

Little Wing Bilingual Preschool

451 Los Coches St, Milpitas, CA 95035

Little Wing Bilingual Preschool

Parents Handbook

&

Standard Operating Procedures

Little Wing Bilingual Preschool

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Welcome to Little Wing Bilingual Preschool in Milpitas, CA! Little Wing Bilingual Preschool is proudly operated by experienced education professionals to provide high quality comprehensive preschool services for Milpitas community families, in the safe, beautiful and spacious facilities. We thank you for your interest in our school and for giving us the opportunity to support and guide your child as s/he grows, learns, and reaches for the success! We hope that this handbook will help introduce you to Little Wing Bilingual Preschool and answer many of your questions. We are here to meet your needs.

We provide unique, affordable English/Chinese bilingual or immersion preschool program to Milpitas community.

- We are an enriching, safe, nurturing and caring environment where children can explore their potential.
- We serve children from 18 months old up to Kindergarten.
- Days and hours of operation are Monday through Friday, 8 am to 6 pm.
- Our staff of warm, caring, professional and experienced teachers maintains a positive and stimulating atmosphere where your child is cared for and respected.
- A place where parents can be actively involved with their child's growth supported by knowledgeable staff and directors.
- Our school features an open design with large space, colorful equipment and a rich outdoor play area.
- The center is located near 237 and 680, convenient to residents, commuters, and employees working nearby.
- Our policies adhere to California State Licensing standards and are designed to make Little Wing Bilingual Preschool the best environment for your child's growth and needs.

This handbook is intended to acquaint all parents and guardians with our policies and procedures.

We look forward to meeting your child and partnering with you in your child's education.

Sincerely,
Ying Zheng
Directors of Little Wing Bilingual Preschool

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I. Our Mission

The mission of Little Wing Bilingual Preschool is to provide a nurturing, engaging environment and a model program to meet the changing needs of children, parents, and community.

At Little Wing, we truly care about your child as an individual. We promise, not only to keep your child safe and engaged in our program activities, but we also promise to learn your child's interests and personality in order to provide a meaningful learning experience. Our staffs are caring, responsible, positive role models who are trained in youth development principles. We truly enjoy getting to know your child and building a positive relationship, while helping them to learn the skills needed to be successful in school and in life.

Our teaching method focuses on exercises that develop the child's ability to concentrate, be self-disciplined, self-motivated, and appreciate order. Through these exercises, a love of exploration and learning are developed. Our goal is to help children to become well-rounded, spontaneous and able to utilize their capabilities to the fullest through nurturing, and focused learning.

Children learn language skills best before they have reached school age. That is why education experts encourage parents to expose children to other language as early as possible.

We offer children the opportunity to learn Chinese in the early age, in an environment that encourage cognitive, physical, social emotional, creative, linguistic and moral growth.

We are a resource to parents for support and education while striving to keep our program available and affordable.

II. Our Philosophy

We believe young children develop to their fullest potential when they are allowed to enjoy life at an unhurried pace. Thus our program focuses on imagination and creative work and play.

Exposure to another language, through immersion, provides cultural competency and sensitivity to others. Language immersion takes advantage of a child's natural ability to rapidly acquire another language. At no time in life is this task easier than in early childhood.

We believe your child is unique and has great potential. We follow an eclectic approach utilizing the best instructional practices from various programs in early learning and using early childhood research that confirms:

- These early years are fundamental to a child's level of intellectual development, personality, and sense of motivation

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- Structured learning is more effective than random discoveries
 - Play is a part of learning
 - Learning programs are more successful when parents are involved.

Ying Zheng and all our teachers are certified teachers with advanced degrees. They have many years of experience teaching young children. They are committed to providing a safe and enriching learning environment for your child.

We are conscientious about incorporating activities that address all learning styles including kinesthetic, visual, interpersonal, intrapersonal, linguistic, mathematical, musical, and artistic, as every child can succeed when given the right tools and learning environment. We respect and welcome children of different cultures, beliefs, and traditions, for a program which is inclusive and reflects the diversity of its children and families enhances the learning environment.

Our highly qualified teachers promote a child's capacity to learn. They help children choose and explore materials that teach concepts and critical thinking skills. Teachers are selected on the basis of experience and background, and according to Early Childhood Education guidelines. They are caring and enthusiastic people dedicated to providing a nurturing and exciting place for your child to grow and develop.

III. Developmentally Appropriate Instruction

Young children construct knowledge based on real-life experiences. They increase their own knowledge of the world through repeated interactions with people, materials, and their environment. Critical skills for success in life do not develop by themselves but must be learned and continuously built upon. We encourage children to become conscious of and take pride in their emerging competence.

Through questioning, exploring, and discovering, our emphasis is on the process rather than the end product. Activities are designed to promote children's curiosity while encouraging them to explore a variety of concepts. Classrooms are divided into learning areas with developmentally appropriate activities. Activities vary in difficulty and approach, accommodating a range of learning styles and personalities.

Play is also an important vehicle for learning, as children experiment, explore, and manipulate their environment. This way, they develop their imagination, creativity, and problem solving skills. We take the children of all age groups outdoors during a day. In a typical day we emphasize a balance of broad skills (social, physical, intellectual, creative, emotional), while building technical skills in the fundamental academic areas of reading, writing, number literacy, speaking and logical thinking. We also encourage persistence, initiative, curiosity, independence and creativity. Music, movement, human values and cultures are offered. Mandarin Chinese is offered as well as practical life skills

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like cooking, and the importance of nature, hygiene and recycling. Instruction is integrated across subject areas to provide meaningful learning experiences.

Our learning goals and objectives include:

Literacy Development

Recognize and write their names

Recognize letters

Communicate needs and thoughts in words, and develop spoken language

Expand vocabulary

Recognize early sight words

Develop letter sound matches

Listen with understanding and respond to directions

Understand the purpose of print and become familiar with books

Make connections with text and develop comprehension

Discover the joys of reading and develop listening skills

Math Development

Sort and classify objects based on characteristics

Identify and name shapes and colors

Recognize patterns

Recognize numbers and count objects

Develop number sense

Understand calendar concepts

Social Studies Development

Identify community workers

Accept a variety of cultural practices and traditions

Recognize and follow basic rules

Understand rules that keep us safe

Recognize national holidays and holiday traditions

Science Development

Appreciate science through hands-on activities

Investigate living things in the environment

Use science tools such as magnifying glasses

Make observations and draw conclusions

Understand science safety practices

Understand health concepts through healthy food choices and proper hygiene practices

Artistic Development

Explore creatively various art media

Expand fine motor skills through use of scissors, crayons, and glue

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Develop an appreciation for music and art

Explore dramatic play with play with puppets, costumes, and pretend play centers

Physical Development

Develop large motor skills through play, and a variety of organized activities including:

- Beanbag games to develop balance and throwing skills
- Aerobics and dance to music to develop jumping, hopping, and rhythm
- Tricycle obstacle course to develop, strengthen, and improve coordination
- Cross of midline and lateral movement exercises to develop awareness of left and right sides of body

Develop fine motor skills through use of scissors, crayons, paint, puzzles, and beads

Social-Emotional Development

Develop self-confidence and self-reliance

Cooperate with peers and adults

Trust and be trustworthy

Make friends and understand how to be a friend

Solve problems constructively

Make good decisions

Chinese Mandarin Language

Teach Chinese Mandarin through a variety of activities

Engage minds and bodies

Conversational Mandarin and useful Chinese vocabulary

Themes include: animals, colors, numbers, food, weather, calendar, clothing, transportation, seasons, holidays, cultures and basic family greetings

Developmental Screening

Students are divided into different spaces or classrooms according to teacher assessment of each child's developmental level, not necessarily age. Parent input is important in making this decision. Each group has a home space or homeroom.

Formal and informal developmental screenings are conducted throughout the year to monitor your child's progress. These screenings help us identify children's interests and needs and allow us to modify curriculum and adapt teaching practices. Parents receive reports throughout the school year on their child's progress in school. The first report, in November, is a short summary of how your child is adjusting in the classroom. A detailed report will be discussed at the parent-teacher conference. This report is updated in May, i.e., before the end of the school year.

Parent Involvement and Conferences

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Parent-teacher conferences are held twice a year, once in the fall and again in the spring. The purpose of the conference is to share information, ask and answer questions, and discover ways to ensure your child is happy and successful. Conferences are a dialogue, an opportunity to discuss progress, how the program is fitting your child's needs and his/her development in relation to adults and peers. Your child's strengths are highlighted and your attention will be drawn to any difficulties or concerns teachers may have. The spring conference is an opportunity to focus on cognitive as well as social, emotional and physical development. Parents are given a copy of the written evaluation at the spring conference.

Field Trips

Little Wing Bilingual Preschool schedules Family Days during weekends. The staff and families are invited to meet at locations such as the zoo, a park, another family-friendly destinations or the school site to socialize and enjoy a day. This is a chance for the school to include siblings and parents in order to build community. Little Wing Bilingual Preschool offers these field trips, but not transportation or supervision.

IV. Preschool Program

Full Day, 8 am – 6 pm

Half Day, Morning 8 am – 12:00 am or Afternoon 1pm/2pm – 6 pm

We offer 5-, 3- (M/W/F), and 2- (T/Th) day programs for your convenience, although we recommend a 5-day per week program for continuity and provides the best results in most cases.

Schedule of Preschool Daily Activities

Time	Activity
8:00 - 8:45	Quiet Activity Time ~Free Play, Table Toys, Puzzles~
8:45 – 9:00	Coloring, Cutting
9:00 – 9:30	Circle Time ~Calendar, Weather, Alphabet, etc.
9:30 – 9:45	Interactive Songs ~Finger Rhymes
9:45 – 10:15	Morning Snack Time
10:15 – 11:00	Learning Time ~Morning~ Math, Number, Letter
11:00 – 11:30	Outside Play ~Gross Motor Activities, Movement Activities, or nature walk
11:30 – 12:15	Lunch Time
12:15 – 12:30	Story Time
12:30 – 2:30	Nap Time
2:30 – 3:00	Afternoon Snack Time
3:00 – 3:45	Learning Time ~Afternoon~ Music, Art, Craft

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3:45 – 4:15	Chinese Culture Time
4:15 - 4:45	Gross Motor – Outdoor play, movement activities, or nature walk
4:45 - 5:00	Story time and/ or special activity time
5:00 - 5:30	Free Play, Table Toys, Puzzles
5:30 - 6:00	Small Group Activities (Parent Pick up Time)

Schedule of Toddler Daily Activities

Time	Activity
8:00 - 8:15	Circle Time
8:15 – 8:30	Diaper Change
8:30 – 9:00	Morning Snack Time
9:00 – 9:30	Math/Exploration
9:30 – 10:00	Outside Playground Play
10:00 – 10:45	Art
10:45 – 11:15	Language
11:15 – 11:30	Diaper Change/Prepare for Lunch
11:30 – 12:00	Lunch Time
12:00 – 2:30	Nap Time/Diaper change
2:30 – 3:00	Afternoon Snack Time
3:00 – 3:30	Outside Playground Play
3:30 – 4:00	Chinese Culture Time
4:00 - 4:30	Music/Gross Motor
4:30 - 5:00	Fine Motor/Free Play
5:00 - 5:30	Story Time
5:30 - 6:00	Prepare to go home (Parent Pick up Time)

Snacks and Lunch and Food Policy

Little Wing Bilingual Preschool encourages healthy eating choices and habits. We provide full-day students with morning and afternoon snacks. Half Day students are provided with a snack. Cereals, rice cakes and crackers are some of the foods we serve for snack. The monthly menu of snack items is distributed and posted on the Parent Board located in the reception area.

Snack Menu

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	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Cereal	Cheese Stick	Goldfish	Mini Pretzel	Fresh Veggie
	Fruits	Apple Sauce	Yogurt	Jelly	Fruits
	Organic Milk or 100% Juice				
PM	Rice Crackers	Multi Grain Crackers	Cheerio's	Cheese Puffs	Cheese Sandwich
	Apple Sauce	Fruits	Jelly	Yogurt	Fruits
	Water	Water	Water	Water	Water

Your child may bring his/her own lunch and drink, labeled, self-contained and ready to eat. This ensures that your child is being served foods that she or he prefers. Please print your child's name clearly on his/her lunch containers and include protein (meats, cheese, yogurt, tofu, etc.) carbohydrates (bread, pasta, etc.), vegetables, and fruit. As much as possible and when not a threat to hygiene, unused food is returned home as a means of reporting to parents what was/was not eaten.

Please send in a fork and spoon daily that we will send home with lunch containers. We wish to be more ecologically conscious and use less plastic ware. ALL PERSONAL ITEMS – CONTAINERS, UTENSILS, ETC. MUST BE LABELED with your child's first and last names.

Sharing of food among children is not permitted. Sharing of utensils, cups, bottles, or plates is never allowed.

Gum, candy, caffeinated beverages and carbonated soft drinks are not permitted. We are a nut-free school. Because of allergies, no nuts of any kind will be served. Peanuts, peanut products and tree nuts are strictly forbidden in the children's food at all times.

Children under four should not be given hotdogs (sliced into rounds), whole grapes, seeds, raw peas, chips, popcorn, marshmallows, or chunks of meat larger than can be swallowed whole – they are a choking hazard.

We expect the children to feed themselves. Parents provide lunches that are prepared in the way that is easiest for their child to handle independently. Please offer foods for your child in small, manageable portions. Offering variety will often encourage eating. All foods should be prepared so that they are ready to eat such as cut into small pieces, peeled. Some children prefer only a few foods. Send food that they have eaten at home and indicated that they enjoy. Do not send food that they have rejected or never eaten before. New food should always be tried at home first before being sent for lunch. Children learn to like new and different foods more when they are offered more than once, in small amounts, if they see you eating them and offered frequently in a calm and relaxed meal setting.

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If you forget your child's lunch, he/she will receive an emergency lunch for \$5. The fee should be paid upon pick-up that same day.

If you choose to order a lunch from Little Wing Bilingual Preschool, price is \$5 per meal but subject to change. Lunch order must be placed before the month begins and must order minimal 1 month. We provides nutritious lunches and serve apple juice mixed with filtered water for a beverage at lunch. Parents may see the lunch menu below or on the Parent Board.

Lunch Menu				
Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				
Spaghetti Mini Carrots, Peas Cheese Fruits Milk or Juice	Rice Ball with Seaweed Corn, Celery Yogurt Fruits Milk or Juice	Chicken Nuggets Broccoli, Tomatoes Cheese Fruits Milk or Juice	Baked Fish Mashed Potatoes, Peas Yogurt Fruits Milk or Juice	Shanghai Dumplings Cucumber, Corn Cheese Fruits Milk or Juice
Week 2				
Hot Dog Broccoli, Mini Carrots Cheese Fruits Milk or Juice	Chicken Noodle Green Leaves Yogurt Fruits Milk or Juice	Egg & Cheese Wrap Tomatoes, Celery Cheese Fruits Milk or Juice	Curry Rice Potatoes, Carrots Yogurt Fruits Milk or Juice	Pizza Corn, Cucumber Cheese Fruits Milk or Juice
Week 3				
Mac & Cheese Mini Carrots, Celery Cheese Fruits Milk or Juice	Fish Porridge Green Leaves Yogurt Fruits Milk or Juice	Turkey Meat Ball Mashed Potatoes, Peas Cheese Fruits Milk or Juice	Egg & Tomatoes with Rice Green Leaves Yogurt Fruits Milk or Juice	Chicken Sandwiches Corn, Peas Cheese Fruits Milk or Juice
Week 4				
Sushi Tomatoes, Celery Cheese Fruits Milk or Juice	Pasta Broccoli, Mini Carrots Yogurt Fruits Milk or Juice	Fry Rice Green Leaves Cheese Fruits Milk or Juice	Bacon & Green Onion Roll Mashed Potatoes, Peas Yogurt Fruits Milk or Juice	Ravioli Cucumber, Corn Cheese Fruits Milk or Juice

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Week 5				
Dumpling	Fry Noodle	Mini Hotdog	Spring Roll	Egg & Tomatoes with
Mix Veg	Green Leaves	Mini Carrots,	Tomato, Celery	Rice
Cheese	Yogurt	Celery	Yogurt	Green Leaves
Fruits	Fruits	Cheese	Fruits	Cheese
Milk or Juice	Milk or Juice	Fruits	Milk or Juice	Fruits
		Milk or Juice		Milk or Juice

We are delighted to help parents celebrate their child's birthday or other event at Little Wing Bilingual Preschool. We also make every effort to respect parents' wishes as to what their child eats.

Rest Time

State Law requires that children who attend the Center beyond noon have a period of relaxation every day. Your child will not be forced to sleep. If your child chooses not to sleep, s/he will listen to soft music, and stories on tape, look at books, or are read to quietly so s/he does not disturb those who choose to nap.

Holidays

The school observes the following holidays:

New Year's Day
Martin Luther King Jr Day
President's day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Days
Winter break

Attendance and Absences

Attendance is taken daily. If your child is absent, please notify the school. Messages will be checked daily. If parents will be away on vacation or business without their children, they must give the head teacher a note indicating their date of absence and the name and contact information of the person(s) responsible for their children during their absence.

V. Safety and Health

Health Policies

All children entering the school must have valid proof of the required immunizations before they will be allowed to attend. Your child's health is an important part of his/her general

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well-being. We need to be aware of any physically limiting or potentially life-threatening conditions that may cause your child harm if improperly handled.

Observable Illness Symptoms

We take every precaution to prevent the spread of illness. We will therefore not provide care for children who are ill. If your child has any of the following observable symptoms s/he should not be sent to school:

- temperature above 99 degrees
- diarrhea or vomiting
- severe coughing
- pink eye or any discharge from the eyes
- unusual spots or rashes
- Other:

Chicken pox	Impetigo	Pin worms	Conjunctivitis
Infected ears/glands	Ringworms	Strep throat	Hand, foot, mouth
Measles	Rubella	Thrush	Head lice
Mumps	Scarlet fever	Viral infection	

Please keep your child at home for at least 24 hours after either vomiting or having a fever, and report all communicable diseases such as chicken pox and pink eye to the office. Students who have been exposed to a communicable disease will receive an “exposure notice” which explains the symptoms and requirements to return to school. A doctor’s release may be needed upon return.

Any child who exhibits any of these observable symptoms while at school will be taken to a comfortable area away from other children to rest while parents are notified. Parents should pick their child up immediately once notified. For this reason, it is important that all phone numbers on record be kept current and up to date.

Some of the most effective ways to prevent the spread of illness include frequent hand washing, the proper use and disposal of used tissues, and children staying home when ill. Children are expected to wash their hands when soiled, before eating, after blowing their noses, and after using the restroom.

Bathroom Use

Children should be dressed in clothes that are easy to maneuver since staff is restricted in assisting children with personal hygiene. Teachers do not enter bathroom stalls with children, but do check on them often.

Children are permitted to go to the bathroom whenever they need. Please review proper bathroom habits with your child before the first day of school.

Your child should have an extra pair of labeled clothing that will fit in the cubby so that in

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the event of an accident s/he will have clothing to change into. Your child is expected to change his/her clothing. Soiled clothes are bagged and expected to be taken home that day.

Allergies

Please list all allergies on the emergency or medical consent forms. Advise the school immediately of any new information to be added to the forms. Children experiencing severe allergic reactions that cause discomfort and inhibit their ability to cope in the class are asked to remain at home.

Medication

No over-the-counter medicines or any other medicine not specifically prescribed by the child's physician will be administered by the school.

Only the Director and head teachers or assigned school personnel will be trained to administer medication and provide Incidental Medical Services to students.

- Type of Incidental Medical Services provided: only Epi-Pens and inhalers for emergency use are permitted for children with severe allergies and medications must be left with the Director in the Preschool office. Parents or Authorized representatives will need to complete a medical information form if your child requires an Epi-Pen or inhaler.
- Obtaining and maintaining records: Records to be obtained and maintained in the Preschool office. Any child who is required to take medication during the regular school hours for emergency use must have the medication prescribed by a physician, and may be assisted by Director or head teachers, or assigned school personnel if the school has possession of the following: 1) A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and 2) A written statement from the parent or guardian of the child indicating the desire that the school assist the child in the matters set forth in the physician's statement. Any child who is regularly receiving medicine should have the medication noted on the child's emergency card and emergency form. Both should be updated as needed. Both should be updated as needed.
- Storage requirements: whenever possible, medication should be given at home before and after school, providing this meets with the physician's approval. During the day, all medication must be kept in the Preschool office and in the original prescription container with the pharmacy label including date dispensed, physician's name, student's name, medication and instructions for administering the medication.
- Training requirements: Parents or Guardians of student will have to train the Director, head teachers or assigned school personnel to get familiar with all medication kept in the Preschool office for emergency use, such as how to administer medication, how to use and maintenance of required equipment/supplies, what to do in emergencies, include of detailing the method, amount, and time schedules by

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which such medication is to be taken.

- Staffing requirements: at least 1 of trained staff that will be available when children needing specified incidental medical services are in care; if children is in the field trip away from facility, the trained personnel will bring the original prescription container during the field trip to ensure services are not interrupted for emergency use. After the field trip, the medication will be kept in the Preschool office again.
- Safety Precautions: when incidental medical services are provided, the trained personnel will ensure proper safety precautions are in place, such as, wearing gloves during any procedures that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Transportation: Children are not allowed to handle or transport any medication. The trained personnel will transport medication, equipment, and supplies with children to ensure incidental medical services are not interrupted, when there is a field trip or disaster that requires relocation of children from the facility.
- Reporting Incident: 911 will be called of each occurrence after the incidental medical service provided to the child for emerge use. Parents or Authorized representative will be informed of each occurrence of incidental medical service to their child for emergency use at the student report card and record will be kept in the Preschool office.
- Reporting requirements: we will inform Department of Social Services including serious incidents, as well as, any changes in this Parent Handbook that affect children and timeframes for reporting to the Licensing Office.

First Aid

The school and teachers are equipped to handle minor ailments and injuries. Parents will be contacted and the child will rest in a safe and quiet area until parents are notified. In the event of a health emergency, the following procedure is followed:

1. Parents are notified. If they are not available, the person listed as an emergency contact is notified.
2. If no emergency contact can be located, and the child requires further emergency care, we will call 911 to treat and transport the child to the nearest hospital.

Disasters

In case of a major earthquake or prolonged power outage, children will be supervised at a designated area, or the school site, until a parent or emergency contact person picks up the child. Earthquake and fire disaster drills are held throughout the year and the children are familiarized with all emergency procedures. First aid and emergency supplies are stored on campus.

Clothing

Art experiences using glue, glitter, paint and other materials are a part of the regular curriculum. Please dress your child in comfortable clothing that can get messy. Indoor and

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outdoor games and activities are also planned, so take consideration of the weather. Children should wear gym shoes or other comfortable shoes for active lessons. Choose clothing children can manage independently in the bathroom. We discourage open-toe or sandal shoes.

Bringing Things to School

Children should leave personal toys at home. If a child needs a “security” item, such as a blanket or stuffed animal, it must fit into a cubby. Items should not present choking hazards or encourage aggressive behavior. Children are asked to keep their “security” item in their cubby during school hours. Arrangements can be made with the teacher to share items relating to a unit of study, a recent family trip, or other special event.

Orientation and Child’s First Day

The first three days of school operate as a transition period for children. For many, it will be a new experience, so we have created a special transition schedule for our students to ensure their successful transition.

On the first day, parents are encouraged to accompany their child and visit for a maximum of 30 minutes, meeting the teachers, seeing the classroom, and trying out the materials with their child. On this day, we ask you to have your child bring an extra set of clothing, labeled with your child’s name; a photograph of your family; a sheet and a small blanket for resting time. The sheet will be sent home the last day of the week to be washed at home and returned the following week.

Sign-In and Sign-Out Procedures

Parents are required by law to bring their children into the center, to sign them in upon arrival, and to again come into the center and sign them out prior to departing. Sign-in sheets are kept in the reception area. On the sign-in sheet should be entered the **time of arrival** as well as **time of departure** and a **full signature**, not initials.

The only people other than a child’s parents or guardians who are authorized to take the child from the center are those people designated in writing on the *Emergency Information Form*. Please notify the office staff of any changes. Adults authorized by you on a particular day who are unfamiliar to the staff should have picture identification to identify themselves. **If this procedure is not followed, we will not release your child.** Please pick up your child at the time specified on your child’s enrollment agreement. If you wish to speak with a teacher, the afternoon hours may be easier. Please check with the teacher because staff shifts end at different times each day. Teachers need to close the center promptly at the end of the day.

Parking and Student Drop-off/Pick-up

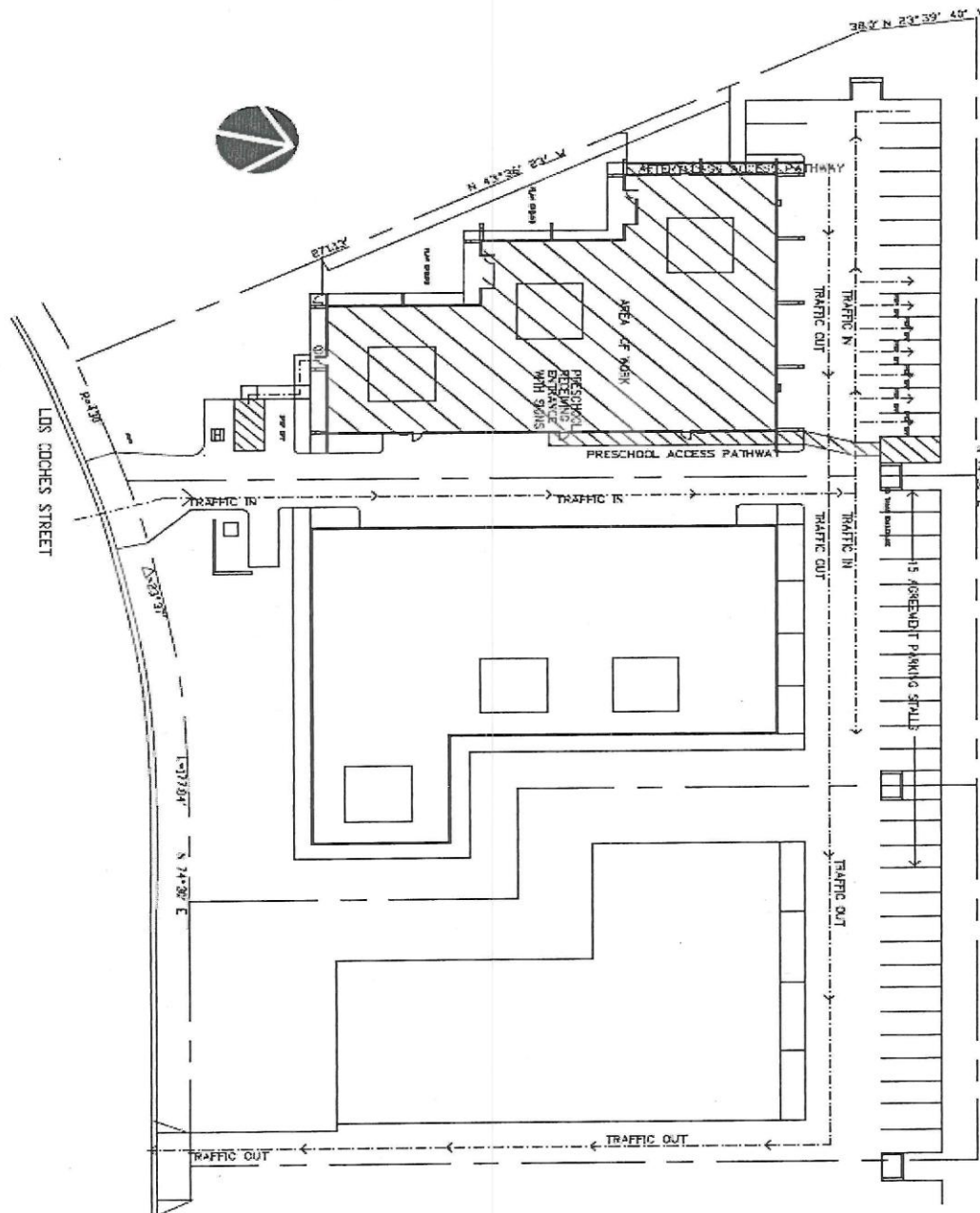
- No vehicle is allowed to stop or park in the driveway.
- No vehicle is allowed parking in red zones or adjacent to fire hydrants.
- Please respect traffic laws and parking regulations by only parking in designated parking spaces.

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- Double-parked vehicles are prohibited.
- Parents and staff are required to enter from the west driveway and exit on the east driveway as shown on the drop-off and pick-up diagram below.
- Parents are required to park their cars in the designated parking areas and accompany their child into the building to be properly check in by Little Wing Bilingual Preschool Staff.

Location of Shared Parking Spaces Exhibit



The designated “DROP-OFF/PICK-UP” parking space at rear of the facility are designed for the parents to drop-off or pick-up their children into or from the center. At the back entrance

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gate, an administrator will check in your child. TO KEEP TRAFFIC MOVING and ENSURE THE SAFETY OF CHILDREN, YOU ARE REQUIRED TO PARK AT THAT DESIGNATED PARKING STALLS. DO NOT STOP IN FRONT OF THE BUILDING AT ANY TIME BECAUSE WE ARE REQUIRED BY CITY OF MILPITAS TO KEEP TRAFFIC MOVING AT FRONT OF THE DRIVEWAY. YOU ARE ABSOLUTELY NOT ALLOWED TO EXIT THE VEHICLE IN FRONT OF THE BUILDING.

Arrival and Transition into and out of School

The center opens at 8 am. We recommend that you set up a routine where you sign in your child at the center, enter the classroom, help your child put his/her things in the cubby, check off your child's name in the attendance book in the class, assist your child in selecting an activity and tell him/her you are leaving. If your child is having difficulty separating, you can ask a teacher to assist. If your child is upset when you leave, call us in a few minutes and we will be glad to let you know how s/he is doing.

A staff member will always be available to greet children, do a well-check and ease them into a game or activity. Please be sure your child is safely in the classroom before leaving and that a teacher knows s/he has arrived. Please allow yourself enough time to sit with your child if necessary on the first few days of attendance.

The back entrance gate will be open only for drop off from 8:00 to 8:45 A.M and for pick-up in the afternoon from 4:30 to 6:00 P.M. Please see the parking policy for specific details.

Late afternoon departure

Full Day departure time may be difficult for some in the beginning. Your child may rush to meet you one day and resist leaving another. We recommend a set routine. The teachers inform children that when parents come it is time to clean up and go. If your child has difficulty, a routine will usually make things easier.

Here is an example:

- Arrive and sign your child out in full signature
- Give your child a "5 minute warning" so s/he can clean up
- Check the parent activity board
- Take your child's hand as you leave the facility

Continue the routine and a few days of consistency will help arrival and departures go smoothly.

Once you are signed out and have begun departure, the teachers are no longer monitoring your child nor are they responsible. **Please do not allow your child to leave the Center ahead of you.** The street and parking areas can be dangerous. Should you be delayed beyond the expected pickup time, please notify the Center so that your child and staff will know when to expect you.

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VI. Appropriate Communication and Physical Contact

We are committed to respect individual rights as well as the rights of others. It is expected that all communications and contact between children and adults or among adults and among children be respectful and appropriate at all times. Little Wing Bilingual Preschool fosters these values:

- We use respectful language from our “Respect” curriculum that empowers children to verbalize feelings and helps them respect feelings of others. When adults are interacting with children, they acknowledge feelings, explain simply and enforce rules equitably. We discourage discussions of children’s behavior in the child’s presence. Teachers want to listen to parents’ concerns/information, but request that sensitive issues be addressed in a private conversation. Caring for your child is a team effort and problems need to be handled in an atmosphere of mutual cooperation. Children need to see parents and teachers working as a team and in agreement. This fosters comfort and security. The Director should be advised of any serious issues that remain unresolved.
- Teachers model coping strategies for children having conflicts. Using words and seeking compromises are appropriate ways to solve problems. Physical aggression is not allowed and hurtful words are discouraged.

VII. Admissions and Enrollment

Admission

We will hold an interview with parents before a child is admitted. The interview is for both parties to determine if our school is an appropriate learning environment for the student. Enrollment is open to children aged 18 months, to entrance into first grade. Admissions are based on availability of space and determination that we can provide an appropriate environment for your child. We do not discriminate on the basis of race, color, religion, or national and ethnic origin in admissions or other policies. Prior to applying for admission, parents are encouraged to visit the school with their child.

Necessary documents for Enrollment

The following items and completed forms must be submitted prior to the first day of attendance:

- Little Wing Bilingual Preschool Agreement, registration fee, and first month’s tuition and a deposit
- Identification and Emergency Information (LIC 700)
- Child’s Preadmission Health History – Parents’ Report (LIC 702)
- Child’s Preadmission Health Evaluation – Physician’s Report (LIC 701)
- Consent for Emergency Medical Treatment – (LIC 627)
- Notification of Parents’ Rights (LIC 995)

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Personal Rights (LIC 613A)

California School Immunization Records (“blue cards”, PM 286) for non-school-age children

All documents in a child’s file are considered confidential records and are not disclosed, except to officials of the Department of Social Services, without the written permission of parents.

VIII. Discipline and Setting Boundaries

Behavior Modification

Discipline and setting boundaries are a guideline for behavior, not punishment. Parents and teachers set up the structure for a child to fit into the world happily and effectively. It is the foundation for self-discipline, self-control and social responsibility.

Little Wing Bilingual Preschool’s goal is to minimize or eliminate the need for disciplinary intervention through showing and modeling respect throughout the center, arranging the room for optimal learning and using of problem-solving skills to encourage appropriate behavior. Occasionally, it is necessary to take action to remind a child of the boundaries and standards that exist at Little Wing Bilingual Preschool.

In the event a teacher must intervene to modify unacceptable behavior, it is our policy to:

- Ensure the safety of children by removing a child temporarily from the scene of dispute
- State the consequences of the child’s action
- Allow the child a “quiet, calm down” period to regain composure
- Follow up by providing the child with proper words to express frustration, anger or displeasure
- Allow the child to re-enter the group when ready
- If necessary, hold a conference with parents, and if appropriate the director will be included to discuss the situation and agree to a plan of action.

We uphold professional standards for behavior management, which include the following **restrictions**:

- No corporal punishment, including spanking
- No forced napping
- No cruel punishment, humiliation or verbal abuse
- No punishment for wetting, soiling or not using the toilet
- No forced feeding

IX. Communication

Families and schools are the two main environments in which young children develop and

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grow. Both have a common interest in the child's health and success. Little Wing Bilingual Preschool believes it is important to establish and maintain positive relationships through communication, collaboration, and cooperation. Children benefit most from healthy, reciprocal relationships between school personnel and families.

Address, Phone Numbers and Email

Little Wing Bilingual Preschool is conveniently located at 451 Los Coches St, Milpitas, CA
Brenda Ying Zheng, Director of Little Wing Bilingual Preschool

Phone: (408) 510-8829

Email: zybrenda.wing@gmail.com

Parent Concerns

Concerns raised by parents involving their child's classroom experience should be resolved as quickly as possible. Parents are urged to discuss their concerns directly with the head teacher in a timely fashion. Please call to set up a time to meet before or after school hours. Our staff wants to give you their full attention. If the concern is not resolved at this level, the parent should then contact Brenda Ying Zheng, the Preschool Director.

X. Tuition and Fees

- **Services:** The parent or guardian agrees that s/he is contracting for the services, which are check marked below and will pay the stipulated rate. We provide Morning snack and Afternoon Snack for our full day program. Parents must provide a daily lunch for the children. Snacks are provided as part of the basic service. There is no deduction in your tuition if you choose not to partake of the meals. Optional Services can be paid directly to the instructors or providers. A 10% sibling discount is given to full time (5 days a week) and 5% to 3- or 2- days a week, full pay clients who have more than one child enrolled as Little Wing Bilingual Preschool.

Monthly Tuition Rates (Effective on 8/8/2015)			
<u>Full-day Program (8am-6pm)</u>	M-F	M,W,F	T, TH
Toddler (18mo - 30mo)	\$1100	\$720	\$515
Preschool (2.5yr - 3.5yr)	\$1050	\$700	\$500
Pre-K and Kindergarten (3.5yr – 4.5yr and 4.5yr – 6yr)	\$1000	\$670	\$480
<u>Half-day Program ¹</u>	M-F	M,W,F	T, TH
Morning (8am-12pm)	\$700	\$505	\$345
Afternoon (1pm~6pm/2pm~6pm)	\$440/\$420	\$320/\$310	\$230/\$220

¹ Kindergarten only

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Equal tuition is charged for all twelve months even though some months have more scheduled holidays.

Parents will be given at least a 30-day advance notice of tuition increase.

- **Due Date:** Fees are payable monthly and are due by the 1st day of the month for that month. If the first falls on a weekend or school holiday, please make payment during the preceding week. There is a \$5 per day late charge for payment received after the 5th day of the month.
- **Method of Payment:** Unless otherwise expressly provided in this Agreement, any payment to be made by Parent to Preschool under this Agreement may be made by cash, or by check or money order made payable to Wing MCAA. There is a \$35.00 fee for any return check. Should this occur more than once, future payments must be made in cash or money order. All payments must be made directly to the Director at the Preschool address.
- **Application Fee:** \$50 per child (non-refundable, non-transferable), but will be credited for Registration Fee if the space is allocated and student is enrolled.
- **Registration Fee:** \$100 per child (non-refundable, non-transferable) on the initial enrollment.
- **Re-registration Fee:** \$50 per child (non-refundable, non-transferable) for next school year, due by May 1st.
- **Attendance and Absence Policy:** Attendance is taken daily and Parent shall pay in full to the Preschool the monthly fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. Parent shall notify the Preschool if child is absent. Parent shall provide the Preschool with one week notice if child is to be absent for vacation or other planned absence. If parents will be away on vacation or business without their children, they must give the Director or head teacher a note indicating their date of absence and the name and contact information of the person(s) responsible for their children during their absence.
- **Class Activity Additional Charges:** In addition to our regular class activities, your child's teachers may also conduct and schedule some classroom activities/projects such as field trips, classroom parties, special guest events, etc. Your child's teacher will collect those additional charges to cover the activities/projects planned. Because many activities need to be pre-arranged, this class activity charge will be non-refundable and nontransferable.
- **Refund Policy:** There will be NO REFUND for illness, holidays, vacation, scheduled closures or any emergency school shut down days. Refunds will be given only if Preschool terminates Child's enrollment.
- **Early Drop-off and Late Pick-up Policy and Charge:** Children attending all programs should arrive and be picked up according to their designated schedule. Please call the office if you will be early in dropping off or late in picking up your child. Any child arriving before the arrival time or staying after the pickup time will

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be charged a penalty of \$10 within the first 5 minutes and then, \$1.00 per additional minute, payable in cash or check.

- **Extended Care Service:** Children who need extended hours of service may request Extended Care service through the preschool office. Extended Care service must be pre-arranged and a fee of \$10.00 per hour per child (no fraction) must be prepaid at the office. (Office approval is required for Extended Care services).
- **Lunch:** Lunch is not included. Your child may bring his/her own lunch and drink, labeled, self-contained and ready to eat. Please send in a fork and spoon daily that we will send home with lunch containers. If you forget your child's lunch, he/she will receive an emergency lunch for \$4. The fee should be paid upon pick-up that same day. If you choose to order a lunch from Little Wing Bilingual Preschool, price is \$4 per meal. Lunch order must be placed before the month begins and must order minimal 1 month. We provides nutritious lunches and serve apple juice mixed with filtered water for a beverage at lunch. Parents may see the lunch menu on Parent Board.
- **Optional Enrichment Programs:** Available to enrolled Little Wing Bilingual Preschool students at additional fees. Information and registration forms are available in the school office.

Withdrawal and Termination Policy and Grounds for Dismissal

All children enter on a probationary basis of up to four weeks. The health and safety of all students and staff members requires the dismissal of any child whose behavior is determined to endanger him/herself, other children, or staff members. We also reserve the right to dismiss any child whose tuition payments are delinquent. We do our best to have parents understand our program. Policies, philosophy, procedures and curriculum are explained thoroughly during the intake interview. It is assumed parents understand and are comfortable to entrust their child to our school. If it becomes evident parents do not agree, we will require the family to find an alternative settings for their child.

We ask that families living apart work out legal issues in planning for their child and notify Little Wing Bilingual Preschool of their agreements in writing. If parents cannot agree on custodial responsibility for the child, we cannot accept your child. The center requires a document that defines who is authorized to make decisions regarding the child's care.

Sometimes children are not ready for formal school. We will suggest modifying the time and days in school or waiting till the following year and may do so without incident.

WITHDRAWAL AND CHANGE BY PARENT POLICY:

Parent may withdraw child or change in a child's schedule from Little Wing Bilingual Preschool Program any time provided Parent gives **30-day written notice** prior to the effective date of intent to withdraw or change. Failure to give 30-day notice shall result in charges for the month of care in lieu of notice. Changes will be made on a space available

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basis.

TERMINATION POLICY

Grounds for dismissal include, but are not limited to: Inappropriate parental behavior at center and/or violent behavior by child or parent that could cause harm to child, another child or staff, and/or failure to abide by The Little Wing Bilingual Preschool's policies.

- **Immediate:** Preschool may terminate Child's enrollment in Preschool's program effective immediately upon written notice to Parent of such termination if any of the following conditions arise:
 1. in the sole judgement of the Preschool Director, Child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Preschool;
 2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
 3. Any payment owed by Parent to Preschool is not paid within one month after such payment is due;
 4. Child is picked up late more than (3) times during any month;
 5. Parent fails to pick up child promptly when notified child is ill;
 6. Non-cooperation of Parent. Parent refuses to comply with agreed upon plan of action relating to child's behavior.
- **Two-week notice:** Preschool may terminate Child's enrollment in Preschool's program effective upon two week written notice to Parent if any of the following conditions arise:
 1. Any of the conditions listed under Section above, provided that Preschool has not exercised its right to terminate Child's enrollment immediately;
 2. In the sole judgement of Preschool's Director, Preschool's program does not meet the developmental or special needs of the child;
 3. Parent fails to provide items for child that Parent is required to provide under terms of this agreement or the Parent Handbook; or
 4. Preschool terminates Preschool Program.

XI. General Information

Birthdays

If you would like to bring a snack for your child's birthday, please follow the healthy snack guidelines under snacks/lunch. We also ask that you provide any plates, napkins, and utensils needed, and that the snack be "low mess." Non-food related celebrations, such as a story teller, magician, and music events, are encouraged, but need to be arranged with the teacher. It is our policy not to exclude any child from a celebration, so we ask you adhere to the guidelines. It is advisable to check first to avoid last-minute disappointments.

Cultural Celebrations

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Parents are encouraged to share their family's cultural celebrations and traditions in their child's class. We invite our families to share by reading a book, doing a craft, or bringing artifacts, music, or art from their culture.

Donations

The preschool is always looking for materials to enhance the learning environment. If families would like to donate any materials, please contact your child's teacher.

Inspection of Facility

Parents are allowed to visit the facility without advance notice at any time during the normal hours of operation. To ensure proper supervision and to avoid disrupting instruction, we ask parents to schedule an appointment with their child's teacher if they have questions, so as not to interrupt normal classroom operations.

The state Department of Licensing has the authority to inspect the facility and records without prior consent. They also have the authority to interview clients, staff and students.

The State of California requires that several health forms and medical releases be on file with the school for each child. Therefore, all forms that are issued upon admittance must be returned to the school before the first day of the child's attendance

Mandatory Child Abuse Reporting

Under the law of the State of California, employees of the Little Wing Bilingual Preschool are mandatory reporters of child abuse and must report it immediately when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect.

XIII. Parents Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office. (Community Care Licensing, 2580 N. First St. #300, San Jose, Ca. 95131, 408.324-2148)

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7. Be informed by the licensee, upon request, of the name and type of association to the center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
 8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov

XIV. Personal Rights

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
 1. To be accorded dignity in his/her personal relationships with staff and other persons.
 2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her need.
 3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, the parent (s) or guardian (s) of the child shall make decisions concerning attendance at religious services or visits from spiritual advisors.
 6. Not to be locked in any room, building, or facility premises by day or night.
 7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency

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XIV. Community Resources and Consulting Services

Little Wing Bilingual Preschool sometimes works with the preschool resource specialists who work through the school districts of Santa Clara County. These specialists and agencies provide screening and assessment of the development of children. Our goal is to utilize consultants and community resources offered to identify children who might be at risk for developmental delays, have the child fully assessed, and form a team of professionals that might include a psychologist, nurse, speech-language pathologist and teachers. The team will work together with the family to implement an education plan designed to meet the needs of that individual child.

Some of the community resources on our area:

- Community Child Care Council of Santa Clara County (4C). (408) 487-0623
- Choices for Children. (408) 297-3295
- Parents Helping Parents. (408) 727-5775
- Inclusion Collaborative. (408) 453-6756
- Local Early Education Planning Council. (408) 453-6649

***This handbook is designed to acquaint all parents of our current policies and procedures.

Little Wing Bilingual Preschool reserves the right, at its sole discretion, to modify these policies and procedures and to establish new ones.

These policies reflect State Licensing and NAEYC standards and are designed to make Little Wing Bilingual Preschool the best environment possible for your child's growth and development.

If you have any questions, concerns or suggestions, feel free to contact us. We you're your experience with us is a positive one. We look forward to working with you and your child.