



KIDS STEAM EDUCATION CENTER

Parent Handbook



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Introduction

Welcome to the Kids STEAM Education Center It is my pleasure to welcome you to our program. My Name is Hilda Ramos, and I am proud to have a long history of serving young children in the Bakersfield community dating back over 26 years. I have worked with infants, toddlers, preschool, school-age, teens, and adults in programs that included family childcare, Head Start, State Preschool, Migrant, and others funded through California Department of Education, California Department of Social Services, County Offices of Education, Superintendents of Schools. I have an associate in science degree from Bakersfield College and a bachelor's degree from Fresno Pacific University. I am a certified Child Development Center Director through the California Commission on teacher credentialing. I continue my lifelong adventure learning through workshops and training and anticipate many more certifications in the future.

This Parent Handbook contains valuable information regarding the STEAM Education program and the roles and responsibilities of both parents and staff members. We encourage you to read it carefully.

Should you have questions, the administrator of your children's program will be happy to assist you. We look forward to your participation in the program and working with you to support your child's growth and development for future academic success.



Our Mission

To inspire and empower children through innovative STEAM (Science, Technology, Engineering, Arts, and Mathematics) education that promotes creativity, critical thinking, collaboration, and environmental responsibility. Through hands-on learning, nature-based exploration, and real-world problem-solving, we nurture curious minds and equip children with the knowledge, skills, and confidence to develop sustainable solutions that positively impact their communities and the world.

Vision Statement

We envision a generation of environmentally conscious innovators who use STEAM knowledge, creativity, and leadership to advance sustainability, protect natural resources, and build thriving communities for future generations.

Core Focus Areas

STEAM Learning: Engaging children in science, technology, engineering, arts, and mathematics through hands-on discovery and innovation.

Environmental Education: Building awareness of ecosystems, conservation, and human impact on the environment.

Sustainability Practices: Teaching resource conservation, waste reduction, recycling, renewable energy, and sustainable living.

Innovation & Problem-Solving: Encouraging children to design creative solutions to real-world environmental challenges.

Community Stewardship: Inspiring children to become active participants in creating healthy, resilient, and sustainable communities.



Philosophy

Kids STEAM Education Center believes that early childhood is the ideal time to spark curiosity and a lifelong love of learning. We view every child as a natural scientist, artist, and engineer, capable of investigating the world through an integrated approach that blends Science, Technology Engineering, Arts, and Math into every day.

We are committed to providing an inclusive, nurturing, and inspiring environment where every child feels valued, supported, and empowered to reach their full potential. We encourage children to see challenges as opportunities, embrace creativity as a tool for innovation, and understand that their ideas can contribute to a more sustainable and equitable future.

Our goal is to cultivate confident learners, compassionate leaders, and environmentally conscious innovators who are prepared to thrive in a rapidly changing world and become lifelong stewards of both their learning and the environment.

Guiding Belief:

"Children learn best when they are inspired to explore, empowered to create, and encouraged to use STEAM knowledge to build a sustainable future for themselves, their communities, and the world."



Curriculum:

The curriculum is designed to weave science, technology, engineering, arts, and math into seamless, engaging experiences for young learners. This approach moves beyond isolated subjects, allowing children to see how these disciplines connect to the world around them through natural curiosity.

Every space is thoughtfully set up to encourage hands-on, inquiry-based exploration. Children are not just passive recipients of information but active creators, using various materials to test hypotheses to build prototypes, and solve problems collaboratively.

The arts play a vital role, fostering creativity and expression alongside scientific inquiry. Whether they are mixing colors to understand chemistry or designing theatrical backdrops for a puppet show, the integration of the arts deepens their understanding and personal connection to each concept.

Technology and engineering challenges are tailored to be age-appropriate, introducing young minds to concepts with programmable toys and simple machines that demonstrate mechanical principles in action.

Ultimately, this holistic approach prepares children for the future by instilling confidence, adaptability, and a lifelong love for learning that will serve them well both inside and outside of the classroom.

STEAM integration in the early years promotes cognitive development, develops problem-solving skills, and cultivates a lifelong love of learning. Children will be prepared not only for school but also for a future in which teamwork, creativity, and invention will be crucial.



ADMISSION AGREEMENT

Program Description

The **Kids STEAM Education Center** provides a high-quality educational program for children ages **18 months through 12 years**. Our curriculum integrates **Science, Technology, Engineering, Arts, and Mathematics (STEAM)** with environmental education and sustainability practices.

Through hands-on learning experiences, children are encouraged to:

- Explore, investigate, and discover
- Develop critical thinking and problem-solving skills
- Engage in age-appropriate science and technology activities
- Participate in engineering and design challenges
- Express creativity through the arts
- Build mathematical reasoning skills
- Learn environmental stewardship and sustainability practices
- Develop social-emotional skills and positive relationships

The program includes indoor and outdoor learning experiences, project-based investigations, nature exploration, gardening activities, technology integration, and collaborative STEAM projects designed to prepare children for lifelong learning and future success.

Hours of Operation

The Kids STEAM Education Center operates:

Days of Operation: Monday through Friday

Hours: 7:30 a.m. – 5:30 p.m.

Center Operation Policies: Sign-in, sign-out: An adult must bring your child or children into the classroom each day. An adult is required under state law to sign the sign-in sheet with his or her complete name. At the time of pick-up, the same is necessary. No adult will be permitted to pick up a child unless they are authorized on emergency cards. Please ensure that a teacher is aware of your child's arrival and departure times. Hours and late fees: The Center are open Monday through Friday from 7:30 a.m. to 5:30pm.

The staff needs time to clean up and get ready for the next day, therefore it's crucial that you always pick up your child by 5:30 p.m. You will be charged a 35.00 late fee for every occurrence and \$2 each minute after that if you haven't arrived at the center by 5:30 p.m. Staff development will be funded by this late fee. If a family with two children arrives at the Center after 5:30 p.m., they will be charged late fees for both children. Both your child and the staff will appreciate it if you contact in advance if you are late, but there will still be a late fee.

Holiday Closures: The Center will be closed on designated holidays and staff development days as outlined in the annual calendar.

- Labor Day – Monday, September 7, 2026
- Columbus Day – Monday, October 12, 2026
- Veterans Day – Wednesday, November 11, 2026
- Thanksgiving Day – Thursday, November 26, 2026
- Christmas Day – Friday, December 25, 2026

Federal Holidays 2027

- New Year's Day – Friday, January 1, 2027
- Martin Luther King Jr. Day – Monday, January 18, 2027
- Presidents' Day (Washington's Birthday) – Monday, February 15, 2027
- Memorial Day – Monday, May 31, 2027
- Juneteenth National Independence Day – Saturday, June 19, 2027 (observed Friday, June 18, 2027)
- Independence Day – Sunday, July 4, 2027 (observed Monday, July 5, 2027)
- Labor Day – Monday, September 6, 2027
- Veterans Day – Thursday, November 11, 2027

Notes on Observance

- When a holiday falls on a **Saturday**, it is typically observed on the **preceding Friday**.
 - When a holiday falls on a **Sunday**, it is typically observed on the **following Monday**.
- Parents will receive advance notice of closures.

Services Offered

The Center provides:

Educational Services

- STEAM curriculum
- School readiness activities
- Environmental education
- Sustainability projects
- Age-appropriate technology instruction
- Science and engineering investigations
- Creative arts experiences
- Mathematics enrichment

Child Development Services

- Social-emotional development
- Language and literacy activities
- Fine and gross motor development
- Individualized learning opportunities
- Positive behavior support

Nutrition Services

- Meals and snacks (if applicable)
- Nutrition education
- Healthy eating practices

Family Services

- Parent conferences

- Family engagement events
- STEAM Family Nights
- Community resource referrals

Outdoor Learning Services

- Nature exploration
- Gardening projects
- Environmental investigations
- Physical activity and recreation

The Center agrees to:

- Maintain compliance with California child care licensing regulations.
- Provide appropriate supervision at all times.
- Maintain required staff-to-child ratios.
- Follow health, sanitation, and safety procedures.
- Implement emergency preparedness procedures.
- Maintain staff certifications in Pediatric CPR and First Aid as required.

The Parent/Guardian agrees to:

- Provide updated emergency information.
- Notify the Center of health concerns or changes.
- Keep the child home when ill.
- Submit required health and immunization records.
- Follow Center policies and procedures.

Safe Sleep and Rest Policy

Parents understand that:

Toddlers (18 Months–2 Years)

- Daily supervised nap periods are provided.
- Individual cots or mats will be used.
- Staff will actively supervise children during rest periods.

Preschool Children (3–5 Years)

- Daily rest periods are scheduled.
- Children are encouraged but not required to sleep.
- Quiet activities are available for non-sleepers.

School-Age Children (6–12 Years)

- Quiet reading and independent activities are provided.
- Nap periods are not required.

Parent Communication Agreement

The Center agrees to maintain ongoing communication with families regarding:

- Child development and progress
- Program activities
- Health and safety concerns
- Conferences and family events
- Changes in policies and procedures

Termination of Enrollment

Either party may terminate this agreement by providing written notice in accordance with Center policies.

The Center reserves the right to terminate enrollment if:

- Required fees are not paid.
- Enrollment documentation is incomplete.
- Health and safety concerns cannot be appropriately addressed.
- Center policies are repeatedly violated.

To complete the enrollment process and determine appropriate placement, we will collect the following documents:

- Copy of Admission Agreement
- Notification of Parents' Rights
- Personal Rights
- Identification and Emergency information
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History
- Physician's Report

I understand the services provided and agree to comply with the policies and procedures of the Kids STEAM Education Center.

Admission Agreement Statement

This Admission Agreement serves as the contractual understanding between the Kids STEAM Education Center and the parent or guardian regarding enrollment, participation in STEAM and environmental education programs, services provided, program expectations, operating hours, fees, and compliance with all licensing, health, and safety requirements.

In accordance with California licensing regulations, the Admission Agreement shall specify payment provisions including the basic rate, optional service rates, payor, due date, and frequency of payment. (*handout)

Late Payment Policy

- Tuition not received by the due date may be subject to a late fee of \$35.00 per occurrence
- Accounts unpaid for more than 5 days may result in suspension or termination of services. Parents will be notified of delinquent accounts before termination action is taken. The Director has the authority to negotiate whatever payment plan is appropriate to bring the account up to date. Late payments received after the 5th will have an additional late fee of 5% of the outstanding balance assessed. The only exception will be if the 5th falls on a weekend; the condition will apply on the following Monday.

Rate Changes

The Center shall provide parents with a minimum of **30 calendar days written notice** of any change in tuition or fees unless otherwise permitted by law.

Refund Policy

Registration Fees

Registration and enrollment fees are: \$120.00- Non Refundable

Late Pick-Up Fees

- Children must be picked up by the center's scheduled closing time.
- A **\$15.00 late pick-up fee** will be charged for **every late pick-up occurrence**.
- In addition to the \$15.00 fee, a charge of **\$2.00 per minute** will be assessed for every minute the child remains at the center **after the first 10 minutes past closing time**.
- Fees begin accruing immediately after the 10-minute grace period.

Examples

- **1–10 minutes late:** \$15.00 late fee
- **11 minutes late:** \$17.00 (\$15.00 + \$2.00)
- **15 minutes late:** \$25.00 (\$15.00 + \$10.00)
- **20 minutes late:** \$35.00 (\$15.00 + \$20.00)

Payment of Fees

- Late pick-up fees will be due upon receipt of the invoice or added to the family's next tuition statement.
- Unpaid late fees may result in suspension of services until payment is received.

Repeated Late Pick-Ups

Repeated late pick-ups place an undue burden on staff and center operations. The following steps may be taken:

1. First occurrence: Assessment of late pick-up fee.
2. Repeated occurrences: Parent conference and written notice.
3. Continued occurrences: Review of enrollment status and possible termination of services.

Emergency Situations

Parents/guardians should notify the center as soon as possible if an emergency or unforeseen circumstance may result in a late pick-up. Notification does not waive the late pick-up fee.

Tuition Refunds

Refunds may be issued under the following circumstances:

- Center closure exceeding five consecutive business days for reasons unrelated to scheduled holidays.
- Overpayment of tuition.
- Withdrawal with required written notice according to Center policy.

Refunds will not be issued for:

- Child absences due to illness or vacation.
- Temporary suspensions.
- Days missed due to non-attendance.
- Failure to attend after enrollment unless otherwise approved by administration.

Withdrawal Notice

Parents shall provide a minimum of **two weeks' written notice** before withdrawing a child from care. Failure to provide notice may result in forfeiture of prepaid tuition.

Conditions for Termination of the Admission Agreement

Section 101219 requires admission agreements to identify conditions under which services may be terminated

Parent-Initiated Termination

Parents may terminate enrollment by:

- Providing written notice.
- Paying all outstanding fees.
- Returning Center property.

Center-Initiated Termination

The Center may terminate enrollment when:

Financial Reasons

- Repeated late payments.
- Nonpayment of tuition or fees.

Health and Safety Reasons

- The child's continued participation poses a health or safety risk to themselves or others.
- Required health documentation is not provided.
- Parents fail to disclose significant health information affecting the child's care.

Program Appropriateness

- The Center determines it cannot safely meet the child's needs despite reasonable efforts and accommodation.
- Required services exceed the scope of the Center's licensed program.

Parent Noncompliance

- Repeated violation of Center policies and procedures.
- Failure to comply with authorized pickup requirements.
- Harassment, threats, intimidation, or disruptive conduct toward staff, children, or families.

Licensing and Regulatory Compliance

The Center may terminate services when required to maintain compliance with applicable licensing regulations and health and safety requirements.

Licensing and Health & Safety Statement

The Kids STEAM Education Center shall operate in compliance with California Title 22 Child Care Center Regulations and applicable Health and Safety Code requirements.

The Center shall:

- Employ personnel qualified and competent to meet the needs of enrolled children.
- Maintain staffing levels sufficient to provide care, supervision, and educational services.
- Ensure at least one staff member trained in Pediatric First Aid and Pediatric CPR is present during operating hours and off-site activities
- Maintain health, sanitation, illness prevention, and emergency preparedness procedures.
- Protect children's personal rights and provide safe, healthful accommodation.
- Cooperate with Community Care Licensing inspections and monitoring activities as authorized by law.

Department Rights Statement

The Parent/Guardian acknowledges that the California Department of Social Services, Community Care Licensing Division, retains the authority to inspect, review records, investigate complaints, and monitor compliance as provided under California childcare licensing regulations.

Positive Discipline and Behavior Guidance Policy

Purpose

The Kids STEAM Education Center is committed to providing a safe, nurturing, respectful, and inclusive learning environment where children can develop self-confidence, self-regulation, social skills, and positive relationships. Our discipline practices are designed to teach appropriate behavior rather than punish children.

Through positive guidance, children learn responsibility, problem-solving, empathy, cooperation, and conflict-resolution skills that support their success in our STEAM learning environment.

Philosophy

We believe that:

- Every child deserves to be treated with dignity and respect.
- Behavior is a form of communication.
- Children learn appropriate behavior through positive modeling and guidance.
- Social-emotional development is an important part of learning.
- Discipline should promote self-control, self-esteem, and responsibility.
- Positive relationships between children, families, and staff support healthy development.

Our goal is to help children develop the skills needed to make positive choices, solve problems, regulate emotions, and participate successfully in STEAM learning experiences.

Positive Behavior Support Strategies

Staff will use developmentally appropriate guidance techniques including:

Redirection

Children may be redirected to another activity, learning center, or appropriate behavior when necessary.

Positive Reinforcement

Staff will recognize and encourage positive behaviors through:

- Verbal praise
- Encouragement
- Positive feedback
- Recognition of effort and achievement
- Classroom responsibilities

Modeling

Staff will model:

- Respectful communication
- Problem-solving skills
- Cooperation
- Kindness
- Emotional regulation

Teaching Expectations

Children will be taught:

- Classroom rules
- Safety procedures
- Respect for others
- Care of materials and equipment
- Conflict-resolution skills

Natural and Logical Consequences

When appropriate, children may experience consequences directly related to their behavior, such as:

- Helping clean up materials used improperly
- Repairing or restoring damaged items when possible
- Taking a break from an activity until ready to participate safely

STEAM Learning Environment Expectations

Children are expected to:

Be Safe

- Use materials appropriately.
- Follow classroom safety rules.
- Walk inside the facility.
- Use tools and equipment responsibly.

Be Respectful

- Treat others kindly.
- Use respectful language.
- Listen when others are speaking.
- Respect personal space.

Be Responsible

- Follow directions.
- Care for classroom materials.
- Participate in cleanup activities.
- Take responsibility for choices and actions.

Be Curious Learners

- Participate in activities.
- Ask questions respectfully.
- Work collaboratively with peers.
- Demonstrate perseverance when solving problems.

Challenging Behaviors

When challenging behaviors occur, staff will:

1. Remain calm and respectful.
2. Ensure the safety of all children.
3. Redirect behavior when appropriate.
4. Provide choices and guidance.
5. Help children identify feelings.
6. Teach problem-solving skills.
7. Communicate concerns with families.
8. Develop support plans when necessary.

Behavior Support Plans

If a child demonstrates persistent challenging behavior, the Center may develop an Individual Behavior Support Plan.

The plan may include:

- Observation and documentation
- Identification of triggers
- Positive behavior goals
- Classroom support strategies
- Family collaboration
- Referral to community resources when appropriate

Families will be involved in the development and review of all behavior support plans.

Prohibited Discipline Practices

The Kids STEAM Education Center strictly prohibits:

- Corporal punishment
- Physical punishment of any kind
- Hitting, spanking, shaking, grabbing, or pinching
- Verbal abuse
- Humiliation or ridicule
- Threats or intimidation
- Isolation as punishment
- Withholding food, water, rest, or toileting
- Punitive exercise
- Locking a child in a room or enclosed space

- Any practice that violates a child's personal rights

Toddler Guidance (18 Months–2 Years)

Because toddlers are developing communication and self-regulation skills, teachers will:

- Redirect children to appropriate activities
- Offer simple choices
- Maintain predictable routines
- Use positive language
- Provide comfort and reassurance
- Support emotional development
- Encourage sharing and turn-taking

Expectations will be age-appropriate and developmentally suitable.

Preschool Guidance (3–5 Years)

Teachers will:

- Teach classroom expectations
- Encourage problem-solving
- Support emotional expression
- Promote independence
- Use visual reminders and classroom routines
- Facilitate peer interactions

Children will be encouraged to discuss feelings and develop solutions to conflicts.

School-Age Guidance (6–12 Years)

Teachers will:

- Promote responsibility and leadership
- Encourage self-reflection
- Foster teamwork and collaboration
- Support conflict resolution
- Develop decision-making skills

School-age children will participate in creating classroom agreements and solving problems collaboratively.

Family Communication

Families will be informed of:

- Significant behavioral concerns
- Ongoing support strategies
- Behavior support plans
- Progress toward behavior goals

The Center believes that consistent communication between home and school promotes positive outcomes for children.

Suspension and Termination

Suspension and termination are considered only after reasonable efforts have been made to support the child and ensure a safe learning environment.

Enrollment may be terminated when:

- A child poses a serious safety risk to self or others.
- The Center cannot safely meet the child's needs despite reasonable accommodations.

- Parents fail to collaborate in implementing agreed-upon support plans.
- Parent conduct violates Center policies.

Whenever possible, families will receive advance notice and assistance identifying appropriate resources.

Guiding Principle

At the Kids STEAM Education Center, discipline is viewed as an opportunity to teach, guide, and support children in developing the social, emotional, and problem-solving skills necessary for lifelong success as learners, innovators, and responsible citizens.

STEAM Education Center Daily Schedules

1. Toddler Schedule (Ages 18 Months–3 Years)

Hours: 7:30 AM – 5:30 PM

Time	Activity
7:30–8:00	Arrival & Table Activities
8:00–8:30	Morning Circle Time
8:30–9:00	Breakfast
9:00–10:00	STEAM Exploration Centers
10:00–10:15	Transitions/ Toileting
10:15–11:00	Outdoor /Gross Motor Activities
11:00–11:30	Music, Movement & Literacy
11:30–12:00	Lunch
12:00–12:30	Toileting/Quiet Preparation
12:30–2:30	Nap Time
2:30–2:45	Toileting
2:45–3:00	Snack
3:00–3:45	Outdoor/ Gross Motor
3:45 –4:45	STEAM Project-Based Learning
4:45–5:30	Literacy & Sensory Experience/ Departure

2. Preschool Schedule (Ages 3–5 Years)

Hours: 7:30 AM – 5:30 PM

Time	Activity
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7:30–8:00	Arrival & Learning Centers
8:00–8:30	Morning Meeting/Circle Time
8:30–9:00	Breakfast
9:00–10:00	Outdoor/ Gross Motor Activities
10:00–10:15	Toileting Transition
10:15–10:30	Music, Movement & Literacy
10:30–11:15	STEAM Investigation /Project-Based Learning
11:15–11:30	Toileting
11:30–12:00	Lunch & Transition
12:00–2:30	Toileting/Quiet Preparation/ Rest Period
2:30–2:45	Wake Up & Toileting
2:45–3:00	Snack
3:00–4:00	STEAM Project-Based Learning Indoor
4:00–4:45	Outdoor Gross Motor
4:45–5:30	Literacy / Sensory Experience/ Departure

3. School-Age Schedule (Part-Time Program)

4.5-Hour Schedule

After-School Program

Time	Activity
1:00-2:00	Arrival & Check-In STEAM Centers
2:00-2:45	Outdoor Recreation & Fitness
3:00- 3:15	Healthy Snack
3:15- 4:15	Homework Assistance
4:15-5:15	STEAM Enrichment Activities
5:15-5:30	Literacy & Dismissal

STEAM Education Center Preschool Program (4.5 Hours)

Operational Hours: 7:30 AM–5:30 PM

Age Group: Preschool (3–5 Years)

Includes Optional Rest/Nap Time for Younger Preschoolers

Weekly STEAM Focus Themes

- **Monday:** Science Discovery
- **Tuesday:** Technology Exploration
- **Wednesday:** Engineering Challenges
- **Thursday:** Art & Design
- **Friday:** Mathematics & Problem Solving, Innovation Projects

This schedule allows children who still require rest time to nap while ensuring all preschoolers receive developmentally appropriate STEAM learning, outdoor play, and social-emotional activities.

These schedules align with a STEAM-focused program while supporting developmentally appropriate practices, including rest periods for toddlers and preschoolers.

Disability and Reasonable Accommodation.

The Kids STEAM Institute supports the value of inclusion the right of all children, regardless of their diverse abilities, to participate actively in natural settings with their peers. This means that we will, on a provisional basis, accept children with special needs who meet the waiting list criteria stated above. Depending on the nature and extent of the disability, continued enrollment will depend on frequent and on-going staff- parent communication, and on careful and continuous assessment of the viability of the arrangement for all concerned. ADA Policy Policy: Our Program will comply fully with the Americans with Disabilities Act (ADA), and other applicable federal and state laws to ensure equal opportunity for otherwise qualified children with disabilities. The Kids STEAM Institute (KSI) does not discriminate based on physical or mental disabilities and is committed to ensuring that there is no unlawful discrimination or harassment in any of its programs, services, activities, or in any terms and conditions of enrollment.

Nutrition All children enrolled in the Steam education center will receive nutritious meals daily, depending upon the length of the program. meals are served in the classroom where children can enjoy a pleasant social atmosphere. At mealtime, children practice eating independently, eat and enjoy a variety of foods, and engage in social and instructional conversations with other children and adults at their tables.

Refreshments / Snacks: The program's cooks and housekeepers offer wholesome morning and afternoon refreshments for the Center. Milk is served with lunch and snacks. Menus for snacks are shown in every classroom and on the website.

The Center's policy includes healthy eating practices. Chips, fast food, sweets, gum, chocolate, soda pop, high-sugar fruit punch or beverages, high-sugar cupcakes and other pastries, and marshmallows are not permitted to be sent to the center. Generally speaking, please save it for at-home eating if the first component on the jar is sugar. Experience has shown us that if a child has these things in their lunch, they are less likely to consume the other meals you send.

Emergency Information:

Every parent, legal guardian or caregiver must complete an Emergency Information card for each child at time of enrollment. Emergency information must include the following:

- Home address and current telephone number, including cell phones
 - Employment/business addresses and phone numbers
 - Relative/friend's first and last names, addresses and telephone numbers, authorized to pick up and care for a child due to illness, in an emergency situation, or after program closing hours, if a parent cannot be reached. In these situations, children will only be released to an adult at least 18 years of age listed on the Emergency Information card.
- Change of Residence and/or Other Emergency Information. It is the responsibility of every parent, legal guardian or caregiver to immediately inform the early childhood education program of any change of address, telephone number or emergency information on the official Emergency Information card.

The National Association for the Education of Young Children's (NAEYC) Code of Ethics states that programs must "maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life." This includes refraining from referring to a child by name in public settings or to others who are not employees.

We will post a printed notice on ClassDojo and next to the sign-in sheet alerting you to any infectious disease or condition that may be present in your child's group. A Medical Emergencies Consent Slip, which gives the Center details about the child's doctor, drug and medicine allergies, and a medical release, must be signed by parents as part of the enrolling process. Any changes to identifying or emergency information, including a change of doctors, must be reported right away to the Center by the parents.

Sick Child Policy: Keep your child at home if you are unsure of their health. Please keep in mind that a sick child may carry their disease to school and infect the teachers and other students. Keep your child at home if they have any of the following symptoms: impetigo (strep or staph infection on the skin); an untreated conjunctivitis (also known as "pink eye"); a sore throat; a temperature greater than 100°, with or without other symptoms, within the last 24 hours; lice; vomiting; diarrhea; or any other contagious disease or condition. If your kid has not been feeling well, please let their teacher know.

You will be notified to discuss the symptoms if your kid is sick at school, and you could be requested to bring them home within an hour. Once your kid has been symptom-free for 24 hours and is able to engage fully in the regular activities of the classroom, they are eligible to return to class. Your kid may not be allowed to return to the Center if they have a fever until they have been fever-free for 24 hours without the use of fever-reducing medication.

Medication:

We are aware that kids may need to take medication while they are in school. The medication will be given by your child's teacher, but only medication in its original bottle will be provided, and you must fill out a Parent Consent for Administration of Medications and Medication Chart. Both the website and every classroom in grade 15 have blank forms. Medication will only be given by center employees once every day. A youngster must be kept at home if they require medication more than once every six to eight hours. For safety reasons, staff may find it difficult or improper to give certain drugs, including eye drops, to younger children. Employees maintain the ability to ask guardians or parents to give prescription drugs that may For the sake of safety, administer to younger children. The employees maintain the ability to ask parents or guardians to give prescription drugs that might need to be restrained in some way.

MEDICATION NOTE:

Kindly refrain from packing any type of medication in your child's lunch. Give your child's teacher the medication in its original bottle, labeled with your child's name and dosage. The teacher will store it in a lockable box on top of or inside the refrigerator. Safety and lower the possibility of any child in our program suffering a physical or mental injury. No child will receive over-the-counter medication unless a doctor has prescribed it, approved it, and provided clear administration instructions. Before any drug is given, the doctor should prescribe precise dosages and times for a given disease. You must have a Parent Consent for Administration of Medications and Medication Chart on file if your kid has a chronic illness.

Allergies:

Children who fit the requirements of special needs can have their diets modified. A completed medical statement from a district nutrition specialist or healthcare practitioner must be provided for assessment and approval for children. Please contact the office for a Medical Statement to Request Special Diet form if your kid needs a special diet. A copy of the menu will be shared on social media and on the parent bulletin board.

When a family or staff member joins our program, we ask them about their allergies as part of regular procedure. To let everyone know about the allergy in the room, staff members are alerted and signs are put up in the kitchen and classrooms. The allergen is eliminated from the facility or the area that the employee or youngster frequents if it is technically feasible. If there are food sensitivities, substitute snacks can be offered.

Discipline -Self-control Helping kids learn to think about and respect themselves, other people, and their surroundings, as well as to feel safe and in control of themselves, is the aim of constructive guiding or discipline. Young toddlers must be taught social norms and how to coexist with others. The ultimate objective we set for the kids is self- discipline. Our goal is to instill an innate desire in every child to respect appropriate behavior.

Age-appropriate behavior boundaries are established at the Center in a clear and consistent manner. Children are permitted to participate in the decision-making process,

and the setting is designed to reduce the need for boundaries. We approach discipline in a positive rather than punitive way because Kids steam education center is dedicated to helping the kids develop a healthy sense of self-worth and independent, responsible, and compassionate behavior. Children who display acceptable behavior are praised by their teachers, who also serve as positive reinforcement models. Additionally, the teachers help the kids solve problems by reminding them of appropriate behavior and giving signs.

Promoting young children's social development and dealing with difficult behavior: Staff members play a crucial role in helping children develop socially and emotionally so they have the skills necessary to succeed in school and in life. These abilities include problem-solving, effective and acceptable communication of needs and emotions, and friendship-building. Our employees offer:

- A compassionate community
- Models of good communication;
- A team approach to dealing with problematic conduct that involves parents as active participants;
- Schedules, routines, and expectations for safe, responsible, and courteous behavior
- A setting free from extraordinary or physical punishment, suffering, humiliation, threats, intimidation, mockery, mental abuse, and other forms of punishment.

The first line of treatment for inappropriate conduct is positive redirection, which is based on the idea that the kid may go back to a space or activity once they can behave appropriately. A youngster will never be physically assaulted, rough handled, verbally abused, or denigrated.

Bullying is not going to be accepted. This conduct is strictly forbidden. All adults and children on the Kids Steam Education Center grounds are subject to this regulation.

Policy for Dismissal In order to address any discipline issues, we wish to collaborate with parents. However, if the staff and director deem physical or emotional abuse of another child or teacher to be excessive or persistent, it will be grounds for termination. A summary of the procedures that will be followed prior to dismissal being considered is provided below:

- To start, a parent conference will be planned to talk about behavior or behaviors that need to be addressed and to create a strategy to address them.
- To help identify the issue and aid in creating a plan to fix it, an external evaluation can be suitable. The parents may incur additional expenses as a result.

The child will then be given a fair amount of time to improve their behavior. Lastly, if the behavior continues and cannot be addressed by the Center and the parents, another parent conference will be planned to assess the child's progress. satisfaction, the director and staff may conclude that the child's needs are not being met by the program. The child may need to be removed from the program at that point. Parents will be dismissed if they don't support or follow the program rules.

Request for Medication to be Taken During School Hours, must be completed and signed by both the physician and parent. The form is available at the early education center office.

A child returning to school with sutures, casts, crutches, braces or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by school administration and health services personnel. A child returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

Incidental Medical Services (IMS) Plan We will strive for inclusivity by include ding kids with a range of chronic illnesses into our everyday activities. Our present practices for the four circumstances we accommodate are described in the following plan.

1. Children with severe, possibly fatal allergies (anaphylaxis), asthma (a chronic lung condition that affects breathing), febrile seizures (a seizure accompanied by a high body temperature), and eczema (skin inflammation) can all be accommodated.
2. Using the LIC 9221 form and directions for when and how to give medication (basic forms to offer instructions for asthma and food allergies can be used), a personal plan of care procedures will be maintained for each child with one of a four mentioned conditions, as provided by the doctor or parent.
3. Inhalers, nebulizers, EpiPens, and prescription drugs are stored in the Each classroom has an emergency lock box with a copy of the administration instructions on top of the refrigerator. Medication that has expired will not be kept on hand.
4. Every member of our staff holds a pediatric first aid and CPR certification. Using the nebulizer and Epi-pen are part of this instruction. Every employee receives training from a CPR/First Health Advocate Training Instructor.
5. The high training rate and low ratios guarantee that there is a sufficient number of qualified personnel on hand in case IMS treatment is required.
6. We make sure that all necessary safety measures are taken, such as wearing gloves in case of contact with body fluids, washing hands properly after removing gloves, and disposing of all.
7. We carry the emergency backpack in case of an emergency that forces us to leave the building. Teachers pack a backpack with any necessary medical supplies for class outings.
8. After an IMS incident, parents are called and treatment is noted in the medical record book (LIC9221).
9. Any changes to this plan shall be notified to our licensing office, and an Unusual Incident Report (LIC624B) will be prepared. Serious events will require a 911 call.

Immunizations:

The California Department of Public Health reports that Senate Bill 277, a new law pertaining to vaccinations, mandates that all children enrolling in public or private schools in the state of California be inoculated. As of January 1st, 2016, every kid enrolled in the program has to be vaccinated in accordance with the California Department of Public Health's schedule or on pace. to finish it based on their most recent vaccinations. Beginning on this day, any prior Personal Belief Exemptions will no longer be recognized. Your registration will be impacted if we do not currently have a record of your child's vaccinations that shows the most recent shots they had.

If a medical exemption complies with the following requirements, it will be approved: A licensed doctor (M.D. or D.O.) must provide a written statement from a parent or guardian stating that the child's physical condition or medical circumstances are such that the need Immunizations are not listed; if they are, please specify which vaccines are exempt, whether the medical exemption is temporary or permanent, and when it expires if it is temporary. If a disease that can be prevented by vaccination develops to which children are susceptible, children who have a medical exemption from the prescribed immunization schedule may not receive care.

Every quarter, the vaccination records need to be updated in each child's file. It is the duty of the parent to give a current immunization record for their child. The office should receive updates directly. Car Seat Law: We also remind you to always wear safety belts and to utilize child safety seats (also known as booster seats) for any child under the age of eight or under four feet ten inches. Youngsters younger than two must ride in rear-facing car seats.

Reporting Suspected Child Abuse:

The State of California requires all employees who work with children to report any suspicions of child abuse or neglect. According to the law, reports are sent to the local Department of Social Services' Protective Services Division without giving parents advance notice. Bruises, burns, a prolonged incapacity of the kid to relate to or engage with staff and/or other children, or inflammation or other abnormal appearance of the genitals are all indicators of abuse and neglect. We will inform you of the circumstances surrounding any injuries received at school once you inform us of the reason of any noticeable bruises, etc., that have occurred at home. Leaving is another thing that is regarded as child neglect.

Disaster Preparedness:

Monthly fire, earthquake, and shelter in place exercises are held to acquaint staff and kids with catastrophe protocols; we take turns doing these drills. between earthquake, fire, and shelter so that we can practice each four times a year. In the event of a fire, each group's evacuation routes are displayed in the classroom. Classrooms evacuate straight to their designated yards in the event of an earthquake. Emergency Supplies: In the event of a significant calamity, when children would need to stay at the **KIDS STEAM Institute**.

Emergency Supplies: In case of an emergency, the Kids Steam Institute has supplies on hand. of a significant calamity when kids could have to stay at the Center. Disaster Preparedness plan also includes the Center, which offers food, drink, shelter, and basic medical care for seventy-two hours. Only the parent or designated person named on your Emergency Information Form, which is on file at the Center, will be allowed to pick up your children.

Emergency Evacuations: Following a significant disaster, children will be housed at the Center. The Emergency Operations Team and/or the Emergency Preparedness Team staff deem the facilities are safe. The Institute will decide on a different location if needed. In the event that the children have been relocated, notice will be sent to all parents via email (if feasible), or posted on and displayed at all of the entrances.

Children's Release: Parents will be invited to assemble outside the main entrance in the event of an emergency if we stay at the center. To ensure that every child is there and to ease the stress of the kids who are still at the facility, we will bring each child out to their parents and drop them off at the main door. Please wait for an employee to direct you before entering the center. If we move, details on the children's release will be sent by phone, email, SMS.

Emergency Information

LIC Form 700 must be on file at the school so that parents can be notified promptly in case of accident or injury involving their child. A child may only be released to an adult at least 18 years old listed on the Emergency Information Card. It is the responsibility of every parent, legal guardian or caregiver to immediately inform the early childhood education program of any change of address, telephone number or emergency information on the official Emergency Information card.

The Department of Social Services and Community Care Licensing has inspection authority to enter and inspect a facility without advance notice. In addition, the department also has the authority to interview children or staff and to inspect and audit child or Child Care Center records without prior consent. Disaster Preparedness Fire, Earthquake, and Shelter in Place Drills: Fire, Earthquake, and Shelter in Place drills are conducted monthly to familiarize staff and children with disaster procedures; we alternate between fire, earthquake, and shelter in place so that we practice each 4 times per year. The evacuation destinations for each group are posted in each classroom for fires. For earthquakes, classrooms evacuate directly to their corresponding yards. Emergency Supplies: The Kids Steam Education Center keeps emergency supplies on hand in the event of a major disaster when children might need to remain at the Center.

The Kids Steam Education Center is also included in the Disaster Preparedness plan, which provides shelter, food, water and basic medical attention for a 72-hour period. Children will be released only to a parent or designated individual listed on your Emergency Information form kept on file at the center.

Emergency Evacuations: After a major disaster, if the Center facilities are considered safe by the staff Emergency Operations Team and/or the CCC Emergency Preparedness Team, the children will be kept at the Center. If necessary, an alternate facility will be determined by the Institute. If the children have been moved elsewhere, information will be posted on Class Dojo at all the regular entrances to the Center and will be shared to all parents via email (if possible).

Release of Children: In an emergency, if we remain at the center, parents will be asked to gather outside the main entrance. To keep all children accounted for, and to reduce anxiety for children remaining at the center, we will bring individual children out to parents and release them at the main entrance. Please do not enter the center unless you are directed to by a staff member.

Birthdays: You are welcome to join the group to celebrate your child's birthday. The Center will provide your child their favorite snack on their birthday because we want kids to associate healthy eating with feeling special. We'll read, sing "Happy Birthday," and place candles in their snacks. tales, and generally give your child a sense of specialness.

Fundraising The annual Pancake Breakfast in the fall, which serves as the launchpad for the Center's annual Giving Campaign, and the annual Evening Under the Stars silent and live auction in June are the two fundraising events that the center board conducts each year.

Extra-Curricular Activities:

The goal of extracurricular activities is to give kids new experiences and educational chances. Before and after on-site lectures or field visits, center teachers deliver relevant content. Every child enrolled in the program will participate on walks through the campus, a park nearby, the library, the fire station, and the local area. We believe that this helps the kids feel like they belong in the community. The center employs artists, musicians, and puppeteers as guest performers whenever feasible. Additionally, through visitors the kids are given access to a variety of hands-on experiences. We invite parents to go on field trips with us. The kids gain a lot from being able to talk to an adult who can broaden the trip's experiences and sights. The Steam Kids Steam Education Center will host numerous family engagement events.

throughout the year, two of which highlight the STEAM curriculum.

A daily wellness check is completed upon the arrival of each child to ensure that children are healthy and able to participate in daily activities. When it is observed that children arrive to the classroom ill, they will be required to be taken home. (Illness does not refer to medical conditions that are not contagious.

A child suspected of having a communicable disease will be excluded from an early childhood education program until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school district, the State Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations. Temporary exclusion generally occurs for communicable diseases including, but not limited to the following: measles, conjunctivitis (pink eye), impetigo, strep throat, chickenpox, scabies, head lice, and whooping cough. Readmission to the program is based on condition and appropriate treatment.

Parent Handbook Acknowledgement

I acknowledge that I have received, read, and understand the **Kids STEAM Education Center Parent Handbook**. I understand that the handbook contains important information regarding program policies, health and safety procedures, attendance requirements, tuition and fee policies, emergency procedures, discipline practices, and family responsibilities.

By signing below, I agree to:

- Follow the policies and procedures outlined in the Parent Handbook.
- Provide accurate and current emergency, medical, and contact information.
- Notify the center promptly of any changes to my child's medical condition, allergies, medications, emergency contacts, or other important information.
- Adhere to all health, safety, sign-in/sign-out, attendance, and program requirements.
- Support the center in maintaining a safe, respectful, and positive learning environment for all children.

I understand that Kids STEAM Education Center may revise the Parent Handbook as needed and that updated policies will be communicated to families.

Photo & Media Release (Optional)

Please check one:

☐ **YES** – I grant permission for Kids STEAM Education Center to use photographs and/or video recordings of my child for educational, classroom, website, social media, newsletters, or promotional purposes.

☐ **NO** – I do not grant permission for Kids STEAM Education Center to use photographs and/or video recordings of my child.

Parent/Guardian Certification

I certify that the information provided on this form is accurate and complete to the best of my knowledge.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Center Representative

Staff Name: _____

Signature: _____

Date: _____