**CDM GeneralInformation – 2019-2020 Parent Handbook**

**1. Academic Year:** The academic year of the School begins in mid August and runs through May of the following year. The school year is based on a minimum of a 175-day school calendar. CDM typically offers an optional summer program beginning the Monday after the school year ends, and usually ending mid July.

**2. Sessions:** There are several alternative sessions for the Preschool. Parents of Preschool children may choose from either a 3 day-a-week program or a full 5 day-a-week program. Kindergarten is a full five day program. CDM is open from 7:15 to 5:30. Daycare is optional and is offered for either program.

**3. Admissions:** Children between the ages of two years, nine months and potty-trained to six years will be admitted into the Preschool/Kindergarten Program irrespective of their color, race, or religion.

**4. Withdrawals:** A parent may withdraw a child from CDM after submitting a written request of withdrawal made one month prior to the date of such withdrawal. If a refund is deemed necessary, it will be given on the withdrawal date.

**5.** **Rights of the Licensing Agency (Title 22 Section 101219)** The Department of Social Services or licensing agency shall have the authority to interview clients, including children and staff, and to inspect and audit client facility without prior notice.

**6. Holidays:** Holidays will be observed as set in the public schools in the Placerville area. Each parent will receive a yearly calendar when their child is enrolled.

**7. Holiday Childcare:** Arrangements will be made to accommodate working parents during holiday breaks, provided an adequate number of children need care. A separate fee is charged for holiday care. Holiday care will be considered the same as “daycare” and will be offered at the School with appropriate adult supervision.

**8. Immunizations:** The State of California mandates that children may not be admitted into school without all the proper immunizations. However, waivers are available for those parents who do not wish to have their children immunized. Parents seeking waivers will have to meet the new State requirements, please contact us for further details.

**9. Tuition payments:** Tuition payments are made in 10 monthly equal installments. The first installment is payable prior to the beginning of the school year. The tenth and final payment is due in May. There will be a late charge for any payment received after the 5th day of the month unless other arrangements have been made. A non-refundable tuition fee is due at the time the application to CDM is submitted. There will be a $50 “returned check” fee..

**10. Parent Co-op:** Parents are expected to take an active role in the education of their child. For this reason, parents are invited to join the Parent Club and participate in their mandatory 30 hours of time to the School a year, or may make a donation of $300.

**11. Parent Information:** A monthly calendar will be printed by the school to keep parents informed of events for the coming month. Special bulletins and Parent Club Newsletters are printed as activities dictate.

**12. School Pictures:** School pictures are taken twice a year; once in the Fall and again in the Spring. Purchase of school pictures is optional.

**13. Clothing:** A student must be dressed daily in appropriate clothing. Shoes must be easy to run and play in, for example no heels or cowboy boots. When the weather is cold, jackets must be worn to school. Please write name in all clothing. A complete change of seasonally appropriate clothes must be at the school at all times.

**14. Visitors:** We welcome parents and family members at our School. Please let us know in advance, if you are coming to visit.

**15. Cancellation Days:** If for any reason, CDM has to cancel school (snow, power outages, etc.); you will be notified by phone as early as possible. KCRA T.V. (Channel 3) and KAMI (950 AM) will carry closure updates.

**16. Health:** By adhering to this policy, we can work together to reduce the number of days children miss due to illness. Sick children are not allowed at school. Your child must be free of symptoms ( without the use of fever reducing medication) for 24 hours before returning. There will be no make-up classes or refunds due to illness. Please report all absences to the school. The school will notify you if your child has been exposed to any contagious disease. If your child becomes ill at school, you will be promptly notified. It is the responsibility of the parent or guardian to see that the sick child is picked up within a reasonable amount of time. Please organize a back up plan in advance.

**17.** **Field Trips:** Fieldtrip transportation is provided by parents. Parent drivers will need to receive a fingerprint clearance, show valid license and insurance. A signed permission slip and, depending on circumstances, car seat are needed for each child. Parents will always have the option to keep their child home on Field Trip days.

**18. Documentation:** Please document on all checks what the check is covering. Such as tuition and annual fee or two months tuition and field trip money – please be detailed.

**19. Payments**: Any monies collected (e.g. fieldtrip) should be the exact amount requested and in an envelope with the child’s name clearly visible.

**20. Napping:** Napping is not a mandatory part of the school day. However, if YOU would like your child to nap, please notify the school and we will see that he/she naps. Children who nap need a blanket and a crib sheet. A crib-sized pillow is allowed. All items should be clearly labeled with your child’s name. Children are not to bring stuffed animals with which to sleep. Parents will be given their child’s napping items every other Friday to wash. It is the responsibility of the parent to return napping items on Monday morning.

**21. Accidents:** Parents will always be notified if their child has had an accident at school which requires first aid. Parents will be asked to sign an acknowledgment sheet stating that CDM notified them of the incident. All CDM teachers are First Aid and CPR certified. In the event of a dire emergency, 911 will be called.

**22. CDM Medication Policy:** If your child is in need of medication while attending school, the medicine must come in its original pharmaceutical container, with your child’s name and directions for administering the medication on the label. PLEASE DO NOT send medicine in your child’s lunch box. Always give medicine directly to your child’s teacher. If your child needs daily medication, please ask CDM for a medication slip which will be filled out by you and your doctor. No “over the counter” drugs will be dispensed at school unless a physician writes a prescription for the medication and the dosage.

**23. Sign in / Sign Out Policy:** Any adult escorting a young child to school must sign her/him into school and accompany that child into the classroom or appropriate area. If your child arrives at 9:00am and/or leaves at 3:00pm, a teacher will be outside to hand you the sign in/sign out sheet. For adults dropping their child off prior to 8:55, they must additionally sign the child into the “daycare” log per state guidelines. If someone other than the designated parent/guardian is going to pick up your child, you MUST notify the school prior to pick up and that person must be listed on the emergency contact form.

**24. Discipline Policies**: CDM staff are trained in Positive Discipline and focus on logical consequences. We employ numerous techniques to redirect negative behavior. We will never use corporal punishment nor violate personal rights.

**25. Dismissal:** Grounds for dismissal falls into two categories. The first will be lack of payment. The second if staff and parent/guardian decide that CDM is unable to meet the emotional, social, physical or academic needs of the child or if we feel the child is endangering the safety of the other children.

**26. Admission Policies**: The following forms must be signed and returned to CDM.
\*Copy of Financial Contract and Enrollment Agreement \*Notification of Parent’s Rights form
\*Personal Rights Form \*Identification and Emergency Information
\*Child’s Preadmission Health History \*Consent for Emergency Medical Treatment
\*Physician’s Report \*Immunization Record

**27. School address: CDM mailing address is P.O Box 2225 Placerville, Ca 95667. The physical address is 2771 Spear Street Placerville. Please note all mail should be sent to the P.O Box Thank You!**