



Conscious Kids Preschool

Play based & relationally rooted

621 Ricardo Ave, Santa Barbara, CA 93109

(805) 708-2218 License # 426214021

Policies and Procedures 2023–2024 School Year

Preschools are dynamic environments alive with rhythms, tones and relationships, where the young children of today build the adults of tomorrow. Research in neurobiology has revealed that significant relationships profoundly shape brain development in young children. Along with family relationships, the bonds and experiences in preschool can make lasting impressions on the developing brains, bodies and minds of young children. At Conscious Kids, we take a mindful approach to building an environment and community based in secure relationships. We work to develop an attuned, loving, and secure connection with the children in which we share authentic curiosity, humor, and sensitivity that fosters a deep sense of safe friendship and community. To help children identify and communicate their experiences, we model and encourage the use of compassionate communication and descriptive language for thoughts, feelings, sensation and behavior. As the community builds trust and a common vocabulary, we use opportunities throughout the day to facilitate each child's leading edge of development, including physical, cognitive, and social-emotional, paying particular attention to the development of regulation skills.

Young children observe, absorb, internalize and externalize what they experience in their environment. Playing in an environment that celebrates diversity, creativity and mindful connection encourages children to emulate, develop and express the same qualities. In many ways, I see our school as a studio where the music of character is under construction. Each child is an evolving song being composed, practiced and mastered through relationship and play. I am part teacher who models mindful attunement of instruments, part observer who listens for the tone, rhythm and texture of each child's music, and part conductor who helps the children harmonize their personal music with the song of their classroom community.

Thank you for the opportunity to play with your child and serve your family.

Philosophy

We believe heart based practices in community and thoughtful approaches to relationships are universally important and essential skills for long term success and happiness. A safe and warm environment invites and inspires the engagement, exploration, and expression necessary for meaningful learning and growth. With a secure foundation, children are more inclined to risk, explore, fall, fail, get back up, try again and again until they master what was once novel, and enjoy the process. Of course, while all this is happening they are building resilience and real world experience - in other words, they are learning!

We also believe children learn best from the inside out, and that self directed play is self directed learning. In the approach of traditional education, the child is given structured lessons with expectations to learn by following the desires and directions of others. In the approach of self directed education, the child's motivation comes from within, so the learning is personally meaningful, and the experience of making their own choices, along with the natural outcome of those choices, is more powerful.

Our Mission

The mission of Conscious Kids is to nurture joyful curiosity and learning in a caring and cohesive community. We provide an environment that supports children to grow into their strengths and move through their challenges in ways that are appropriate to their personal timing, needs and character. We seek out teachable moments, both academic and social-emotional, in the everyday curiosities, activities and experiences of the community.

Discipline

At Conscious Kids Preschool we find there is less conflict and need for intervention when we attend to our relationships and provide scaffolding for the children to explore competencies and build mastery. Throughout the day we help the children develop skills that increase awareness for what their options are, the personal choices they make, and the outcomes of their choices. We encourage everyone in our community to practice being thoughtful and proactive. We strive to make our community agreements clear so that everyone knows what is expected of them and what to expect from others.

When there is a need for adult intervention, teachers model compassionate communication and look for natural consequences that are related to the issue, respectful of all involved, and reasonable for the context of the situation. We

often use the lens of privilege and responsibility to find a natural consequence for the issue at hand.

Under no circumstances will any one, including parents, on the grounds of our school use corporal punishment, including parents.

How We Handle Covid

Precautions & Practices

- There is a daily temperature and symptom check upon arrival, and lots of hand washing after using the bathroom, before eating and as needed.
- If a community member is not feeling well they stay home, but if a sneeze or cough comes up we practice putting it in our sneeze and cough pockets (elbow pillows).
- All Conscious Kids staff have either been vaccinated for Covid-19 or tests regularly.
- We love to share food and do our best to make sure we're doing it in ways that support staying healthy: untouched by anyone's mouth and with freshly washed hands.
- We ask that all members are thoughtful in their pandemic (hopefully soon to be endemic) practices when out in the larger community.
- We are currently not requiring mask wearing outside or inside for anyone. If mask wearing becomes required indoors we will move to an all outdoor program.
- The indoor area is thoroughly cleaned twice a month.
- If your child becomes ill while with us, we will call you and they will be separated from the other children while waiting to be picked up. If we are unable to reach you, each person on the emergency pickup list will be called until a responsible party is located to pick up your child.

If your child has been in close contact with someone who has tested positive for Covid...

- Close contact person is asymptomatic: Plan to quarantine your child at home for 5 days from exposure. If they are asymptomatic with a negative test on day 6 they may return to Conscious Kids.
- Close contact person is symptomatic: Plan to quarantine your child at home for 10 days after exposure. Your child may return after the 10 day period has ended, they are symptom free and have tested negative for Covid-19.

Closures

If we plan to be closed we will provide minimum of 7 day notice before closure. At the end of this manual is a list of planned closure dates. If we close due to emergency, you are notified as soon as possible. There are no refunds for emergency closure days up to one months time. If we need to close for more than one month, you will be refunded for any payment after the first month of closure.

Registration Requirements for school year program

- ❖ Registration forms
- ❖ Consent forms
- ❖ Schedule contract & Policies & Procedures signed
- ❖ Immunization records (if not enrolled in an outside school)
- ❖ Non refundable enrollment fee of \$75
- ❖ First months program & materials fee
- ❖ All children have a two-week trial period

Conscious Kids Fees

Tuition: Please choose one of the three tiers below that reflects what you are able to pay monthly. There are a certain number of spaces available for each tier and are available on a first-come, first-serve basis. The tier level that CKP can offer at any given time depends on availability.

Program Days: Tues.&Thurs. 9:00-2:00	Program Fee per Mo.
Tier 1	\$725
Tier 2	\$665
Tier 3	\$605

There are no refunds or reductions in program fees for time missed due to illness.

The first month's program and materials fee are due by the first day of attendance. When making monthly payments, payment is due in full on the 1st of every month and is considered late on the 6th. **Checks can be made out to Conscious Kids, Venmo is @Tosh-Montee (Leroy is the icon).** Unless prior arrangements have been made, a \$25 late fee is charged for tuition paid after the 5th. Past due accounts of one month or more may prohibit children's attendance until accounts are paid. If Conscious Kids is closed, payment may

be made the previous or following business day. You can pay by Venmo, check or cash. Returned check fee is \$30.

Termination Policy

Either you or Conscious Kids may terminate the financial contract by providing a written 30 days/one month notice prior to the next month of the program.

We reserve the right to discontinue enrollment for the following reasons, but not limited to:

- ❖ Inability of child to adjust in a reasonable amount of time
- ❖ Inability to meet child's needs
- ❖ Lack of parental cooperation
- ❖ Failure to pay or pay on time
- ❖ Serious illness of child or provider
- ❖ Lack of compliance with policies and procedures
- ❖ False information given by parent
- ❖ Physical or verbal abuse of any person or property

Signing In and Out

A full name signature, symptom and temperature check, along with time of drop off AND pick up is required. We will release your child to you, or someone you designate. If a designated person is to pick up your child, please notify us first. Verbal notice is fine only if designated person is on your authorized list. If designated person is NOT on that list, we MUST have written permission to release your child, along with verbal notice. A designated person may not pick up your child without your verbal or written consent. A designated person unfamiliar to us must provide photo identification. Minors may not drop off or pick up children.

Flexible Schedule

9:00 – 10:30	Project & free play	12:30 – 1:00	Lunch
10:30 – 11:15	Snack	1:00 - 1:30	Journal time
11:15 – 11:45	Community circle	1:30 - 2:00	Free play & pick up
11:45 – 12:30	Project & free play		

Meals and Snack

Please provide your child a nutritious well balanced snack and lunch for the day at Conscious Kids. Wholesome natural food helps children focus, interact and learn throughout the day. A dessert of a cookie or two is ok, but please do not send candy, gum, soda, or other white refined sugar sweets. **Please limit drinks to water or herbal tea – no milk or fruit juice.**

To reinforce our commitment to being an environmentally friendly program, we ask that you conserve resources and pack a “trash-less” lunch (or as close as you can). Please pack foods in reusable containers, using as few plastic bags or disposable containers as possible. Thank you!

Personal Property

Children may bring personal property to school for sharing. If a child does not want to share their toy or chooses to use it in a way that is disruptive to the community, they will be asked to keep the toy in a cubby until they go home. Conscious Kids is not responsible for lost or broken toys brought from home.

Communication

Parents are informed of field trips, special events, closures, exposure to major illnesses, and other items of note via email, text and phone calls. Changes of home and work addresses and phone numbers, designated persons names and phone numbers, planned absences, updated immunizations, and other important communications can be given to Tosh by text, email, or when required by law a hand written note.

For the safety of other children, Conscious Kids must be informed **immediately** of any communicable disease your child(ren) may have contracted or been exposed to.

Religious and Cultural Activities

Conscious Kids is not faith based, and welcomes all faiths into our programs. We will explore religious and non-religious holidays, familiar and unfamiliar cultural events, celebrations and customs. Please inform us if you do not wish to have your child participate in a particular event.

Transportation and Field Trip Arrangements

Staff and volunteers provide field trip transportation in private vehicles.

A transportation provider must have current California State driver's license, proof of insurance on file at Conscious Kids, and working seat belts and car seats for those who need them. Seat belts and car seats will be correctly used for each passenger.

You may be requested to pay fees associated with the trip. Field trips requiring licensed transportation require signed permission slips. In the event of an emergency on a field trip, your child will be cared for and you will be notified immediately.

Illnesses

If your child becomes ill you will be called and they will be separated from the other children to avoid passing on illnesses to others while waiting to be picked up. If we are unable to reach you, each person on the emergency pickup list will be called until a responsible party is located to pick up your child. If your child needs to stay home, please inform us as soon as possible.

Communicable Diseases require removal of child from childcare.

Communicable Diseases include, but are not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease, fever, diarrhea or vomiting, you will be notified and asked to pick her/him up.

Medication Management

All medications are locked in the bathroom cabinet at the school.

Medication and sunscreen can only be given to a child who has written permission from a parent. Medications must be in original containers and properly labeled with child's full name, date, and legible instructions for administration. **Administration of prescriptions requires signed notes from physicians.**

Emergency Procedures

In case of emergency requiring medical intervention, 911 will be called. The needs of the child will be attended to first, then emergency medical personnel will be called. Next, we will call those listed on your child's emergency notification list, beginning with custodial parents, until a responsible party is found. If transportation to a hospital is necessary, Cottage Hospital will be used.

Fire Safety

Conscious Kids has a written fire evacuation plan and practices emergency drills with the children at least twice a year. Conscious Kids is a nonsmoking environment.

Child Abuse Reporting Law of Requirements

There will be an immediate report to Child Protective Services if there is any reason to suspect a child has experienced physical, sexual or emotional child abuse, neglect or exploitation.

Free Access

During hours of operation you have the right to access any area used by your child at Conscious Kids.

Nondiscrimination Statement

Conscious Kids prohibits discrimination against race, creed, color, national origin, gender, sexual orientation, marital status, age, disability, or trained guide dogs\service animals used by disabled persons.

Disaster Plan

In case of a disaster we will evacuate the school premises, call 911, describe the situation, state the physical location of the emergency, give the telephone number where we can be reached and will stay on the line until told to hang up. A staff member will then place a call to each parent, then to each subsequent emergency contact until someone is reached.

Please be sure your child has the below in their backpack or cubby when at CK

- One full change of clothes

Your child is encouraged to have messy fun! Please make sure they have a full set of clothes available to change into

- Water bottle

Children are encouraged to drink a lot of water

Conscious Kids follows
the Santa Barbara Public School District holiday schedule

Noteworthy Days
2023-2024 School Year Program

September 05	First day of CKP
November 21 & 23	Closed for Thanksgiving
Dec. 19, 21, 26 & 28	Closed for Winter Break
March 26 & 28	Closed for Spring Break
May 30	Last day of CKP

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Policies and Procedures

I/We have read, understand and agree to Conscious Kids Policies and Procedures.

Name of Child

Date

Name of Child

Date

Name of Parent

Date

Name of Parent

Date