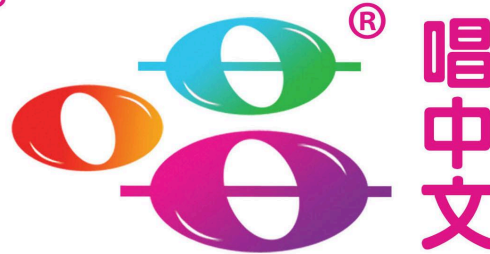


SingInChinese



Sing In Chinese Bilingual Preschool - South Bay

Parent's Handbook

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Tax #: 47-4434249

TABLE OF CONTENTS

1. General	3
a. Welcome	
b. Mission	
c. Value & Philosophy	
d. Communication	
e. Staff	
 2. Curriculum & Programs	 4
 3. Operation Information	 6
a. Hours of Operation	
b. Drop Off & Pick-Up	
c. Sign In & Sign Out	
d. Release Authorization	
 4. Enrollment	 8
a. Admission Policy	
b. Application	
c. Withdrawal	
d. Discipline Policy	
 5. Tuition & Fees	 10
a. Registration Fee	
b. Tuition Deposit	
c. Tuition	
d. Refund	

6. Nutrition, Health, Medication, Emergency	12
a. Nutrition	
b. When to Stay At Home	
c. Contagious Illnesses	
d. When a Child is Hurt	
e. When a Child Bites	
f. Medication	
g. Vaccinations	
h. Toilet Usage & Change of Clothes	
i. Nap	
j. Emergency Preparedness	
 7. Parent Information	 19
a. Parent Participation	
b. Visiting your child	
c. Observing your child	
d. Parent-Teacher Conferences	
e. Back-To-School Night	
f. Parent Education	
g. Parent Resources	
h. Parent Roster	
i. Dress Code	
 8. Events & Field Trips	 22
 9. Calendar & Holidays	 23
 10. Toys	 23
 11. Birthdays	 24

WELCOME

Dear Parents,

We are delighted to welcome you and your family to our Sing In Chinese community. We thank you for entrusting your children to us and hope that this first educational experience will be both nurturing and rewarding for all of you. We look forward to getting to know you as members of our family.

As we share in the care and development of your children, we will be building a close relationship. You are becoming part of a community of staff, parents, children, extended family and caregivers who provide a supportive environment for all of us. We look forward to enriching your child's everyday experiences by guiding his or her social, physical, cognitive and emotional growth.

We welcome your questions and concerns no matter how small. We have a common interest – your child!

Sincerely,

Sing In Chinese Bilingual Preschool

MISSION

The mission of Sing In Chinese Bilingual Preschool is to provide a dual immersion preschool program to teach Mandarin and English. Children between the ages of 18 months old through entry to first grade are immersed in a nurturing and stimulating environment.

We provide a developmentally appropriate curriculum for young children and believe in the use of encouragement as a motivator, in allowing children to make decisions and to experience the consequences of their choices. Sing In Chinese Bilingual Preschool strives to develop self-directed, confident and capable life-long learners.

VALUE & PHILOSOPHY

Sing In Chinese Bilingual Preschool teaches children to have kindness, humility, appreciation, compassion, respect, integrity, diversity, equity, inclusion, curiosity and innovation by demonstrating these characteristics.

Every child is unique, Sing In Chinese adopts different teaching methods needed to best guide each child. We treat each child with respect and through demonstration by teachers, children learn to mutually respect everyone.

COMMUNICATION

Open communication is the foundation of a harmonious child-care community. Parents are encouraged to be involved in their child's education and communicate often with your child's teacher and/or the Directors.

Please check our bulletin board daily for notices, personal messages and items of interest when picking up your child from school. You may also stay informed of school events through our **website** at www.SingInChinese.com.

STAFF

Our staff is a loyal and cooperative team of talented, well-trained and experienced individuals who love their work - helping to nurture and enhance the education and development of children from 18 months through entry to first grade.

CURRICULUM

Sing In Chinese Mandarin immersion curriculum includes a series of our original songs written with a unique Patent Pending method that combines the basic four tones of Mandarin with the melody. Children have fun singing useful conversational phrases in the correct tones that are stored in their long-term memory. A complete list of our curriculum is listed in detail on our website at www.SingInChinese.com.

The Sing In Chinese Bilingual Preschool overall curriculum incorporates the age appropriate development of children's social, physical, cognitive and emotional skills. We facilitate self-confidence for advanced learning with these building blocks; problem solving, interacting with peers, practicing new skills, learning to communicate, working with emotions and developing creativity.

Multi-sensory activities that are developmentally appropriate are designed and incorporated into children's daily schedule. We adequately prepare children for the rigors of kindergarten. Planned lessons work on large and small motor skills, language arts, math, science, art and music as well as many academic readiness skills.

In addition to the planned lessons, teachers continue to facilitate children's learning by observing, asking open-ended questions and playing with them to stimulate thinking and encourage exploration.

We foster and facilitate different types of play to motivate and capture children's attention. "Play is the highest form of research." (Albert Einstein)

5 Types of Play:

- Active outdoor play
- Make believe role play
- Play with manipulatives (puzzles, patterns, construction)
- Creative play (music, arts & crafts, audio-visual)
- Learning type of play (books, games, skills)

We encourage exploring, experiencing challenges and successes in all areas of their development. Through exploration, construct and test ideas, refining critical-thinking skills, children develop capability and independence, becoming excellent students as they grow older.

PROGRAMS

We offer a year-round program from September through August.

Students are 18 months old through entry to First grade with mixed age grouping from 2 years through entry to First Grade.

Students are challenged appropriately and prepared for kindergarten or first grade readiness.

Options of three days and five days a week are offered.

Full Day program is offered from 9am to 3pm.

Extended care is offered to Early Birds from 7:30am to 9am and Later Gators from 3pm to 5:50pm.

Extra days & hours may be added based on availability and when a reservation has been made with the office by 9:30am on the day your child will be attending.

Schedule changes can be requested and will be accommodated to the best of our availability.

OPERATIONAL INFORMATION

HOURS OF OPERATION

Our school opens at 7:30am and closes at 5:50pm.

Full Day	9am to 3pm (with a 5 minute grace period)
Early Birds	7:30am to 9am
Later Gators	3pm to 5:45pm (with a 10 minute grace period)

DROP OFF, PICK-UP & PARKING

Please bring your child to school **on time**. Lessons start promptly at the beginning of each morning.

When walking your child to and from school, please make sure that he/she is by your side. Children may never be unescorted in the parking lot or hallways.

Please say your goodbyes and hellos at the classroom door.

Please remember to sign in and out every day. It is the legal state requirement that you or your designated caregiver sign your child into and out of school each day he or she comes.

Please keep in mind that morning gatherings in front of classrooms are very disruptive. Rather than peeking through the window, please schedule an observation of the classroom.

If picking up early, please notify the teacher in the morning.

Please be on time for pick-up. We are happy to care for your child until you arrive. However, when a child is the last to be picked up, it may be emotionally hard for him or her. Also, our staff has appointments, meetings and families of their own waiting for them, so please do your best to be on time.

If you have an unforeseen delay and will be late to pick, please call our office to let us know your arrival time. When you communicate with us, you may not be charged a late fee for infrequent unforeseeable occurrences. If you do not call, the late charge of \$1 for each minute per child will be assessed.

Remember to drive slowly (5 mph) in and around the parking lot.

SIGN-IN & SIGN-OUT

Any adult listed on your child's Emergency Form is cleared for drop off and pick up. Please be aware that if any of these people are unfamiliar to us, we will ask them for a photo ID and may call you if they are not authorized on your Emergency Form. If you wish a new person to pick up your child from school, please provide a written release and a call to our office to alert us to this change, and add them to your child's Emergency Form.

RELEASE AUTHORIZATION

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized in writing by one of the above. If it becomes necessary to have someone not listed pick up a child, written release must be provided as well as valid identification.

ENROLLMENT

ADMISSION POLICY

Sing In Chinese Bilingual preschool is open to all without discrimination based on race, gender, national origin or religious affiliation. All children who are 18 months old are eligible for admission.

For new parents, tours may be scheduled to observe and learn more about our programs. Following a tour, we will interview your family for appropriate placement of your child.

APPLICATION

Registration applications can be completed online. We will contact you once we have received all the necessary information and documents including vaccination records.

WITHDRAWAL

In order to obtain credit for your tuition deposit, you must provide at least one month's notice of intent to leave the program in writing. No tuition deposit refunds will be issued.

DISCIPLINE POLICY

Sing In Chinese provides developmentally appropriate early education programs for children from 18 months old through entry to first grade. We nurture mutual respect between adults and children.

Ground rules are explained clearly and can be understood at the level of each child.

Children learn daily from their choices and consequences. A bad choice or accident is treated as a learning opportunity where we keep children engaged in the process.

No child is to be isolated, embarrassed or shamed when he or she makes a mistake or a bad choice.

If a child chooses to break a toy, we ask the child to refrain from playing with toys for a few minutes and talk with the child about what happened. In a few minutes, we encourage that child to try again, learning from that previous choice.

If a child spills some water, we help the child find the clean-up tools and assist him or her with clean up.

Self-discipline and life skills are developed through practice with these experiences.

Parents are responsible for damages to school property or to the properties of others and will assume the costs for repair or replacement.

Violence against another person, such as biting, hitting, fighting, gross disrespect, or verbal harassment will not be tolerated and will result in any of the actions below and not in any specific order:

- the removal of student from classroom with supervision and parental notification of child's behavior
- the student sent home for the remainder of the day
- temporary expulsion of the student from school
- psychological evaluation and counseling, all costs are responsible by parents
- permanent expulsion from school

TUITION & FEES

REGISTRATION FEE

A nonrefundable registration fee of \$250 is charged to enroll each student. If a student withdraws from Sing In Chinese, this nonrefundable registration fee of \$250 will be assessed again at re-enrollment.

TUITION DEPOSIT

A nonrefundable Tuition Deposit of \$500 for each child is due at the time of enrollment to hold a spot for each child.

In order to obtain credit for your tuition deposit, you must provide at least one month's notice of intent in writing to leave the program.

TUITION

Our school year is 48 eight weeks (excluding one week for Spring Break, one week for Thanksgiving, and two weeks for Winter Break). We also observe major holidays listed under the section, Calendar & Holidays.

The full annual tuition can be paid at the start of a school year. Families also have the option of paying over a period of 12 months at an average monthly rate. This annual tuition model is necessary to retain key personnel and cover long term expense commitments.

Full tuition is due by the 15th day of the previous month.

\$35 is assessed if tuition is not received by the 20th of each month.

Balances not paid within 30 days of the initial charge may result in termination of your child's enrollment.

If you anticipate any financial hardship, please speak with the office or director and we will try our best to make workable arrangements within our ability.

Tuition payment may be submitted either by personal check or electronic check. Some families arrange for an automatic payment from their bank each month. Credit card payment will be charged an additional fee of 3%.

All tuition payments by personal or electronic check should be made to Sing In Chinese and remitted to the office.

Returned checks will be charged a \$35 processing fee.

Sing In Chinese will provide receipts necessary for child care reimbursement from your employer or tax purposes.

Tuition is charged for each month your child is enrolled whether or not your child is in attendance. It holds a place for your child in our school as we are unable to fill your space for a brief absence or illness while our operating expenses remain constant.

No make-up for days missed will be granted as exchanging or “banking” unused hours/days cannot be accommodated due to the complexities of school enrollment capacity, ratios and staffing.

Tuition adjustments for schedule changes may be arranged with our Office Manager.

Tuition is usually increased annually to cover the added cost of education. These rates and their timing are determined by the school as part of the budgeting process.

TUITION CHANGE NOTICE

Written notice of basic tuition rate change will be given to the child's authorized representative at least 30-calendar-days in advance.

REFUND

No tuition payments will be refunded for absences from class due to illness or any other circumstances. At least one month's notice of intent to leave the program must be submitted via writing in order to obtain credit for your tuition deposit. No tuition deposit refunds will be issued.

NUTRITION, HEALTH, MEDICATION & EMERGENCIES

NUTRITION

Sing In Chinese aims to be a nut free school out of consideration for all the students. Some children can react severely to tiny traces of nuts.

Children bring their own lunches to school. Please use thermoses for hot dishes prepared at home. We are not equipped to warm-up food for students.

Early birds (morning extended care from 7:30am to 9am) can bring their own breakfasts to enjoy at school. Breakfast is finished and cleaned up by 8:45am.

We provide a mid-morning snack consisting of water, milk, fruits, vegetables and whole grain products. Our snacks are served at around 10:00 each morning. The monthly snack menu is posted in the office and in each classroom 10 days prior to the beginning of each month.

We try our best to make sure that your child:

- eats his or her own food
- monitor consumption
- return any uneaten lunch to your child's lunch box rather than get thrown in the trash so parents can know if portion sizes fit your child's appetite

Please **DO NOT SEND** candies, cup-cakes, sweet cookies, twinkies, etc., including special events such as Halloween, Valentines Day, Birthdays, etc.

WHEN TO STAY AT HOME

Our first priority at Sing In Chinese is providing a healthy, safe learning environment for all children. Keeping your child home when she or he is ill causes disruption to your schedule and creates inconvenience. However, if all the families abide by this policy, fewer children will get sick and need to stay at home.

Children will be isolated from others and cared for while we call you to pick up your child as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising

the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- a fever over 99.9 degrees F. (Please keep your child home for 24 hours after his/her fever breaks.)
- a continuous runny nose or if there is thick yellowish and greenish mucus
- excessive coughing
- shortness of breath or difficulty breathing
- repeated shaking with chills
- fatigue
- headache
- sore throat and/or swollen glands
- Nausea / vomiting (within 48 hours previous to school time). The child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Diarrhea (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/ symptoms of illness
- skin rash and/or eruptions of unknown origin such as cold sores and blisters
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Head lice, from the end of the day until after first treatment
- Hand Foot and Mouth sores have dried and crusted and no fever and with a doctor's note
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

We ask parents to exercise good judgment in keeping children at home when they are ill, and to seek medical attention as appropriate. Please keep your child home if he/she has any of the symptoms above. **Children may return to our program once they have been symptom free for at least 24 hours and exhibit the strength and well-being** to thrive in a group environment.

It is important that you notify the school when you have a change of address or telephone number (at home or business) and if there is a change in the name or telephone number of the person to be contacted if you are not available.

CONTAGIOUS ILLNESSES

There are a number of common childhood illnesses or contagious conditions that your child may be exposed to during his or her time at preschool. These include Hand, Foot and Mouth Disease, Fifth Disease and Head Lice. These may be frustrating inconveniences, but they are a normal part of children building immunity. This process is most helpful as they move into elementary school with a well-developed immune system.

It is the parent's responsibility to communicate with Sing In Chinese immediately if you become aware that your child has a contagious disease or condition by calling our office and speaking with one of the Directors. It is our responsibility to communicate your child's illness to the rest of his or her classmates and to provide descriptions of these infectious conditions to each family. You may seek further medical information from your own pediatrician.

Regarding head lice, we maintain a nit-free policy to avoid potential spread among children. It is the parents' responsibility to notify Sing In Chinese if your child has contracted head lice. If a child is found to have head lice, we will ask that a parent pick up the child immediately. Upon treatment and return, we check children to make sure they are free of lice and nits.

WHEN YOUR CHILD IS HURT

When a child gets hurt and experiences the normal bumps and bruises of childhood in their play, we will provide what the injured child needs to feel better, be it ice, a bandaid or maybe just a hug. This helps build empathy and allow the injured child to know that his friends care about him.

In the case of a minor injury to your child, we will complete an "Ouch Report" which explains the circumstances, details the injury, provides information on what kind of care

was provided and if any medical follow-up is needed by the parent. This report will be given to you on the day of the injury when you pick up your child and a teacher will also communicate directly to answer any immediate questions you may have.

If any serious injury or one to the child's head should occur, we will call you immediately. In the event of a severe illness or injury, Sing In Chinese will first contact emergency medical services, then contact a parent. In the latter case, we will also file an "Unusual Incident/Injury Report" (LIC624), required by Community Care Licensing.

WHEN A CHILD BITES

Young children are developing words and language skills as they begin school. When conflict over toys or space occurs, a child may choose to bite another child rather than solving the problem with his or her words. Though we understand the reason why this happens, we do not condone it. We will counsel both the biter and the child who was bitten on using his or her words, what each could say, reminding them that it is never okay to bite another person and that the biter will be sent home if he chooses to bite again.

WHEN A CHILD HITS

Hitting is a behavior that is sometimes demonstrated by preschoolers. It is also unacceptable behavior in a childcare environment. Preschool children hit for a variety of reasons: cause and effect, attention seeking, frustration and unable to verbalize emotions. Hitting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Sing In Chinese Preschool to prevent and stop the hitting. This is the process followed when a child hits:

- The hitting child is stopped and told, "Stop hitting. Hitting hurts." in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The hitting child is removed from the situation. Depending upon the observed motive for the hit, the separation may include re-direction or meeting the child's needs.
- Appropriate first aid will be provided to the child who was hit and his or her parents will be contacted to notify of the situation.
- Parents of the child who hit will be also contacted to meet with teachers and the director immediately to determine the reason or the lack of reason for hitting.
- Parents, teachers and the director will work together to stop the hitting behavior as there is a **No Hitting Policy** at Sing In Chinese Preschool.
- Teachers may modify the environment, routines or activities if necessary to help eliminate the hitting behavior.
- Teachers will work with the child who is hitting to resolve conflicts and frustrations in more appropriate ways.

- Parents will work with the child who is hitting at home to eliminate the behavior.
- Parents will also provide additional resources including behavioral therapists, psychiatrists and other trained professionals to observe and shadow the child who is hitting to determine reasons for hitting and offer a concrete plan to eliminate the hitting.

If the child has a second occurrence of hitting, the child will immediately be sent home.

A third hitting occurrence may result in suspension from school for two days minimum. Actual length of suspension is to be determined by the preschool director.

If the hitting behavior continues, it will result in the expulsion of the child from Sing In Chinese Preschool.

All information is confidential and names of the children involved in the incident are not shared between parents.

MEDICATION

Sing In Chinese Bilingual Preschool prefers that parents administer all medication to their children. However, if a child's medical condition requires that medication be administered while at Sing In Chinese Bilingual Preschool, we will do so respecting specific guidelines. **Parents must complete a Medication Consent Form.**

According to the California State Education Code, definite procedures must be followed with regard to taking medication at school:

1. Any prescription med must be in its original packaging, labeled with your child's name, age and dosage instructions.
2. The medication must be brought to the school office (no medication may be kept in the classroom or lunch box).
3. Parents must complete a form in the office stating the amount of medicine and time at which it is to be given.
4. All medicine must be pre-measured into a container and labeled

Our school cannot accommodate children with severe, potentially life- threatening conditions. We reserve the right to decline enrollment of a child with these conditions if we believe the conditions are beyond the scope of our staff's training and ability to perform in the context of a group setting.

ALLERGIES

A child with allergies must have **an Allergy Action Plan written and submitted by parents that is approved by a physician**. The plan will be posted in a visible location in the classroom and the food preparation area if its food related.

VACCINATIONS

For the health of all of our children, Sing In Chinese Bilingual Preschool is required to follow California State regulations. These necessitate all students provide immunization records to their school before entry. Your Physician's Form must be fully completed and show the necessary vaccines that are required. Sing In Chinese Bilingual Preschool must have this medical documentation to allow your child to attend school.

TOILET USAGE & CHANGE OF CLOTHES

Sing In Chinese expects that children who attend our school will be **potty trained**. This means that they have used the toilet multiple times, wear big girl or boy underwear to school and will be willing to use our child-sized toilets in our bathrooms. We do not expect perfection and understand there will be accidents.

We help children build their capability with life skills such as toileting or changing clothes, asking that you provide your child with a change of clothes at school so she or he can have their own clothes when needed. Please **label each item with your child's full name**. If the child uses them, they will be sent home and must be replaced the following day.

We help train children to pull their pants down and up, learn how to wipe their own bottoms and change their clothes when they have gotten wet or dirty in play or for any other reason. This is a gradual learning process which we understand takes varying amounts of time depending on the readiness of the child.

NAP / QUIET TIME

All children are given the opportunity to nap and there will be designated nap / rest time each day. All children must nap or rest. Upon waking up, the children will be offered independent practice to work on or read quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children become short-tempered in the afternoon and have a hard time enjoying fun activities.

AS PER TITLE 22, REQUESTS TO KEEP CHILDREN AWAKE WILL BE DENIED AS THIS IS A CONSIDERED A VIOLATION OF CHILDREN'S PHYSIOLOGICAL NEEDS.

During this quiet time we ask that parents refrain from picking up your children to not disturb the other children. If you wish to pick up your child before nap time, you will need to pick up your child up before nap / quiet time begins.

A preschool sleeping bag with a pillow is purchased at the time of your enrollment. Cots will be provided by the preschool. Sleeping bags will be taken home every Friday at the end of day for parents to wash and return on the following Monday. Sing In Chinese Bilingual Preschool will sanitize cots weekly.

EMERGENCY PREPAREDNESS

Though we hope that we will never need to use our emergency procedures, we practice fire and earthquake drills monthly and have preparations in place for your children's safety.

Each family is asked to provide an Emergency Kit at the beginning of every school year with extra clothes, snacks, supplies and a letter from you. We have a reserve of food and water for such events.

PARENT INFORMATION

PARENT PARTICIPATION

Parent participation is welcomed but not required. We reach out to parents for activities and events including yearly performances and celebrations to ask for your assistance. Speak with a teacher to express your interest in participation.

OBSERVING YOUR CHILD

A scheduled appointment is required for observation. Please check into our office when you arrive on campus. Please do not interrupt your child's teacher during class time. We will arrange for you to be at a location where your child cannot see you in order for you to observe a normal representation of your child's daily interactions.

We expect that your child will attend school independently most of the time in order for us to help your child's independence capabilities.

PARENT-TEACHER CONFERENCES

Sing In Chinese closes school for two days each spring to provide a dedicated half- hour meeting time for parents and teachers to discuss the growth and development of each child in the school.

We also welcome your questions and observations at any time throughout the year, but we reserve this special block of time for an in-depth conversation.

When your conference is scheduled during school hours, we provide free child care for your half-hour talk. Parents may schedule conferences before or after school depending on our availability. Telephone conferences may also be arranged.

BACK-TO-SCHOOL NIGHT

Our Back to School nights are held in each classroom with your child's teacher during September or October evenings. Parents get a chance to socialize with other parents in their children's class. Teachers talk about their curriculum and goals for your children in the coming school year. This is an event for parents only, please arrange for childcare for this once a year event.

PARENT EDUCATION

We offer valuable parent education sessions a few times each year. Topics include but are not limited to "Separation without Anxiety, Positive Discipline, Stages of Child Development, Siblings without Rivalry, Ready for Kindergarten, Guiding a Gifted Child". A fee is charged for each parent education session.

PARENT RESOURCES

Sing In Chinese has some knowledge of local resources including speech therapist, clinical psychologists and other children related services. We want to support you as a parent so feel free to contact us for any of these resources.

PARENT ROSTER

If you would like your address, phone number and/or e-mail to be included in our published directory so that you may be contacted by other families for play dates, birthday parties or any other reason for communication, please complete the parent roster form and return it to the school office.

DRESS CODE

Clothes:

- adequate for existing weather conditions
- suitable for preschool ages (midriff tops and tight clothing are inappropriate)
- girls must wear tights or shorts under their dresses and skirts

Shoes:

- must be closed toe and not backless
- high heels or platform shoes are not allowed
- shoes with lights are a distraction in class and are not allowed

Hair:

- must be clean and groomed

EVENTS

With help from our parent community, Sing In Chinese would like to offer events listed below to further enrich the learning experience for all the children.

- Open House
- New Parent Orientation
- Back To School Night
- Fall Picnic
- Chinese New Year
- Valentine's Celebration
- Easter Egg Hunt
- Family Mini Days
- Rainy Hour
- Mother's Day Tea
- Father's Day Olympics
- Halloween Parade
- Thanksgiving Celebration
- Holiday Performance & Class Party
- Graduation

FIELD TRIPS

Field trips are lots of fun and can also be very valuable learning experiences for young children. They can help build background knowledge and vocabulary that are important for success in school and life. A parent permission slip must be signed prior to the field trip. Parents can also volunteer as chaperones.

TRANSPORTATION

In the event that transportation is needed for field trips, children are not allowed to sit in the front seat under any circumstances.

Children must be properly buckled in a federally approved car seat or booster seat.

Doors should remain locked when the vehicle is moving.

Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.

Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.

When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

CALENDAR & HOLIDAYS

Our school calendar is available on our website to access at any time. All major holidays are observed and are clearly marked on our calendar including but not limited to Veteran's Day, Thanksgiving, Winter Break, Martin Luther King Jr.'s Day, President's Day and Spring Break.

We also celebrate special holidays at school with the children. On these occasions, school is open but we observe child-centered festivities that help them to understand these cultural traditions. These observations include celebrations for Halloween, Thanksgiving, Hanukkah, Christmas, Chinese New Year, Valentine's Day, Children's Day, St. Patrick's Day, Easter and others based on the holidays and traditions that each family in the class celebrates. We invite all families to bring us their special holidays and help us to understand your cultural traditions.

TOYS

SECURITY LOVEYS

Some children like to have a blanket or a lovey of some kind with them when they first start to provide a sense of security. We want to help a child transition to our school with as much comfort as possible. As your child matures and develops a more internal sense of security, these comfort objects will not be as necessary so please leave personal toys and playthings at home. We are not responsible for personal items that are lost or broken if brought to school.

SHARING TOYS

On designated Show & Tell days, we welcome children to bring special toys to school. This is designed to help children build language and presentation skills by talking about his or her toys in front of the class. We always give each child the choice to share or not to share. Though these toys can create conflict, we welcome these moments as opportunities to problem solve, knowing that they are fine learning opportunities for all children.

BIRTHDAYS

On your child's special day, we will celebrate with the **Birthday Timeline** telling about the special events in his/her life. We will invite you to contribute information or pictures for this activity.

You may donate a book to the classroom library in honor of your child. The book will be read to the class during this event.

Parents can bring a **healthy nut-free celebratory snack** to share with children and teachers in their class. Please, **no balloons, goodie bags, cupcakes, or candy**.

One week in advance, please contact your child's teacher to schedule the celebration and understand the **Birthday Timeline** format.

We will not have birthday parties during class time. If you would like to plan a party, please mail or e-mail the invites to the families' homes. No invitations may be brought to school.

Parent Handbook Signature Page

I _____, the parent of _____,

who will be or is currently a student at Sing In Chinese Bilingual Preschool, have read and understand this Sing In Chinese Bilingual Preschool Parent Handbook. I am familiar and comfortable with the guidelines and philosophy as explained and used at Sing In Chinese Bilingual Preschool.

If any questions or concerns arise during our time attending Sing In Chinese Bilingual Preschool, we understand that we may always speak with the Director, Assistant Director or our child's Teacher, to get these answered.

(Parent's Signature)

(Parent's Name, please print)

(Date)