



Parent Handbook
2025-2026 School Year

Dear Families,

Welcome to the Silver Lake Center for Creativity Preschool (SLCC). We are delighted to welcome you into our community and to our brand new learning environment at 1108 N Commonwealth Ave in Silver Lake! This new space will amplify and bring the SLCC magic into the future and open doors to more families in need of our care.

Since 2017, SLCC has been at the forefront of research-driven, anti-bias early childhood education and innovative, educational parent roundtables. SLCC is known throughout Los Angeles as a place of thought leadership. We are a community of educators and parents committed to honoring children and childhood. We know that our values and understanding of young children inform and transform the way we teach and parent. At SLCC, children are seen as individuals, creative and competent thinkers, empathic collaborators, and citizens of the world.

Further, we know that children's and families' lives are enriched by multiple perspectives, by a celebration of differences within a rich ethos of belonging. **Community, communication, collaboration, creativity, and research** are the core values of our school and are what have made us thrive within the world of early childhood education here in Southern California. We are grateful and eagerly excited to begin the next chapter of our mission at our new location, beside you, to carry these values and goals forward into the future.

Additionally, we are thrilled to have launched our brand new RIE-Certified Parent, Infant & Toddler programming. The RIE Studio will be located in-house and offer daily classes for infants, toddlers, and caregivers. Please learn more about The RIE Studio facilitated by Jill Getto Lee, M.A. on our website or touch base with our Head of School for more information.

As we begin a new chapter of SLCC, we have introduced new policies and guidelines to our program to best meet the needs of our community and support the learning goals of our new environment. This Parent Handbook has been carefully developed to provide you with information on our updated policies and procedures at SLCC.

This handbook supersedes all dispersed policy and guidelines signed in our previous Parent Handbooks, Health & Safety Protocols, and Health & Safety Addendums. Please read through this handbook carefully and contact us to discuss any new ideas, concerns, or questions you may have regarding our programming.

Thank you for your partnership. We look forward to a fruitful new year of creativity, joy, and community.

Warmly,
Chiara Angelicola
Founder | Head of School

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2025-2026 SCHOOL YEAR CALENDAR

July 7	Summer Camp Session I (4 weeks)
Aug 4	Summer Camp Session II (3 weeks)
Aug 25 - Sept 5	Fall Break
Sept 5	Start of the Year Family Play-Date
Sept 8	First Day of Fall Semester
Oct 13	Indigenous Peoples Day Holiday
Oct 31	Annual Halloween Parade
Nov 10	Veterans Day Holiday
Nov 24-28	Thanksgiving Break
Dec 18	Annual Winter Potluck
Dec 22-Jan 2	Winter Break
Jan 5, 2026	First Day of Winter Semester
Jan 19	Martin Luther King Jr. Day Holiday
Feb 16	Presidents Day Holiday
Feb 17	Annual Lunar New Year Lunch
Feb 27	Priority Enrollment Deadline
Mar 30-April 3	Spring Break
April 6	First Day of Spring Semester
April 22	Annual Earth Day Field-Trip & Picnic
May 8	Annual Mothers Day Breakfast
May 25	Memorial Day Holiday
June 18	Annual Fathers Day Breakfast & Last Day of School
June 19	SLCC's Graduation Ceremony & Picnic
June 22-July 3	Summer Break

*School will be closed during all noted holidays & breaks

Enrollment Confirmation

Our program is a year-round program, but we do have an official start of a new school year, typically each fall. **The 2025-2026 program year will begin on Monday, September 8th, 2025.**

Parent Handbook contracts will auto-renew before the start of the following program year unless there are any changes to policies or pricing (at the discretion of the Head of School), in which case parents will sign a new contract. Additionally, this handbook, our policies, and health protocols are subject to change *at any given notice* given the latest recommendations or requirements made by Community Child Care Licensing (CCCL), Center for Disease Control (CDC), World Health Organization (W.H.O.), and LA Public Health (LAPH) at the discretion of school leadership.

If there are any changes to pricing, the Silver Lake Center for Creativity Preschool will provide new rates with at least 90 days' notice.

Admissions Deposit

Upon signing this handbook, you agree to pay a non-refundable deposit in the amount of \$500 to ensure your child's placement in the program. SLCC does not reimburse deposits for any reason. Please note your deposit will be credited towards your first month's tuition.

New Student Enrollment Fee

All new students are charged a \$500 non-refundable New Student Fee upon enrollment. This fee also applies to siblings of currently enrolled families and goes towards new school materials and needed supplies.

Cancellation Policy

Please note that you must provide at least 90 days written notice before ending participation in our program or reducing program hours. If you cancel your child's participation in the program at any time without the required 90 days written notice, you will be required to pay full tuition for the remaining 90 days after you give notice of end of participation, regardless of whether the child is receiving care.

Tuition

Regular Day 9-2:30

Age 2 1782

Ages 3+ 1634

Extended Day 8:30-4:45

Age 2 2218

Ages 3+ 2100

Our tuition slightly increases each year to account for teacher salary increases, increased rent, and interest rates.

You understand that monthly tuition (any non-subsidy payment) is due on the 20th day of the previous month. Tuition is due each month with no deductions for any absences, illnesses, holidays, vacations (provider or family),

or closures due to safety, inclement weather, power outages, natural disasters, pandemics, government-ordered shut-downs, climate events, rioting, illness isolations and/or quarantines, CCCL recommendations or requirements, LAPH recommendations or requirements, CDC recommendations or requirements, or all situations beyond our control. Tuition is due regardless of a child's absence from the program for any reason whatsoever, and is required to hold a child's space.

If tuition is not paid by the 5th day that it is due (generally the 25th of the month), a late fee of \$50.00 per day per child will be added for each additional day that it is late, until it is paid in full. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved.

Tuition payment will take place electronically by our administrative services provider, Brightwheel, and cannot be collected via check or cash. Payments can be made with a credit card or via ACH (directly from a bank account). Please note a fee is deducted for each credit card payment.

Subsidy Payments

If you are receiving subsidy payments from the local resource and referral agency then tuition will be paid in accordance with the local resource and referral agency and we require you to fill out required paperwork in a timely manner.

Withdrawal

If you withdraw your child from the program, you must give at least 90 days written notice prior to withdrawal. Your official last day will be calculated using the withdrawal policy as described above, and tuition will be due for the duration of that time period.

SLCC has the right to withdraw a child and family from our programming without any cause or reason without any advanced notice. In the rare event that a child is unenrolled from the program effective immediately (typically only seen in high-impact health/safety issues) or breach of protocols, any tuition you have already paid for that month will be refunded to you. Your deposit will not be refunded.

Schedule Changes

When decreasing your child's schedule, 90 days of written notice is required. This is because it takes us time to find a replacement for the days you are dropping and it impacts our staffing hours and wages. When increasing your schedule, written notice is required and will be approved on a space-available basis.

Meals and Snacks

Please note that if your child has a particular dietary need or allergy, you will need to list them on your licensing enrollment documents. We will do our best to accommodate any dietary needs, but may need you to supply your own food if it is different than our planned snack menu and offerings. If your child has a severe allergy, you are required to provide us with an epi-pen and/or all

prescribed medications, along with a signed prescription notice from your pediatrician to keep on site upon your child's first day of school.

Monthly tuition includes 2 organic, healthy snacks per day with fresh protein and produce.

Refined Sugar-Free Facility

A part of our ethos at SLCC is to provide a healthy environment for children to learn and thrive at their best. We know the research and many benefits of healthy and whole foods on children's developing brain and growing body. Thus, we do not permit candies, chocolates, lollipops, or any sugary treats with refined sugar on campus. Please leave the sweets out of the lunch boxes and opt for healthier alternatives like dried or fresh fruit. Vitamins are not allowed to be packed in your kiddos' lunches as they may end up in other children's mouths causing potential harm.

We welcome birthday celebrations on campus but ask that you bring fresh fruit or sugar alternatives to share with the children, rather than cake or cupcakes with sugar. This also redirects the focus of the celebration on the child rather than the treat.

Being a sugar-free facility also emphasizes our curriculum of inclusion and belonging so children do not feel excluded or left out from other children's enticing treats.

Program Schedule

SLCC offers the following enrollment options:

Extended Day 8:30 a.m. - 4:45 p.m.

Regular Day 9:00 a.m. - 2:30 p.m.

or Mixed Schedule to be coordinated with your director

We are a 5-day/week program.

Drop-off & Pick-up Times

Drop-off occurs between 8:30 a.m.-9 a.m. for Extended Day.

Regular Day drop-offs occur between 9 a.m.-9:30 a.m.

Pickups for Regular Day are from 2:15 p.m.-2:30 p.m. and

Extended Day pick-ups can be between 2:30-4:45 p.m.

Authorized Sign-Ins & Sign-Outs

We require that a parent, guardian, or approved caregiver must sign-in and sign-out for their child at drop-off and pick-up using our touchless Brightwheel application on your phone. Children will be released only to authorized persons whose names are on the emergency pick-up licensing form you submit upon enrollment.

These names may be revised at anytime by the parent in writing. If the authorized person picking up the child is unknown by staff, s/he will be asked to show identification.

Arrival Times & Late Fees

Please do your best to arrive at the correct drop-off time each day. If you will arrive later than the drop-off window described above, please notify staff in advance, as this may disrupt the activities planned for the day.

I/We understand that there is a 5-minute grace period for pick-up after your child's daily scheduled pick-up time. Each minute after that 5-minute grace period will be charged \$1.00/minute as it impacts the children's daily schedule and flow.

Regularity in Schedule

It is important for children to arrive and leave the program at their regularly scheduled time. Young children need the security of knowing that they will be picked up at the usual time. If you will be changing your hours (i.e. picking your child up earlier than usual), then please notify one of your teachers at drop off.

Parking

We have an authorized drop-off and pick-up zone located on the curb in front of school for you to briefly park and utilize.

Please make sure to not block any driveways or other cars on our street. Blocking neighbors' driveways may result in a fine or towing. In addition, please be respectful of our neighbors when parking so we can maintain our good-standing relationships with our community.

Security

Your child's safety is our number one priority at all times on campus. We have taken extreme measures and precautions to ensure your children, families, and our staff are as safe as possible on campus. The following protocols and measures have been constructed and installed to ensure our community's safety:

- 10 ft, zero-visibility iron fences around the entire property
- video monitored & automated door buzzer for main gate entrance, locked at all times
- 360 video surveillance around entire exterior of building & playground
- radio intercom system for regular communication between each staff member
- staff training for emergency evacuations
- evacuation sites established with neighboring partnered businesses

Emergency Routines

Emergency disaster plans are located in the entry area of Silver Lake Center for Creativity Preschool. Our policy is to dial 911 in the event of an emergency. Our emergency evacuation sites are in this order:

1. Cahuenga Branch Library at 4591 Santa Monica Blvd, Los Angeles, CA 90029

2. Madison Ave Park and Community Garden at 1177 N Madison Ave, Los Angeles, CA 90029

Absence

Please let your teacher know if your child is going to be absent or arrive late. If your child will be absent because they are sick with a contagious illness, please let our staff know so that other families can be alerted to look for symptoms in their children. Please note that we maintain full confidentiality of the identity of the child who has an illness.

All community members are required to immediately notify our Head of School of any close contact with a COVID patient or if anyone in their household or SLCC community has tested positive for COVID. Please refer to our Health & Safety Protocols for more illness-related exposure prevention plans.

Placement in the SLCC Preschool Program

Silver Lake Center for Creativity Preschool reserves the right to assess the appropriateness of the placement of your child in our program in relation to meeting the needs of your child and the other children in the program along with meeting the needs of your family. If the Head of School feels that the program cannot meet the needs of a child or a child's family, the child's enrollment will be ended immediately. Any deposit paid is non-refundable.

Additionally, Silver Lake Center for Creativity Preschool retains the right to terminate enrollment of your child in the program in the event of non-compliance with program policies, rules, and regulations. Any repeated infractions of program policies and rules will result in your family being

removed from the program.

Silver Lake Center for Creativity Preschool reserves the right to modify any of the conditions of this contract at any given notice.

Toileting

Children do not have to be potty-trained to enter school. Using the toilet is an individual learning process and we honor each child's developmental pace. Children are invited to use the restroom multiple times during the day. When you feel your child is ready to use the toilet, please let us know. We do not directly train your child, but can support whatever process you are implementing at home and will provide useful resources. The whole process goes more smoothly when it is a team effort. Personal potties are not allowed in our facility for sanitary reasons. We do not allow pull-ups for training purposes and request diapers if your child will still need them for nap time.

Diapering

If your child is in diapers, we request that you please supply the school with the following items on the first day of school: A package of diapers and wipes labeled with your child's name. Please keep this stocked at all times. We do not allow pull-ups at school.

Allergy Prevention

Families are expected to notify the program regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the program with an individualized

health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication.

Nut-Sensitive Facility

We operate as a nut-sensitive environment. If a child enrolled in the program has a severe nut allergy, the school then prohibits nut-ingredients from being brought to school until further notice.

Risk Management of Allergies

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the program by a family member or child, despite our best efforts to educate families and raise awareness.

Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

Nebulizer

If your child uses a nebulizer, please let us know so we can have you fill out an additional form and create an individual health plan on campus for your child.

Medications

All prescription and non-prescriptive medications (i.e. bug spray, rash cream, sunscreen, etc.) cannot be applied at school without an authorization form completed at school.

This medication form is provided in the enrollment packet. All prescription medication additionally requires a signed authorization from your child's pediatrician. All prescription medication must be in an original childproof pharmacy container labeled with the child's name, name of drug, strength, dosage, physician or dentist name, date of original prescription, expiration date and instructions provided by the child's pediatrician for administration and storage.

Chronic Medical Conditions

If your child has a chronic medical condition which needs "as needed" treatment (e.g. asthma, eczema, febrile seizures due to high fever), we need physician instructions on file at the program.

Children's Injuries

If your child sustains a minor injury while at the program (e.g., scraped knee), you will be notified by your teacher on the day of the occurrence outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, causes abrasion, is on the face or head, or needs medical attention.

If a child sustains a splinter and the splinter has protruded deeply within the skin, the teacher will place a bandaid over the deep splinter and immediately notify the parent/guardian. Child care centers are not licensed to use

tweezers for splinters which have protruded deeply within the skin. Any surface splinter will be removed with a tweezer following our First Aid training and certification protocols.

If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you immediately (or a designated emergency contact if you cannot be reached).

Philosophy & Curriculum

The Silver Lake Center for Creativity is a Reggio-inspired and research-driven preschool committed to providing hands-on, collaborative learning experiences that help develop a child's creativity, imagination, and problem-solving skills.

Research-Driven: Based on the latest early childhood education research, SLCC implements a multitude of creativity and collaboration-focused learning experiences for children. We believe that creativity does not solely speak to the arts, but also encompasses everyday risk-taking, problem solving, and flexibility of thought. These are the creative faculties we employ when solving problems in the real world.

The Wisdom of Loris Malaguzzi: At SLCC, we believe every child is a competent learner who deserves our respect. We value the wisdom of Reggio Emilia's founder Loris Malaguzzi, who stated, "The child has a hundred languages, a hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking." Thus, we must provide a variety of learning experiences that meet the needs of each individual child in order for them to be able to fully

express themselves and develop to their fullest potential.

Toys In Our Egalitarian Community

SLCC's values of inclusion and belonging mean we take into consideration how our classroom environment reflects each individual child's sense of self and identity. We carefully consider class materials, books, food, and learning experiences to accurately reflect back to the children a message of belonging and inclusion.

We ask that all lovies (stuffed animals) brought for nap and books brought from home refrain from advertising any commercial brands (i.e. Disney, Barbie, etc) to better promote a sense of inclusion and non-gender conformity in the classroom.

Costumes, crowns, Disney gowns, princess outfits, etc. are not permitted at school.

Conflict Resolution

Our emphasis on problem-solving and conflict resolution supports our anti-bias goal, where children listen to and respect each other's hopes, needs, and ideas. Children are gently guided to realize the effects of their actions upon one another with positive reinforcement, compassionate boundaries, and nonviolent communication strategies. As educators, we model to the children how to be respectful of one another and we develop their self-agency skills by encouraging them to autonomously seek out solutions to problems with each other.

We do not use corporal punishment of any kind nor do we

use time-out procedures, shame, blame, or guilt. Teachers use redirection approaches, role-modeling, persona dolls, John Gottman's emotion-coaching techniques, story-telling, and problem-solving discussions. The immediate goal and objective of the teacher is to help the child self-regulate and regain control, moving towards conflict-resolution.

Child Abuse Report

It is mandatory for all the staff to report of any suspected child abuse. If the staff person suspects that a child has been abused in or out of the in-home facility, they are required by law to report this to Child Protective Services and Community Care Licensing. The person suspecting the abuse is responsible for making that call and should report it to the Head of School immediately. A mandated reporter is not required to notify the family if they suspect child abuse.

Volunteering

We welcome parents/guardians to volunteer at our program. You will be sent a Google document at the start of the school year to sign-up for weekly opportunities to spend time in our classroom. All volunteers are required to be immunized against measles and pertussis.

Parent Involvement

We ask that parents maintain and uphold the core values of our school. Generally, parents are not expected to stay beyond drop-off or pick-up unless previously arranged. As previously stated, we welcome continuous involvement in our classroom through volunteer experiences. Additionally, SLCC hosts several family community events throughout the

entire calendar year. Please coordinate with your teachers if you are interested in facilitating a particular enrichment experience with the children as a guest expert.

Licensing Enrollment Forms

As required by the California State Law and regulated by Community Care Licensing, a file on each child is kept on the premises of the facility. Parents have access to their child's file upon request.

Parent-Teacher Communication

We strive to keep you up to date about your child's experiences during the day. These communications include: Snack Menu, The Daily News (posted in our private GroupMe chat), bi-weekly Teacher Reflections, on-going wall documentation in the classroom, and seasonal Parent Teacher Conference forms and meetings at the end of fall and spring semesters.

Extended Day Program

Our Extended Day program was created to honor and meet the needs of working families in our communities. We offer a 5-Day option for both ages groups. If enrolled for this program, parents or guardians are able to drop-off their child between 8:30 a.m. and 9 a.m. and pick-up anytime between the hours of 2:30 p.m. and 4:45 p.m. Please note, we will not offer Extended Day programming during Parent Teacher Conference days and any noted field-trips or afternoon events.

Our afternoon Extended Day programs include a variety of enrichment experiences for your children on a daily basis.

Some of these experiences might include the following: Atelier di Cucina, Story Workshop, Art Atelier, music and movement, Spanish, ASL, yoga, natural science explorations, clay, or STEM experiments.

PM Snack

Parents must provide a PM snack each day if their child is planning on staying between 2:30 p.m. and 4:45 p.m.

Priority Enrollment Deadline for Currently Enrolled Families

Summer Camps 2026/2026-2027 School Year: Friday, February 27th, 2026

Priority enrollment consideration for future school years is offered to all families whom are currently enrolled. You must complete and submit our Priority Enrollment Form to the school by the Priority Enrollment Deadline listed above to secure your child's priority consideration for the upcoming school year.

A \$500 non-refundable deposit is required per child for each new school year. The deposit is then credited towards your first month's tuition for the upcoming school year. If you are currently enrolled and are seeking future enrollment for new siblings, you must notify the school in writing on or before your priority enrollment deadline and complete and submit a new application for your child. All waitlisted families who are not currently enrolled are contacted immediately after each priority deadline to enroll for any available placements.

Please note, our priority enrollment process does not guarantee your re-enrollment, but offers priority consideration. We strive to notify you of your enrollment status for the upcoming school year by April of the spring prior.

Health & Safety Protocols

The health and safety policies outlined in the following pages of the Parent Handbook are to be read and signed by all parents, staff, and community members and returned to the Head of School prior to the commencement of your child's first day of school or on the requested date by Head of School.

Our latest health and safety protocols reflect the continuous improvement of our county's overall health risk conditions. In discussion with our parent community, in tandem with the extensive review of the most current, fact-based set of policies and/or recommendations set forth by the Center for Disease Control (CDC), World Health Organization (WHO), Los Angeles Public Health (LAPH), Occupational Safety and Health Administration (OSHA), and Community Child Care Licensing (CCCL), SLCC implements the following health and safety measures to ensure our campus experiences are safe, sensible, and fun for all. These protocols also take into consideration the consistent success of previous protocols at SLCC in preventing the transmission and spread of Covid-19 and other communicable diseases on campus.

Please be aware, these protocols may be updated and changed without any notice as we stay committed to adhering to the latest official guidelines from the aforementioned government agencies.

Failure to adhere to any of the listed protocols established herein by SLCC may result in immediate withdrawal from our programming. As stated above, our health and safety

protocols may evolve, and if so, will require new signatures from all community members in order for your children to continue receiving our care.

With your partnership and commitment to keeping everyone safe and healthy, we are sure to have continued joyful and memorable learning experiences at SLCC! Thank you for being a part of our community.

Contactless Check-In

You will be required to use the Brightwheel app on your phone to sign-in and sign-out every day. Download the Brightwheel app and login using your email address used for billing purposes. Sign-in takes a few seconds with a simple barcode scan we will have posted on the Parent Board!

Please make sure all designated drop-off/pick-up family members are informed and come prepared with the app on their phone.

Meals

Families will be required to pack their child's lunch and water bottles. School will individually plate each child's snacks following proper OSHA guidelines.

All meals will be enjoyed outside on picnic tables under our shaded canopies on days the AQI is good or moderate.

Masks Optional

Children, staff, and families are not required to wear masks on campus unless they have been recently diagnosed with Covid. We recommend the use of masks when you or your

child are sick at school and staying home is not an option. KN95 masks are available to all community members who prefer to wear masks on campus.

Nap/Rest Period

Each child will be assigned a designated napping/rest area and mat in the classroom and nap mats will be kept at a 6 ft. distance from each other. We will require children's sleeping bags to be kept in the children's cubbies and washed and sanitized each weekend. Our campus nap mats, which are placed beneath each sleeping bag, will be disinfected after each use.

Bathroom/Handwashing

Children will only be allowed to enter the bathroom two at a time and will be encouraged to use it independently unless the child is not potty-trained. Toilet seats, flush button, door handle, sink faucet, and all commonly touched surfaces will be disinfected with non-toxic Honest disinfectant spray. At the end of each day, the bathroom will be additionally disinfected with alcohol wipes.

Handwashing for a minimum of 20 seconds **or** sanitizer will be required for all community members upon entering campus or the indoor classroom, before each meal, after changing a child, after wiping a nose, after any contact with bodily fluids of any kind, before and after tactile/sensory play, and before and after cleaning materials.

Air Filtration & Ventilation

We will continue to use our highest-standard Austin Air and Coway HEPA-filtered air purifiers in the classrooms to ensure

the cleanest air quality indoors along with ensuring proper ventilation at all times.

Indoor & Outdoor Air Monitor:

Our facility has installed an outdoor PurpleAir monitor for both staff and parents to monitor via the Purple Air app. Our indoor monitor measures PM 2.5, VOCs, and CO2 ensuring your children have the safest indoor air quality at all times.

AQI & Outdoor Play:

Children will be outdoors when the AQI is under 100.
Children will be brought indoors when the AQI is higher than 100.

Sunscreen/Medication Application

Children must come to school with sunscreen already applied for the outdoor morning activities. We require you to keep a labeled sunscreen bottle for your child at school in the event it is needed for reapplication in the afternoon.

All application of sunscreen and administration of medications will be done following our standard First Aid and OSHA training with single-use latex-free gloves.

Symptom-Free Facility

Children showing any severe respiratory symptoms of illness (significant coughing, green mucus, or a temperature of 100.4 or higher need to be excluded from the program until their symptoms have subsided for **24 hrs without the use of medication AND show proof of a negative COVID test of any kind.**

Why? *This protocol prevents the spread of transmission on campus and considers the community as a whole.*

All respiratory symptoms include the following:

- runny nose with green mucus (infection)
- cough
- sore throat
- headache
- Any temperature over 100.4 F
- Nausea
- vomiting
- Diarrhea
- Skin rash
- Blisters
- Eye discharge or excessive redness (common symptoms of conjunctivitis)

Depending on the symptoms, we may require a doctor's note in order for your child to return to the program.

These policies also apply to all staff, guardians, siblings, nannies, and community members of SLCC.

What if my child has a runny nose or lingering cough that isn't covid? We will address mild seasonal symptoms of allergies or the common cold on a case by case basis and exercise common sense in partnership with our parent community.

Positive Case & Exposure Management

If a member of our community is diagnosed positive with Covid, all persons whether vaccinated or not who have been exposed and come into direct contact with the positive case in the previous 5 days may only attend school with a negative rapid test **each day before arriving to school** until after the 5th day from last exposure (Day 0). To clarify, all exposed community members who enter campus will be required to show a negative PCR, Lucira, Cue or rapid test result on the day after last exposure (Day 0) and each subsequent day at school after exposure until Day 5.

Families may also choose to quarantine their child until the fifth day after the last exposure date although hybrid learning will not be offered.

***Why?** We feel this common sense approach allows parents to make their own decision as to whether or not they would like their child to continue attending school after a potential exposure.*

Isolation

If a member of our community is diagnosed positive, they must immediately notify the Head of School and Los Angeles Public Health and begin isolation. They will be asked to confirm positive result with their primary care physician and isolate for a minimum of 5 days. They may return to school only after being **72 hrs without symptoms, they have been fever free for 24 hrs without fever reducing medication, and it has been 5 days** since person first isolated. Anyone returning to school after 5 days of isolation

must continue to wear a KN95 mask for an additional 5 days and remain asymptomatic.

Why? LAPH recommendations for isolation state you may end isolation after Day 5 if you are asymptomatic but highly advise you to wear a mask around others for 5 more days.

Our Staff & Disinfection Protocols

All staff members will follow the requirements for child care health and safety issued by OSHA, LAPH and CCL. All staff are responsible for tracking the use of all school materials and staff-handled objects and disinfecting at the end of each day using non-toxic disinfectant spray.

All table tops, counters, chairs, nap mats, shelving, art atelier materials, manipulatives, cubbies, and classroom surfaces will be disinfected after projects, between meals, and at the end of each day. Floors are vacuumed and mopped at the end of each day. Staff must wash and sterilize toys that go into children's mouths before the next child uses the toy.

Our bathroom seat, stool, flush button, faucet handles, lightswitches, doorknobs, and sliding door handles will be disinfected with non-toxic disinfectant after each use and again at the end of the day.

(End of Health & Safety Protocols)

Preparing For Your Child's First Day

The Beginning of the Year/Helping Your Child with Transition

During the first few weeks, your children are introduced to their new classroom, peers, and the rich, thought-provoking materials we provide for them to explore. Our goal is to have fun and give your child the best learning experience possible, while respecting the individual needs and development of each child. Please feel free to talk to our Head of School and your teachers about your child's interests and anything that he/she may have experienced at home that may affect his /her day at school. For example: "Johnny didn't sleep well, didn't want to eat breakfast, his dad is out of town, his pet died, etc." If we are aware of possible problems, we will be able to help your child and support you in turning "problems" into supportive learning experiences. Here are some other helpful ways your child can have an easier acclimation process when beginning our program:

- Make a plan with your child before arriving to school about how you will say goodbye (ex., a hug and a kiss at the door). If they can expect the farewell routine to be consistent, they will more easily transition into school activities.
- Small "lovies" or stuffed animals are useful transitional tools for children to keep in their cubby and sleep with at rest time. These special items are a way for a child to feel "at home" while at school. Pacifiers are not allowed at school per State licensing laws.
- Avoid lingering in the morning. A consistent and shorter drop-off routine makes it easier for a child to say goodbye

and trust in the transition.

- Family portraits of all of our SLCC families will be displayed in our dramatic play area. These portraits can often be used as soothing tools if your child is experiencing a tender moment.

Please do not hesitate to email us with any concerns or questions you have regarding your child's experience at SLCC. We are here to facilitate a strong parent/classroom partnership.

Clothing, Spare Clothing & Jewelry

Please do not send your children to school in their fancy clothes. Clothes should be free to be stained, dirty or in rare instances even ripped. Clothing should be wholesome. We do not support violent or inappropriate imagery. Please send your child in safe, comfortable footwear. Flip-flops are not permitted. We also encourage you to send your child to school in clothes and shoes that they can easily take on and off without much teacher assistance. This will help encourage their sense of self-confidence, self-agency, and autonomy in our mixed-age group.

Necklaces or any jewelry with small ingestible beads are not permitted on campus.

First Day Checklist

To ensure the smoothest transition for your child, we ask to please bring the following items the first day of attendance:

- Covered and labeled water bottle and lunch boxes to bring to school each day. These should both be labeled with your child's name. It's important that your child begin to cultivate self-help skills. Please make sure these items are easily transportable for your child and easy for them to open independently. We do not have a microwave to heat lunches. We recommend using a thermos to keep food warm and icepacks to keep food cold.
- 2 extra changes of labeled clothes and socks, both long/short sleeves and shorts/pants to be stored in your child's bathroom cubby. Please **label** all items with child's name, including socks! Socks are the number one misplaced/lost item of clothing at school.
- A dozen labeled diapers or pull-ups and wipes (if applicable)
- A 4x6" portrait of your child
- A 4x6" family portrait
- A labeled nap mat to fit on a child-sized cot (Approximately 20" x 52")
- A small, soft, non-commercial stuffed animal or "lovie" to help your child transition into school activities or rest time which will be stored in your child's cubby.
- Emergency Earthquake Kit in a labeled ziplock bag with your children's extra clothes, 3 protein bars, and a note from parents to child.

Photography & Privacy Disclosure

By signing receipt of the Parent Handbook you agree to allow photography and video to be taken of your child and used solely for the promotional use of Silver Lake Center for Creativity on our website and related social media accounts.

*If you **do not** wish for photography and video of your child's face to be used for Silver Lake Center for Creativity's website or related social media please elect the waiver below:

I, _____, **do not** authorize photography and video of the face of my child, _____, to be used for Silver Lake Center for Creativity's website or related social media.

Parent/Guardian Print Name: _____

Parent/Guardian Signature: _____

Date: _____

Acknowledgement of Receipt & Agreement to Adhere to Parent Handbook with Health & Safety Protocols

I/We _____ hereby acknowledge that I/We have received and read the Silver Lake Center for Creativity Preschool's Health & Safety Protocols & Parent Handbook in its entirety. I/We hereby agree to follow all of the program policies and procedures outlined herein. I/We understand that Silver Lake Center for Creativity Preschool reserves the right to modify the Health & Safety Protocols and any other information contained in this Parent Handbook at the program's discretion, without any written notice at any given time.

By signing this document, you acknowledge and understand the utmost importance of protecting the health and safety of our entire community including staff, children, guardians, parents, and all of our family members by adhering to our protocols at all times. Additionally, you acknowledge and accept the inherent risk involved in participating in any child care program during a health crisis or climate event.

Your invitation for admission to Silver Lake Center for Creativity Preschool automatically expires if this contract is not signed, dated, and received with the appropriate deposit and new student fees, by no later than the Head of School's previously communicated deadline.

Printed Guardian Name	Signature	Date
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Printed Guardian Name	Signature	Date
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Child's Full Name	Date of Birth
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