



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

Renee Plant is the Director and 100% 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. Each child has the opportunity to choose from many fun and exciting core activities, including arts and crafts, and music daily. The children are exposed to a number of enrichment classes incorporated into our daily schedule including; yoga, Spanish and sign language. These classes are held once a week for 30 minutes. In addition we have a "Mighty Me" program once a month which teaches self-empowerment and the belief that physical activity leads to improved self-esteem. We also have a music and dance class called "Jam-A-Lot" kids & Ma-Ya-Ya once a month as part of our program.

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.

Our program provides opportunity for children to participate in reading and literacy activities, natural and physical science projects, arts and crafts, music and free play, with time for social negotiation and interaction, as well as structured games and activities.

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.

The program strives to expand children's potential, create a sense of community, and a nurturing environment for the staff. 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 Foofoa. 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

Parent/Family Involvement

Camelot Kids Preschool & Child Development Center staff are committed to providing a high quality education and nurturing environment for your child. 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. Please refer to Section 4, "Parent Involvement", for some ideas for how you can volunteer. You are also encouraged to ask your child's teacher how you can help.

Staff Directory

2880 Rowena Avenue / Los Angeles CA. / 90039 / 323-662-2663

www.camelotkids.org

form updated 4/20/2016



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.

NAME	POSITION	E-MAIL
Rena Plant	Director	renae@camelotkids.org
Gohar Abramyan	Site-Director	gohar@camelotkids.org
Roxanna Gonzales	Assistant Director/ Office Manager	roxanna@camelotkids.org
Gaby Gonzalez	Program Coordinator	gaby@camelotkids.org
Kathryn Chapman	Accounts Manager	kathryn@camelotkids.org
Shannon Johnson	Department Head - Kinder	
Elizabeth Quinonez	Department Head – Big	
Robert Solis	Department Head- Little's	
Ana Schmid	Department Head – Baby's & Little Knights	
Rita Edgarian Poon	Teacher	
George Solis	Teacher	
Gladys Leyva	Teacher	
Matthew Gabard	Teacher	
Nina Enciso	Teacher	
Yolanda Bush	Teacher	
Talin Elmedjian	Teacher	
Vanessa Esparza	Teacher	
Amanda Schulman	Teacher	

Employees of Camelot Kids are not permitted to be solicited by parents for private 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.

The most effective Early Childhood programs encourage parent participation and involvement in their children's program. Communicating with parents is the first step and is a continuing process in our program. Personal contacts through informal, daily interactions

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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.

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. According to Title 22 of the California Code of Regulations

(http://www.dss.cahwnet.gov/ord/CCRTitle22_715.htm); *"To be a fully qualified teacher, a teacher shall have one of the following:*

Twelve post-secondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work experience in a licensed child care center or comparable group child care program. A current and valid Child Development Associate credential with the appropriate age-level endorsement issued by the CDA program."

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. Furthermore, according to licensing regulations, classroom ratios can be as large as 1 teacher for each group of 12 children. Our ratio for the two-year-olds is 1:6, three-year-olds is 1:8, for the four year olds 1:9 and for Pre K-Kindergarten 1:12.

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.

Active Learning

"Knowledge arises neither from objects nor the child, but from interactions between the child and those objects." –Jean Piaget

How do children learn in an "active learning" setting?

Since we believe that children learn best by pursuing their personal interests and goals, children at Camelot Kids Child Development Center are encouraged to make choices about materials and activities throughout the day. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with classmates and adults. In this kind of environment, children naturally engage in "key experiences" – activities that foster developmentally important skills and abilities. One early childhood curriculum model, High/Scope, has identified 58 key experiences in child development for the preschool years and a wide range of practical strategies for promoting these key experiences. The key experiences are grouped into 10 categories: creative representation, language and literacy, initiative and social relations, movement, music, classification, seriation, number, space, and time.



What does our preschool setting look like?

The space and materials in our classrooms are carefully selected and arranged to promote active learning. The classroom is divided into "interest areas" organized around specific kinds of play. For example, a classroom might include separate areas for block play, art activities, dramatic play, small toys, computers, books and writing materials, and sand and water play. In each area materials are organized so children get them out easily and put them away independently. Our children enjoy several outdoor play areas including areas for climbing, sand and water play, art, sports, riding toys, houses, and organic gardening.

How is the day organized in preschool?

Our staff gives children a sense of control over the events of the day by planning a consistent routine that enables children to anticipate what happens next. A central element of the day is the daily schedule. Even the smallest children who cannot tell time know that, for example, lunch follows outside time. The daily routine also includes times for small- and large-group experiences and time for outside play.

How do adults interact with children?

Our teachers and caregivers are trained to participate as partners in children's activities rather than relating to children primarily as managers or supervisors. We emphasize positive interaction strategies: sharing control with children, focusing on children's strengths, forming authentic relationships with children, supporting children's play ideas, and adopting a problem-solving approach to social conflict.

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.

Are art and music important parts of the program?

Art and music are part of every day's activities in our programs. Art and music materials are available for children to use freely at work time in most classrooms. Many of the small-group experiences planned by teachers involve art materials; large-group experiences usually involve music. Adults use key experiences in creative representation and music to highlight ways they can support the important abilities children are developing in these areas.

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. Lastly, our staff and administration meet closely with teachers and administrators of local area elementary schools to ensure that our children are prepared for their future academic environments as well.

The NAEYC's "10 Signs of an Appropriate Preschool"

- Children are playing and working with materials or other children. They are not aimlessly wandering or forced to sit quietly for long periods of time.
- Children have access to various activities throughout the day, such as block building, pretend play, picture books, paints and other art materials, and table toys such as legos, pegboards, and puzzles.
- Children are not all doing the same things at the same time.
- Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend time only with the entire group.
- The classroom is decorated with children's original artwork; their own writing with invented spelling, and dictated stories.
- Children learn numbers and the alphabet in the context of their everyday experiences. Exploring the natural world of plants and animals, cooking, taking attendance, and serving snack are all meaningful activities to children.
- Children work on projects and have long periods of time (at least one hour) to play and explore. Filling out worksheets should not be their primary activity.
- Children have an opportunity to play outside every day that weather permits. This play is never sacrificed for more instructional time.
- Teachers read books to children throughout the day, not just at group story time. Curriculum is adapted for those who are ahead as well as those who need additional help. Because children differ in experiences and background, they do not learn the same things at the same time in the same way.
- Children and their parents look forward to school. Parents feel safe sending their child to preschool. Children are happy; they are not crying or regularly sick.

Development Goals a Holistic Approach - "Dragons Program"

Social/Emotional Development

- Self Confidence/Self Esteem
- Can Adjust To New Situations
- Positive Relationships
- Cooperative Play/ Problem Solving Skills
- Interest in Building First Friends & Shows Independence
- Makes, Manages & Expresses Choice
- Increase Emotional Vocabulary
- Demonstrates Trust In Adults
- Stands Up For Rights
- Can Follow Routines

Fine and Gross Motor Development

- Controls Small Muscles
- Completing Simple Puzzles
- Snaps, Buttons , Zipper Skill
- Coordination, Balance, and Strength-Sports Activity

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- Creative Movement and Dance
- Demonstrates Basic Loco Motor Skills (running, jumping)
- Climbs Up and Down
- Pedals and Steers Tricycle
- Demonstrates Throwing, Kicking and Catching Skills
- Directed Dance Movement

Health and Safety

- Nutritious Food Choice Skills
- Self-Help and Personal Hygiene Skill
- Awareness of Hazards, Knowledge of People in Helping Professions

Multicultural Development

- Recognize Similarities
- Compare Contrast Foods/Holidays/Traditions of Different Cultures
- Discover Music and Poems in Multiple Languages

Language and Literacy

- Active Listening Skills
- Speaking Skills ,Conversation
- Explore Literature and Story Telling
- Recognition of Writing as a form of Communication

Cognitive Development

- Observes Objects and Events with Curiosity
- Explores Cause and Effect
- Applies Knowledge and Experience to New Content
- Classification- Sets, Size, Weight , Length, Patterns, Series
- Numeration, Arranges Objects In a Series
- Space and Time-Anticipate Remember Events
- Mathematical- Numbers, Solving Simple Problems
- Pattern Recognition

Science Development

- Inquiry Skills, Decision Making
- Asking questions, making predictions
- Making observations of natural occurrences-weather
- Investigate properties of objects-rocks, weather, snow
- Environmental awareness

Social Studies & Language Development

- Identify unique characteristics of self / family
- Learn to contribute to a community-responsibility
- Participation in community activities
- Hears & Discriminates The Sounds Of Language
- Understands and Follows Directions
- Answers & Asks Questions
- Participates In Conversations
- Enjoys and Values Reading
- Demonstrates Understanding Of Print Concepts
- Demonstrates Knowledge of The Alphabet

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- Uses emerging reading skills to make meaning of print
- Understands The Purpose Of Writing
- Writes Letters and Words

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.

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 and appropriate plan of action to eliminate these issues caused by your child.

Program / Class Descriptions -

Program	Program Description
Baby Dragons	This innovative program is for children who are 2 years old and "potty learned" by September 1. Parents can enroll their child 2, 3, or 5 days per week and you can refer to class schedules for hours offered. Baby Dragons have the option of 8am -1pm, 8-5pm or 6pm and 1-5 or 6pm classes
Little Dragons	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. This class picks up at 1pm, 5pm or 6pm and 2, 3 or 5 days schedules. Once the children have transitioned, they will have the option of enrolling in enrichment classes.
Big Dragons	This is the pre-kindergarten program for children who have completed one year of preschool. Children can enroll 2, 3 or 5 days per week. Consistency within this class is essential for proper exposure with kindergarten readiness.
Pre-K/Kinder Dragons	This class is unique in that it provides children an additional year of preschool in our 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 these classes have their fifth birthday between September and December and cannot enter Kinder due to LAUSD birth date mandate.
Preschool Enrichment	This is an optional program for children ages 2-7. Enrichments include sports, art, cooking, music, dance, gardening etc.



Schedule of Daily Activities

Morning Program		Kinder Program
8:00am - 9:00am Morning Welcome / Outdoor Exploration		8:00-8:15am Drop-Off 8:15am Start time
9:00am - 10:00am Circle Time / Indoor Activities / Potty Breaks		8:15am – 10:15am Indoor Educational Activities
10:00am - 11:00am Social Play/Snack Time		10:15am-10:45am Outdoor Exploration
11:00am - 11:30am Arts & Sciences / Special Learning / Potty Breaks		10:45am-12:00pm Indoor Educational Activities
11:30am- 12:30pm Lunch Time / Outdoor Exploration	Afternoon Program	12:00pm-12:30 Lunch
1:00pm Half Day Pick Up		12:30pm-2:45pm Indoor Educational Activities
Full Day Program	2:00-3:00PM Circle Time / Special Learning / Potty Breaks	
12:30pm– 2:30pm Nap Time/Rest Time		
2:30pm-2:45pm Wake up / Potty Breaks	3:00-3:45PM Snack/ Outdoor Exploration	2:45pm-6pm Join Full Day Kids
2:45pm-3:45pm Enrichment Class 1		
3:45pm – 4:00pm Snack Time	3:45-4:15PM Quiet Time/Potty Break	
4:00pm – 5:00pm Enrichment Class 2	4:15-5:00 PM Arts & Sciences / Indoor Activities	
4:45pm – 5:00pm Clean Up / Closing Time	5:00 PM Pick-Up	
5:00pm - 6:00pm Extended Care	5:00-6:00PM Community Time / Extended Care	

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



Special Class Events/Activities

In addition to our regular curriculum, the preschool programs special events/activities. The entire school participates in **Graduation** festivities at the end of the school year as well as a Holiday show.

During the year, some classes take **field trips**. In the past, classes have visited the fire station, Catts & Doggs, Trader Joes, Underwood Farms, The Aquarium, The Observatory, Silverlake Farms and other interesting places. We rely on parents to join us and drive/carpool on these trips. The teachers will plan trips when they feel the children are ready for this type of experience. Parents will be asked to sign a permission slip prior to any field trip.

Other special activities may be implemented at Director's discretion.

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. It is a common fallacy that a young child who "does not mind" when her parent leaves her or when she leaves them has coped well with separation. The child who really copes well allows herself to miss the absent one, to feel sad, lonely and angry and to express her feelings appropriately.

Establishing trust with the teachers as a base enables children to become comfortable with the separation from their parents. The younger the child, the more intense the feelings of fear. Some research has shown that until the children are around three years old, they cannot retain a stable inner mental image of their absent parents. Attachment is at the root of separation feelings. The early bonding phenomenon is different from the stable, deep and abiding attachment between parents and children that is usually formed during the first year of life.

The term "attachment" has special meaning. It is not the same as "dependence". Although the two terms are often used interchangeably, they are significantly different. According to John Bowlby (1969), the author of a major work about separation, dependence, which refers to an infant's state of helplessness, is present at its "maximum at birth and diminishes more or less steadily until maturity is reached, (whereas) attachment is altogether absent at birth and is not strongly in evidence until after an infant is past six months." He further describes dependency in human relations as a condition to be avoided and attachment as a condition to be cherished. Frequently, young children who tightly hold their parent's body or hide in their clothing when entering an unfamiliar school setting are regarded as dependent rather than attached.

However, such actions are legitimate attachment behaviors. Translated into the language of a child, this feeling of attachment might be stated like this:

"I really know that you are my parents. I know that I need you to take care of me in all situations. I am afraid that if you leave me, I won't be able to take care of myself. It makes me angry that you want to go away like that and I feel sad and hurt. So, in order not to feel that way, I'm going to do what I know how to do best to keep you here. I can cry. I can hold on to you, I can follow you, I can pull you."



As children grow into preschoolers of three and four, separation reactions take a different form from those they had at age two. For one thing, most children have completed the phase of their "psychological" birth. They have emerged from infancy and toddler hood with a clear sense of themselves as individuals, attached to, but distinctly separate, from their parents. They are described as having attained a state of "constancy" which is the inner conviction of being me (separate, differentiated from others) and nobody else.

Another reason that three and four-year-olds may handle separation differently from two-year olds and toddlers is that they are able to consistently mentally represent their absent parents. Being able to separate, becoming a "real school person" at three and four is most gratifying and pleasurable for many young children. Separation for these children is an adventure and a challenge. However, the ability to tolerate the stress of separation and the ability to adjust to strange new situations vary greatly from child to child.

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. Coping with stress and gaining mastery over feelings are important requisites for maturing. Assuming that children will "get over it" or "grow out of it" (uncomfortable feelings) does not provide them with the opportunity to work through their feelings. 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.

Spend some time exploring the yard and in the classroom

You should plan on staying with your child for about 30-45 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 9am or 1:30pm 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. Most children take about 30 minutes to settle into the day.



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.

Beware the delayed reaction.

Any time between 1-4 weeks, a child may suddenly realize that Mom/Dad is not here. He may articulate it quite clearly: "I want my mommy!" Interestingly, he may have handled separation quite smoothly in the beginning; now, perhaps, something has happened that has made him aware that his parents aren't there. During this time parents should revisit your original drop-off routine.

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 Discovery Program.

Children tend to feel most comfortable when trying new things with the guidance of a parent or caregiver. We encourage all families to attend our Discovery Program for 1-2 months prior to starting full time. This allows your child to feel comfortable with our teachers and school campus making for an easy transition.

Parent-School Communication

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 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 the Director. We carry an open door policy welcome conversations which may concern a situation with your child or school.



Special Needs and Accommodations

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 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.

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.

Programs

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 **every Monday** 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 **every Thursday and Friday**. 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 kids.

“Mighty Me”

This program is geared towards teaching self-empowerment and the belief that physical activity leads to improved self-esteem. Brian Donovan will be camouflaging exercises with creative storytelling, physical pratfalls and great songs and sayings. The program also teaches environmental awareness, being caring citizens of planet earth and loving one's self. Brian teaches these classes once a month on **Wednesdays**.

Spanish

Besides the grammatical aspects of Spanish the children explore "The Natural Method" of language communication **every Tuesday**. 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!

MayaYaYa Dance Around the World -MaYaYa Dance Around the World program is a magical and imaginary journey that the children will get to enjoy it once a month on Thursdays. They will fly with their imaginations to each continent, as they will explore authentic music and dances from different cultures. Each country is gifted with a variety of folklore dance ritual. In this class, the children will learn the importance of the natural curiosity to explore new ways of self-expression and they will expand their vocabulary of movement. Dance choreography will be taught through games and storytelling, and the dances are simple and easy to follow. Ms Maya will take the kids on a magical journey each month where they will Egyptian, Aboriginal, Native American, and Indian dances, among others.

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.



“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. The sleep mats are wiped down with a “green” friendly solution each Friday. Please remember to take home your child’s bedding at the end of each week to clean.

Nappers pay \$20 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”.

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 is open Monday through Friday, excluding all Federal, state, and local holidays, as well as limited closures for parent-teacher conferences and other 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 for one week during the Summer for staff development, two weeks for Winter break (typically the last two weeks in December, reopening the week

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following New Year's Day), and one week for Spring break (typically in March or April). 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 – 6:00pm School Year

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

***All students must be picked up from Camelot Kids by 5:30pm (summer-camp) and 6:00 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 students who apply to the school in order to maintain the kind of student body who possess the necessary skills 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 affidavit can be filed for those that do not immunize their child for religious or personal reasons.

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

- Your family must attend an open house orientation meeting and set up an intake with our Director. The Director will discuss the philosophy, curriculum and policies of our school with you.
- Once notified of acceptance, you must fill out a Registration Packet, found on our website, required by the State of California Department of Social Services to be returned to the Preschool Office before enrollment is considered complete.
- All necessary financial forms and contracts will be explained and 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.

The State Department of Social Services requires that the following forms be kept current during the school year:

- Identification and Emergency Information

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- Child's Pre-Admission Health History and Parent Report
- Physician's Report
- Personal Rights
- 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.

Admission Priority Guidelines

Set forth below are the admission priority guidelines for Camelot Kids CDC. These guidelines are intended to aid school administration in determining the order in which qualified student applicants should be offered admission to Camelot Kids Child Development Center in the event the number of such applicants for a particular class or grade exceeds the number of available openings. It should be noted that the following are guidelines and not inviolable rules. Camelot Kids CDC reserves the right to consider other factors or criteria and to deviate from these guidelines as it deems appropriate under the circumstances. It should further be noted that the priorities set forth below are to be accorded only to qualified applicants, i.e., applicants who have timely and fully satisfied all requirements for admission to the school, including submission of application and registration materials, payment of required fees, etc. Applicants, including current enrollees, who have not timely and fully satisfied all such requirements, shall not be accorded any priority in admission. Current and prospective students alike should contact the Camelot Kids CDC office to confirm each year's registration deadline to conform to above timeliness requirements.

1. Children between grades 2 until entry into first grade are eligible to participate in the Camelot Kids preschool program and enrichment classes.
2. A space within the Camelot Kids Child Development program will be reserved each month, for those students who are enrolled in the Camelot Kids program. If all the spaces in the Camelot Kids Child Development program are up to the numerical limit imposed by the Department of Social Services, then additional students will be permitted to use the program on a first come first served drop-in basis, and/or put on a wait list.
3. Enrichment classes, enrollment limits and qualifications shall be determined by the teacher or instructor of each enrichment class. Within the limits and qualifications determined by the enrichment class instructors, applications for enrollment in enrichment classes shall be accepted on a first come first basis. Spaces are only held for applicants that have paid in full for their classes.
4. A completed application for enrollment in enrichment classes or activities must be received by Camelot Kids Child Development Center prior to the applicant's participation in the class or activity. Camelot Kids Child Development Center shall notify the applicant if his or her application has been accepted and shall provide an explanation if it has not. All fees for enrichment classes and deposits for activities must be paid in advance within a one week time frame.

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 form and present proof of all required immunizations. An affidavit can be filed for those that do not immunize their child for religious or personal reasons.
4. Each applicant's family must provide all information requested on the program's Enrollment Application Form 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 Enrollment Application 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 enrollment application form 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.

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 the Program Director and are based on the following factors: birth date, mental age, developmental stage and future enrollment (private vs. public elementary school). Priority for preferred days/times is based first upon length of prior attendance and second upon the date/time at which applications are submitted.

Parents desiring to change their child's class assignment must present their reasons, in writing, for requesting the change to the Preschool Director. Such changes are at the discretion of the Director and will be made only for developmental reasons. Disagreements with the Program Director's decisions may be appealed to the Director.

Payments and Fees

Tuition Schedule and Payment Options

Please consult the Tuition Schedule for this year's tuition costs for our various programs. Terms of financial responsibility are outlined in detail below.

Tuition Schedule
 Sept 2015- August 2016

Baby Dragons	2 - 3 years
Little Dragons	3 - 4 years
Big Dragons	4 - 5 years
Kinder Dragons	5 - 6 years

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form updated 4/20/2016



Time	Monthly Rates	2 Days T/Th	3 Days M/W/F	5 days
9:00am - 1:00pm	Preschool Morning Program	\$595	\$835	\$1100
1:00pm - 5:00pm	Preschool Afternoon Program	\$595	\$835	\$1100
9:00am – 5:00pm	Preschool Full Day Program	\$835	\$1190	\$1460
5:00pm - 6:00pm	Preschool Extended Care	\$50	\$75	\$100
8:15am- 2:45pm	Pre K/Kindergarten Program Monday-Friday – Sept to June 10 months			\$1430
2:45pm – 5:00pm	Pre K/Kindergarten Extended Care Monday-Friday			\$100
5:00pm - 6:00pm	Pre K/Kindergarten Extended Care Monday-Friday			\$100

Policies

- Hours of operation: Mon-Fri: 8:00am-6:00pm. We are a year round program and require all families to pay tuition each month. (12 months) until you graduate as a Big or Kinder Dragon. We do not pro-rate for any vacations, absences due to sickness or public holidays.
- Your child will not be enrolled without completed Preschool Registration Packet and paid tuition fees.
- You must sign your child in/out every day. Forgetting to do so incurs a FSO (Failed Sign In/Out) \$10 fee per occurrence.
- All requests to change schedule must be submitted in writing 30 days prior, or you will be billed for your child's regular monthly tuition.
- No refunds on any part of unused tuition, registration, building & maintenance & earthquake fee.
- Tuition is subject to a 3% increase annually effective September.

Payments

- Please make all checks payable to *Camelot Kids*.
- Automatic bank drafts: Please submit a VOID check & Electronic Funds Transfer Authorization form.

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

- \$250 registration fee - Due February 1st
- \$250 building & maintenance fee – Due September 1st
- \$250 material fee - Due September 1st
- \$25 earthquake kit fee. – Due September 1st



Late Fees

- Tuition is due on the 1st of the month. There is a 5 day grace period. A \$25 late payment fee will apply if tuition is not received by 5pm on the 5th of each month. A \$10 per day late fee will apply thereafter until paid in addition to the monthly tuition.
- \$10 late pick up fee applies to any child picked up after the 15 min grace period, for the first hour and an additional \$10 per hour thereafter. IE if you wish to leave your child from 1-5pm – rate is \$50 extra per day (if not on monthly plan)
- 6pm extended care does not have 15 min grace period and parents will be charged a \$10 late fee at 6pm and \$1 every minute after 6pm.
- Three late fee notices, will result in termination

Wait List

- One time non-refundable wait list application fee of \$50. If you wish to be put on our waitlist, fill out an online interest form and submit with your payment. This will put you on our email list for notification of our open house dates, orientation tours and application/enrollment process. **This fee also covers the application if you apply.**

Preschool/Kindergarten Program

- Extended care is available for an additional fee. (see tuition schedule)
- Each family will volunteer to bring one-two snacks per month for your child's classroom. Lunch must be provided for your child.
- Nappers pay \$20 sheet fee. You will be given a sheet with your child's name clearly marked as well as a Camelot nap bag. 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".
- Enrichment Classes (2 years up to entering First Grade only) – 2:45-5:00 pm daily. Additional fees apply.
- Drop-In rates (if space is available) are:
 - \$70 per day for the full day preschool program;
 - \$50 per day for the half day preschool program

Kindergarten/Big Dragon Program:

- Kinder Dragon Program is a 10 month program. Tuition is due Sept-June.
- Big Dragons Program is a 10 month program. Tuition is due Sept – June.
- Your child may leave the program by 30th June without incurring the \$1000 cancellation fee only if they graduate from our:
 - (a) Kinder Program; or
 - (b) Big Dragon Program and is about to enter Kindergarten at another school.

If your child is a Big Dragon and is moving into our Pre K/Kindergarten program tuition is due for July and August (12 months) in order to secure your child's placement.

- Kinder & Big Dragon kids are able to attend July & August for Summer Camp after graduation with prior written notification. (August tuition will be pro-rated based on your child's start date at elementary school)

New Family/Sibling Enrollment Fees due by March 30th – NON REFUNDABLE

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A non-refundable enrollment deposit ("Enrollment Deposit") is required upon initial enrollment for new families & siblings of current enrolled families in order to secure your child's placement in the program.

- 1st month tuition (check website for current rates)
- \$250 annual registration
- \$250 annual Building & Maintenance fee
- \$250 annual Material fee
- \$25 annual Earthquake Kit fee

The Enrollment Deposit will be applied to your first month's tuition and annual fees. In the event that you need to withdraw your child from the program, we require 30 days written notice before your scheduled start date. If less than 30 days' notice is given completion of your first month's tuition payment is required in addition to a \$1000 cancellation fee.

The ENTIRE enrollment deposit is non-refundable. No exceptions.

Kinder Enrollment Deposit due by February 1st - NON REFUNDABLE:

- 1st month tuition – Sept (check website for current rates) – Feb 1st
- \$250 annual registration – Feb 1st
- \$250 annual Building & Maintenance fee – Sept 1st
- \$250 annual material fee - Sept 1st
- \$25 annual Earthquake Kit fee – Sept 1st

Parents Knight Out

Parents Knight Out (PKO) is offered once a month from 5-9pm for \$50 per child and \$10 per sibling. You need to clock your child in & out on the sign in computer. 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.

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.**

If you have any questions please contact us at 323-662-2663 or info@camelotkids.org.

Absences

Absences due to illness, vacations, or any other reason may not be made up, credited, or refunded for tuition. The same policies for payments and refunds apply to our Incy Wincy, Itty Bitty, Discovery and extended care programs as well. Please understand that while we try to accommodate the needs of every child, switching days, taking make-up days, and credits for days not used creates chaos for the teachers and program itself.



Finance Charges for Late Pick-up

Camelot Kids CDC will assess a \$10 late pick up fee to any child picked up after the 15 min grace period, for the first hour and an additional \$10 per hour thereafter. IE if you wish to leave your child from 1-5pm – rate is \$50 extra per day (if not on monthly plan). There is no 15 minute grace period after extended care and you will be charged \$10 late fee at 6pm and \$1 per minute after 6pm.

If you need to leave your child here in an emergency, a call must be made to the Camelot office in order to be sure that space permits.

If a child is not picked up within thirty minutes after closing hours, they may be taken to and left in the care of LAPD personnel at the Northeast Division station of the Los Angeles Police Department (213) 485-2563, located at 3353 San Fernando Road Los Angeles California 90065.

Payment Due Date/ Late Fee/ Returned Check Charge

Payments are made out to Camelot Kids CDC in the form of a check or cash.

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

- a. \$250 registration fee - Due February 1st
- b. \$250 building & maintenance fee – Due September 1st
- c. \$250 material fee – Due September 1st
- d. \$25 earthquake kit fee. – Due September 1st

All tuition payments are due on the 1st of each month and are considered late if received after 5pm on the 5th of each month. A **late fee of \$25** will be assessed on the 6th day of the month, and **\$10 per day** thereafter until paid in full. My child will not be able to participate in the program if my account is 10 days overdue. **All accounts overdue past 30 days will be sent to the Los Angeles collection agency.**

Please make all checks payable to **Camelot Kids CDC** and include student's name on the check, as well as the day, week, or month towards which the payment should be applied.

A charge of **\$25** per check will be assessed for all checks that are returned by the bank for any reason. Camelot Kids CDC has the right to request payment via cashier's check or money order should there be a pattern of returned checks.

Fees for Camelot Kids Child Development Center enrichment classes must be paid by the first class, unless other arrangements are made beforehand with the Camelot Kids CDC Director.

Failure to pay for Camelot Kids CDC services is grounds for immediate termination from any Camelot Kids Child Development Center program for which payment has not been received. If your child is terminated from the Camelot Kids Child Development Center program, you will receive written documentation via mail or hand delivered.

Modifications, conditions, or changes in the tuition rates including the requirement that the child's authorized parent or representative will require a 30 day written advance notice to the parents and families of the program.



Refunds

There will be no refunds/pro-rated for days missed through illness, vacation, or other causes.

There will be no refunds for the "enrollment deposit". No exceptions.

There will be no refunds for any unused portion of monthly tuition, building & maintenance, registration or earthquake fee.

Families should provide formal notice of withdrawal from the Camelot Kids Child Development Center preschool program, in writing one month in advance or the full tuition will be billed to their account as usual. In addition a \$1000 cancellation fee is due and payable.

Enrichment Classes

Fees for Camelot Kids Child Development Center enrichment classes are set by Camelot Kids CDC and are subject to change. For more information please request a copy of the Camelot Kids Child Development Center Enrichment Course Application. Camelot Kids Child Development Center Enrichment classes are available for children ages 2 yr until entry into first grade and offered to children not enrolled in the morning program. Enrichment classes are from 2:45pm to 5:00pm five days a week. Camelot Kids Child Development Center does not provide childcare to students after their enrichment class commences.

Refunds for enrichment classes must be made by the second week from the start date of a class in writing. You will receive a refund minus any classes taken to date including material fees associated.

Cancellation/Termination of Enrollment

In the event that you need to withdraw your child from the program before your scheduled start date, we require 30 days written notice before your scheduled start date. If less than 30 days' notice is given completion of your first months tuition payment is required in addition to a \$1000 cancellation fee. **The ENTIRE enrollment deposit is non-refundable. No exceptions**

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)
- Consistent failure to pay tuition on the time on more than three occasions
- 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.



- An individual demanding excessive amounts of staff energy and time at the expense of other children, or placing another child at risk from inappropriate or uncontrolled behavior.
- Refusal to seek a professional evaluation or follow through on behavioral instruction when recommended by a teacher or director.
- 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.
- Inappropriate behavior includes: excessive violence, biting, hitting, intimidating, bullying, yelling, screaming, kicking, hair pulling, spitting, pushing, and destroying Camelot and or others property.
- Suspension may be necessary if parents have not turned in required forms after several attempts have been made by the director to acquire them.
- At will and without cause.

Parents will be initially informed of the situation through a phone consultation by the director. Documentation of concerns will be presented at subsequent conference and in writing. Parents may present appeals to the Camelot Kids director.

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; *"The [center] shall develop, maintain and implement a written procedure to sign the child in/out of the child care 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 sign-in and sign-out sheets with the signatures required by this section ...shall be kept for one month and shall be available at the center for review by the Department [of Social Services Licensing Division]."*

Every adult/caregiver has been assigned an individual pin number which is to be used to sign your child 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. You must sign your full name, no initials, and the time of day you are signing. 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 anyone who may be bringing or picking up your child, i.e., carpool driver, babysitter, nanny, grandparent, to sign your child in and out. If you are bringing or taking other children in addition to your own, please 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.**

Illness or Injury at School

If a child presents with 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:



CAMELOT = COMMUNITY
LONG LIVE CAMELOT

- Open wounds
- Fever of 100 or above in the last 24 hours
- Diarrhea/or vomiting in the last 24 hours
- 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

Please notify the school office if your child contracts a contagious disease. Strep throat, pinworms, head lice, fifth's disease, measles, mumps and chicken pox are among the conditions categorized as "highly contagious."

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.

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 or your pediatrician and follow his/her instructions. If we cannot reach you or your pediatrician, your child will be transported to the closest hospital and continue to attempt to contact you.

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.
preceding afternoon your child awakens with a normal temperature, he/she should be kept home for the entire 24 hours period.

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. In the event of an emergency, a child's parent or guardian will be called and he or she will be taken to the nearest emergency accompanied by a staff member in an ambulance if the parent's are unable to transport the child immediately.

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 your child's teacher or the Assistant Director in its prescription container clearly labeled with physician's name and dosage.
- 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 staff know.
- Give medicine to the child's teacher with the name of the child, date, and instructions when to administer.
- A Medication Instructions form must be filled in and signed by the parent in order for the teacher to administer any medication.
- 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 1st 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.

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 11:30pm-12:00pm for our morning 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 practice of the Preschool to try to accommodate children who have serious food allergies.

It is the responsibility of the parent(s) of a child who has a serious food allergy to notify the Preschool Director, the child's teachers, and the parents in their child's class. The Preschool will work with families to attain the goals of any emergency health plan.

Clothing

Children need to wear comfortable play clothes that are not binding. Party or fancy clothes are not appropriate for school. 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.

Shoes - Sandals, "flip-flops", cowboy boots, slippers, "aqua socks" and party shoes 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. Parents and children get upset when their things are misplaced or lost. "Lost" or "misplaced" items are kept on the Lost & Found hanging rack.

The children's "work" at Preschool is "play". They learn through play. With activities such as painting, making sand and mud pies, cooking, etc., it is expected that their clothes will get dirty. It is therefore important that the children are free to play without too much attention being paid to the protection of their clothes. While we will make every effort to add soap to paints, and to limit the wear and tear on clothes, spills and messes will happen (and some clothes might be permanently stained).

Carpools

We suggest that all carpools carry no more than four children. Each child in the car must have his/her own seat belt or car seat if the child is less than 40 pounds. If the child is older than four or over 40 pounds, they must be in a booster seat until they reach 60 pounds or 6 years of age.

The child will not be released to anyone other than the parent or primary caretaker without a written parental authorization. If we do not know this person, we will require a valid California driver's license to prove identity and that the person can legally drive the child. Also, please leave a telephone number where you can be reached if you know you will not



be home or at work if you have arranged for your child to visit another home. If your child changes his/her mind at the last minute the Preschool will need to reach you.

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 public transportation is used, or 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 event.

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.

Emergency Procedure

Camelot Kids Child Development Center has a monthly fire drill or earthquake drill so that the children and the staff will be well prepared for an emergency at any time during the school year. Fire drills/Earthquake drills are posted on our calendar.

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 Renae on 310 346 1303 in the event of an emergency.

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 staff. Links to other Internet sites should not be construed as an endorsement of the views contained therein.

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 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.

- 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.
- The discussion forum is not open to any negative comments that will affect the positive culture we promote at Camelot.
- All comments should relate directly to the topic of the site.
- While discussions are encouraged, please contact 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.

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.

Fire Drills/Earthquake Drills

Every month we conduct practice fire drills or 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. 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.

Cleaning Service

Once a month Cintas Cleaning Service cleans each bathroom with a high-pressure washer and chemical injection that removes build-up mops and brushes can't. The result is a sanitized restroom that looks and smells clean.

- Every urinal, commode, sink and even the floor is treated with Sanis Ultra clean, followed by a fresh water rinse.
- Water is vacuumed away along with all bacteria and soil, allowing floors to dry quickly.
- All fixtures are blown dry so our restrooms are ready for immediate use.

Along with this, we have our full time cleaner & Mave who cleans each and every bathroom as well as all the other rooms in the facility. The toilets have also been fitted with an anti-bacterial solution that sanitizes after every flush.

We also have an air purifier in each class-room to remove airborne particles and hopefully reduce the spread of germs between the children.

4. PARENT INVOLVEMENT

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.

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 the admin. In charge of class-wide emails with class related info.
Fundraising Representative	Class liaison for all fundraising events, including but not necessarily limited to, Summer Serenade, Winter Solstice,
Fundraising Food Representative	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 Representative	In charge of submitting candid pictures of your class, helping with yearbook layout, and sales 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 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.

Grievance procedure

Although we strive to operate a high quality program, from time to time a difference of opinion or other issue arises that cannot be resolved immediately or easily. To help clarify the standard order in which grievances should be addressed, we ask that all parents please adhere to the following:

For a grievance with a particular teacher, please proceed first to that teacher and attempt to resolve the issue personally. Our staff welcomes constructive comments as everyone is united in the goal of achieving excellence. If issues or concerns cannot be resolved in this manner, then the concern should be addressed to the preschool director.



For a concern with financial matters or personnel, policy or procedure please contact the Assistant Director.

Helpful Hints and Other Useful Information

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 snuggling to sleep. The hours for this event are from 5-9p. The rates are: \$50 per child w/ an additional \$10.00 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.

Recycling Program

Green Green Green - that is the motivation behind our recycling program where we encourage parents to drop off glass, plastic and aluminum containers at school. It not only teaches the kids about taking care of the earth and their surroundings but the money we make from recycling goes towards buying much needed school supplies.

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.

Coffee Bar

The coffee machine is provided by Camelot for the enjoyment of our families and visitors.

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.

