



grandview house  
PRESCHOOL

# ENROLLMENT PACKET 2025-2026

## Select Location:

- 1212 N Pacific Ave, Glendale, CA 91202
- 1306 Sonora Ave, Glendale, CA 91201

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[\\*\\*This institution is an equal opportunity provider. Please see Addendum.](#)



grandview house  
PRESCHOOL

## LOCATIONS

Grandview House Preschool  
1212 N. Pacific Ave.  
Glendale, CA 91202  
Phone: (818) 245-6963  
License #198021591

Grandview House at the Village  
1306 Sonora Ave.  
Glendale, CA 91201  
Phone: (747) 240-6098  
License #198019591

## PARENT HANDBOOK

### A. OUR MISSION

Our mission at Grandview House preschool is to provide a developmentally appropriate, safe, and nurturing environment, where each child's uniqueness, sense of discovery, exploration, creativity and interests are not only facilitated and enhanced, but also celebrated.

Grandview House fosters a culture of motivation and support, while providing high-quality care that will help our students reach their full developmental and intellectual potential, while promoting self-confidence and independence.

Our compassionate early childhood development certified, and CPR trained staff is focused on creating a happy, familial environment for their students, where the child's safety, wellbeing, and growth is the top priority.

### B. OUR METHOD

Our curriculum encourages self-initiated learning, while incorporating play-based methods for teaching practical life skills, language development, math, geography and knowledge about the world and varying cultures.

We recognize every child matures at a different pace developmentally, and academically, therefore with low student-to-teacher ratios and special individual attention, we are equipped to work with each child individually to prepare them for academics in kindergarten as well as instilling a positive self-image.

In addition to providing age-specific educational resources, our program offers a range of extracurricular activities for our students at varying times throughout the year; such as, picture day, cooking, annual family carnival, family movie night, dance classes, ethnic food days, art and music classes, field trips, Spanish and Armenian language clubs, science labs, sports, kung-Fu, soccer, and yoga classes. Specific information will be provided throughout the year.

### C. ADMISSION

Grandview House offers a toddler, preschool, and pre-kindergarten program and accepts all children from 18 months of age until entry into Kindergarten. Six (6) year old children are welcome to enroll in our summer camp program before entering Kindergarten.

We will make every effort to accept your child into our program. However, please note that the following priority enrollment must be utilized to ensure fairness for all students:

1. Current students/families that are enrolling for the following school year.
2. Returning students/families (siblings of former students).

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### 3. New enrolling students/families.

Other factors utilized in determining enrollment for your child are as follows:

1. Immunization and TB Test requirements. Each student is required to have an updated immunization record with us on file at all times, including a negative tuberculosis test result.

2. Toileting: Our Monkey's class accepts non- potty-trained children. However, a child must be potty trained prior to enrolling in the preschool if the child is three (3) years or older. Further information on potty training is provided below.

3. Application date, birthday/age of child and gender balance in the classroom, will be utilized to determine new student enrollment.

4. If you are not initially accepted into the program, you will be placed on the waiting list and the next available spot will be offered to you. If you decline that spot, but wish to remain on the wait list, you may do so for that school year by notifying the Director or Site Supervisor.

5. If you wish to have your application held over for the following year's admission process, you must notify the office before the admission deadline. Once enrolled in the program, if you wish to change your child's schedule, you must submit a written request to the office. We will make every effort to accommodate your request, subject to availability in the desired class.

## **D. CURRICULUM**

Children in all Grandview House classrooms experience a play-based early childhood education experience, which address the following areas of development: cognitive, social, emotional, language gross and fine motor, and self-help/adaptive skills.

Curriculum implementation allows children to engage in play through topic/units of study. This is accomplished through multiple child-directed activities. Children engage in activities such as dramatic play, art and sensory experiences, activities that promote health and safety, music and movement, and outside play. Time is also dedicated to teacher directed activities as needed through facilitating small group, one-on-one and whole group experiences. Lead teachers plan developmentally appropriate activities that address pre-literacy, pre-math, and pre-science skills in an authentic manner. To promote problem solving and creative thinking, children can use materials freely and move with spontaneity. Conflict resolution skills are modeled as needed and as children grow and develop, children are encouraged to initiate these strategies independently.

Although our main instruction will be conducted in English, family language preferences are incorporated into our program through our Spanish and Armenian language clubs twice a week, twenty to thirty minutes at a time. All children participate in our language clubs as part of our curriculum. Club time includes fun literacy activities, cultural enrichment, music and movement, cooking activities, art and more.

Lesson plans are posted in each classroom and uploaded to our private share page (to be announced) weekly to keep parents informed of activities planned for our children.

## **E. STAFF**

Grandview House staff members are part of a dedicated and experienced team of professionals, knowledgeable about the developmental stages of children and multilingual to serve our community needs. A creative, innovative and loving group of teachers is vital to the quality of child care. In recognition of this fact, Grandview House Preschool strives to create a work environment for staff that is challenging, flexible, supportive and encouraging. We respect each staff person for the unique perspective they bring to our program.

All staff are required to continue their education in early childhood development through in-service workshops and accredited courses. Staff are also required to renew first-aid and CPR training regularly. Staff meetings provide an

ongoing dialogue of developmental issues and best practices in early childhood education. Teachers have weekly planning time to discuss and plan curriculum collaboratively.

Grandview House Teachers:

- Show passion for working with young children
- Provide appropriate challenge and support for each child to grow academically and socially
- Balance the needs of children individually and the group as a whole
- Understand the developmental, social, and academic strengths and challenges of each child
- Give adequate time for children to think and reason
- Foster independence and curiosity
- Implement a developmentally appropriate “child-centered” program that addresses the social, emotional, cognitive and physical needs of young children
- Afford learning opportunities that are hands on, collaborative, and invite shared interactions
- Develop a core curriculum centered on thematic ties throughout subject areas around which all the different learning activities are organized
- Follow the passions of children through an emergent curriculum
- Establish classroom routines and behavioral guidelines to provide a framework for expectations
- Collaborate with colleagues to develop an integrated program
- Model kindness, consideration, and respect
- Learn through discovering new information alongside the children
- Equip children with problem solving strategies
- Encourage children to solve conflicts on their own
- Invite children to ask questions and take risks; honor learning through mistakes
- Build strong partnerships with parents and guardians

Staff members are hired and assigned to specific classrooms to work with the same age group stably over time; therefore, students will remain with the same lead and assistant teacher(s) for the entire school year.

Our staff-to-child ratios are as follows and maintained throughout the day, inside the classrooms and outdoor settings:

Monkeys (age 18 to 36 months) – 1:5

Lions (age 3-4) – 1:8

Elephants (age 4-5) – 1:10

## **F. ASSESSMENTS AND HEALTH SCREENINGS**

### **ASSESSMENTS**

Our center utilizes and/or references the Ages and Stages Questionnaire (ASQ) for formal assessments. This developmental screening evaluates language, cognitive, gross motor, fine motor, and social and emotional development.

Each child’s lead teacher and/or qualified assistant trained in using ASQ will conduct the assessment during school hours twice during the academic year during the months of November and May. The assessment will be conducted with each student, individually. Results will be shared with the child’s parent(s) during our parent-teacher conferences (verbal discussion and copy of assessment provided).

One purpose of our child assessment plan is to inform planning for overall program improvements.

Assessment results are also used to create an Individual Learning Plan (ILP), a student specific program or strategy of education or learning that takes into consideration the student’s strengths and weaknesses. Understanding a child’s ILP allows our staff to best meet their academic needs by creating specific goals, and activities to meet those goals. These results are also reviewed during staff meetings for collaboration.

## HEALTH & DEVELOPMENT SCREENINGS

Our center provides a free vision, hearing, speech, and occupational therapy screening on site and during school hours, once throughout the school year. Parents will receive and must sign a consent form before a child can participate.\*

### G. UNIFORMS AND GROOMING

A secondary requirement of admission is appropriate attire and bedding for the school year.

Uniform T-shirts: Students are expected to be dressed in a Grandview House uniform t-shirt specifically designed for your child's class:

Monkeys - pumpkin orange t-shirt with logo

Lions - olive green t-shirt with logo

Elephants - sky blue t-shirt with logo

The uniform t-shirt can be matched with any pants or skirts, sweaters or undershirts of your choice. However, please keep in mind the activities we practice here at school when dressing your child. Children may soil their clothes when painting, using other art supplies, during sensory exploration and many other wonderful educational and sensory experiences. Keeping finger nails short and groomed will assist your child in preventing the spread of germs.

Uniform t-shirts are available for purchase through our office. Information will be provided by the Director or Site Supervisor prior to commencement of the school year.

Uniform t-shirts are not required during our summer camp program.

Shoes: Any shoes may be worn by the children, except for open toed or open heeled shoes such as sandals and Crocs. Sandals, Crocs, or other open toed or open heeled shoes may fall off when running, or cause children to trip; therefore, they are not allowed.

Bedding: Proper bedding to fit the cot your child will nap in at school is necessary. "Cot Bedding" may be purchased at Target, Wal-Mart, or Amazon. [www.urbaninfant.com](http://www.urbaninfant.com) extends a 15% discount to our families. If you decide to order from them, please make sure to mention your child attends Grandview House Preschool to receive the discount. Bedding must be washed weekly and returned the following week on the first day your child is back at school.

Grandview House logo sweaters are also available for purchase, but not a part of our uniform requirement.

### H. TERMINATION OF ENROLLMENT AND NEGOTIATING DIFFICULTIES

In rare and unfortunate circumstances, it may be necessary for the administrator to decide to discontinue a child's attendance.

Such a decision would be based on whether it is in the best interest of that child.

Every effort will be made to correct a problematic situation before a final decision is made.

Termination of enrollment may be the result of the following:

- Abuse of other children, staff or property.
- Disruptive or dangerous behavior.
- The center's inability to meet the child's needs.
- Inability to make tuition payments when due.

Should any such situation arise, the Director or Site Supervisor will work through the process and discuss it at length with the parents. Please see Termination Policy for additional details.

Should conflicts arise between our families and program staff, the classroom lead teacher will meet with the parent to come up with a resolution. If this approach does not resolve the issue, a meeting will be scheduled with the Director or Site Supervisor.

Grandview House Complies with all federal and state civil rights laws.

## **I. HOURS OF OPERATION**

Grandview House operates from 7:30 AM until 6:00 PM, Monday through Friday.

Hours of operation include daycare hours at additional cost, curriculum, naps, nutrition/snacks and outdoor play. For further details and general calendar, please see below under the Tuition Rates Section, and the attached Admission Agreement.

Grandview House follows an open-door policy with our parents. We welcome your comments and suggestions at any time. You may leave a message via email or phone and the Director or Site Supervisor will get back to you as soon as possible. If you need to meet with the Director or Site Supervisor for an individual meeting, please make an appointment.

Grandview House will also be sending reminders, lesson plans, and sharing pictures on a weekly basis via a class share page account (to be announced).

Your child's lead teacher will provide you with instructions on how to access these additional methods of communication. Please also see additional information provided in the addendum attached.

The goal at Grandview House is to always maintain open communication with parents.

## **J. SCHOOL YEAR SCHEDULE AND HOLIDAYS**

\*\* Calendar is Subject to Change: Please note that our calendar is subject to change at any time.

Grandview House respects parents' need for advanced notice. Therefore, every effort will be made to notify families twenty (20) days prior to any calendar changes.

Grandview House will be closed during holidays stipulated in the school year calendar.

Some of the following holidays/staff development days are:

- 1) Thanksgiving Day and Day After Thanksgiving
- 2) Rosh Hashanah, Yom Kippur, and select Jewish holidays, if the holiday falls on a weekday (per landlord lease request; day off will be used as staff development. Please see our yearly calendar.)
- 3) Christmas Eve Day and Christmas Day
- 4) New Year's Eve Day and New Year's Day
- 5) Spring Break
- 6) Summer Break (summer camp is available)
- 7) Staff Development days

Grandview House will be closed on any day(s) the local public-school system closes for an emergency or natural disaster situation.

Please see each individual school year calendar for further information. A sample calendar is attached here to the addendum.

No Refunds - Tuition will not be prorated for holiday and closure days.

#### **K. ADDITIONAL DAY CARE SERVICES**

Optional Day Care Services During Selected School Closures: Optional day care services are available during selected school closure days, if at least ten (10) students are signed up to attend the optional day care services. Day rate or a weekly fee will apply.

#### **L. FIELD TRIP POLICY**

Parents have an option to sign up their child for class field trips and to sign up as a chaperon on those trips. Please see the field trip participation form, which is included in the addendum to this Parent Handbook. Please return the form with the additional required documentation upon registration.

Transportation is the responsibility of the parent or guardian on field trips due to the age of the children.

Some trips only require a few volunteer parents to assist in local nature walks.

Advance notice, permission slips and sign-up sheets will be available before each scheduled trip.

Day care is provided on campus for those students who are unable to attend a field trip.

Additional information on each field trip will be provided via email, newsletter, and/or classroom share page. Please see the Field Trip Policy form for additional information and important guidelines and disclosures.

#### **M. COSTS AND CREDITS**

\*\*Please note that our rates and fees are subject to change at any time. Every effort will be made to make any such changes during a break in the school year; however, this is unfortunately not always possible. Grandview House agrees to notify parents thirty (30) days prior to any rate or fee increase.

**N. TUITION RATES**

**MONKEY CLASS ANNUAL RATES**

MONTHS & SCHEDULES	FULL DAY 8-3 pm ANNUAL TUITION	FULL DAY 8-3 pm MONTHLY INSTALLMENTS
SEPTEMBER - JUNE Full-Time (M-F)	\$14,000	\$1,400
SEPTEMBER - JUNE Part-Time (MWF)	\$10,750	\$1,075
SEPTEMBER - JUNE Part-Time (TTh)	\$8,650	\$865

\*Children with diapers are welcome at no extra charge.

**LION AND ELEPHANT CLASS ANNUAL RATES**

MONTHS & SCHEDULES	FULL DAY 8-3 pm ANNUAL TUITION	FULL DAY 8-3 pm MONTHLY INSTALLMENTS
SEPTEMBER - JUNE Full-Time (M-F)	\$13,650	\$1,365
SEPTEMBER - JUNE Part-Time (MWF)	\$10,550	\$1,055
SEPTEMBER - JUNE Part-Time (TTh)	\$8,350	\$835

\*All children enrolled must be fully potty trained.

**EXTENDED DAY AND DROP IN RATES**

EARLY ARRIVAL FEES (7:30-8:00 am)	LATE PICK UP FEES (3:00-3:30 pm)	EXTENDED DAY FEES (3:00-6:00 pm)
(M-F) \$142/month	(M-F) \$142/month	(M-F) \$380/month
(MWF) \$115/month	(MWF) \$115/month	(MWF) \$300/month
(TTH) \$90/month	(TTH) \$90/month	(TTH) \$245/month

**DROP IN RATES**

EARLY ARRIVAL (7:30-8:00 am) OR LATE PICK UP (3:00-3:30 pm)	DROP IN DAY RATE	EXTENDED DAY (3:00-6:00 pm)
\$20/day	\$100/day	\$32/day

Please notify the Director or Site Supervisor at least one day prior to a "drop in" day, to ensure space for your child. As required by our own standards of child to staff ratios, we strive to maintain our staff to student ratios at all times and throughout our class levels.

Grandview House will do everything possible to work with each family's monthly scheduling needs. Please discuss your family's needs with the Director or Site Supervisor.

Tuition Express is required for monthly school tuition fees, and or miscellaneous fees. Tuition Express limits administrative costs, keeps costs low and efficient and allows us to focus on what matters, the children. Please return your completed form attached here to the addendum.

## **O. ADDITIONAL FEES**

Application Fee- \*There is a one-time, non-refundable registration fee of one hundred fifty dollars (\$150) due upon enrollment. These costs ensure each student's file is compliant with state licensing requirements.

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Annual Registration Fee- \*There is a non-refundable registration fee of five hundred dollars (\$500) per student enrolled, payable at the time of registration, and/or annually.

\*This fee covers facility maintenance, camera system and webcam maintenance, cost of program materials and educational supplies, liability insurance, annual CPR certification and training programs for staff, etc.

Special Project Fee- \*On occasion each class lead teacher will send specific requests for nominal special project fees. These fees are particularly for unique projects for the students throughout the year in addition to the daily curriculum, such as but not limited to field trip, party supplies, activities and scholastic books.

Parent Participation Fee- \*A parent participation fee of one hundred dollars (\$100) is requested at the end of the year, unless a parent has participated in ten (10) hours of volunteer work per school year. Parents will be asked to submit a form which indicates whether you have completed your hours of service or if you prefer to make a payment.

Late Fees- \*We understand even the most conscientious parents will occasionally be late picking up their child; therefore, a five (5) minute grace period will be given to those who are occasionally late.

However, due to the importance of child to staff ratios during our extended day programs, Grandview House must enforce a strict policy on pick up times.

As an incentive, there will be a charge of one dollar (\$1) for every minute you are later than your scheduled pick up time, in such instances where no notice is given to Grandview House that a parent will be late to pick up his or her child.

If you think you may be late on any given day, please call the school in advance and speak with the Director or Site Supervisor to arrange for appropriate care.

Late fees will be due at time of pick-up or deducted from your account if you have signed up for tuition express.

Early drop off fees-\* The same policy which applies for late fees will also apply for early drop-offs. Our teachers are busy setting up for class prior to 8:00 am. Therefore, we will not open our doors until 8:00 am for the morning class. If any exceptions are made for early drop in at 7:30am, additional costs will apply (see monthly rates).

Please make every effort to be courteous and conscientious of the staff and student's time.

Of course, we understand that occasionally things happen. Nevertheless, timely arrivals, pickups, and drop offs, are key to an adjusted child, adjusted teachers, and a happy and safe school environment. Please remember to always do your part. We thank you in advance!

**P. TUITION, FEES, ATTENDANCE AND WITHDRAWAL POLICY**

Tuition and Fee Policy: Tuition payments are due on the first 1<sup>st</sup> of every month. We do not send bills or monthly statements, so please remember your tuition due dates.

Annual material and registration fees are due at the same time the enrollment application is accepted.

Late Tuition: A late fee of five dollars (\$5) per day is added to your tuition if received after the fifth (5<sup>th</sup>) of each month. To avoid such late charges, Grandview House recommends an automatic withdraw service offered monthly by Grandview House. Tuition Express, the form for which is attached here to the addendum is convenient and efficient for all parties involved.

Tuition or Fee Increases: Grandview House will notify parents thirty (30) days prior to any increase.

Credit Card Transaction Fee: There will be a 3% added credit card transaction fee if you opt to use this option for payment.

Returned Check Fee: If a check is returned as unpaid by the bank, a thirty-five-dollar (\$35) fee will be charged.

Withdrawal/Termination Policy: The Grandview House refund and withdrawal policy is as follows:

A written notice of intent to withdraw your child must be given to the Director or Site Supervisor. You are financially obligated for any deposits made to hold your child's spot (paid at time of registration), which will not be refunded.

Failure to give written notice to withdraw at least two months in advance makes you financially responsible for all tuitions due until another student is enrolled in his/her place to cover any losses.

Refund Policy: Tuition will not be prorated or refunded for holidays, sick days or days your child is otherwise absent, including Covid isolation or quarantine days, if applicable. We cannot guarantee your child's space if she/he is withdrawn from the school for an extended period of time unless tuition is paid for the time they are absent.

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End of the Year Tax Information: At the beginning of each year you will receive a statement of your payments for the prior fiscal year, upon request.

Multiple Child Discount: Grandview House provides a five percent (5%) discount off one child's tuition for a family of two or more children, provided the family has registered for full time care. Discounts do not apply to registration or other fees, including summer camp.

Sick Policy: Expenses for the school continue throughout the year, whether children are temporarily absent or still in school; therefore, tuition payment is still required to reserve a space for your child in our program.

For daily absences, please inform the Director or Site Supervisor and your child's lead teacher as soon as you are aware that a child will be absent. This procedure ensures adequate care for all students, and allows other drop in children a chance to come to school for the day, should the need arise. Please call and/or email the Director or Site Supervisor so that Grandview House can adequately keep track of your child.

The extensive sick student policy is attached here to the addendum for your review.

## **Q. DAILY MATTERS**

### **Daily Schedule**

Our daily schedule reflects a balance between structure and spontaneity so that children feel secure as well as interested throughout the day.

Please see attached here to the addendum, sample daily schedules for each class.

Children are expected to be in class before their classroom's morning meeting, or circle time. Young children need structure and routines to feel secure in their environment. By having a clear morning routine to start a day at preschool, children will know what to expect and feel safe at school.

### **The Daily Essentials**

Extra Clothes: We require a change of clothes for your child to keep at school and a cubby will be assigned to each student for that purpose.

Please include pants, t-shirt, socks, and a sweater/jacket during colder months. Please label all clothing and bedding with your child's name.

Wipes, and more: If your child is not potty trained, we ask that you supply the school with diapers for him/her; we ask that you provide us with a large bag which we will store away at school to be used strictly for your child.

We will then notify you when we begin to run out of diapers for your child.

We ask that all parents contribute a container of wipes, sanitizing wipes and Kleenex per child every month.

A reminder will be included from your homeroom teacher on the last week of each month.

If your child comes to school with a pull-up, it may be replaced with a diaper if he/she has an accident, unless you provide extra pull-ups.

### **Daily Reports**

Your child's teacher will provide a daily report updating you on information regarding how your child ate, napped, and his/her diapering, or toilet use. For further details, please feel free to make a special appointment with your child's lead teacher.

### **Sign-In/Sign-Out Procedure**

We require that the person bringing the child to the center remain until the child has been accepted by one of our teachers.

After the child has been determined to be without obvious signs of illness and has been accepted, we require that the person sign the child in.

The person who signs the child in/out shall use his/her full legal signature and shall record the time of day. There are no exceptions to this rule. It is a state requirement.

### **Dismissal Authorization**

Please inform us in writing or by telephone if someone other than those originally authorized will be picking up your child. If the staff has not been informed of any different arrangement, we will not have the authority to release your child without your permission.

## **Additional Parent Communications**

All parents are invited to join their child's classroom share page managed by their lead teacher. Information specific to your child's classroom is updated on this private site to keep parents caught up in their child's preschool experience.

Our goal at Grandview is to create a sense of parent involvement and keep communication open with parents and staff.

In addition, we will provide newsletters to parents, so please periodically check your email and your child's box/file for upcoming events, announcements, and other important information.

Specific information includes, but is not limited to, a detailed calendar, pictures of your child and his/her friends during school activities, weekly parent communication, reminders, and parent volunteer opportunities.

We have tried to limit the use of paper as much as possible in consideration of the environment, so please make sure to stay in tune with your emails, classroom share page, and of course direct communications from staff members.

## **Nap and Rest Time Policy**

- Naps and rest time will be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child.
- Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots will be placed directly on the floor and must be stacked when not in use.
- Children's heads will be uncovered during sleep time.
- Parents must provide bedding and/or a comfort toy for their child to assist in falling asleep.
- Bedding provided from home will be sent home to be washed weekly or when soiled or wet.

## **Surveillance**

Grandview House has cameras in each classroom as well as our outdoor play yard. On a daily basis these cameras give parents the opportunity to view what a day in the life of a Grandview House student entails, without interrupting the flow of the classroom and instruction.

For privacy reasons, parents can only view this feature when they have been fully enrolled into the school.

Each parent will be given camera access via a QR code that allows them to view the facility during operating hours. Please do not stay logged in, or view your child for more than three (3) minutes at a time, as this reboots our server and limits use of the surveillance. Please be courteous and do not over-use the surveillance. If our server is down, we may not get around to rebooting during school hours as our priority is to supervise our students. Please refrain from calling about cameras and send an email instead. We will get to it as soon as we have a moment or before the following day.

Furthermore, please respect the privacy of our teachers, staff, and other children while inspecting the cameras. We DO NOT allow the transfer or sharing of any footage, still shots or screen captures via any means (e-mail, SMS/text message, file transfer, upload, etc.) to another parent, non-enrolled family or any other party for that matter. If we feel the privacy of any of our staff members and, or students is compromised and surveillance privilege is abused, we will be forced to remove this feature.

By enrolling your child in our school, you have consented to your child (children) being video graphed on our surveillance. I (we) agree that all images shall remain the property of Grandview House, Inc. and Grandview House at the Village, Inc. I, (print name) \_\_\_\_\_, hereby grant Grandview House, Inc. and or Grandview House at the Village, Inc. to take images of my (our) child (print name) \_\_\_\_\_ or (children) during school hours. The video footage will be for the sole purpose of monitoring our students during school hours and

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the performance of our teachers. If we abuse this right, it may be revoked at any time. I, (We) waive any right and release Grandview House, Inc., its representatives, teachers, and landlords from any and all claims of any nature whatsoever arising from their use.

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### **Transportation Arrangement**

Transportation of children between the center and home is the responsibility of the parent or guardian.

### **Parking**

Parking is available for pick up and drop off within our lots in the marked Grandview House parking spots; however, please keep drop-off time at a minimum so that we can make parking spaces and street parking available to other parents.

Pacific Location: Parking is never allowed in Temple Sinai parking spots (south side of our parking lot) and after 9:00 am in Arnol's Hair Salon parking spots.

Every effort is made by Grandview house to keep the familial and harmonious environment of our school, and of course, this extends all the way to our parking lot as well. Please see attached here to the addendum, maps of our parking lots and available spots for your convenience.

### **Show and Tell/ Share Day**

Each lead teacher will schedule a share/show and tell day for their classroom. All students are allowed to bring an item from home to present to their class as well as share the item during circle time. Please refrain from sending toy weapons. Please get involved as much as you would like and speak with your lead teacher about the appropriate times and days to share.

### **Parent Readers**

Our parent reading program is available all year long! Parents who sign up to read may join opening circle during the first 15 minutes of class.

Moms, Dads, Grandparents or other special family or friends are invited to read stories to their child's class. You may bring stories from home or make arrangements with the teachers to provide books for you.

A sign-up sheet is posted in each classroom for the Parent Reading Program. Further information will be provided throughout the year.

### **Birthdays**

Birthdays are celebrated once a month in each classroom. Students who share a birthday month will become little chefs for the day and bake their own cake using organic ingredients, provided by the school. This activity is fun and exciting for our students and eliminates serving unhealthy ingredients and allows staff to monitor food allergies.

Parents can add to the celebration by renting a jumper for the class, providing a special activity such as an arts and crafts project, or character visit, etc. in lieu of sweets or candy. However, please notify your child's teacher in the event that you decide to celebrate here at school.

## **R. FOOD PROGRAM**

### GRANDVIEW HOUSE BELIEVES IN QUALITY FOOD FOR OUR CHILDREN

Good eating habits and positive attitudes toward food should be established at an early age. Therefore, Grandview House Preschool provides our students with nutritionally balanced, preservative free, all-natural and/or organic meals on a daily basis at an additional cost.

Grandview House families have the option to pack a lunch (Box Lunch) each day their child attends school, or to enroll in our hot lunch program (Lunch Bunch) for an additional fee. Both Box Lunch and Lunch Bunch students will be served breakfast and snacks per our food menu at no extra charge.

#### **“Lunch Bunch” Program:**

The following nutrition fees apply for our Lunch Bunch students per semester (charged in September and February):

Full-time students: \$525

Part-time (MWF): \$315

Part-time (TTh): \$210

Please review our new and improved 2-week cycle food menu attached! Please note that daily offerings are subject to change based on availability and student preference.

We follow a no sugar policy, which means we do not serve cookies, cakes, or other baked goods, unless the children make it themselves during our little chefs cooking class, and occasionally in the event that the treat is certified organic with a low sugar content. Our on-site certified cook prepares the mixes for these treats using healthy ingredients. Grandview house is a nut free zone.

It is VERY IMPORTANT for you to notify the school of any allergies or special needs your child has.

## **S. DISCIPLINE AND GUIDANCE**

Types of discipline not permitted included. No Corporal Punishment/Violation of Personal Rights.

Please always notify the staff of any major changes in your child's regular schedule, such as a new baby, moving, etc. This information helps us understand any changes in your child's behavior and routine. Please know that Grandview House makes every effort to work with each child on an individual basis and will assess and address any negative behaviors that we can assist with.

Preventative Measures to Produce Acceptable Behavior: In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus with discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child by reinforcing positive behavior throughout the day!

Constructive Measures to Extinguish Unacceptable Behavior: When a child exhibits unacceptable behavior or attitudes, he/she is instructed as to what is wrong and then directed to a positive alternative approach/behavior (redirected). Along with these new attitudes and behaviors, the child is guided in the direction of self-discipline by encouraging him/her to make as many decisions as possible within limits.

The limits are as follows:

If a child strikes another child, he/she and the other child are respectfully separated. Each child is asked to explain what happened (define the problem). After each child has verbally given information, they are asked to help solve the problem, talk to each other, reconcile with one another and are redirected to another activity.

If a child is disruptive, he/she will be respectfully asked to stop the behavior. If the child persists to the point of disruption again, he/she is reminded of his/her behavior and how it affects others. If the disruption continues, and the child willfully refuses to yield to instruction, he/she will be separated from the other children to regroup. After the child has been separated from the class activity for a short period of time (two to five minutes) he/she will be invited to rejoin the class.

If a child continues to misbehave and disrupt the class, the parents will be asked to come in for a conference to discuss how we best meet the needs of the child.

**Biting Policy;** Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Grandview House to prevent and stop biting. This is the process followed when a child bites:

1. The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers will remain close, being careful not to show anger or frustration towards the child.
2. The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
3. Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Our teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting.

Examples of triggers would be:

Communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little to do or too much waiting?
  - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Site Supervisor will meet regularly to regulate an

action plan and measure outcomes.

7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

If after all efforts have been made to help the child stop biting; however, the behavior continues, Grandview House may terminate enrollment.

## **T. HYGEINE AND MEDICATION**

Toileting: If your child is not yet potty trained and is younger than three (3) years old, diapers must be placed in your child's backpack, or brought to the school separately.

We also ask that you provide a change of clothes inside your child's cubby, in case of an accident.

Fully potty trained is defined as a child who no longer needs diapers; this includes no diapers during nap time.

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care.

The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process.

Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.

Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Please supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

We use one of two potty training methods, depending on what the parent feels are best for their child. We may also use a combination of the two methods as described:

One method of potty training is to make a focused effort to gently steer the toddler to the bathroom at predictable intervals (also ask if she/he needs to go, to help them recognize the sensations).

Switching your child from diapers to disposable training pants and taking him/her to the bathroom at intervals is another method we recommend and use in class.

Praise and rewards are used with any method of training! Remember to let your child pick out their favorite underpants at the store to make potty training exciting.

Although our facility is equipped with child size toilets, we do have potty chairs on site to help transition our students to use the toilet, if necessary.

Please inform your child's teacher if you feel your child will need a potty chair, and any additional potty-training needs.

Head Lice: Head lice is a very common occurrence in young children and has nothing to do with cleanliness.

They are very easily transmitted by leaning back in an upholstered chair where someone had previously sat who had head lice, sharing caps or helmets, hair accessories, brushes, combs, even sitting close and touching heads.

Random lice checks are conducted by our teachers. If head lice are found on a child, the following steps are taken:

1. Parents are notified and child must be picked up from school.
2. That child's head must be treated with a product formulated to remove head lice.
3. Nits must be removed with a special nit comb included in product.
4. The child will be excluded from school the following day.
5. Upon returning to school state health laws require examination of hair and scalp by office personnel before returning to school.
6. A handout of additional information regarding lice is given to parents at the time of pick-up.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected.

Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears. Please be assured that we will do everything possible to prevent infestation in our center. With your support, we will stop the lice from spreading.

Other contagious illness, including but not limited to hand foot mouth, pink eye, etc.:

Although we understand that you may not want the class to know that your child was an original source of a virus or contagious illness, we request that you inform the Director or Site Supervisor immediately upon learning that your child has a contagious illness. You will remain anonymous and will assist us by giving us extra time to disinfect the classroom and school appropriately and prevent the spread of the illness to other children.

Grandview House Preschool is equipped to isolate and care for any child who becomes ill during the day; however, the child's authorized representative will immediately be notified and asked to have the child removed from the center as soon as possible.

Because infections spread quickly among children, if the child cannot be picked up promptly, he/she will remain in the isolation room (office), where they will be provided a bed to rest on under the Director or Site Supervisor's care, until they are picked up.

Symptoms that necessitate removing a child from the child-care setting include: if the child has a fever (a temperature of at least 100 degrees F) and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion, severe coughing, or if the child is continuously crying, or requires more attention than we can provide without jeopardizing the health and safety of other children in our care.

Also, if your child is experiencing any of the above symptoms, please refrain from sending them to school and allow them to recover before doing so.

When your child has a fever, please keep him/her at home an additional 24-72 hours (specified on our most recent Sick Student Policy) after the temperature returns to normal. This will help to ensure that the illness has passed and that your child will be well enough to resume school activities.

Medication Policy: Medication, whether over-the-counter (i.e. herbal) or prescription, will not be administered to children, with the exception of Incidental Medical Services (IMS); including:

- Blood glucose testing

- Insulin administration
- Inhaled medications administration, such as for asthma
- G-tube feeding and care
- Other medical orders provided by the child's primary care provider
- Emergency IMS:
  - Glucagon administration
  - Epinephrine auto-injector administration
  - Anti-seizure medication administration

Our centers have developed a required best practices plan for the administration of IMS, including proper training for our staff.

Please notify our administration as well as your child's lead teacher if your child(ren) will require Incidental Medical Services.

## **U. EMERGENCIES**

Disaster Preparedness: Grandview House has an emergency disaster plan in place. Staff members are First Aid and CPR certified and prepared to handle an emergency. Monthly fire and earthquake drills are conducted, as specified on our monthly calendar.

In case students need to be relocated, we have arranged for the following relocation sights:

- 1) Anita Tutor (formerly, Boy Scouts of America) is our primary disaster pick up location. The address is 1325 Grandview Avenue, Glendale, CA 91201.
- 2) St. Kevork Armenian Church is our secondary relocation site for Grandview House at the Village. The address is 1434 W Kenneth Rd, Glendale, CA 91201.

In case of an emergency, Grandview House's primary concern will be to safely and securely care for the children. At Grandview's first available opportunity, Grandview House staff will send an alert on our classroom share page with the address and location for pick up, and any additional specific instructions.

At the beginning of each school year, each family is required to provide the school with a large Ziploc bag filled with 4-6 non-perishable food/drink items in case of an emergency. Some examples of items for your child's bag could be nut free granola bars, juice boxes, beef jerky, trail mix, water, cheese and cracker spread, etc. These items will be stored away in the office for each student enrolled at Grandview House. Please include the child's name and telephone number in the bag.

Services to be Provided During a Medical or Dental Emergency: During admission of your child into the school, we require a dietary restriction and allergy list, if any, instructions for action to be taken in case a child's authorized representative or physician designated by the authorized representative cannot be reached in an emergency, and a signed consent form for an emergency medical treatment, unless, the authorized representative has provided information on the child's health history, and has signed a statement that indicates their acceptance of full responsibility for the child's health, refusal to obtain medical examination of the child, and request that no medical care be given to the child.

The school will immediately notify the child's authorized representative if the child becomes ill or sustains an injury more serious than a minor cut or scratch. An "ouch report" will be placed in the student's box for minor incidents.

We will make prompt arrangements for obtaining medical treatment for any child if necessary, whether an authorized representative has been contacted or not.

In the case of less serious injury including, but not limited to, minor cuts, scratches and bites from other children requiring assessment and/or administration of first aid by staff, we will document the injury in the child's record and notify the child's authorized representative of the nature of the injury when the child is picked up from the center.

## **V. SAFETY**

**Building Security and Access:** Parents, guardians and all visitors of Grandview House must first buzz the entrance gate before being allowed onto the school premises by a staff member. Each person at the gate will be seen and heard through our surveillance camera and voice system for clear identification before being allowed into our school.

Our front gate serves as the only means onto the property and is monitored throughout the day. Please make sure to lock the gate when entering and exiting. Please do not leave the gate open for another parent as all individuals must buzz in before entering our center(s).

**Environmental Health Hazards:** Grandview House makes every effort to purchase eco-friendly and non-toxic furniture, materials and supplies. In addition, our pest control company uses organic sprays to service our centers. We also conduct water lead testing in accordance with state licensing requirements. We utilize commercial grade air purifiers in all of our classrooms. And, we have handyman services standing should the need arise for safety repairs.

## **W. WAYS TO GET INVOLVED WITH GRANDVIEW HOUSE**

Grandview House believes in and strongly recommends parent participation throughout the year. Staying involved with your child's school, even at these young ages, provides your child with a sense of security and confidence. There are many ways to complete your volunteering hours. Some examples include, becoming a member of the Parent Volunteer Group (PVG) that was established to promote parent participation, organize and assist with events and much more! Please speak with the Director or Site Supervisor for further information.

Throughout the year there will also be many volunteering opportunities in connection with organized events, volunteering in the classroom, and for special projects.

## **X. ACCREDITATION**

Grandview House is committed to providing a high-quality program and to meet standards consistent with the NAEYC (National Association for the Education of Young Children).

We utilize NAEYC's staff training resources; such as, webinars and newsletters. This training ensures that our staff stays current on the research and new directions in the field of early childhood education. Additionally, we follow their quality standards for accreditation listed at the following link:

<https://www.naeyc.org/our-work/families/10-naeyc-program-standards>

Unannounced Community Care Licensing Visits:

Community Care Licensing has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior parental consent. It is imperative that parents provide their child's immunization records and additional documentation requested by Grandview House in a timely manner. We greatly appreciate your participation and involvement throughout the year.

**Y. PARENT ACKNOWLEDGEMENT**

Student(s) Name(s) (Please Print):

\_\_\_\_\_

Date(s) of Birth:

\_\_\_\_\_

Parent's/Guardian's Name(s):

\_\_\_\_\_

This Parent Handbook was created to promote an understanding of the policies and procedures at Grandview House Preschool.

The information in this Parent Handbook applies to all activities occurring on school grounds, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please initial, sign and answer all questions as posed in this addendum and return to your Director or Site Supervisor prior to enrollment. It will be added to your child's permanent file. You may have access to this file at any time.

Your signature means that you have received this Parent Handbook and understand the policies and procedures of Grandview House Preschool.

I have read, understood, and accept the terms as established by the Grandview House. I agree to abide by them and take responsibility for the actions of my child(ren).

I further understand that these policies and procedures may be amended or modified and that any changes and additions will be distributed to all parents.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative Signature

\_\_\_\_\_  
Date

## Z. ADDENDUM

1. CURRENT CALENDAR
2. MONKEYS DAILY SCHEDULE
3. LIONS DAILY SCHEDULE
4. ELEPHANT'S DAILY SCHEDULE
5. PARKING MAP
6. CLASSROOM SHARE PAGE SIGN UP INFORMATION
7. ADMISSION AGREEMENT
8. SICK STUDENT POLICY
9. STUDENT APPLICATION
10. FIELD TRIP FORM
11. PARENTAL AGREEMENT FOR ADMISSION INTO THE TODDLER OPTION PROGRAM
12. TUITION EXPRESS FORM
13. PERSONAL RIGHTS (LIC613A)
14. PARENTS' RIGHTS (LIC995)
15. CONSENT FORM FOR EMERGENCY MEDICAL TREATMENT (LIC627)
16. EMERGENCY FORM (LIC700)
17. HEALTH HISTORY FORM (LIC702)
18. PHYSICIAN'S REPORT FORM (LIC701)
19. PARENT PARTICIPATION FORM
20. EFFECTS OF LEAD EXPOSURE BROCHURE

# Grandview House Preschool

## Holiday Closure Calendar 2025-2026 School Year

<b>Staff Development Week</b> (No School)	Monday, August 25 – Friday, August 29, 2025
<b>Labor Day</b> (No School)	Monday, September 1, 2025
<b>First Day of Fall 2025/26</b>	Tuesday, September 2, 2025
<b>Back to School Night</b>	Thursday, September 11, 2025
<b>Staff Development/Training</b> (No School)	Tuesday, September 23, 2025
<b>Staff Development/Training</b> (No School)	Thursday, October 2, 2025
<b>Veterans Day</b> (No School)	Tuesday, November 11, 2025
<b>Thanksgiving Holiday</b> (No School)	Thursday, Nov. 27 – Friday, Nov. 28, 2025
<b>Parent-Teacher Conferences</b>	November 2025 (To Be Scheduled by Lead Teachers)
<b>Winter Performance</b>	December 11 & 12, 2025 (Thursday & Friday)
<b>Winter Break</b> (No School/Optional Day Care Days Available)	Monday, December 22, 2025 – Tuesday, January 6, 2026
<b>Armenian Christmas</b> (No School)	Tuesday, January 6, 2026
<b>Dr. Martin Luther King, Jr. Day</b> (No School)	Monday, January 19, 2026
<b>Staff Training Day</b>	Monday, February 9, 2026
<b>Presidents Day</b> (No School)	Monday, February 16, 2026
<b>Good Friday</b> (Half-Day/Noon Dismissal)	Friday, April 3, 2026
<b>Spring Break</b> (No School/Optional Day Care Days Available)	Monday, April 6 – Friday, April 10, 2026
<b>Parent-Teacher Conferences</b>	May 2026 (To Be Scheduled by Lead Teachers)
<b>Memorial Day</b> (No School)	Monday, May 25, 2026
<b>Last Day of School</b>	Thursday, June 18, 2026
<b>End of Year Performance/Graduation</b>	Friday, June 19, 2026
<b>Staff Development Week</b> (No School)	Monday, June 22 – Friday, June 26, 2026
<b>Summer Program Begins!</b>	Monday, June 29, 2026!

*Educational outings, celebrations and other events will be posted on the classroom share page calendar by your child's lead teacher before the start of each month and/or as soon as possible. A calendar for field trips and fundraisers will be provided before the start of each school year! Our staff and students look forward to the following annual educational field trips and on campus activities:*

*Natural History Museum, Parents Night Out, Book Fair, Family Movie Night, School Carnival, Fire truck visit, Underwood Farms, Snow Day, Kid Space, Discovery Cube, Observatory/JPL/or Science Center, Bubblemania, Descanso Gardens, "Muffins with Mommy!"; Mother's Day Breakfast, Los Angeles Zoo, "Donuts with Daddy!; Father's Day Breakfast, and much more!*

**DATES ARE SUBJECT TO CHANGE**



## Monkeys Daily Schedule

7:30 - 8:30	Morning welcome and free play centers
8:30 - 8:50	Breakfast
8:50 - 9:10	Circle Time
9:10 - 9:50	Outdoor centers / Gross motor exercises
9:50-11:15	Small group / Curriculum activities
11:15 -11:30	Music and movement (Indoor/Outdoor)
11:30 -11:40	Prepare for lunch
11:40 -12:15	Lunch and wind down for nap
12:15 - 2:15	Nap time
2:15 - 2:30	Fresh fruit snack and story time
2:30 - 3:00	Outdoor play & early dismissal



## **Lions Daily Schedule**

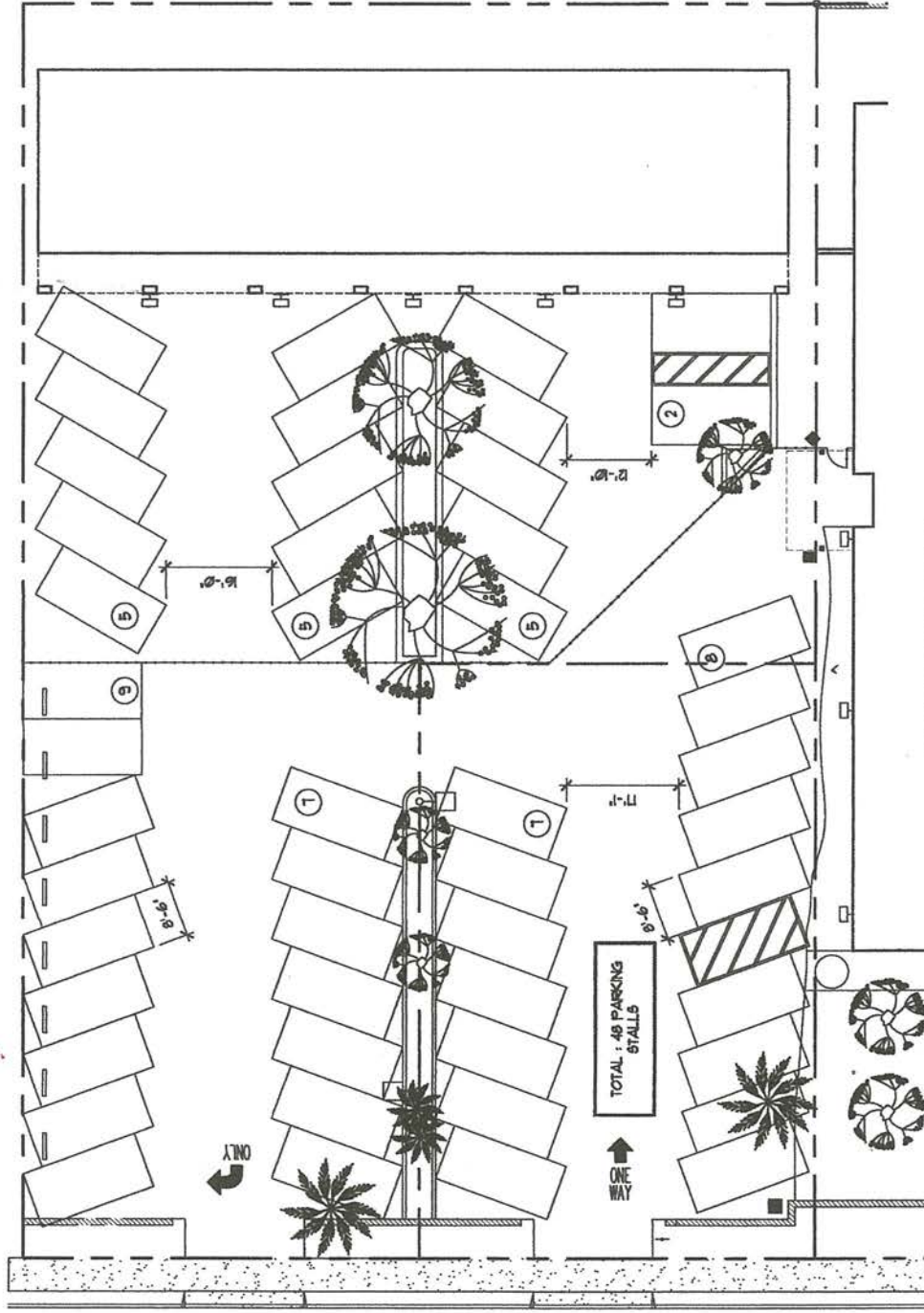
7:30 - 8:30	Arrival / Welcoming activity
8:30 - 9:00	Breakfast
9:00 - 9:20	Morning meeting
9:20 - 9:50	Language and math small group centers
9:50 - 10:20	Outdoor play
10:20 -10:50	Language and math small group centers
10:50 -11:20	Monthly theme activity
11:20 -11:40	Outdoor play
11:40 -12:20	Language club (Spanish; Armenian)
12:20 - 12:40	Lunch
12:40 -1:00	Quiet story time
1:00 - 2:30	Nap time
2:30 - 3:00	Fresh fruit snack / Closing circle / Early dismissal



## **Elephants Daily Schedule**

7:30 - 8:30	Arrival / Welcoming activity
8:30 - 9:00	Breakfast
9:00 - 9:20	Morning meeting
9:20 - 9:50	Language club (Spanish; Armenian)
9:50 - 10:20	Outdoor play
10:20 -10:50	Learning center
10:50 -11:20	Exploration / Centers
11:20 -1 1:40	Outdoor play
11:40 -12:20	Learning center
12:20 - 12:40	Lunch
12:40 -1:00	Quiet story time
1:00 - 2:30	Nap time
2:30 - 3:00	Fresh fruit snack / Closing circle / Early dismissal

Grandview House  
Parking Spots



SCALE: 1/16" = 1'-0"



Existing Parking Layout

DATE: JANUARY 4, 2008  
PROJECT NO: 281.0701.01

MAPLE DELL + McCLELLAND

ARCHITECTS, LLP  
ARCHITECTURE ▾ PLANNING ▾ INTERIOR DESIGN  
201 SOUTH LAKE AVENUE  
PASADENA, CALIFORNIA 91105  
TEL: 818.797.1122 FAX: 818.797.1128

TEMPLE SINAI RENOVATIONS

1212 NORTH PACIFIC AVENUE, GLENDALE, CALIFORNIA 91202

TEMPLE SINAI  
1212 NORTH PACIFIC AVENUE  
GLENDALE, CALIFORNIA 91202

ALLEY

133.96 FEET N 78°03'41" W

STAFF PARKING ONLY

PARENT PARKING

PARENT PARKING

N 78°03'41" W

133.96 FEET

79.68 FEET N 41°30' E

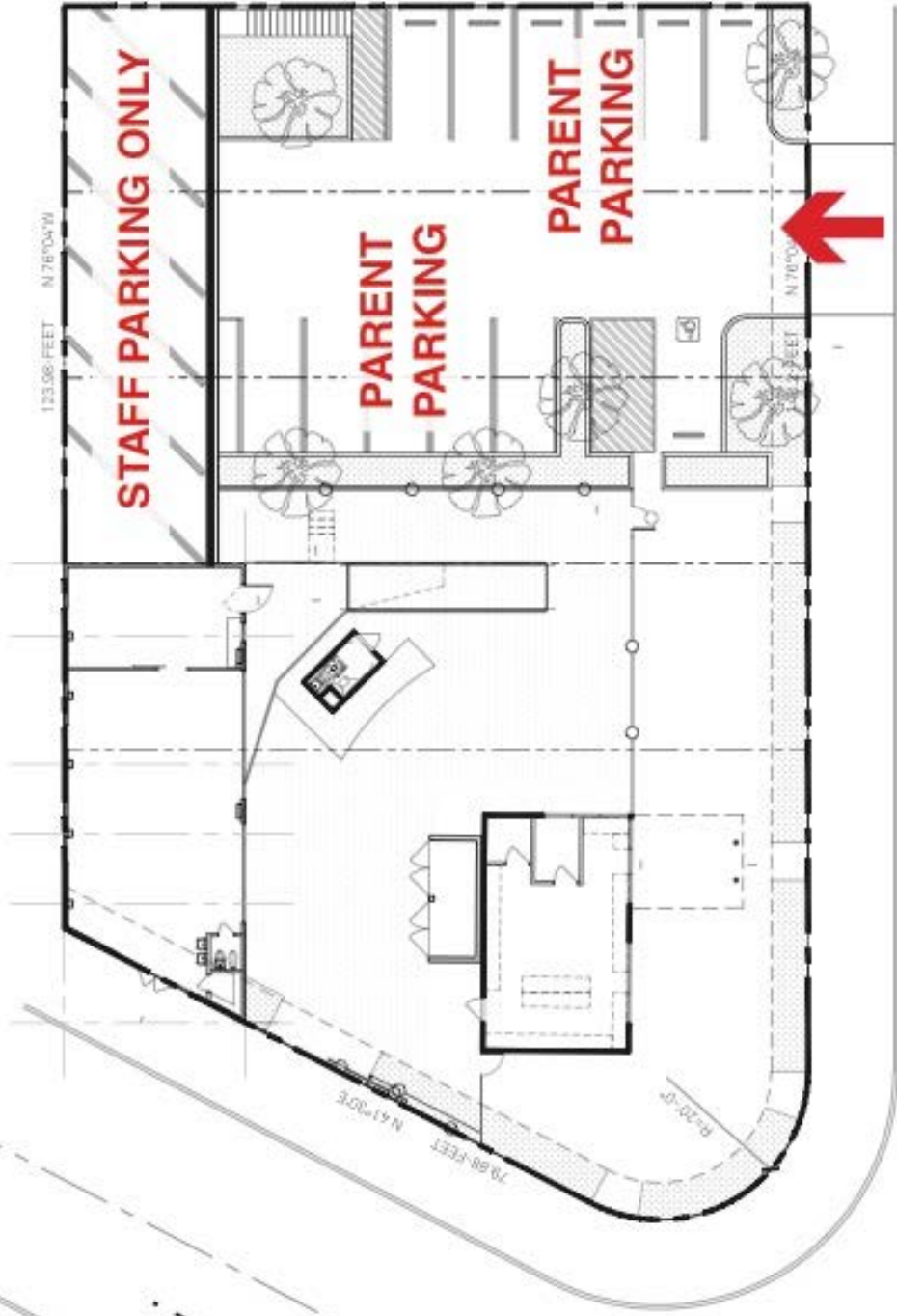
79.68 FEET

R-20'-0"

SONORA AVE.

100 FEET S 13°55' W

KENNETH ROAD



# CLASSROOM SHARE PAGE

Each child's lead teacher will send her new set of parents an invitation to join our private classroom share page before the start of the new school year.

Each classroom has their very own classroom share page where our staff will upload the weekly lesson plan before the start of the week, post reminders and pictures from classroom events and activities, and much, much more!

Each classroom share page also includes a class list of students and their parent contact information. In addition, you can access email addresses for each teacher assigned to your child's classroom.

Parents are welcome to use this site to communicate, keep track of their child's progress and comment on photographs.

We also welcome parents to share their own pictures taken during school events with the rest of the class. We will utilize our classroom share page photographs and professional Lifetouch photos to create our year end yearbook.

Take advantage and enjoy this service our staff provides!



grandview house  
PRESCHOOL

## ADMISSION AGREEMENT

All parts of the Parent Handbook as read, initialed, and signed by way of the parent acknowledgment form are incorporated here by reference.

If you have any questions, please do not hesitate to ask the Director or Site Supervisor.

State and school required forms contained in the student's file include but are not limited to the following:

Admission Agreement (LIC AA)  
Student Application  
Child's Preadmission Health History (LIC 702)  
Identification & Emergency Information (LIC 700)  
Physician's Report (LIC 701)  
Consent for Medical Treatment (LIC 627)  
Personal Rights (LIC 613 A)  
Notification of Parents' Rights (LIC 995)  
Parental Agreement for Admission into the Toddler Option Program (for Monkeys class)

- Community Care Licensing has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior parental consent.
- Additional forms are included in the addendum of the Parent Handbook and are incorporated here by reference.

In addition, you agree to the following:

1. You have provided all required forms as outlined in the addendum.
2. You agree to the sick, vacation, withdrawal, termination, and tuition policies as outlined in the Grandview House parent handbook.
3. You agree to the uniform, bedding, grooming, hygiene, and medication policies as outlined in the Grandview House parent handbook.
4. You agree to the terms of regular day, extended day and additional day care services as outlined in the Grandview House parent handbook.
5. You agree to the field trip policy as outlined in the Grandview House parent handbook.
6. You agree to the school year and schedules as outlined in the Grandview House parent handbook.

For your reference, and to assist you with the payment provisions portion of this admission agreement, the costs and fees associated with enrollment for the following calendar year are the following, and are further described and outlined in the Grandview House parent handbook:

### MONKEY CLASS ANNUAL RATES

MONTHS & SCHEDULES	FULL DAY 8-3 pm ANNUAL TUITION	FULL DAY 8-3 pm MONTHLY INSTALLMENTS
SEPTEMBER - JUNE Full-Time (M-F)	\$14,000	\$1,400
SEPTEMBER - JUNE Part-Time (MWF)	\$10,750	\$1,075
SEPTEMBER - JUNE Part-Time (TTh)	\$8,650	\$865

\*Children with diapers are welcome at no extra charge.

### LION AND ELEPHANT CLASS ANNUAL RATES

MONTHS & SCHEDULES	FULL DAY 8-3 pm ANNUAL TUITION	FULL DAY 8-3 pm MONTHLY INSTALLMENTS
SEPTEMBER - JUNE Full-Time (M-F)	\$13,650	\$1,365
SEPTEMBER - JUNE Part-Time (MWF)	\$10,550	\$1,055
SEPTEMBER - JUNE Part-Time (TTh)	\$8,350	\$835

\*All children enrolled must be fully potty trained.

### EXTENDED DAY AND DROP IN RATES

EARLY ARRIVAL FEES (7:30-8:00 am)	LATE PICK UP FEES (3:00-3:30 pm)	EXTENDED DAY FEES (3:00-6:00 pm)
(M-F) \$142/month	(M-F) \$142/month	(M-F) \$380/month
(MWF) \$115/month	(MWF) \$115/month	(MWF) \$300/month
(TTh) \$90/month	(TTh) \$90/month	(TTh) \$245/month

### DROP IN RATES

EARLY ARRIVAL (7:30-8:00 am) OR LATE PICK UP (3:00-3:30 pm)	DROP IN DAY RATE	EXTENDED DAY (3:00-6:00 pm)
\$20/day	\$100/day	\$32/day

#### ADDITIONAL FEES AND DISCOUNTS AT TIME OF REGISTRATION AND ENROLLMENT

Application Fee- \*There is a non-refundable application fee of one hundred fifty dollars (\$150) upon enrollment. These costs ensure each student's file is compliant with state licensing requirements.

Credit Card Transaction Fee: There will be a 3% added credit card transaction fee if

you opt to use this option for payment.

Registration Fee- \*There is a non-refundable registration fee of five hundred dollars (\$500) per student enrolled, payable at the time of registration, and/or annually.

Special Project Fee- \*On occasion each classes lead teacher will send specific requests for nominal special project fees. These fees are particularly for unique projects for the students throughout the year in addition to the daily curriculum, such as but not limited to field trip, party supplies, activities and scholastic books.

Multiple Child Discount: Grandview House provides a five percent (5%) discount off one child's tuition for a family of two or more children, provided the family has registered for full time care. Discounts do not apply to registration or other fees.

POTENTIAL FEES AND CHARGES THROUGHOUT THE COURSE OF THE YEAR. FOR YOUR INFORMATION, ONLY.

Late Tuition: A late fee of five dollars (\$5) per day is added to your tuition if received after the fifth 5<sup>th</sup> of each month. To avoid such late charges, Grandview House recommends an automatic withdraw service offered monthly by Grandview House. Tuition Express, the form for which is attached here to the addendum is convenient and efficient for all parties involved.

Late Pick Up Fees- \*We understand even the most conscientious parents will occasionally be late picking up their child; therefore, a five (5) minute grace period will be given to those who are occasionally late.

However, due to the importance of child to staff ratios during our extended day programs, Grandview House must enforce a strict policy on pick up times.

As an incentive, there will be a charge of one dollar (\$1) for every minute you are later than your scheduled pick up time, in such instances where no notice is given to Grandview House that a parent will be late to pick up his or her child.

If you think you may be late on any given day, please call the school in advance and speak with the Director or Site Supervisor to arrange for appropriate care.

Late fees will be due at time of pick-up, or deducted from your account if you have signed up for tuition express.

Early drop off fees-\* The same policy which applies for late fees will also apply for early drop offs. Our teachers are busy setting up for class prior to 8:00 am. Unless you have enrolled for our early morning day care, there will be a cost of \$1 per minute or a maximum drop-in fee of \$15.

Please make every effort to be courteous and conscientious of the staff and student's time.

Of course, we understand that occasionally things happen. Nevertheless, timely arrivals, pick-ups, and drop offs, are key to an adjusted child, adjusted teachers, and a happy and safe school environment. Please remember to always do your part.

Returned Check Fee: If at any time, a check is returned, or payment is declined by the bank, a thirty-five-dollar (\$35) fee will be charged.

Tuition or Fee Increases: Grandview House will notify parents prior to any increase.

Method of Payment: Grandview House has a preferred method of payment which is efficient and helpful for everyone involved. An automated tuition and fee payment method as outlined in the Grandview House parent handbook outlines the method for tuition express. An enrollment form for tuition express is attached to the addendum of the parent handbook.





## SICK STUDENT POLICY

Dear Parents,

Although we understand it is difficult to keep your child home when you have work, we do not allow sick children at school. We will be inspecting each child at drop off and send them back home if we see signs of illness. The following are guidelines to follow:

- **Fever** Wait until children are fever-free for at least 72 hours before letting them return to school. Temperatures above 100.4 °F (38 °C) are considered to be a fever.
- **Diarrhea** Keep children home until stools are formed and your doctor gives the okay.
- **Vomiting** Keep children home if they have vomited twice or more in the last 24 hours. They can return to school after symptoms clear up or your doctor says they're no longer contagious.
- **Severe cough and cold symptoms** should keep kids home from school; i.e. constant sneezing and coughing, stuffy nose, excessive mucus, runny nose and watery eyes.
- **Sore throats** can be a symptom of strep or a common cold. If your child has been diagnosed with strep throat, keep your child at home for at least 24 hours after starting antibiotics.
- **Pinkeye (conjunctivitis)** is contagious, and children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and pus.
- **Headaches** can be a symptom of contagious conditions like viral gastroenteritis, flu, meningitis, and strep throat. If your child is uncomfortable with a headache, please keep them home until symptom clears up.
- **Rashes** can be the sign of contagious conditions such as chickenpox, bacterial meningitis, impetigo, or hand foot mouth disease. Children should be kept home until they're diagnosed. They can return to school after symptoms are gone and their doctor gives the okay.
- **Earaches** aren't contagious. There's no need to keep a child with a mild earache home, as long as your child feels well enough to concentrate.

Please do not send children to school under medications without notifying the office. Grandview House cannot take responsibility for children who are under medication without the school's knowledge. Grandview House teachers and staff cannot administer medications from home provided by parents.

- Following an extensive sick period for your child please provide the school with a doctor's note.
- If a vaccine-preventable disease occurs in our program and/or community, any and all under immunized children will be promptly excluded from attendance until further notice.

Please sign below and return to our office acknowledging receipt and understanding of our sick student policy.

We look forward to an exciting and healthy fall season at Grandview House Preschool.

Sincerely,

Lena Haiek

Director at Grandview House Preschool

---

Parent Signature, acknowledging receipt

---

Date

# STUDENT APPLICATION

Child's Name		Nickname	Sex	Birth date
Home address		City	State	ZIP Code
Parent's/Guardian's Name <i>Dr/Mr/Mrs./Ms.</i>			Home Phone	
Home address		City	State	ZIP Code
Place of Employment	Occupation	Work Phone	Cell Phone	
E-Mail Address		Facebook Address		
Parent's/Guardian's Name <i>Dr/Mr/Mrs./Ms.</i>			Home Phone	
Home address		City	State	ZIP Code
Place of Employment	Occupation	Work Phone	Cell Phone	
E-Mail Address		Facebook Address		
Marital Status of Parents		Does child live with both parents? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, with whom?		
Names and ages of children in family				
Who, besides immediate family, resides in the home?				
Language(s) spoken in the home:				
Person(s) picking up this child on a regular basis				
Desired date of entry/Start Date:				
Desired Campus: <input type="checkbox"/> GRANDVIEW HOUSE PRESCHOOL, 1212 North Pacific Ave., Glendale, CA 91202 <input type="checkbox"/> GRANDVIEW HOUSE AT THE VILLAGE, 1306 Sonora Ave., Glendale, CA 91201				
<b>REQUESTED SCHEDULE</b>				
Part-time (8am-3pm) <input type="checkbox"/>	Part-time (8am-6pm) <input type="checkbox"/>	Full-time (8am-3pm) <input type="checkbox"/>	Full-time (8am-6m) <input type="checkbox"/>	
If selecting a part-time schedule, please indicate which days? MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/>				

# STUDENT APPLICATION

<b>PERSONS AUTHORIZED TO PICK UP STUDENT(S)</b>			
The following people may pick up my child at Grandview House Preschool and may be called for emergencies or illness:			
No. 1: Name	Relationship	Home Phone	
Home address	City	State	ZIP Code
No. 2: Name	Relationship	Home Phone	
Home address	City	State	ZIP Code
No. 3: Name	Relationship	Home Phone	
Home address	City	State	ZIP Code
No. 4: Name	Relationship	Home Phone	
Home address	City	State	ZIP Code

<b>GENERAL HEALTH CONDITIONS</b>	
Does your child have any allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> Specify	
Does your child take naps? Yes <input type="checkbox"/> No <input type="checkbox"/> How long?	
Methods of home discipline?	Who disciplines?
What time does your child go to bed at night?	How often is your child read aloud to?
What are your child's eating habits and likes/dislikes?	
What family activities does your child enjoy?	

# STUDENT APPLICATION

Please describe your child's present school, childcare environment (other children, activities, relatives)
Please describe your child's personality, characteristics, interests and any special needs.
Why would Grandview House Preschool be a good environment for your child?
What goals do you have for your child while in preschool?
What are your plans for your child for kindergarten?
Is your child on a waiting list at another preschool? Where?

# STUDENT APPLICATION

## EMERGENCY AGREEMENT

It is the policy of Grandview House Preschool to contact parents of a child regarding medical treatment when their child is seriously injured or becomes seriously ill and requires immediate attention by a physician. If we are unable to contact either parent or the emergency contacts provided by you, the following information is necessary:

The name of the Child's physician is		Telephone Number	
Name of Practice			
Address	City	State	ZIP Code

We hereby authorize medical treatment for our child if he or she gets seriously injured or becomes seriously ill while at school or on excursions. When deemed necessary by the teacher in charge, we give consent to have our child taken to the hospital nearest the excursion site, or to a hospital designated by emergency personnel or by ambulance personnel. A Grandview House Preschool staff member will remain with the child until the parent or parent's designee assumes responsibility for the child's care.

Parent/Guardian Signature	Date
Parent/Guardian Printed Name	
Parent/Guardian Signature	Date
Parent/Guardian Printed Name	

Child's Medical Insurance Carrier:	
Subscriber's Name:	
Membership Number:	
Effective Date:	Date of Expiration:

# CONSENT FOR MINOR TO PARTICIPATE IN SCHOOL ACTIVITY AND RELEASE OF LIABILITY

I (We) hereby consent to my (our) minor child, \_\_\_\_\_  
Participating in the following school related activity: OFF CAMPUS FIELD TRIPS.

In consideration of GRANDVIEW HOUSE PRESCHOOL, providing the adult-supervised activity above for other valuable consideration, I (We) hereby release GRANDVIEW HOUSE PRESCHOOL and its agents and employees from any and all liability, claims, demands, actions, and causes of actions to accrue to the named minor or to the parents or guardians of the minor as a consequence of any accident or injury. We further hereby expressly agree to indemnify GRANDVIEW HOUSE PRESCHOOL and each of its employees and agents and hold them forever harmless against any loss from any and all such claims, demands, actions, which may be made or brought by the minor or by anyone acting on behalf of the minor for purposes of attempting to enforce a claim for damages or on account of injury sustained by the minor or to the minor's property. Such indemnity shall include all reasonable claims, including but not limited to attorney fees.

This release shall inure to the benefit and the binding upon their heirs, assignees, personal representatives, and successors in interest to the parties. Each person signing this executes it on his/her behalf and on behalf of the child named below. If executed by more than one person, it is executed jointly and separately.

Executed at (select location):

- GRANDVIEW HOUSE PRESCHOOL, 1212 North Pacific Ave., Glendale, CA 91202
- GRANDVIEW HOUSE AT THE VILLAGE, 1306 Sonora Ave., Glendale CA 91201

On:

\_\_\_\_\_ Date

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Print Name of Child

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



grandview house  
PRESCHOOL

## Parental Agreement for Admission into the Toddler Option Program

Enrollment Age - between 18 to 36 months

Child's Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

I \_\_\_\_\_ provide my written permission to allow placement of my child into the Toddler Option Program.

I understand that enrollment into the Toddler Option Program is voluntary, and admission into the program is based on my child's developmental needs.

I understand that my child, who will be enrolled in the Toddler Option Program, shall not be placed in the preschool program before the age of 30 months without my written permission.

(Title 22 101216.4 Preschool Program with Toddler Component)

Parent/Legal Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Owner/Director: \_\_\_\_\_

Date: \_\_\_\_\_

# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

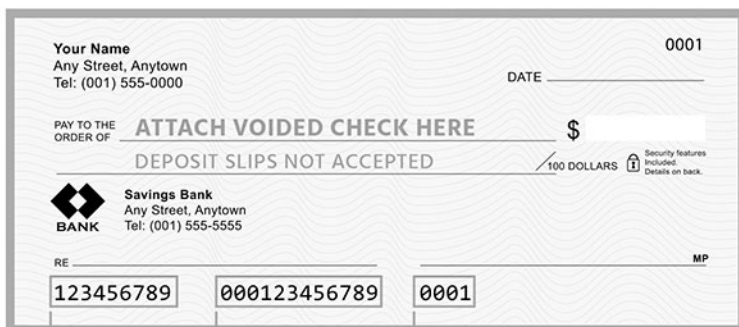
### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER
123456789	000123456789	0001

#### FOR OFFICIAL USE ONLY

_____
<b>Date Received</b>
_____
<b>Employee Signature</b>

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**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 needs.
  - (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, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (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.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

**Community Care Licensing**

NAME

LA East Regional Office

ADDRESS

1000 Corporate Center Drive Suite 200-B

CITY

Monterey Park

ZIP CODE

91754

AREA CODE/TELEPHONE NUMBER

323-981-3350

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:****PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

Grandview House

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

---

### 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 child care 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 child care 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.

Licensing Office Name: Department of Social Services - CCLD

Licensing Office Address: 1000 Corporate Center Dr. Suite 200-B Monterey Park, CA 91754

Licensing Office Telephone #: (323) 981-3350

7. Be informed by the licensee, upon request, of the name and type of association to the child care 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 STATE 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](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Grandview House  
\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Grandview House  
FACILITY NAME

TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

NAME

. THIS CARE MAY BE GIVEN UNDER

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD  
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

( )

WORK PHONE

( )

## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

**To Be Completed by Parent or Authorized Representative**

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
	HOME ADDRESS	NUMBER	STREET	CITY	STATE ZIP
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
	HOME ADDRESS	NUMBER	STREET	CITY	STATE ZIP
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

**ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY**

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

**PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY**

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER    EXPLAIN: \_\_\_\_\_

**NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY**  
 (CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN  
 AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE

**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY  
 CHILD CARE HOMES LICENSEE**

DATE OF ADMISSION	LAST DATE OF ENROLLMENT

## CHILD'S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD'S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
IS / HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/ MEDICAL EXAMINATION

### DEVELOPMENTAL HISTORY *(\*For infants and preschool-age children only)*

WALKED AT* _____ MONTHS	BEGAN TALKING AT* _____ MONTHS	TOILET TRAINING STARTED AT* _____ MONTHS
----------------------------	-----------------------------------	---

### PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping Cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
--	------------------------	---

**DAILY ROUTINES** (\*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*	
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*	
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	LUNCH		
	DINNER		
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
DOES CHILD USE ANY SPECIAL DEVICE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:

PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY

---

HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED REPRESENTATIVE, BROTHERS, SISTERS AND OTHER CHILDREN?

---

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

---

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

---

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

---

REASON FOR REQUESTING DAY CARE PLACEMENT

---

PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE	DATE
--	------

# PHYSICIAN'S REPORT—CHILD CARE CENTERS

## (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

### PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

\_\_\_\_\_, born \_\_\_\_\_ is being studied for readiness to enter  
(NAME OF CHILD) (BIRTH DATE)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_ : \_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to \_\_\_\_\_ a.m./p.m. , \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(TODAY'S DATE)

### PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: \_\_\_\_\_ Allergies: medicine: \_\_\_\_\_

Vision: \_\_\_\_\_ Insect stings: \_\_\_\_\_

Developmental: \_\_\_\_\_ Food: \_\_\_\_\_

Language/Speech: \_\_\_\_\_ Asthma: \_\_\_\_\_

Dental: \_\_\_\_\_

Other (Include behavioral concerns): \_\_\_\_\_

Comments/Explanations: \_\_\_\_\_

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: \_\_\_\_\_

### IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA) (REQUIRED FOR CHILD CARE ONLY)	/ /	/ /			
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

**SCREENING OF TB RISK FACTORS (listing on reverse side)**

Risk factors not present; TB skin test not required.

Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).  
\_\_\_\_ Communicable TB disease not present.

I have  have not  reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Date of Physical Exam: \_\_\_\_\_  
Date This Form Completed: \_\_\_\_\_  
Signature \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practitioner

PARENT PARTICIPATION FORM

I, \_\_\_\_\_, PARENT OF  
\_\_\_\_\_, WILL COMPLETE 10 HOURS OF  
VOLUNTEER WORK FOR GRANDVIEW HOUSE PRESCHOOL  
DURING THE SCHOOL YEAR.

I, \_\_\_\_\_, PARENT OF \_\_\_\_\_, CHOOSE  
TO PAY \$100 IN LIEU OF 10 VOLUNTEER HOURS TO BE  
COMPLETED FOR GRANDVIEW HOUSE PRESCHOOL DURING  
THE SCHOOL YEAR. PAYABLE AT THE END OF THE SCHOOL  
YEAR.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Grandview House Preschool **LUNCH BUNCH** Food Menu

Week 1 & 3

Day	Breakfast	Lunch	Afternoon Snack
<b>Monday</b>	Whole Grain Cereal & Fresh Seasonal Fruit 1% Organic Milk	Lentil, Spinach and Noodle Soup with Side Dinner Roll 1% Organic Milk	Whole Grain Animal Crackers & Fresh Seasonal Fruit 1% Organic Milk
<b>Tuesday</b>	Cinnamon Swirl Bread & Fresh Seasonal Fruit 1% Organic Milk	Pasta Marinara with Shredded Mozzarella, with a side of Carrot Sticks 1% Organic Milk	Whole Grain Homemade Bread (Pumpkin/Banana Chocolate Chip) & Fresh Seasonal Fruit 1% Organic Milk
<b>Wednesday</b>	Waffles with Agave Syrup & Fresh Seasonal Fruit 1% Organic Milk	Garmeer Pilaf (ground beef & red rice), with a side of yogurt and cucumber sticks 1% Organic Milk	Whole Grain Crackers & Sunflower Seed Butter 1% Organic Milk
<b>Thursday</b>	Lebni with Lavash Bread & Cucumber Sticks 1% Organic Milk	Ground Turkey or Chicken and Pasta Bake in Pink Sauce with a Side of Steamed Veggies 1% Organic Milk	Whole Grain Homemade Bread (Pumpkin/Banana Chocolate Chip) & Fresh Seasonal Fruit 1% Organic Milk
<b>Friday</b>	Buttered Toast with Seasonal Jam & Fresh Seasonal Fruit 1% Organic Milk	Beef Kabob in Pita Pocket with a side of Roasted Potatoes and Side Salad 1% Organic Milk	Yogurt or Homemade Hummus Dip and Carrot Sticks 1% Organic Milk

Week 2 & 4

<b>Monday</b>	Whole Grain Cereal & Fresh Seasonal Fruit 1% Organic Milk	Quesadilla with a Side of Buttered Corn, or Black Beans and Watermelon Wedges 1% Organic Milk	Whole Grain Animal Crackers & Fresh Seasonal Fruit 1% Organic Milk
<b>Tuesday</b>	Buttered Toast with Seasonal Jam & Fresh Seasonal Fruit 1% Organic Milk	Homemade Mac'n'Cheese, Steamed Broccoli or Mixed Vegetable Medley 1% Organic Milk	Whole Grain Homemade Bread (Pumpkin/Banana Chocolate Chip) & Fresh Seasonal Fruit 1% Organic Milk
<b>Wednesday</b>	Cinnamon Swirl Bread & Fresh Seasonal Fruit 1% Organic Milk	Hidden Veggie Chicken Noodle Soup with Side Dinner Roll 1% Organic Milk	Whole Grain Crackers & Sunflower Seed Butter 1% Organic Milk
<b>Thursday</b>	Waffles with Agave Syrup & Fresh Seasonal Fruit 1% Organic Milk	Lentil and Rice Pilaf with Lettuce, Tomato, and Cucumber Salad with Lemon Vinaigrette 1% Organic Milk	Yogurt or Homemade Hummus Dip and Carrot Sticks 1% Organic Milk
<b>Friday</b>	Whole Grain Cereal & Fresh Seasonal Fruit 1% Organic Milk	Homemade Cheese Pizza with Carrot Sticks and Fresh Fruit 1% Organic Milk	Whole Grain Homemade Bread (Pumpkin/Banana Chocolate Chip) & Fresh Seasonal Fruit 1% Organic Milk

Seasonal fruits and vegetables are served and organic ingredients are utilized when available.

## POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

## SYMPTOMS OF LEAD EXPOSURE

Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints, such as stomachache, crankiness, headaches, or loss of appetite.



## OPTIONS FOR LEAD TESTING



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans will also pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's website at [www.cdph.ca.gov/programs/clpppb](http://www.cdph.ca.gov/programs/clpppb), or call them at (510) 620-5600.

(The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.)

1/2019



## EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

## LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

### IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



## LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them;

- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**  
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes).\*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**  
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**  
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.\*

- **Filter your water-** Consider using a water filter certified to remove lead.

### WARNING!

Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(\*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

For information on testing your water for lead, visit The Environmental Protection Agency at [www.epa.gov/lead/protect-your-family-exposures-lead](http://www.epa.gov/lead/protect-your-family-exposures-lead) or call (800) 426-4791.

You can also visit The California Department of Public Health's website at <https://www.cdph.ca.gov>.

