys from home often disrupt this process. Home toys stay at home. School toys stay at school. If your child would like to share, a book or music would be more appropriate.



### **Birthday Parties**

Children love to celebrate their birthday at school with their friends and teachers. We encourage this and suggest keeping it simple. Individual treats, such as cupcakes or cookies and birthday napkins are sufficient. Make arrangements with the teacher at least one week in advance to make sure there are no conflicts in the schedule and to be aware of any food restrictions of the children. If you wish, your child can purchase a gift for the classroom from the Teacher's Wish List. These are wish lists created by every class's teaching team and offer a range of items and prices.

Invitations to home birthday parties should not be distributed at school unless the entire class is invited. To ensure that the invitation reaches the child's parents, it is a better idea to mail them.

### **Sunscreen**

Sunscreen will only be administered to your child after the Consent form is signed. Please provide a bottle of sunscreen with your child's name and directions of use clearly marked on the bottle. Sunscreen is kept in a separate bin, please do not leave bottles in your child's cubbie.

### **Parking**

We are VERY fortunate to have a large parking lot at Camelot. However during pick up and drop off times parking can be quite challenging. Please be kind and courteous to each other while parking at all times. No phone/texting allowed in parking lot. Please be sure to read street parking signs for restrictions to avoid receiving a ticket.

There is one VIP parking spaces allotted for a "VIP family" every six months (won at our silent auction events during Summer Serenade and Winter Solstice) Please be respectful and do not park in this spot.

### **Teacher Wish List.**

Our teachers create "wish lists" for each classroom which parents can buy. If you would like to contribute to your child's classroom please visit our website for links.