



Parent Handbook

Effective August 10, 2026-May 27, 2027

The Learning Workshop Preschool

4901 Scott Valley Drive

Scotts Valley, CA 95066

831-888-7983

learningworkshop23@gmail.com

License # 444417102

Nikki Kim/Owner Administrative Director

Samantha Birmingham/Site Director

Dear Parents,

Welcome to The Learning Workshop Preschool! We are excited to partner with you and grow alongside your child this year. The care and education of your child are very important to us, and we are committed to providing a nurturing, consistent, and joyful environment.

This handbook is designed to help you understand our policies, procedures, and daily routines. Please feel free to reach out at any time with questions or concerns.

We look forward to a wonderful year of learning and growth!

Sincerely,

Nikki Kim & Samantha Birmingham

Owner / Administrative Director | Site Director

The Learning Workshop Preschool

4901 Scotts Valley Drive

Scotts Valley, CA 95066

Our Philosophy

We provide a developmentally appropriate early childhood program in a warm, supportive environment where children feel safe, valued, and encouraged to explore.

Our approach emphasizes:

- Strong, caring relationships
- Positive guidance and communication
- Hands-on learning at each child's developmental level
- Language-rich interactions
- Play, creativity, and social development
- Real-life activities (art, cleaning, gardening)
- Outdoor exploration and movement

Mission

To provide children in our community with a high-quality early education experience that supports the **whole child**—socially, emotionally, physically, and cognitively.

Vision

To nurture confident, capable individuals prepared to meet life's challenges with curiosity and resilience.

Program Overview

Hours: Monday–Friday, 8:00 AM – 5:30 PM

Ages: 2 years 9 months – 5 years (toilet-trained)

Staff

Each staff member has been carefully selected and is qualified and competent in providing love and understanding care for each child, according to his/her needs. The Learning Workshop Preschool is staffed in compliance with the state regulations.

Teacher Ratios:

- Licensing ratio: 1:12
- Our ratio: 1:6

Field Trips

None (all activities are on-site)

Optional Services

The Learning Workshop Preschool does not offer supplementary or optional services.

Daily Program

A well-supervised and balanced program is offered to assist the child in his/her learning process. The enrichment program includes singing, creative art, large and fine motor activities, science, health, reading readiness, basic math skills, colors and stories.

Daily Schedule (Sample)

Morning

8:00–9:15 – Arrival & Free Play

9:20–9:40 – Snack

9:45–11:50 – Circle Time, Learning Activities, Outdoor Play

Midday

12:00–12:30 – Lunch

12:30 – Half-day dismissal

Afternoon

1:00–3:00 – Rest Time

3:15 – Snack

3:45 – Music & Movement

4:00–5:30 – Outdoor Play & Pickup

Health & Safety

When to Keep Your Child Home

Please keep your child home if they have:

- Fever (100.4°F+) within 24 hours
- Vomiting or diarrhea (past 24 hours)
- Persistent cough or difficulty breathing
- Rash (without doctor clearance)
- Pink eye
- Head lice (until treated)
- Any condition preventing participation

If a child becomes ill at school, **pickup is required within 30 minutes.**

Medication Policy

Medication may be administered only when:

- Authorization form is completed
- Medication is in original container
- Instructions match labeling

All medication is securely stored and documented.

The licensee shall develop and implement a written plan to record the administration of prescription and non-prescription medication and to inform the child's authorized representative daily when such medications have been given.

When no longer needed by the child, or when the child withdraws from the center, all medications shall be returned to the child's authorized representative or disposed of after an attempt to reach the authorized representative.

In compliance with the state of California, The Learning Workshop Preschool has implemented an IMS plan and procedures guide indicating our areas of service which include administering:

Inhaler/nebulizer

Epi-Pen

Please see site director or head teacher for a copy of the policy. We will be unable to administer any medication if proper procedures are not followed.

Immunization Policy (California)

The health and safety of all children enrolled in our program is a top priority. In accordance with California State Law, Community Care Licensing (CCL) regulations, and the California Department of Public Health (CDPH), our childcare program requires children to meet immunization requirements to attend.

Required Immunizations

California law requires that children in childcare be immunized according to the schedule established by the California Department of Public Health, which follows the Centers for Disease Control and Prevention (CDC) recommendations. Prior to enrollment, parents or guardians must provide an official immunization record from a licensed healthcare provider. Children must remain up to date on all required immunizations while enrolled. Updated records must be submitted as vaccines are received.

Medical Exemptions

As required by California law:

- Only medical exemptions are accepted
- Medical exemptions must be issued through the California Immunization Registry – Medical Exemption (CAIR-ME) system by a licensed physician (MD or DO)
- Personal belief or religious exemptions are not permitted in licensed childcare settings

Medical exemption documentation must be kept on file and will be reviewed for compliance with licensing regulations.

Exclusion During Disease Outbreaks

If a vaccine-preventable disease occurs in the childcare program or community:

- Children who are not fully immunized or who have a medical exemption may be excluded from care
- Exclusion will follow guidance from Public Health authorities and Community Care Licensing
- Exclusion may occur even if the child is not showing symptoms

No tuition credit or refund will be provided for absences due to exclusion related to immunization status.

Record Keeping

Immunization records are maintained confidentially in each child's file as required by Community Care Licensing. Families are responsible for ensuring records are accurate and kept up to date.

Compliance

Failure to submit required immunization documentation may result in:

- Delay of enrollment
- Suspension of childcare services
- Termination of enrollment if documentation is not provided within the required timeframe

Accidents & Emergencies

- First aid is provided immediately
- Parents are notified
- Emergency services called if needed

An emergency information and contact form will be kept on file and up to date at all times. It is imperative that you give us any change of address or telephone number. The Learning Workshop Preschool will not release your child to anyone whom you have not authorized. A list of approved contacts and people approved to pick up your child will be kept on file.

In case of serious injury (medical or dental), or illness requiring more than routine first aid, the director will call 911 first, and then the parents. The school will follow the suggested medical treatment outlined by the attending agency such as the ER, paramedics or ambulance. In the case

of a community emergency Scotts Valley Police uses Nixle to communicate with the public. Sign up for Nixle through the Scotts Valley Police Department Website.

Emergency Preparedness

The Learning Workshop Preschool is equipped with an emergency fire alarm, smoke alarms, and fire extinguisher. Our staff is trained to be responsive in an emergency situation. We have regular fire and earthquake drills, all staff and children practice emergency evacuation. We maintain an adequate supply of first aid equipment and suppliers.

Admission Policies

We enroll children ages 2.9 years and toilet-trained through 5 years old. To schedule a visit at the Learning Workshop Preschool, please call to set up an appointment day and time. At your visit, we will discuss what type of schedule fits your childcare needs/expectations and to see if our environment is suitable for the temperament of your child. Welcome letters will be emailed shortly after your visit with information on next steps.

Once you have received your acceptance letter, a non-refundable registration fee of \$150.00 will be assessed and you will need to complete and submit all required paperwork. According to state law, forms for preschool entrance must be completed and placed in the child's file before your child's first day of school.

These forms include:

- Physician's Report (LIC 701) - must be completed no more than one year prior or within 30 calendar days following enrollment of a child.

- Immunization Record

- Preadmission Health History (LIC 702)

- Identification and Emergency Information Form (LIC 700)

- Personal Rights (LIC 613-A)

- Parents' Rights (LIC 995)

- Consent for Medical Treatment (LIC 627)

- Parent School Agreement

- Lead Poisoning Flyer

Payment Policy

The Learning Workshop Preschool will be billed for ten months, August to May. Families contract for a space, agreeing to monthly tuition due on the first of each month. If the first lands on the weekend, then payment is due on the Friday before. For each day payment is late, there will be a \$10.00 assessment added to your tuition bill. The full monthly rate is due whether or not your child is absent. If payment is not received by the end of the 15th day of the month, The Learning Workshop Preschool has the right to terminate this contract. We accept personal checks, or you may sign up for online payment through our childcare app, Brightwheel, for registration fee and monthly tuition.

We offer full and half day rates. You may choose from the following schedules:

Tuesdays/Thursdays

Mondays/Wednesdays/Fridays

Monday through Friday

Arrival & Departure

- Children must be escorted inside
- Must be signed in/out daily (Brightwheel kiosk)
- Only authorized individuals may pick up (ID required)

Late Pick-Up

- \$1 per minute after 5:30 PM
- Repeated late pickups may result in termination

Nutrition

- Parents provide lunch
- School provides morning & afternoon snacks
- Birthday treats allowed with notice

Rest Time

Full-day children should bring a small blanket with their name on it. Parents are responsible for washing their blanket weekly. We believe the nap time routine is an essential part of a preschooler's success emotionally, physically and academically. According to California licensing requirements "all children shall be given the opportunity to nap or rest without distraction or disturbance" (Title 22).

Our rest time is from 1-3 pm. and is mandatory for all children. While children will not be forced to sleep, all children must be quiet and will be encouraged to sleep or rest quietly. If a child is not able to allow others a quiet rest time, a meeting may be required with the possibility of before rest pick up to be required.

We allow a blanket, small pillow and a stuffed animal/lovey (if needed) to be brought from home for the child to rest with. All items must be small enough to fit in their cubby.

Clothing

All clothing should be marked with the child's name. Easy fitting, easy dressing, comfortable washable clothes are best of school. Long pants for girls and boys are good for cold weather. Please be sure to have a set of extra clothes kept in their cubby in case of an accident of any kind. It is the responsibility of the parent to see that marked clothing articles are intact for school use and taken home on a regular basis. All shoes must have a back strap. Tennis type shoes are most practical and encouraged. If your child wears rain boots to school, please be sure to send a back up pair of tennis shoes.

Items from Home

Children are invited to bring something in to show and talk about with their friends on their assigned share day. These items will typically be theme-related items from home. Our staff will send out a letter regarding the theme for sharing and also which day your child is assigned as their share day. All share items must fit inside their cubby and should only be brought on their day. Please do not bring in toys any other day. The Learning Workshop Preschool can not be responsible for lost items.

Behavior & Discipline

Teachers are trained to use positive guidance, redirection and the setting of clear-cut limits in order to foster the child's own ability to become self-disciplined.

Teachers will use discipline that is consistent, clear and understandable to the child. In the event behavior management techniques are ineffective, a short break will be given (never to exceed the age of the child in minutes, such as a three minute break for a three year old) to allow the child time to regain composure. No corporal punishment or any other public or private humiliation is used. There will be no violation of children's personal rights. Parents will be kept informed of behavioral issues.

Termination Policy

Termination conditions

Immediate: The Learning Workshop Preschool may terminate the child's enrollment in the center's program effective immediately upon written notice to parent of such termination if any of the following conditions arise:

1. In the sole judgment of the center director, child's behavior threatens the physical or mental health or well-being of one or more of the other children at the center.
2. Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility.
3. Any payment owed by parent to center is not paid within one month after such payment is due.

4. Child is picked up late more than three times during any month.
5. Parent fails to pick up child promptly when notified child is ill.
6. Non-cooperation of parent. Parent refuses to comply with agreed upon plan of action relating to child's behavior.

Two Week Notice: The Learning Workshop Preschool may terminate child's enrollment in center's program effective upon two week written notice to parent if any of the following conditions arise:

1. Any of the conditions listed under the section above, provided that the center has not exercised its right to terminate the child's enrollment immediately.
2. In the sole judgment of center's director, the program does not meet the developmental or special needs of the child.
3. Parent fails to provide items for child that parent is required to provide under terms of this agreement or the parent handbook.
4. The Learning Workshop Preschool terminates the center program.

Closures & Holidays

The Learning Workshop Preschool will be closed:

Labor Day, September 7, 2026
Indigenous Peoples Day- October 12, 2026
Veteran's Day observed- November 11, 2026
Thanksgiving week- November 23-27, 2026
Winter break- December 21-January 1, 2027
MLK Day- January 18, 2027
President's Day Break- February 12 and 15, 2027
Spring Break- April 5-12, 2027
Memorial Day- May 31, 2027
Professional Development Days (dates will be provided)

Emergency Closures

In case of emergencies (natural disaster, public health, etc.), policies and tuition adjustments will be communicated as needed.

Water Testing

As required by the State of California Department Community Care Licensing, our drinkable water has undergone testing for lead. Testing is required every five years. Should an issue arise you will be noted and the source will not be used until a full correction has been made.

Parent Responsibilities

Parents agree to:

- Complete all required forms
- Keep information updated
- Follow policies
- Communicate with staff

Acknowledgment

I acknowledge that I have received and reviewed the Parent Handbook and agree to follow all policies.

Parent/Guardian Name: _____

Signature: _____

Date: _____