



Established 1980

OWNED AND OPERATED  
BY  
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# SECTION I

## ADMISSION PROCEDURES

Center for Young Imaginations admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. A multicultural,

## WELCOME

We welcome you and your child to the *Center for Young Imaginations*. In a loving atmosphere your child is helped to grow and develop through group experiences with others of the same age.

### Philosophy:

We believe that every child has an inner growth that is affected by environment, education, and nurturing. We also believe that a good self-image is all important in reaching one's potential and those children can gain a good self-image if they feel successful in the things they do. We propose to help each child find success at every level of his/her development.

Environment: The atmosphere of our school is unique in that it is comfortable and homey, which helps the child make the transition from home to school a gentle, warm and easy experience.

Education: We attempt to meet each child's learning needs at his own level and teach him/her academically, morally, and socially to help make the early school years successful. The teachers will set goals and help the children to attain them.

Nurturing: We give your child loving, affectionate care and provide good nutritious snacks, many of which are home baked. We also provide an optional lunch program.

## I. REGISTRATION

A child may be admitted at any time of the year. There is a non-refundable registration fee paid at the time of registration. There is also a Fall pre-enrollment family fee in May of each year.

## II. APPLICATION PACKET

The parent is responsible to interview with a Director and to complete the following forms:

- .Computer Sheet
- .Contract Agreement
- .Physician's Report
- .Emergency Information Sheet
- Health History Report
- .Consent for Medical Treatment
- .Current Immunization Form
- .Copy of Shot Record Form
- .Personal Rights
- .Parents Rights
- Center Policies

## III. AGE

Infant Toddler - From 2 mos. through age 18 mos.

Developmental Program: Age 2 through age 5

## **OPEN DOOR POLICY**

Center for Young Imaginations has an open door policy. Parents have access at all times to areas used by the children and to interaction with their own child.

## **TUITIONS AND FEES**

The tuition is a guaranteed rate and includes full pay for all legal holidays and days absent. Days agreed upon for part time children may not be substituted. All fees are payable on the 1<sup>st</sup> and 15<sup>th</sup> of the month. A late fee will be charged for checks received on the or after the 6<sup>th</sup> and 19<sup>th</sup>. The late fee should be automatically included in the late check.

## **SCHOOL CALENDAR**

Our program operates on a 12 month schedule. The developmental program starts In September and ends in May. The Summer months have planned activities, however, the emphasis is on recreation, Summer Visitors, and the schedule is more flexible.

## **ADVANCEMENT INTO NEW GROUP**

Children are grouped according to age when they enter Kindergarten. Children can remain in the same room for one full year regardless of birthdays. The children will move as a group into the new class after Labor Day. The exception to this policy is if space becomes available and the child is both socially and emotionally ready, he/she would move to the next group.

## **TYPICAL DAILY SCHEDULE**

6:30 – 8:30	Arrival and free choice activities including dramatic play, blocks, sensory, etc.
8:30 – 10:00	Structured learning and small group activities including art, group time, pre math, fine and large motor skills, language development. Theme based lesson plans will be posted in classrooms. Social, emotional, cognitive self help skills.
10:00 - 10:20	Snack.
10:20- 11:00	Continue Morning Activities
11:00 -11:30	Structured and Unstructured Outside Play
11:30 – 11:45	Clean- up, getting ready for lunch.
11:45 – 12:30	Lunch, clean –up, Nap Preparation
12:30 - 2:30	Nap
2:30 – 4:00	Snack, Outside Play
4:00 – 5:30	Inside Activities, Group Time
5:30 _ 6:00	Quiet time and Departure

## **HOLIDAYS**

January	New Year's Day Martin Luther King
February	President's Day
April	Close 12:30 on Good Friday
May	Memorial Day
July	Independence Day
August	Close Friday before Labor Day
September	Labor Day
November	Veteran's Day, Thanksgiving and Friday
December	Close 12:30 Christmas Eve, Christmas Day Close 12;30 New Year's Eve

If the holiday falls on a weekend we will take designated day of the Federal Holidays.

## **SPECIAL EVENTS**

Santa Claus Visit, Easter Egg Hunt and Bunny Visit, Halloween Trick or Treat, Thanksgiving Feast, Sees Candy Fundraiser, School Pictures.

## **SUMMER VISITORS**

Mad Science Workshop, Bubblemania, Clown, Barnyard Cuties, Radical Reptiles, Magician, Fairy Queen, Pirate, Elmo, Spiderman, Bouncers

## **Discipline**

Our principal means of discipline is redirection. If a child is demonstrating unacceptable behavior the teacher redirects the child to another activity. If the child continues to exhibit the behavior the teacher has the child come sit next to them to review the rule that has been broken. The child is then allowed to play in another area. If the behavior continues then the child is given a time out to think about the behavior and is allowed to get up when he is ready. If the behavior persists the child is then given an area to play in by himself.

If a child has a chronic behavior problem, parents are notified, and a meeting is held with the Director where a plan is formulated to try to prevent the behavior from reoccurring.. If this plan does not work, then the child may be asked to leave the Center.

## **NUTRITION**

The Center provides a nutritious morning snack at 9:30 and an afternoon snack at 3:00. Nutritious foods, such as, fruits, vegetables, whole grains, nuts, low fat milk and 100% juice are provided. A variety of home baked goods are presented.

## **BREAKFAST**

\*\*If breakfast is not given at home, please make sure to bring breakfast to the Center with enough time for your child to be finished by 8:00 a.m. The breakfast must already be prepared for the child to eat. The food needs to be nutritional and should be comprised of items like yogurt, fruit or cereal. Please avoid bringing fast food, pop tarts, doughnuts or any other sugary pastry items.

## **LUNCH PROGRAM**

A balanced and nutritional lunch is prepared by the center each day. Menus and the cost of the lunch is posted in each classroom along with individual envelopes for your child's payment. Lunchboxes are permitted. We follow the policy of most preschools regarding lunchboxes. The food must be nutritious and balanced. Candy and carbonated beverages are not allowed. We discourage "Lunchables" and fast foods.

## INFANT/TODDLER PROGRAM

The Center offers a loving, caring, safe and clean environment for infants 2 months thru 2 years where they can develop in all ways through sensory experiences and activities. The toddlers are offered a variety of age appropriate activities including art, stories, and music. Parents provide formula, food, and diapering needs. A daily report is given to the parent showing how the child's day progressed.

### Biting Policy

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens it can be very scary, frustrating, and stressful for children, parents and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of development. It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it. The primary reason that children bite is because they have no way to communicate verbally or get someone's attention. We believe that by teaching children ways to communicate to teachers and other children, some biting incidents will be eliminated. We also use "Teacher Shadowing", where a teacher has close proximity control to children who are likely to bite.

If there are repeated incidences, a meeting will be set up with the Parent and Director. This meeting serves as a warning to the parent that if the problem cannot be resolved the child may be asked to leave.

### CURRICULUM

Our curriculum is based on the five major areas of development: cognitive, social, emotional, physical, and moral. Math, Language Arts, Music, Arts and Crafts, Health & Science, and Community Helpers are all introduced. The curriculum is theme based, revolving around the months and events and seasons that take place during each month. Weekly lesson plans are posted in the classrooms.

## Section II

### PARENT RESPONSIBILITIES

#### PLEASE HELP US TO MAINTAIN AN ORGANIZED

#### CLASSROOM AND CALM CHILDREN

\*\*When dropping children off and picking them up please do not linger in the classroom as these are very busy times and we like to keep children calm and the classroom organized. If you would like to talk to your child's teacher please see the Director or Assistant Director to arrange a meeting.

\*\*Please do not bring dogs into classrooms. Staff or children may have allergies. Some children may be frightened. It also can disrupt the classroom

#### DROPPING CHILDREN OFF

Children should be dropped off at designated entrances only. They may not be dropped off at the Harbinson Ave. entrance. The parent must accompany the child into the building and then accompany him or her to the assigned room.

#### SIGN IN AND OUT

The Department of Community Care Licensing requires that you sign your child in and out each day. A sign in sheet is posted in each classroom. Please do not initial. Sign your full name. The person signing in must be at least 18 years of age.

#### RELEASE OF CHILDREN

Only the individuals designated by you will be allowed to take your child from the Center. Their names must be listed in your child's file. In an emergency if you need anyone else to pick up your child you may telephone us with instructions, fax a signed release letter, and the person must show ID when they arrive. Parent must make contact with the teacher when dropping off or picking up a child.

#### Custody Issues

Please let the school know if there are custody orders concerning your child. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child and we must have a copy of the order in the child's file. The Center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if the school has to become involved in such disputes.

## ADDRESS AND PHONE CHANGES

We update our files and sign new contracts once a year it's imperative for parents to keep CFYI informed on name, address, and telephone number changes.

**Immunization Records should be kept up-to-date at all times.**

## COMMUNICATION

Please read the monthly newsletter as it is our main means of communication. Pay close attention to the parent bulletin board in the classroom, the white board in the parking lot, and the bulletin board by the parent mailbox for announcements.

## ABSENCE

If your child is going to be absent we ask that you call the morning your child will not be in attendance at CFYI. Please call by 8:30 a.m. It helps in keeping accurate attendance and helps dictate the lunch count..

## END OF THE DAY PICK UP

Whether your child goes home at 12:00 noon or at 6:00 p.m. it is important for your child's feeling of security and trust to be picked up on time.

In case of emergency, a relative or neighbor must be notified to pick up your child by 6:00 p.m. You must also call the school and notify us who will be picking up your child. CFYI closes at 6:00 p.m. If a child is still on the premises after closing, a late charge of \$1.00 per minute will be required immediately upon pick up. There will be no exceptions to this rule.

The Infant/Toddler Program closes at 5:30. It is imperative that these children are picked up by 5:30 as the Building closes at that time.

## Section III

### GENERAL INFORMATION

### MEDICATIONS

We do not administer medications. Diaper Creams and may be used in the Diaper changing area.

### HEALTH

If a child has a fever or displays other ill symptoms while at school, the parent will be notified. The child should be picked up as soon as possible. Children should not be sent to school if they have a fever, diarrhea or have vomited. They must remain at home for 24 hours after the incident. If your child is fussy, cranky, and generally not feeling well please keep him/her home.

Absences and all cases of communicable diseases should be reported to the school. Remember, other parents need to know if their child has been exposed to a contagious disease, for example: pink eye, strep throat, head lice.

### ACCIDENTS AND EMERGENCIES

Staff members are trained in First Aid and CPR procedures. Should emergency action be taken, parents will be notified. In case the parent cannot be reached, the first person on the Emergency Information Sheet will be contacted. It is the parent's responsibility to keep emergency contact information up to date.

### \*\*SUNSCREEN

Sunscreen will be applied to children *after naptime*. The parent must put child's name on the container and also sign a permission slip in order for staff to apply the sunscreen. Morning sunscreen should be applied at home before coming to school.

## **TOYS**

Children are encouraged to leave personal items (toys, jewelry, watches) at home. Our school equipment includes a wide range of toys carefully selected to encourage the development of pre-school children.

## **FIRE AND EARTHQUAKE DRILLS**

Fire and Earthquake drills are practiced monthly with the children.

## **MASS DISASTER PREPAREDNESS PLAN**

When children are enrolled in the Center the parent is given a gallon size plastic bag to provide an extra change of clothing and a picture of the family for comfort in case of a mass disaster. The Center provides a 3 day supply of water and food for each child to be kept in a rolling container. Parent cell phone numbers and email addresses are kept on a clipboard to be kept with the teacher at all times. The teachers are educated in the exit plan in case of a mass disaster.

## **PARKING LOT RULES**

Children should always be strapped into to a car seat while in the parking lot. Please do not allow children to sit on driver's lap while leaving the parking lot. Please do not leave children unattended in your vehicle while picking up or dropping off.

## **BIRTHDAYS**

Birthdays are an important part of a child's early years. Parents are welcome to prepare special birthday treats for your child's class. Birthday cakes and cupcakes are acceptable, however, we would prefer cupcakes, cookies, or other non-messy treats. Birthday celebrations are part of the morning developmental program. Please be sure to let your teacher know in advance.

## **CHILDRENS'S WORK:**

Daily Activities are planned for all children. These activities include projects the children make, plus paintings, and colorings. The children are very proud of their work. Displaying the work at home reinforces a positive self-image for the child. Please remember to take all your child's work home daily.

## **PARENT CONFERENCES:**

A conference can be scheduled by a teacher or parent at any time. The continual daily contact with a parent allows for immediate feedback on the child.

## **NAPS:**

Our all day program includes a rest time. Children must bring their own sheets and blankets. Please send only child sized blankets. We do not have space for the larger items.

## **CLOTHINGS:**

Each child is to bring a small bag with a handle containing a complete change of clothing. Clothing should include underwear and socks. In addition a crib sheet, a child sized blanket and a pillowcase is needed. All items are to be labeled with the child's name.

Please make sure your child wears clothes that are comfortable and that can easily be removed by them. Back fastening and one-piece garments are not ideal for school, nor are belts. Fostering independence at age 2 and older is part of the our developmental program.

We want the children to participate in all

## **HYGIENE:**

Children are expected to come to CFYI having been bathed daily and wearing a clean change of clothing. Shoes, socks, and underwear must be worn at all times. Our daily schedule includes washing hands after messy activities and before and after snack and lunch.

## **TOILET TRAINING**

Toilet Training takes place in Room 3. We will cooperate with the parent in toilet training as long as signs that indicate when a child is ready are there. These signs are:

Stays dry during nap time

Is physically ready to train (the sphincter muscle is fully developed)

Shows an interest in using the toilet

### **Toilet Training Procedure**

The toilet training procedure is implemented after a meeting with the teacher and the parent. It is agreed upon that once the training begins at CFYI the parent will cooperate and continue training at home. A potty training chart will be used. The chart will show the daily progress in using the toilet and keeping track of dry diapers after nap. The children who are being potty trained will be rewarded with a sticker if they urinate in the toilet.

The following steps are taken when a child is beginning potty training.

Step #1

The child's diaper is changed at the changing table and if the diaper is dry is encouraged to sit on or stand near the toilet.

Step#2

A reward is given for urination.

Step #3

When the child has urinated continuously in the toilet for one week, he or she will be put into training pants.

Step #4

Once in training pants the child is put on the toilet every half hour and progresses up from there.

Step#5

Diapers are used at naptime with underwear pulled over the diaper. The diaper is then removed after waking up from nap. A reward is given at lunch-time if the child's pants were dry all morning and when they go home if the child's pants were dry all afternoon.

Potty training is not a forced issue at CFYI. We want the experience to be positive for the child. If a child is under stress or is physically or emotionally too immature for this step you will be asked to wait until the child is ready.

Recommended Training Pants: Soft white cotton pants with an outer plastic already attached to the pants.

The Directors, Teachers, and Aides working at the Center for Young Imaginations are all experienced in the positions they hold. All teachers meet the required units in Child Development as stipulated by Community Care Licensing.

## CENTER FOR YOUNG IMAGINATIONS

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La Mesa, Ca 91942

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Ages 2-5: 6:30-6:00

Infant /Toddlers: 7:00- 5:30

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