



LODI DAY NURSERY SCHOOL

Welcome Packet

760 South Ham Lane
Lodi, CA 95242
(209)334-6884
ldns@bethellodi.com

LICENSE #390300413 & 393605828

Table of Contents

Welcome	1
Preschool Fee Schedule	2
Nursery Fee Schedule	3
School Information	4
Holidays	4
Varied Schedules	4
Vacation	4
Extended Time-off	4
Breakfast	5
Drop Notice	5
Emergency Information	5
Clothing	5
Show & Tell	5
Pay Schedule	6
Parental Involvement	7
Emergency Kits	8
Discipline Policy & Practices	9
Medication Procedure	9
Illness Policy	10



Lodi Day Nursery School
760 S. Ham Lane • Lodi, CA 95242
209.340.5000 • ldns@gotobethel.com
License # 390300413 & 393605828

Dear Parents,

Welcome to Lodi Day Nursery School. Thank you for choosing Lodi Day for your preschool and daycare needs. We endeavor to make this a very positive and memorable experience for both you and your child.

In order to provide the level of service that you expect, we have put together some policies and procedures that will help get you and your child acquainted with Lodi Day.

Please know that we take this responsibility very seriously. The safety and development of your child is very important to us. We want to know how you and your child are doing and how we may serve you better. Please let us know of any concerns you have.

Again, let me welcome you to our school. Please familiarize yourself with the information in this packet. If you have any questions, please let the office staff know.

Cindy Beck
Director

Preschool Fee Schedule

Tuition Fees (2 to 5 years):

Registration Fee (Annual and Non-Refundable) \$75.00

FULL DAY TUITION FEES 6:15am–6:00pm

	Potty-Trained	Non Potty-Trained
Five (5)	\$125.00	\$150.00
Four (4)	\$115.00	\$140.00
Three (3)	\$105.00	\$130.00
Two (2)	\$ 95.00	\$120.00

MINIMUM 2 FULL DAYS PER WEEK \$90.00

or any combination according to space available.

In addition to the preschool teaching, for full day students we provide:

- Two snacks
- Hot lunch
- Nap mat
- Nap sheet
- Nap blanket

TUITION FEES (FOR HALF DAY) MORNINGS ONLY 8am–12:30pm

	Potty-Trained	Non Potty-Trained
Five (5)	\$88.00	\$113.00
Four (4)	\$78.00	\$103.00
Three (3)	\$68.00	\$ 93.00
Two (2)	\$58.00	\$ 83.00

MINIMUM 2 HALF DAYS PER WEEK \$ 58.00

or any combination according to space available.

In addition to the preschool teaching, for half day students we provide:

- One snack
- Hot lunch

Any schedule changes must be made and approved with the office staff prior to change.

ADDITIONAL FEES:

Late fee for every (5) minutes after 12:30pm or 6:00pm \$5.00

Service Charge for Returned Checks \$50.00

Family Discount—a family of two or more children enrolled, will receive a 10% discount on the preschool tuition of one (two, if three children) child. This discount will not apply to non-potty trained or nursery tuition.

Kindergarten Fee Schedule

Tuition Fees (5 years by September 1):

Registration Fee (Non-Refundable) \$150.00

This fee covers books and supplies for the school year.

This is due at the time of Kindergarten Registration and NON-REFUNDABLE.

FULL DAY Monday-Friday, 8am - 3pm

Per Week \$125.00

In addition to the Kindergarten teaching, we provide for students :

- Two snacks
- Hot lunch
- Nap mat
- Nap sheet
- Nap blanket
- Before and after school care

Nursery Fee Schedule

TUITION FEES (6 WEEKS TO 2 YEARS) 6:30am—6:00pm

Registration Fee (Annual and Non-Refundable) \$75.00

Three (3) Full Days	\$128.00
---------------------	----------

Four (4) Full Days	\$148.00
--------------------	----------

Full Week	\$168.00
-----------	----------

Weekly holding fee, for off-track	\$58.00
-----------------------------------	---------

In addition to the caring for your little one, we provide:

- Two snacks
- Hot lunch

According to California Community Care Licensing, Title 22, parents must provide, **daily:**

filled bottles, labeled with child’s name and current date.

We ask parents to provide any other special food items, diapers, wipes, and formula.

ADDITIONAL FEES:

Late fee for every (5) minutes after 12:30 pm or 6:00 pm \$5.00

Service Charge for Returned Checks \$50.00

School Schedule

Time: **Open:** 6:15 am - Morning Session ends at 12:30 pm
Curriculum teaching begins at 8:30am
Close: 6:00 pm

Lunch Schedule

11:00 am—Classes 1, 2, and 3
11:30 am—Infants & Toddlers
11:45 am—Classes 4, 6, 8, and Kindergarten

Holiday Closures:

School will be closed as follows: (not subject to prorating)

LABOR DAY	NEW YEAR'S EVE (Close at 12:30 pm)
VETERAN'S DAY	NEW YEAR'S DAY
THANKSGIVING DAY	MARTIN LUTHER KING, JR DAY
DAY AFTER THANKSGIVING	PRESIDENT'S DAY
CHRISTMAS EVE (Close at 12:30 pm)	MEMORIAL DAY
CHRISTMAS DAY	FOURTH OF JULY

If Christmas falls on a Sunday, Tuesday or a Thursday, LDNS will be closed the Monday or Friday that coincides with the holiday. If Christmas Eve and New Year's Eve fall on a Friday, the preschool will be closed for the whole day. Should Independence Day fall on a Saturday, LDNS may be closed July 3. It depends on the number of students expected on that Friday.

Varied Schedule

Varied Schedule sheets are due by the end of the week for the following week.

Tuition will be charged according to your schedule regardless of illness, unless cleared through the administrator.

Vacation:

1. School attendance is divided into two sessions:
 1. Fall Session
 2. Summer Session
2. Two weeks Vacation per year: Full week must be taken (Mon - Fri), not on a day-by-day basis (**MUST ATTEND THREE MONTHS BEFORE HONORED**)
3. Vacation may **NOT** be used as part of the Two-week drop notice.

Other Time Off:

1. If your child will not be attending for the week, and you have no vacation credits available, you will be required pay a weekly holding fee equal to the minimum attendance, ie. 2 half-days at \$58.00 per week.

School Schedule Continued

Breakfast:

As a courtesy, if you would like to bring breakfast for your child we will provide the utensils and bowl. This ends at 7:45am each morning.

Student Drop Notice:

A two week notification to the office is required upon your child's last day here at Lodi Day Nursery School. If a notice is not given, there will be an additional two weeks' charges applied to your account. **Vacation may not be used to cover the two week drop notice.**

Emergency Information:

Your child's safety and comfort is our priority. So please be sure the office has the most up-to-date phone numbers to contact you should your child need your care. Any change of address, phone number, place of employment and those who are authorized to pick up your child can be taken care of in the Office.

If for some reason you are sending someone other than yourself to pick up your child, we ask that you inform the office. Please give the office the name of the person picking up the child or we will be unable to release the child to their care.

Clothing

1. For the safety and comfort of your child, we ask your cooperation with the following:
2. Please label all wraps such as sweaters, jackets, caps, mittens, etc.
3. Be sure your child has an extra change of clothing at school (tops, pant, underpants and socks) that will be kept in your child's room, marked with their name. As the children play outside year-round, the clothes must be weather appropriate.
4. Children are to wear soft-soled shoes for safety purposes. **Western boots, of any kind, are not to be worn to school.** Sandals may be worn if they have substantial rubber soles, however, flip-flops, jellies or strapless shoes are not permitted for safety purposes.

Show and Tell:

All children like to bring items from home to share with their friends. Here are a few guidelines to help you decide what your child will bring.

1. Do not send precious small belongings for they are easily lost.
2. Suggested items include books, album pictures about recent trips, and items pertaining to Science projects, i.e. rocks, sea shells, insects, confined pets, flowers, and plants.
3. Check with your child's teacher for Show and Tell days.
4. Please always mark your child's item brought to school with their name on it.

Payment Schedule

There is a saying, "Please pay us, so we can pay them, so they can pay you." We appreciate your business and love your children. Please show us the same consideration by keeping your account current.

Payments:

1. Tuition is due and payable each week. No invoice or statement will be sent out, unless account is **PAST DUE**.
2. Tuition must be paid in **advance** before child enters school and **prepaid** weekly, bi-weekly, or monthly. Arrangements must be made with the office.
3. A \$15 finance charge will be added to your account if you carry your balance over two weeks past due.
4. Tuition is charged according to your child's schedule regardless of:
 1. Illness
 2. Holiday Closures
5. We must staff our facility according to the schedules of the students; therefore if your child is scheduled we must have the staff to accommodate your child.
6. All cash payments must be placed in an envelope (provided at front desk), identified with child's name. If paying by check and the parent's name is different from the child's, please write the child's name on the check.
7. Please place all payments in the drop slot on front counter.
8. For your convenience, you may also use your ATM, Debit or Credit cards. There is a \$2.00 charge per transaction.

Delinquent Accounts:

Unless prior arrangements have been made for delinquent accounts, which are over two weeks past due, the child's enrollment will be terminated, until the account has been brought to current standing. This MUST be arranged with the Preschool Administrator ONLY.

PARENTAL INVOLVEMENT

We value parents, and are here to be an extension of your home. We are more than happy to have parents drop in to visit their children and also help with special activities, such as parties. Parents are the first teachers a child has and their role continues even after the child enters school. Here are a few ways we like to encourage parents to be involved.

PARTICIPATE in the school activities by visiting your child's classroom and lending a helping hand.

ADMIRE and love your child. Build on strengths and help improve weaknesses.

READ with your child - street signs, billboards, grocery lists, maps, books, magazines, cartoons, etc. Set a goal of spending as much time reading together as watching television.

ENCOURAGE hobbies and interests such as sports, music, collections, pets, pen pals, or handicrafts. Suggest friendships with children who share similar interests.

NOTE your child's progress with verbal praise and a pat on the back. Be positive. Never compare progress with that of another child.

TALK about school, interests, friends, places you go together, and things you do as a family. Encourage your child to ask questions. Answer questions patiently.

SUPPORT your child. Stress the need to learn to read for knowledge and enjoyment.

EMERGENCY KITS

In an effort to have Emergency/Disaster Supplies ready for such a situation, we need each parent to provide an Emergency Kit for their child. Please include the following:

A photo of your family & a reassuring note

A small cuddly toy

Full set of clothing (other than cubbie clothes)

Additional underwear/diapers (many children have accidents due to emergency situations)

Small box of animal crackers

20 oz. Bottle of water, factory-sealed

Pop-top packaged food—child's favorite would be good

Favorite book or two

Out-of-state phone contact

Small flashlight & batteries

These items will be stored along with the other supplies we must have on hand according to State guidelines. If you have any questions please see Cindy or Becky in the office.

Discipline Policies and Practices

The child's involvement in the program minimizes discipline problems. However, when misbehavior occurs, we believe in the use of logical consequences to modify behavior.

Discipline is the key to learning. Children find security where there are consistent boundaries. As Christian teachers, we define and defend those boundaries with God's love and grace.

Re-direct, removing child from one area of interest to another

Time-out, according to the age and offense of the child

Note home to parents

Phone call to parents

Parent/Teacher conference

Removal from center

**The Preschool Administrator is involved as needed

Medication Procedure

For your child's safety, if medication is brought to school, but not checked in according to the following guidelines we cannot give the child the medication. We also ask to be informed as to why your child is taking the medication.

All over-the-counter medication must be in the original container. All prescription medication must be in the original prescription container with the child's name and dosage on the outside.

Please sign-in the medication in the kitchen. Please include your child's name, the medication, and dosage. Be sure to sign your name giving us permission to administer the medication.

ILLNESS POLICY

We have put a great deal of time and thought into our Illness Policy. It is designed to attend to the needs of the sick child, protect the well children, satisfy state regulations, and accommodate parents to the fullest extent possible.

We realize that an Illness Policy that is too strict puts a burden on you as a working parent. On the other hand, guidelines that are too loose can result in unnecessary illness among the other children, their families and our staff. We believe our policy provides a reasonable balance.

Our policy is as follows:

If your child becomes ill during the course of the day with any of the following illnesses, you must pick up your child.

- Diarrhea
- Severe coughing
- Rapid breathing
- Pink eye
- Headache
- Head lice
- Green running nose
- Fever over 101 °F.
- Sore throat or trouble swallowing
- Unusual spots or rash chicken pox
- Vomiting

If your child has had one of the above illnesses, we **require** that you keep the child home for at least **24 hours** after the illness has ceased or medication has been administered.

Please notify us immediately if your child has been diagnosed with a contagious illness.

If your child comes down with a childhood disease, please consult a physician as to when they can return to school.

Please read this entire policy statement closely. If you have any questions concerning this policy, we would be happy to speak with you. Your cooperation will contribute to a healthy environment for your child, and others, at our facility.