

The Busy Mind Preschool

PARENT HANDBOOK



3847 FOOTHILL BLVD.

LA CRESCENTA, CA 91214

(818) 330-9544

INQUIRY@THEBUSYMINDLA.COM

WWW.THEBUSYMINDLA.COM

FACILITY NUMBER: 198021465

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Dear Families,

Welcome to The Busy Mind Preschool! We are thrilled to embark on this exciting journey with you and your child as they begin their early education experience with us. At The Busy Mind Preschool, we believe in the power of nurturing young minds, fostering creativity, and building strong foundations for lifelong learning. Our dedicated team of educators are committed to providing a safe, supportive, and enriching environment where every child can thrive and reach their full potential. As partners in your child's education, we encourage open communication and collaboration. We value your input, insights, and feedback, and we are here to support you every step of the way.

Throughout the year, you can expect:

- Engaging and developmentally appropriate curriculum tailored to meet the needs and interests of each child.
- Opportunities for hands-on learning, exploration, and discovery through play-based activities.
- A focus on social-emotional development, character building, and fostering positive relationships with peers and educators.
- Regular communication about your child's progress, achievements, and experiences in our program.
- A warm and welcoming community where diversity is celebrated, and every child is valued and respected.

We understand that entrusting your child to our care is a significant decision, and we take this responsibility seriously. Our priority is to create a nurturing and supportive environment where your child feels safe, happy, and inspired to learn.

Thank you for choosing The Busy Mind Preschool! We are honored to be a part of your child's educational journey and look forward to getting to know you and your family better.

Warm regards,

Directors: Alin Matossian and Talin Elmedjian

Mission Statement

The Busy Mind is a safe and nurturing preschool that is committed in providing the best care for your child. We are committed in a making your child's developmental career an exciting one! We encourage and support children by allowing them to explore the classroom environment through curiosity and play. While we provide a play-based learning approach, supplemental manipulatives will be provided to enhance educational growth. (i.e., early literacy development, early math skills, fine motor skills, and introduction to early science skills. At The Busy Mind Preschool, we are committed to nurturing young minds and fostering a love for learning in a safe, inclusive, and engaging environment. Through play-based exploration, creative expression, and personalized attention, we empower every child to develop socially, emotionally, intellectually, and physically. We celebrate diversity, promote kindness, and cultivate curiosity, laying a strong foundation for lifelong success and joyful discovery.

Philosophy

Our philosophy is developing the whole child through concepts such as character building, exploration and discovery, and instilling key characteristics such as respect and responsibility of one's space and community.

We instill a comprehensive management program known as conscious discipline, which is a curriculum based on social and emotional growth and developmentally appropriate practices. This practice is designed to adjust the environment of adults first in order to transform and change the environment of children. Both adults and children will be able to learn the skills needed to successfully manage life tasks.

Our program is both play and curriculum based. We do our best to make sure children have a balance of both learning through play and learning through fun filled circle time lessons and experiences.

At The Busy Mind preschool, we believe that every child is a unique individual with innate potential and curiosity. We embrace a holistic approach to early childhood education that values each child's social, emotional, cognitive, and physical development. Our philosophy is rooted in the following principles:

1. **Play-Based Learning:** We recognize play as the primary vehicle for young children to explore, discover, and make sense of the world around them. Through play, children develop critical thinking skills, creativity, and problem-solving abilities.
2. **Child-Centered Approach:** We honor each child's interests, abilities, and learning styles, tailoring our curriculum and interactions to meet their individual needs. We provide opportunities for self-directed exploration and encourage autonomy and decision-making.
3. **Hands-On Experiences:** We believe in the importance of hands-on, experiential learning. Our curriculum is designed to offer rich and varied experiences that engage all the senses, fostering deep understanding and meaningful connections.
4. **Collaborative Community:** We value collaboration and partnership between educators, families, and the wider community. By working together, we create a

supportive and inclusive environment where every child feels valued, respected, and empowered to thrive.

5. Respect for Diversity: We celebrate the uniqueness of each child and family, embracing diversity in all its forms. We promote empathy, kindness, and understanding, fostering a culture of respect, acceptance, and inclusion.

6. Lifelong Love for Learning: Our ultimate goal is to instill in children a lifelong love for learning. We cultivate curiosity, critical thinking, and a growth mindset, equipping children with the skills and confidence they need to succeed in school and beyond.

By adhering to these principles, we strive to create a nurturing, stimulating, and enriching preschool experience that lays the foundation for lifelong success and fulfillment.

Hours of Operation:

Monday-Friday

8:30 am-4:00 pm

Excluding Holidays

All Holiday breaks will be found on our school website under Holiday Calendar

Drop off begins at 8:30 am- 9:00 am

We will close the gate at 9:05 daily for security purposes.

Closed Holidays/School Calendar

January- Martin Luther King Day

February- President's Day

March/April- Spring Break

May- Memorial Day

June- Summer Break

July- Independence Day

September- Labor Day

November- Veterans Day/Thanksgiving Break

December/January- Winter Break

The Busy Mind Preschool reserves the right to take up to an additional 5 days off for Teacher in Service Days.

Our school calendar is located on our website under “Holiday calendar”

We offer a 10-month program and a three-week summer camp option (dates will be announced later on during school year)

We do not offer discounts or credits for vacations taken by families outside of our posted holidays.

Admissions Policy

At The Busy Mind Preschool, we strive to create an inclusive and diverse learning community where every child has the opportunity to thrive. Our admissions policy is designed to ensure fairness, transparency, and equal access to our programs. The following guidelines outline our approach to admissions:

1. Eligibility: Our preschool program begins enrollment at the age of two.
2. Enrollment Process: Families interested in enrolling their child at The Busy Mind Preschool are required to complete an application form, which is found on our website.
3. Admission Criteria: Admission to The Busy Mind Preschool is based on availability and suitability for our program. While we do not discriminate on the basis of race, color, religion, gender, national origin, disability, or any other legally protected status, we prioritize applicants who align with our preschool's mission, values, and educational philosophy.
4. Enrollment Capacity: Our preschool has a limited number of spaces available in each program, and admission is subject to availability. We strive to maintain appropriate teacher-to-student ratios and ensure a positive learning environment for all children.
5. Notification and Acceptance: Once an application has been submitted, we will schedule a tour for families to come and see the facility. Next, we will offer an application form to parents to complete and submit/ We will review the form and notify families of their child's admission status in a timely manner. Accepted applicants will receive an enrollment offer, which will include details about

tuition, fees, preschool documents and waivers, and official documents required by licensing which include:

- Notification of Parents Rights form (LIC 995)
- Personal Rights form (LIC 613A)
- Identification and Emergency Information (LIC 700)
- Consent for Emergency Information (LIC 627)
- Child's Pre-admission Health History- Parents Report (LIC 702)
- Physician's Report- Child Care Centers (LIC 701)

6. Waiting List: In the event that our preschool reaches maximum capacity, eligible applicants may be placed on a waiting list. Families on the waiting list will be notified if a space becomes available, based on the order of priority outlined in our admissions policy

At The Busy Mind Preschool we are committed to providing high-quality early childhood education to all children, regardless of background or circumstance. Our admissions policy reflects our dedication to equity, diversity, and excellence in education.

Enrolling

If accepted, applicants will receive an enrollment offer, which may include details about tuition, fees, and required documentation.

Enrollment Fees:

\$500 non- refundable registration fee

\$350 non-refundable materials fee

Tuition Payments, Withdrawal, & Late Fees

Full Time Tuition: \$1475 per month

All tuition payments will be due and collected on the 1st of each month. Tuition may be paid via credit card, (with a 3% processing fee), check, cash, zelle, or ACH with a 1% processing fee.

If you would like a monthly receipt for tuition, please email administration and we will provide it via email. Tuition will not be prorated, credited, or refunded for schedule changes, school closures, or days child is absent for any reason.

If you wish to withdrawal for any reason a 30-day advance written notice of withdrawal is needed. If you do not submit a withdrawal request 30 days prior, 100% of the monthly tuition will be non-refundable. In order to make a withdrawal request you must email Administration at

inquiry@thebusymindla.com

If monthly payment is not received by the 5th of the month, a late fee of \$100 will be charged. If payment is not received by the last day of the month, your child may not attend preschool until payment is received, along with the \$100 late fee. If payment is not received by the first school day of the following month then the child's enrollment will be terminated. If any of these days are on a weekend of that month, the policy will resort to the Monday to follow. The Busy Mind Preschool will have the right to fill child's spot if tuition is not paid by the last deadline provided.

The Busy Mind preschool has the right to increase tuition by \$100 yearly.

Discipline Policies

The Busy Mind preschool will not violate corporal punishment or personal rights policies.

The Busy Mind preschool recognizes the parents/guardians as the ultimate disciplinary figures and will not take any disciplinary action without discussing with parent/guardian first. When a problem arises, we will not isolate or give “time outs” to the child, and instead use age-appropriate language to help child cope in their learning environment. If a child is misbehaving, a teacher or staff member will work in a positive manner and will refrain from inflicting pain, humiliation, intimidation, mental abuse or physical punishment towards the child.

As educators, we will do our best to guide the child with positive reinforcement and praise.

Grounds of Dismissal:

We will make every effort to make your experience at The Busy Mind Preschool a happy and successful one. At times, there are certain circumstances for grounds of dismissal. The Busy Mind Preschool reserves the right to act upon the grounds of dismissal based on reasons such as: excessive violence, destruction of preschool property, and multiple incidents of biting, hair pulling, and causing extreme physical harm to another student. Parents and guardians are also responsible to help keep our Preschool as safe and comfortable as possible. If parents or guardians do not follow general rules and policies and/or disrupts Preschool program, this can be grounds for dismissal. The Busy Mind Preschool will document and provide an “ouch report” when a child gets hurt and a “incident report” when the child intentionally harms another student. A copy of

this report will be sent home with child and the original form will be placed in the child's school file.

Steps that will be taken before grounds of dismissal:

If a parent receives 3 such reports, a phone call will be made to set up a parent/ director conference. Next, a plan of action will be created and discussed during the meeting and implemented during school hours. If child continues with same behavior and receives a 4th such report, this will be grounds for dismissal.

Signing IN/OUT

California state law require parents/guardians to sign their child in at drop off and sign out at pick up. The person who signs the child in/out shall use his/her full legal signature and shall record the time of day. Only authorized adults will be able to pick up child. This authorization will be listed on the child's enrollment form. In order to be authorized to pick up child from preschool, the facility requires a valid photo ID and a written confirmation from parent/guardian of authorized pick-up member.

Hours and Late Fees:

The Busy Mind preschool opens at 8:30am and closes at 4:00pm, Monday through Friday, excluding Holidays.

A child not picked up by 4:07 pm will be charged \$1 a minute.

Uniform

All children must wear the assigned uniform, which includes black/blue pants (not provided) and the school t-shirt (provided).

Two t-shirts will be given to child at time of registration.

Each additional t-shirt is priced at \$25.00.

Children are allowed to wear any jacket or sweater they please.

Comfortable shoes are very important. We require children to wear Velcro or slip-on sneakers. We want our students to be comfortable, so please be mindful of type of shoes they wear.

Please no laced sneakers.

Diapering Protocol

The Busy Mind Preschool does not provide diapers or wipes. It is the responsibility of parents/guardians to bring diapers and wipes monthly for their child. Once we are running low on wipes or diapers, we will notify parent/guardian to bring more. Maintaining a safe, hygienic, and respectful environment for all children is a top priority at our preschool. Our diapering protocol is designed to ensure that diaper changes are conducted with care, attention to hygiene, and respect for each child's dignity. The following guidelines outline our diapering procedures:

1. Diaper Changing Area: We have designated diaper changing stations equipped with clean changing tables, disposable gloves, diaper disposal bins and handwashing facilities,
2. Staff Training: All staff members responsible for diapering are trained in proper diapering techniques, including hand hygiene, diaper changing procedures, and recognizing signs of diaper rash or discomfort.

3. Hygiene Practices: Before and after each diaper change, staff members wash their hands thoroughly with soap and water. Disposable gloves are worn during diaper changes to prevent cross-contamination.

4. Individualized Care: Diaper changes are conducted on an as-needed basis, respecting each child's unique needs and preferences. Staff members are attentive to signs of discomfort or soiled diapers and respond promptly to ensure children are clean, dry, and comfortable.

5. Communication with Parents/Guardians: We maintain open communication with parents/guardians regarding their child's diapering needs, preferences, and any specific instructions or concerns. Parents/guardians are encouraged to provide diapers, wipes, and diaper rash cream for their child, labeled with their name.

6. Diapering Records: Staff members document each diaper change, including the time, date, type of diaper change (wet, soiled), and any relevant observations or concerns regarding the child's skin health or behavior.

By following these diapering protocols, we aim to provide a safe, hygienic, and respectful environment for diaper changes, promoting the health and comfort of all children in our care. If you have any questions or concerns about our diapering procedures, please feel free to contact our administrative office.

Lunch and Snacks

The Busy Mind preschool will provide snack twice a day for each child (one 10:00AM snack and one 2:50PM snack). The snack menu will be posted on our website and on the parent information board each month.

Lunch time: 11:30 am-12:00 pm

All dairy and produce are sourced organically

We are a nut-free facility.

The Busy Mind preschool does not provide lunch. Lunch must be brought from home and/or outside source in a labeled container or lunch bag. Please bring a labeled water bottle daily as well. We will refill water throughout the day.

Parents/guardians must pack a nut-free lunch for their child. Please note, we do not have a microwave and will not be able to warm up your child's food therefore we ask for parents/guardians to please pack accordingly.

Please be sure to include plastic utensils with lunch if needed.

It is the parent/guardian's responsibility to provide a NUT FREE lunch for child.

Please DO NOT pack:

-Candy, chocolate, or sweets

-Gum

-Glass containers

-Knives

-Medicine or vitamins

-Juice or sodas

Medication Policy

The Busy Mind preschool will not administer any type of over-the-counter medication. The Busy Mind preschool will only administer prescription medication upon filling out request form by parent/guardian. If prescription medication is required, we will ask for the following:

Please bring medicine in its prescription container clearly labeled with physician's name, dosage and instructions when to administer. Include a medicine spoon or dropper that will allow for easy measurement of the proper dosage. If the medicine has to be refrigerated, please let our administrators know.

Do not send the medicine to school in a lunch box or backpack.

If child has a medical/dental emergency, parents/guardian will be contacted to take proper actions regarding emergency, if parent/guardian or emergency contact could not be reached, the director of The Busy Mind preschool will take appropriate action necessary according to the emergency. Parents/Guardians will have to sign a consent form for emergency medical treatment if needed.

Field Trips/Transportation

Although we think field trips are fun, The Busy Mind preschool does not offer any field trips and will not provide any type of transportation to and from the facility.

The Busy Mind preschool does not own/operate a company vehicle for transportation. Parents/guardians are responsible for their child's transportation to and from the preschool.

Sick Policy

If a child presents symptoms, that administration sees as unfitting for the child to participate in daily activities, we will contact the parent/guardian to take appropriate action.

Please help us by keeping your child at home if they have these conditions:

Open wounds

Fever of 100.4 or above in the last 24 hours

Diarrhea/or vomiting in the last 24 hours

Influenza

Heavy nasal discharge

Constant cough

Pink eye (Child must have been on medication for at least 24 hours and be symptom free before returning)

Lice- Will not be able to return for the rest of the school week

Chicken Pox – After all lesions have dried

Cold/Flu Symptoms

Earache/Sore Throat

Rash - Until rash disappears or it is known that rash is not a result of a communicable disease.

Strep Throat

Hand Foot and Mouth

or any other symptoms of a contagious disease

The Busy Mind Preschool will apply guidance from the Center for Disease Control (CDC) and other agencies and resources as appropriate. The Busy Mind Preschool may take action depending on the situation and will apply health screenings if necessary. School closure or modification may be necessary depending on the severity of disease outbreak. To prevent the spread of infection through direct contamination (coughing, sneezing, & etc.) children must be asymptomatic without the aid of medications before returning to school.

The common cold is normal in the preschool environment. We can monitor common cold symptoms throughout the day and will always notify you if it is getting in the way of their normal daily activities. If your child develops a fever, diarrhea, vomiting, or any other symptoms during school hours aside from the common cold (such as runny nose, slight cough, etc.) we will notify parents/guardians for immediate pick up.

We will conduct a visual health check each morning on all children to be sure they are well. Please DO NOT bring your child to school if your child has any of the following symptoms previously listed above.

Your child's well-being is our number one priority, if a child is displaying symptoms of illness, including but not limited to fever, vomiting, diarrhea, rash, persistent cough, or contagious infections such as chickenpox or flu, we ask that they remain at home until they are symptom-free for at least 24 hours without the use of fever-reducing or symptom-altering medication.

In the case of a diagnosed communicable disease, such as strep throat, pink eye, or hand-foot-and-mouth disease, we require notification from parents/guardians and request that the child remain at home until they have been treated and are no longer contagious, as determined by a healthcare provider.

Children who have been diagnosed with a contagious illness should not return to preschool until they have completed any recommended treatment and are deemed non-contagious by a healthcare provider. This helps prevent the spread of illness to other students and staff.

Any child with a fever of 100.4°F (38°C) or higher should not attend preschool until they have been fever-free without medication for at least 24 hours.

Children who have been excluded from preschool due to illness are welcome to return once they meet the criteria outlined above and are well enough to participate fully in classroom activities.

We encourage open communication between parents/guardians and preschool staff regarding any concerns or questions related to illness. Please notify us if your child is experiencing symptoms of illness or has been diagnosed with a communicable disease, so we can take appropriate precautions and provide support as needed. Please do not medicate child at home and send them to school, medication wears off and we will not be able to re administer any over the counter medication to help suppress any arising symptoms.

By adhering to these guidelines, we aim to create a healthy and safe environment for all members of our preschool community. We appreciate your cooperation and understanding in helping us maintain a supportive and nurturing learning environment for every child.

Toys/Show and Tell

We will have “show and tell” on Fridays. Please do not send toys with your child to school unless it is for show and tell day. Please do not bring any weapon like toys, masks, shields, make up, nail polish or choking hazard toys ex. mini-Legos. mini figurines, any tiny toys that can be placed inside mouth. Toys that do not comply with our policy will be sent back home with parent or guardian at drop off.

Examples of acceptable show and tell items:

Stuffed animals, cars/trucks, books, family photos, and dolls

Covid-19

The Busy Mind preschool follows all the policies set forth by the Los Angeles County Department of Public Health (LACDPH) regarding COVID-19.

If your child has symptoms related with COVID-19, we request a proof of a negative COVID-19 test in order to return back to school. If your child tests positive for COVID-19 or is a close contact of person who has tested positive for COVID-19, LACDPH isolation and quarantine protocols will be administered.

First Day of School

The first day of preschool is difficult for both parents/guardians and children. We do our best to make their first day safe, comfortable, and stress free.

It is very common for children to be upset and/or cry on their first day of preschool. Updates will be sent throughout the day to ensure parent/guardian of first day transition.

Here are some items to bring on your first day of preschool:

- a special blanket/lovey

- family photo

-pacifier, if necessary

All items listed above will be gradually transitioned to **nap use only** once child acclimates to preschool program.

Please bring a bag with diapers, wipes, change of clothes, (pants, shorts, shirts, socks, underwear if child does not wear diapers)

Nap/Rest Time

Each child will receive their own labeled bedding and cot which will be provided by The Busy Mind Preschool.

We will send home your child's bedding at the end of each week in a large plastic bag for you to wash and return back on Monday (or first school day) in the same plastic bag.

Bedding is included in the materials fee due upon enrollment.

All children must be offered nap. If they do not nap, they will need to stay quietly on their cot. If child continuously awakens, makes loud sounds, cries, disturbs others during nap, we will ask parents to pick up their child.

Bottles, pacifiers, stuffed animals, etc. are welcome only during nap time and during first month of transition.

We do not provide milk and we ask for you to bring child's bottled prefilled with milk each morning.

We are not able to warm up milk. Nap will be held daily from 12:15pm-2:30pm.

Saying Goodbye

Saying goodbye is always hard for both children and parents/guardians. We encourage families to always tell their children that parents/guardians always come back!

We recommend initial drop off and saying goodbye to be anywhere between five to ten minutes. Anything longer will create separation anxiety within the child. Please be mindful of your duration of stay for the consideration of students who have already been dropped off. Although sometimes it may seem like a good idea to leave your child without saying goodbye, we encourage for you to say goodbye in order to establish trust with your child and ensure them of your return.

Visitors

Safety is very important at The Busy Mind Preschool; therefore, we are very cautious when there is a visitor on our property. We will have visitors sign in and out and provide us with a photocopy of their valid driver's license/ identification card. We encourage visitation from developmental specialists if needed and work together to make your child's experience the best it can be.

If a specialist is coming to visit a child at school, the parent/guardian must provide written permission and authorization and include time and date of visit.

Visitors such as enrichment teachers must also provide the preschool with a valid identification card or driver's license.

The Busy Mind preschool has the right to ask for a background check from a visitor that is enrichment based. Former employees that were terminated may not visit, however former employees who were not terminated have the right to visit, but not during school hours.

Communication

At The Busy Mind Preschool we will communicate to parents via app called "REMIND"

We will update parents twice throughout the day, once in the morning before circle time transition and once after nap has been completed. This update will include pictures, nap schedule, and eating schedule.

Social Media Policy

We love to share pictures with our parents/guardians of their children at play! The Busy Mind preschool shares pictures via REMIND app and/or Instagram. Parents/guardians must fill out and submit their social media/website release form if they would or would not like their child visible online.

Please note: The Busy Mind Instagram account is public, which gives anyone access to view the account page.

Programs

According to licensing regulations, classroom ratios can be as large as 1 teacher for each group of 12 children (2-5 years). Our ratio for our classrooms is 1:7.

The Busy Mind preschool offers two classes known as:

Classroom 1: 2-3-year old's (this is the classroom located downstairs)

Classroom 2: 3-year old's and up (this is the classroom located upstairs)

Special Class Events/Activities

At The Busy Mind Preschool, we believe in celebrating the joy and magic of the holiday season with our students, families, and staff. Our special holiday events are designed to foster a sense of community, cultural appreciation, and festive

spirit while providing memorable experiences for all. Here are some of the holiday events we may organize:

1. Holiday Performances: Our preschool may organize special holiday performances, such as a winter performance, where children showcase their talents and creativity for parents, family members, and friends. (Beginning 2025)

2. Family Events: We host family-friendly holiday events, such as a Halloween event, winter carnival, Mother's and Father's Day events, etc. where children and their families can enjoy festive games, activities, and refreshments together. These events strengthen bonds between families and create lasting memories for all.

Apart from holiday events, The Busy Mind preschool will provide different enrichment classes monthly based on each month's curriculum theme.

Classes include:

Music, Yoga, and Spanish lessons

Immunization

California School Immunization Law: All school and childcare centers require children to be adequately immunized. The law requires parents or guardians of new students to present a documented immunization record which include dates of child's last immunization. Children without records or inadequate records must be referred to a physician or health department before entering the program. The Busy Mind Preschool will require proof of immunization and will make a copy of the immunization records for the child's school file.

FORM CDPH 8262 must be filled in by child's physician if your child's health does not permit them to receive immunizations.

All of the following immunizations must be completed before a child attends preschool:

Number of Doses Required of Each Immunization:

2 through 3 Months

1 Polio, 1 DTaP, 1 Hep B, 1 Hib

4 through 5 Months

2 Polio, 2 DTaP, 2 Hep B, 2 Hib

6 through 14 Months

2 Polio, 3 DTaP, 2 Hep B, 2 Hib

15 through 17 Months

3 Polio, 3 DTaP, 2 Hep B, 1 Varicella

On or after 1st birthday: 1 Hib*, 1 MMR

18 through 5 years

3 Polio, 4 DTaP, 3 Hep B, 1 Varicella

On or after 1st birthday: 1 Hib*, 1 MMR