



**miss sandie's school**

# Parent Manual

2001 Center Road, Novato, CA 94947

(415)892-2712

[www.missandiesschool.com](http://www.missandiesschool.com)

# Miss Sandie's School Information

---

## Contact Information:

Miss Sandie's School  
2001 Center Road  
Novato, CA 94947

Telephone: (415)892-2712

Fax: (415)892-5532

Email: [office@missandiesschool.com](mailto:office@missandiesschool.com)

Website: [www.missandiesschool.com](http://www.missandiesschool.com)

## School Hours:

School Hours: 7:00 a.m. to 5:30 p.m.

Infant Room Hours: 8:00 a.m. to 5:30 p.m.

# Welcome to Miss Sandie's School!



## Vision & Mission

---

### **Learn. Discover. Grow.**

Our mission is to offer an environment which encourages intellectual, social and physical development, while providing children a very safe and supportive environment in which to learn, discover and grow.

### **Curriculum**

Our goal is to nurture students' natural love of learning and encourage them to be confident, responsible and kind individuals. Miss Sandie's School focuses on learning through exploration, everyday experiences, the environment, art, music, constructive and outdoor play.

The school is supplemented by a spectrum of enrichment opportunities, such as Spanish, gymnastics, and multi-sport activities.

**Intellectual:** Curriculums are age-specific and designed to foster a love of learning that children can use as they transition to kindergarten and beyond. Our goal is to create and solidify the important building blocks (letters, sounds, numbers, shapes, writing, etc.) necessary to succeed in school. Critical skills are learned through the natural world (plants & animals) and everyday activities. Many teachable moments come from gardening, art, enjoying lunch together and outdoor play. We also offer a range of the most up-to-date learning tools and activities to ensure that students gain critical skills and are prepared for kindergarten.

**Social-Emotional:** A primary focus is on teaching and reinforcing basic and important social skills, such as taking turns, sharing, learning to cooperate in a group setting, expressing empathy and being a good friend. We support children's emotional development with activities that build confidence in their growing abilities, promoting self-esteem and independence.

**Physical Development:** Children are encouraged to be children! For gross motor skill development, we offer an array of well-designed, age-appropriate and safe play structures and equipment. To aid in fine motor skill development, we provide manipulatives, sensory tables and other classroom tools and activities.

# School Grounds

---

## Located in Novato

Located in Novato, Miss Sandie's School is nestled in a safe, quiet and friendly residential neighborhood surrounded by walnut trees. Our two buildings house large, light-filled, updated and colorful classrooms. Located about 5 minutes from Highway 101, Miss Sandie's serves families throughout Marin County and the North Bay.



## Safe Play Yards Customized to Your Child's Developmental Abilities

Our five play yards are designed with specific age groups, and developmental abilities in mind. The Pre-K yard offers climbing structures, age-appropriate climbing walls, a grass soccer field, basketball hoop, tricycle track, sand box, swing set and lots of large building blocks for building life sized structures. There is also a dedicated space with a concrete tricycle track that weaves through the grass. The 2 to 3 year old play yard also offers several climbing structures, sandboxes, tricycle track, climbing rocks and a large grassy play area. The infants and toddlers have a play yard with smaller structures and tricycles more appropriate for our littlest students.

## Two Organic Gardens

We have two organic garden areas which are used throughout the year by the students. Gardening is integrated with the classroom curriculum. Students have the opportunity to learn about the cycle of life, plant seedlings and grow (and eat!) their own flowers, fruits, herbs and vegetables.





# Registration & Enrollment

---

## Overview

Detailed registration packets are available in the office. All parents must complete a registration packet that includes medical documentation prior to attending classes.

## Required Forms

The following forms need to be returned to the Miss Sandie's office prior to starting the program.

- Emergency Card
- Identification and Emergency Information
- California School Immunization Record
- Physician's Report
- Child's Preadmission Health History – Parent's Report
- Personal Rights
- Notification of Parent's Rights
- Consent for Emergency Medical Treatment
- Getting to Know Your Child (Miss Sandie's School)
- Enrollment Agreement (Miss Sandie's School)

## Immunization Updates

It is VERY important that we receive records of recent immunizations for your child's file. Every time your child has an immunization, please make a copy and drop it off in the office for our records.

## Changes in Contact Information

For the safety and welfare of your child, please inform the office staff of any changes in contact information. This should include (for all legal guardians):

- Home telephone numbers
- Office telephone numbers
- Cell phone numbers
- Email addresses

In the event of an emergency, it is very important to have current telephone numbers for all persons authorized to pick up your child.

## Changes in Enrollment

Please let the office staff know if you need to make adjustments to your child's schedule. The office staff will do its best to help accommodate changes in days and hours.



## Tuition

---

Miss Sandie's School does not send bills out to parents/guardians. Tuition is paid in advance on the 1<sup>st</sup> day of each month (or 15<sup>th</sup> of the month if paid bi-monthly).

- Tuition not paid by the 5<sup>th</sup> (or 20<sup>th</sup>) of each month is subject to a late charge of \$3.00 per delinquent day.
- **There are no refunds given for days missed (e.g., sick, vacation) or holidays. Hours and missed days are not exchangeable.**
- There is a \$30.00 charge for returned checks.

Monthly tuition checks or cash can be put in the locked "drop slot" found by the gate at the front of the school. If a monthly receipt is needed, please log into your Brightwheel account and download/print it. You may also download a year-end tax receipt from Brightwheel.

Most families set up online payment through their bank. Use your child's name as the "account name"; your bank will mail a check to Miss Sandie's School free of charge. You may pay through your bank on Brightwheel.

## Sibling Discount

There is a 10% discount off of the lower of the two tuition amounts. Please inquire about the discount if you have 2 or more children.

## Withdrawal of Student

**A written notice must be given to office staff one month prior to withdrawal of your child from Miss Sandie's School.** Parents/Guardians may withdraw a child from a program at any time. Parents/Guardians wishing to withdraw their child but who fail to provide a one month's notice will be liable for the last month's tuition. Withdrawal and subsequent re-enrollment will entail additional fees.



# Holidays/School Closures

---

Miss Sandie's School is open year round.

**Holidays:** The school is closed for the following holidays:

- Typically 2-2.5 days around New Years, depending on the day of the week New Year's falls
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Typically 3 days around Christmas, depending on the day of the week that Christmas falls

Note: Holidays are discussed and some of the celebrations include: a Halloween parade, Hanukkah, visit with Santa, Kwanza, Valentine Exchange, Chinese New Year, Egg Hunt, Cinco de Mayo and making Mother's and Father's Day gifts. Please share with us any other special customs and/or holidays that you and your family celebrate.

**In-Service Days:** The school is also closed for 3-4 Staff In-service Days (occurring in winter, spring and one in August). Every few years there are special conferences that require 1 special in-service day.

\*Tuition Credit will not be given for holidays and in-service days.



## Communication

---

Talk to us! Let us know what you are satisfied with or especially happy about. We also want and need to hear from you if you have concerns about your child or our program. Please always feel free to talk to your child's teacher or to the office staff.

Parent/Guardian conferences are arranged on an individual basis or as determined by the teacher or director. Parents/Guardians are welcome to set up an appointment with the teacher or director any time questions or concerns about their child arise.

In addition to face-to-face communication, we also convey important messages to our families using the following types of communication vehicles:

- Newsletters (periodically throughout the year)
- eBlasts (email, episodically throughout the year)
- Easel billboards in the front entry
- Messages and flyers by the gate
- Notes sent home



## Staff & Training

---

Our nurturing, caring, communicative and energetic teachers are the cornerstone of our program. Miss Sandie's teachers are highly experienced, trained in early childhood development and importantly love what they do. This shows in the longevity of our staff, with some having over 30 years of experience to share with staff and families.

Our teachers get to know each child individually, and are able to foster and address their unique needs and abilities. They are skilled at helping children to become aware of their roles as integral members of a group, as well as transition easily from home-to-school and Pre-K to kindergarten.



For professional development, our staff attends training workshops and early childhood education conferences. Topics have included: Positive Discipline, Self Esteem in Young Children, Evaluating & Observing Young Children, Social & Emotional Development and Early Math.

Staff training is also provided on an on-going basis for Curriculum Planning, Identifying Child Abuse, CPR & First Aid, Fire & Earthquake Safety, and Active Shooter Training.



## Health & Safety

---

### Emergency Authorization

Each child needs a completed “*Consent for Emergency Medical Treatment*” form on file in the office. The form needs to be completed by the student’s parent/guardian during enrollment. Should an accident occur, or if your child were to become ill while at school, we will contact you or the person(s) listed under “Emergency Contacts” on the form.

Important: Please contact the office to update this information in the event of any changes.

### Medications

No medication of any kind will be administered to a child without parents’/guardians’ instruction and approval for each medication on the school authorization forms. These authorization forms must be filled out and signed on a daily basis. The medication authorization binder is located on the front counter.

All medications must be given to office staff for proper storage and administration. We are able to refrigerate medications. The child’s name must be on all medicine containers. Medicine should not be put in lunch boxes or in cubbies. These locations are easily accessible to all children and pose a danger to our students.

### Illness Policy

Please call the office if your child is sick and will not be coming for the day. It is especially important to call the office if your child is sick so that we know of any illnesses that may spread such as the flu, lice or other communicable diseases.

The goal of the illness policy is to prevent the spread of communicable illness among staff and children. While it is impossible to entirely prevent all illness, its incidence and severity can be reduced.

NOTE: During the Covid pandemic, our illness policy is stricter than what is outlined below. Please refer to school communications about our revised illness policy.

Parents/guardians **MUST KEEP** their child(ren) home when they have the following symptoms:

- 1) A fever of 100.4 degrees or above (must be 24 hours symptom-free without the use of fever-reducing medicine before returning to school).
- 2) A runny nose (or that has green/yellow discharge) when associated with other symptoms (such as fever, vomiting or cough with mucus secretion).
- 3) A cough with mucus secretion (a wet, wheezy cough which could be spreading a bacterial or viral infection on the droplets) when associated with other symptoms or when persistent.
- 4) A rash or skin ailment such as: impetigo, ring worm, hand-foot & mouth, cold sores or fever blisters (contagious) or lice. Children may come to the school with heat, or diaper rash or food allergy.
- 5) Recurring diarrhea (loose, watery stools). Child must be symptom-free for 24 hours before returning to school.
- 6) Vomiting, recurring or with fever. Child must be symptom-free for 24 hours before returning to school.
- 7) Pink eye or conjunctivitis, if untreated. A 24-hour cycle on medication is required before your child can return to school.

The staff will assess each child's health upon entering the school each day and will discuss any problems with the parent/guardian. The staff may use discretion in accepting a child who shows signs of illness. A doctor's note stating that the child has been examined, is under treatment, and is well enough to come to school will allow a child with the above-mentioned symptoms to attend the school. Parents are asked to observe the child each morning for signs of illness, and to call the school with any questions or problems. The illness policy applies equally to staff who will remain home when ill.

If a child becomes ill during the course of the day, parents/guardians will be called and asked to make arrangements for the pick-up of their sick child. Miss Sandie's School is not equipped to care for sick children. No tuition credit is given for days missed because of illness. Parents/guardians should call the school if their child is ill so we are aware of a contagious illness. This way we can inform other parents/guardians of symptoms to look for in their children. The originally ill child will remain anonymous.

## **Medical Emergencies**

In the event of a serious medical emergency, 911 will be called immediately; CPR and/or first aid will be administered. If it is impossible to contact anyone on the emergency list and should emergency treatment be required, the child will be taken to Sutter Hospital in Novato, unless otherwise specified on the child emergency card. We need your authorization for the center to contact your family physician and to take whatever emergency medical measures are deemed necessary.

## **Safety**

Emergency drills are scheduled on a regular basis and alternate between mornings and afternoons.

# Protecting Children, Centers, Teachers and Parents from Child Abuse

Our hiring practices include:

- Thorough check of previous employment
- Educational references
- Personal references
- Criminal record checks; must have prints on file that have cleared the FBI, Department of Justice and Child Abuse Index prior to employment
- Arranging for a time when we can observe interaction between the applicant and the children before hiring
- A three-month probationary period to assess whether child care/teaching is an appropriate choice of profession
- Policies which outline causes for immediate discharge

New employees receive a formal orientation of Miss Sandie’s School goals and philosophy. Employees are evaluated and observed on an ongoing basis. Staff training is provided regularly.

Miss Sandie’s School has an open door policy; parents/guardians are always welcome, and encouraged to participate in various school activities.

The State of California has a child abuse reporting law which requires teachers, child care workers, and administrators to report the known or suspected instance of child abuse to a child protective agency. Should a concern about a child arise, we will act in a way that seems to be in the best interest of the child and their family.

It seems important to acknowledge the stress in our lives and our responsibility to facilitate healthful and helpful ways of responding to it, to benefit both parents and children. Should you reach a crisis in your life, and need some help managing it appropriately, the following resources may be useful:

- |                                     |                      |
|-------------------------------------|----------------------|
| <b>California Children Services</b> | <b>(415)499-6877</b> |
| <b>Children’s Medical Services</b>  | <b>(415)499-7397</b> |
| <b>Child Protective Services</b>    | <b>(415)499-7153</b> |
| <b>Marin Child Care Council</b>     | <b>(415)472-1092</b> |



# Important Daily Information

---

## **Pick-up & Drop-off**

Upon Entering the School: Children may be dropped off and picked up between 7:00 am and 5:30 pm (Infant Room hours are 8:00 am to 5:30 pm), Monday through Friday. We ask that children be dropped off at school by 9:30-9:45 am at the very latest in order to fully benefit from our program. Please call or email if your child will be dropped off after 10:00 am. Note: Children enrolled for the morning programs must be picked up by 12:30 pm, no later.

Sign-in/Sign-out: Parents/guardians are required to accompany their child to the gate which is located off of the parking lot. You will see a bar code on the fence. The State requires that ALL children be signed in and out daily by their parents. Sign-in on your phone using the bar code and your Brightwheel app. After signing in, you must accompany your child to the gate. All authorized persons will follow the same procedure for departure, signing their child out using the Brightwheel app.

Children: Releasing children to someone other than a parent or guardian requires prior written notice. The person picking up your child must present a picture ID to the office and sign the child out. If the teacher or office staff is not familiar with the person, a phone call will be placed to the parents/guardians to verify the child is to be released.

Late Pick-up: Children who are picked up after their scheduled time will be charged a late fee. The late fee applies to all programs (both morning & full-day). If a child stays longer than their scheduled time, there is a charge of \$2.00 per minute for every minute after. Please make arrangements to pick up your child at the scheduled time.

## **Meals**

Children bring their own nutritional lunches Monday through Friday. Children also bring their own food for a morning and/or afternoon snack; parents just pack an extra food item or two. Miss Sandie's School does not provide meals or snacks. Each classroom is equipped with a microwave to heat up any lunch items. *\*If parents/guardians do not wish their child to eat/drink specific foods/beverages, please just let your child's teacher know.*

**Beverages:** We provide water throughout the day. Important: Please provide your child with a water bottle (labeled with your child's name). The water bottle is sent home daily for washing and returned to school the next day.

**Allergies -- Miss Sandie's School is a NUT-FREE school:** All classrooms are nut-free due to student allergies. Please do not bring nuts to school, or foods that use nuts as a component. Foods that claim to be processed in a facility with nuts are acceptable. Classrooms may have additional allergies. Your child's teachers will communicate what other allergies you need to be aware of.

**Infant/Toddler Feeding & Meals:** Miss Sandie's makes every effort to accommodate the nutritional needs and desires of infants, as outlined by their parents. It is important to us that you feel confident and assured that your infant is receiving the food/drink that he or she needs.



Feeding Time: Please share your desired feeding schedule with your infant's teachers. The teachers will provide you with a sheet to fill out which outlines a preferred schedule; you are free to make any changes to the schedule at any time.

Breast Milk or Milk: Please bring breast milk or formula for your child. California law requires the parent to pre-mix formula and bring it to school ready to drink. Please make sure that the bottles are labeled with your child's first and last name. We do have a refrigerator in the infant room which can be used to properly store breast milk and formula.

Baby Food: Let your child's teachers know when you would like your child to begin eating solids. Also, please convey any eating issues or concerns you might have.

## Clothing

Please dress your child in old, comfortable clothing that will not restrict his/her play. We offer children messy play with water, paint, sand, and craft materials that can stain clothing. Play clothes and sturdy shoes are recommended. Cowboy boots, dress shoes with slippery soles, strapless shoes and flip-flops are not allowed as the children are unable to use the play equipment safely and to participate fully in our daily movement and motor development programs.

**Infant/Toddler Clothing:** As with the older children, please dress your infant/toddler in seasonally appropriate clothing that does not restrict play. Infants who are not yet walking do not need to wear shoes.

It is **important** that all clothing items (including coats, sweaters, etc.) are clearly marked with your child's name. We cannot be responsible for clothing that is not labeled. Should your child lose a clothing item, please look for it on the "lost and found" rack located by the gate. **Note:** A permanent marker is usually accessible on the check in table and available for labeling purposes.

## **Diapers & Potty Training**

Children must be potty trained before starting Pre-K; there is no potty training requirement for younger children (infants to 3 year olds). We may be able to make accommodations for special circumstances. Parents are asked to drop off an adequate supply of diapers every week. Our teachers are very supportive of your efforts to potty train your child.

## **Naptime**

Miss Sandie's is a napping school. All classrooms (except for infants) nap between 1:00 pm and 3:00 pm. Children that are only here for a morning program must be picked up by 12:30 pm to make the transition to naptime successful.

## **Blankets & Sheets**

State law requires that every child's mat be covered with a crib sheet at naptime. Parents need to supply the child with a crib size sheet and a naptime blanket (light weight blanket for summer months; heavy weight blanket for winter months); please be sure to label both of these items with your child's name (also required). Crib sheets and blankets must be taken home at the end of each school week and returned to school clean the following week.

It is also a State requirement that all sheets and blankets fit into your child's cubby. For example, cubbies cannot accommodate pillows, sleeping bags and twin size sheets.

## Toys

Please help us enforce the “**no toys at school rule**,” even though it means potentially arguing and leaving your child in tears. Children do not typically share their toys brought from home while at school. This causes fighting and undue attention. It also sets your child up for a long upsetting day worrying about the toy.

School toys and materials are shared by all because they belong to all of us. Parents/guardians should have their child leave their very own, special toys at home or in the car. Miss Sandie’s School will not be responsible for locating “lost toys” at the end of the day.



## Special Activities

---

### **Birthdays**

Birthdays are very special at Miss Sandie’s School. Parents/guardians are welcome to bring to your child’s classroom cookies, cupcakes, or cakes to share. Please let your child’s teacher know in advance that you will be bringing treats.

### **School Pictures**

School pictures are taken annually in the early fall and mid-spring. Individual photos are taken of every child. Group/class photos are also taken at this time. No prepayment is necessary. There is also no obligation to purchase pictures. You pay only for the pictures you choose.

### **Enrichment Programs**

Enrichment programs of gymnastics and multi-sport are offered on the premises. Literature is available at the gate for such activities. There is a reasonable monthly fee payable to the individual instructors of each program. Miss Sandie’s receives no compensation for offering these programs.



## **Social Events**

Miss Sandie's hosts fun events throughout the year. These are a great opportunity to meet your child's friends and get to know other parents. Importantly, these contribute to our warm sense of community.

Events include: Annual Back to School Night (September), Fall Family Picnic, Spring Family Picnic and Pre-Kindergarten Graduation Ceremony (June, followed by potluck brunch).

## **Volunteer Participation**

We know that many of you have very limited time. While we welcome volunteer participation, there is absolutely no obligation to help in your child's classroom. Participation can be as simple as donating recycled materials such as egg cartons, cereal boxes and toilet paper rolls. You can also participate by volunteering to help with holiday events, book fairs and classroom parties. Check with your child's teacher for specific needs.

## **Preparing Your Child for a Successful Experience**

In order to have a successful child care experience, it is important for the families and the staff of Miss Sandie's School to have an open and honest line of communication. Each family is unique and our goal is to help transition all families into their new environment by targeting specific needs.



# What to Bring for Your Child

## *First Day of School Checklist*

### **Morning Program Children:**

- Change of clothing, including underpants, if applicable (labeled)
- Extra diapers or pull-ups, if needed
- Water bottle

### **Full Day (Morning/Afternoon Program) Children:**

- Lunch & Snacks (we supply water) – we can heat up their lunch
- Water bottle
- Change of clothing, including underpants, if applicable (labeled with child's name)
  - Summer only: Swimsuit and water shoes for days we do water-play (labeled)
- Extra diapers or pull-ups, if needed (2-weeks supply)
- Crib-sized sheet (labeled with child's name)
- Small blanket (labeled with child's name)

### MISS SANDIE'S SUPPLIES THE FOLLOWING ITEMS:

- **Wipes** -- *feel free to bring your own (labeled with child's name) if there is a special brand you prefer*
- **Diaper rash cream** -- *feel free to bring your own (labeled with child's name) if there is a special brand you prefer*
- **Sunscreen** -- *feel free to bring your own (labeled with child's name) if there is a special brand you prefer*
- **Water** throughout the day



**miss sandie's school**  
2001 Center Road  
Novato, CA 94947  
(415)892-2712