



## PARENT'S HANDBOOK

Main Office/Bush Site: 2031 Bush Street  
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(415) 922-8898

Sutter Site: 1830 Sutter Street  
San Francisco, CA 94115  
(415) 922-4060

Hours: Monday – Friday  
7:30am – 5:30pm

Fax Number: (415) 922-0135

Dear Parents,

This is information about the childcare center and its policies that we hope you will keep in a handy place. We look forward to working together with you to provide the children with a healthy, safe and enriching environment where they can grow and learn with confidence in themselves and others.

#### YOUR PARTICIPATION IS NEEDED

The Center began with a group of parents and others concerned over the lack of affordable childcare programs and is still based on parents' active participation. Parent meetings and events are held during weekday evening hours and on weekends to accommodate the parents' work schedules. Childcare is often provided. We encourage your participation in our many activities and events. Working together we can develop a strong partnership between the parents, school and community.

We welcome you and your child to the Center and hope you will feel free to ask questions, give us suggestions, come and observe the program and be involved in your child's active life at Nihonmachi Little Friends!

.....From the Staff and Board



## **POLICIES OF THE CENTER**

### 1. You should notify us:

- a) when your child is absent or will be late. Call us that morning before 10:30am. You should try to bring your child to school by 10:00, 10:30am at the very latest, unless you notify us in advance of the reason for lateness. Children will not be accepted after 10:30am unless we are called in advance with an acceptable reason.
- b) if you decide to drop your child from the program, please give us at least two weeks advance notice. The last day must be at the end of the month.
- c) if someone new to us will be picking up your child, let us know that day in advance. We only let the authorized people listed on your emergency card pick up your child.
- d) if you will be late picking up your child, be sure to call us to make arrangements for someone else to pick up your child. Our strict policy on lateness is as follows:
  - If you are late picking up your child (after 5:30pm for full time and 1:30pm for part time students) you will be asked to sign our late pick up log.
  - If you are more than ten minutes late, we will call the emergency phone numbers you have listed with us.
  - There will be a late fee charge of \$10.00 per child for every 15 minutes late or any fraction of 15 minutes.
  - The penalties for late pick up within a one year period are:
    - First time late - no penalty
    - Second time - 1 day suspension from school
    - Third time - 2 day suspension from school
    - Fourth & Fifth times - 1 week suspension from school
    - Sixth time - child is dropped from the program.
- e) if there are any changes in your address, phone numbers, change of job or income, or different emergency numbers, be sure to record the changes with us.
- f) we celebrate the birthdays of children born in a month on one day which is announced in the monthly update. A special dessert following lunch will mark the occasion. We ask that if you are interested in bringing in something for your child's birthday, to please check with your child's group teacher in advance. We try to avoid giving the children sweets/candy. Some suggestions for birthday treats include: stickers, pencil, raisins, fruit snacks or a gift for the school in honor of the birthday child, i.e. book, cassette or CD, puzzles, manipulative, etc.

## 2. FEES

- a) State subsidized families - fees, if any, are to be paid at the beginning of the month for that month. There are no deductions for sick days or vacation; all days the center is open must be paid. A maximum of 10 excused vacation days per year (July 1st thru June 30th) are allowed. Additional days beyond these 10 days will be considered unexcused absences. (**\*Please see separate hand-out on Excused & Unexcused Absences.**) A note from the doctor must be obtained for sick days of 5 or more days. There is a \$15.00 charge for returned checks.

All state subsidized families must be recertified at least once every year and/or when income changes. Any fee changes will become effective at that time or with any changes of the fee schedule set by the State Department of Education.

- b) Private families - fees are to be paid at the beginning of the month for that month. If it is more convenient, half of the fee may be paid at the first of the month and the other half on the 15th of the month. There are no deductions for sick days. A vacation credit of one week is allowed per school year (Sept. 1 thru Aug. 31).

## 3. OTHER RESPONSIBILITIES

- you must sign in and out for your child each day. Please mark the time your child arrives and departs and sign your FULL NAME both times.
- you need to accompany your child into the Center to sign in and be sure a teacher notes your child's arrival and departure. Your child must be accompanied by an adult when coming to and leaving from the Center.
- please make sure your child has a clean change of clothes (with name labeled on each) in his/her locker and take your child's art work home each week.
- please check your parent mailbox each day for important notices and information.

## 4. HEALTH AND EMERGENCY

- a) Illnesses: We are concerned with the large number of ill children at the Center. One of the best ways to decrease these numbers is to take care of ill children at home until well. We unfortunately do not have the staff to take care of ill children. Not only will your child get worse, but also the illness will spread among our large group.

If your child is ill (excessive coughing, persistent running nose, vomiting, feverish, diarrhea), he/she should not come to school. Preschoolers often get colds which are most contagious 2-3 days at the onset when there is a clear, watery discharge from the nose. During this time, the cold should be treated at home. A teacher in the morning will let you know if your child should return home that day due to illness.

- b) Contagious Illnesses/Serious Injuries: if your child has any type of contagious illness (such as chicken pox, strep throat, measles, etc.) or a serious injury, he/she cannot return to school until the staff receives a note from the doctor approving return to school and normal activities. Please notify the staff immediately if your child has contracted a contagious illness so we can notify the other parents/staff about exposure to the virus.

*Please note: we CANNOT give any medication to the children during school hours unless it is prescribed by the doctor or is accompanied by a doctor's note.*

Our policies on some contagious illnesses are as follows:

- FEVER - children should not return to school until they have been fever free for 24 hours.
  - CHICKEN POX - children should stay home until they do not have a fever and all spots or water blisters have dried up.
  - STREP THROAT - Your child can return to school if he/she does not have a fever, is feeling better, and has taken antibiotics prescribed by the doctor for 24 hours.
  - PINK EYE - Your child can return to school after eye ointment prescribed by the doctor has been given for 24 hours and the child no longer has discharge from his/her eyes.
  - LICE - Your child's hair should be treated with a special lice removing shampoo. Children are not allowed to return to school until all nits (white eggs) are removed.
  - OTHER ILLNESSES - Your child may be exposed to other illnesses such as Hand, Foot and Mouth Disease, or Impetigo which are not listed above. A staff member will notify you if this has occurred and what are the symptoms and conditions for return to school.
- c) In case of emergency: if your child becomes ill or injured at school, staff will first try to contact you. If you cannot be reached, the school will call the people you listed as emergency numbers.

The staff and children practice earthquake and fire drills on a regular basis. In case of a major disaster such as an earthquake which renders the building unsafe to be in, a staff member will be stationed near the school to let parents know our relocation site. If that's not possible, a note will be prominently posted on the door with that information.

d) AIDS POLICY – NLF does not discriminate against children or families with the AIDS virus.

## **5. MENTAL HEALTH CONSULTATION**

The staff works regularly with a mental health consultant to discuss specific issues or concerns regarding the children. The consultant can also be made available to parents regarding concerns about their child's behavior and development.

## **6. BOARD OF DIRECTORS**

- a) Function of the Board: The NLF Board of Directors is the decision making body of the programs. The Board is structured so that parents can be closely involved in the development of the programs.
- b) Composition of the Board: The Board is composed of parent representatives from all of NLF's programs. Members are recommended on the basis of knowledge of the program and active participation in the program. The membership of the Board also tries to reflect the composition of the families in the program (such as Japanese speaking, private, state-subsidized, community representation, etc.) Two to four staff members also sit on the Board (but are non-voting members).
- c) Responsibilities of the Board: The Board sets policy for NLF. Fee changes, holidays, fundraisers, and budget are some examples of the policy decisions made by the Board. Recommendations are made by the parents and staff, but final decisions are made by the Board.

In order to act responsibly in their decisions, the Board acts as a liaison between parents and the school. Board members are assigned to 8-11 families to call on a phone tree when the need arises. They also interact with parents and staff at committee meetings, fundraisers and other Center functions. Parents are encouraged to speak to any of the Board members or staff about any concerns. The Board meets once per month and any concerns and/or questions can be brought up at these meetings.

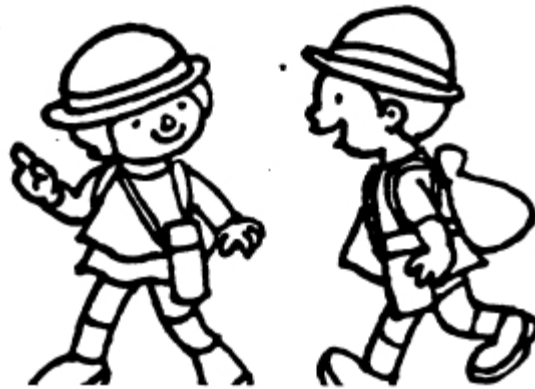
- d) Grievance procedures - when issues of concern arise for parents/guardians, it is essential to keep the lines of communication as open as possible. The ideal situation is to deal directly with the staff and administration to resolve the problem or concern. When this does not resolve the issue, a Board parent should be contacted and the issue discussed with that representative. The Board parent will inform the Board of Directors of the issue and the Board will then form an adhoc committee to investigate, gain input from all parties involved and make a recommendation to the Board for resolution of the matter. The Board would then make the final decision.

## **MEALS**

Breakfast, morning and afternoon snacks, and hot lunches are provided by the Center at no extra charge to the families. If your child has any food allergies, we will need a note from his/her physician regarding the allergy and possible reactions to it.

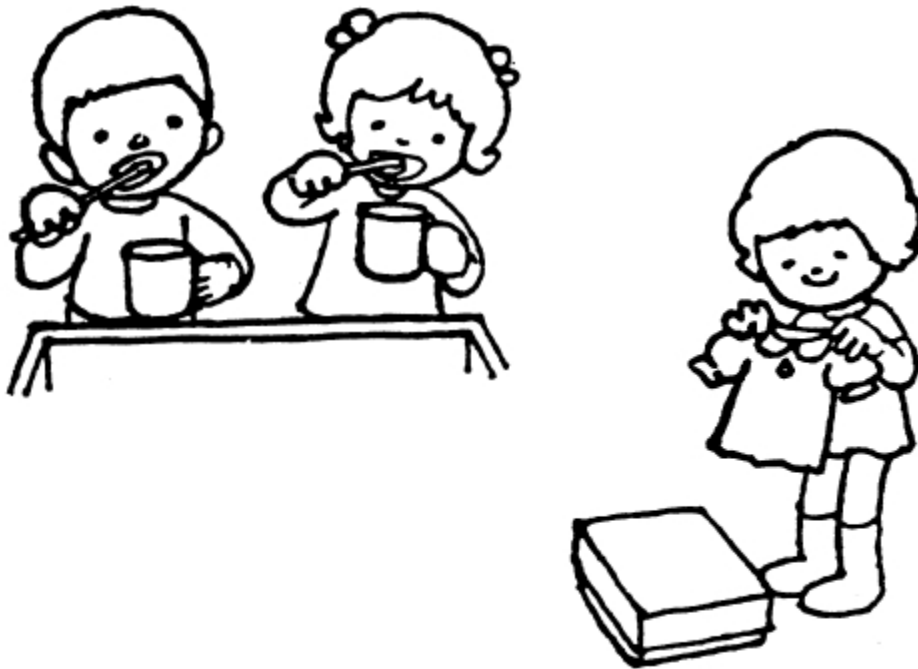
## **FIELD TRIPS**

Weekly fieldtrips are taken to nearby parks, museum, libraries, and playgrounds. The children either walk to these places or take public transportation.



**ON THE FIRST DAY OF SCHOOL, PLEASE BRING THE FOLLOWING:**

- 1) extra change of clothes with your child's name on each article of clothing, e.g. pants, underwear, shirts, socks, and shoes.
- 2) two child size blankets or a small sleeping bag and pillow (optional) with your child's name on them (for full-day children only).
- 3) toothbrush (regular sized toothbrush handles please).



\*\*NLF is a nondiscriminatory organization. It is unlawful to discriminate in regard to actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. NLF welcomes all adults and children with disabilities and reasonable accommodations will be made for them. NLF does not provide religious instruction or allow worship in the program.