

**Sunflowers Daycare Inc**  
**Orkidz Preschool**  
**Admission Agreement Addendum #1**  
**August 2025 through July 2026 PARENT HANDBOOK**

Welcome to Orkidz Preschool! We are dedicated to providing your child with a safe, nurturing, and enriching environment. Open communication is key to ensuring a positive experience for both children and parents. To help you stay informed, we've provided this Parent Handbook outlining our policies and procedures. Please take a moment to review it and return your signed acknowledgment. We also encourage you to share any feedback, suggestions, or concerns you may have so that we can continue improving and better meet the needs of your family.

**PHILOSOPHY**

We believe in broadening your child's horizons through carefully designed learning activities that foster development in all areas: social, emotional, cognitive, and physical. Children have a natural desire to learn, and our goal is to support each child at their individual level. As educators, we are committed to being available, responsive, and providing the tools necessary to inspire creativity and growth, all while focusing on the child's interests. We believe that learning is a continuous process with no gaps, and we aim to create an environment where every child can flourish and reach their full potential.

**GOAL**

At Orkidz Preschool, our goal is to provide an environment where children thrive on stability, continuity, and predictability. We believe that young children are active participants in their learning, and we foster this through hands-on experiences, trial and error, repetition, imitation, and play. Our program offers opportunities for each child to explore their world through sight, touch, and sensory experiences. In our warm, loving space, children are encouraged to ask questions, explore, and develop a strong sense of self and curiosity.

**PROGRAM**

The goal of our program is to provide a safe, nurturing environment where children can explore, learn, and grow at their own pace. Grounded in a play-based, child-led approach, we support children in making mistakes, expressing themselves, and discovering their unique voice in a space free of judgment. Activities such as yoga, music, science and discovery, letter recognition, arts and crafts, cooking, gardening, free play, and dance are thoughtfully included to inspire curiosity and creativity. We value inclusivity, celebrate individuality, and strive to ensure every child feels heard, respected, and empowered to grow with confidence.

**CURRICULUM**

Orkidz Preschool implements a dynamic, play-based curriculum that weaves artistic expression and practical life skills into daily routines. Through stories, games, songs, and imaginative play, children develop empathy, communication skills, and creativity. To ensure the curriculum is effectively carried out, the director is committed to supporting a team of well trained, qualified, and motivated staff and caregivers. Please refer to pages 6-8 for our age specific curriculum.

## **GENERAL INFORMATION**

### **SUPPLIES**

- Two Complete changes of clothing, more if we are toilet training, to be left at the daycare. The clothing includes shirts, pants, socks, and underwear. Please be reminded to leave clothing appropriate for the season.
- Blanket and any stuffed animal (cots and sheets provided by Orkidz Preschool).
- Wipes, diapers, diaper rash cream, water bottle(s), and pacifier (if needed).
- Swimsuit, sunscreen, and a small towel, for summer months.

Note: Any medication that needs to be administered during care must be prescribed by a licensed physician.

### **SERVICES PROVIDED**

- Year-round, full-day care (Monday through Friday, 8:30 AM – 5:30 PM), following the Albany School District calendar.
- Participation in the State Food Program, with nutritious meals and snacks provided daily.
- Developmentally appropriate enrichment including yoga, music, dance, Zumba, science, gardening, and art.
- Outdoor play and structured nature walk each week.
- Play-based curriculum fostering creativity, social-emotional growth, and sensory exploration.
- Holiday and birthday celebrations are incorporated into the school year.
- Toilet training in collaboration with families; scheduled nap/rest period each day.
- Electronic attendance and communication through the Management app (parent accounts created at the time of enrollment.)

## **PARENT INFORMATION**

### **NON-DISCRIMINATION**

Orkidz Preschool does not discriminate in admissions, or the provision of services based on race, creed, color, national origin, religion, or sex.

### **DRESS CODE**

Please dress your child in comfortable, weather-appropriate clothing suitable for active and sometimes messy play. Avoid sending your child in clothing that you do not want stained. As outdoor time is a regular part of our day (weather permitting), we also ask that you provide a complete change of clothes in case of spills or accidents.

### **NAP TIME & REST PERIOD**

All children will participate in a daily rest period from 1:00 p.m. to 3:30 p.m. While children are not required to sleep, they must remain quiet during this time to allow others to rest. Children who do not nap or wake up early will be offered books or other quiet activities. We kindly ask that parents avoid scheduling pickups or visits during rest hours to minimize disruptions.

### **MEDICAL EMERGENCIES**

While children are always supervised, minor accidents such as tripping, bumps, or minor injuries may still occur. In non-life-threatening situations, staff will assess the child and administer basic

first aid. For more serious injuries (e.g., suspected fractures, dislocations, or deep cuts), parents will be contacted immediately to arrange medical care.

In the event of a medical emergency, we will first attempt to reach the parent or guardian. If unreachable, we will contact the individuals listed as emergency contacts. When necessary, your child will be transported to their physician or the nearest hospital. If urgent medical intervention is required, staff trained and certified in infants, children, and adults CPR and First Aid will act appropriately, including contacting 911 and arranging for emergency transport to a children's hospital.

All medical expenses resulting from accidents or illness while in care are the responsibility of the parent or guardian unless negligence on the part of the daycare is determined.

### **MEALS**

We participate in the State Food Program and provide nutritionally balanced, homemade meals and snacks. Meals follow state nutrition guidelines and include a variety of fruits, vegetables, and grains. Parents must complete and submit the required food program registration form before the child's first day.

Please do not send outside food or beverages without prior approval. We are happy to accommodate dietary restrictions and family preferences when possible. All meals, snacks, and formula provided are documented and shared with families through the Management app.

### **TOILET TRAINING**

We work closely with families to create a positive toilet training experience. This process is a collaborative effort between caregivers and parents, guided by each child's readiness and the family's preferred approach. To support this process, we ask that parents provide at least three full changes of clothes. Soiled clothing will be sent home daily in a sealed plastic bag. We recognize that every child develops at their own pace, and we approach toilet training with patience, consistency, and open communication. Please refer to the rate for tuition adjustments once your child is fully potty-trained.

### **TRANSPORTATION**

We do not provide transportation services. Parents are responsible for arranging all drop-offs and pickups.

### **DISCIPLINE POLICY**

We promote a respectful, supportive environment that encourages children to follow rules and respond positively to guidance. Discipline is approached with patience and consistency—never through corporal punishment—in full accordance with California State Law and the respect of every child's dignity and rights.

### **SIGN IN, SIGN OUT POLICY**

We use an electronic application for daily sign-in/sign-out and communication. Parents must sign electronically each day. In the event the app is unavailable, a physical sign-in/out sheet will be used and must be signed by the parent or authorized pickup person.

## **ORKIDZ PRESCHOOL DAILY SCHEDULE**

8:30-9:00 Arrival, Daily Health check, greeting children, and Handwashing.

9:00- 9:30 Child-Directed activities and playtime.

9:30-9:45 Circle time (names, feelings, weather, alphabets, numbers, shapes, colors, calendar, day of the week, months of the year, ...).

9:45-10:00 Handwashing & Toilet training.

10:00-10:20 Breakfast.

10:20-10:45 Teacher-Directed Learning (small group activity, Yoga/ Zomba/Music class).

10:45-11:00 Toilet training and getting ready for outdoor playtime.

11:00-12:15 Outdoor Playtime.

12:15-12:30 Washing hands & Toilet training.

12:30-1:00 Lunch Time (preferably outdoors based upon the weather).

1:00-3:15 Naptime/Quiet time.

3:15- 3:30 Handwashing & Toilet training.

3:30-4:00 Dinner (preferably outdoors based upon the weather).

4:00-5:30 Outdoor Play/Parents pickup.

Weekly activities include Nature Walks on Fridays.

## **ACTIVITY STATIONS**

### **ART**

Children are encouraged to explore and express themselves through a wide variety of creative mediums such as paint, glitter, glue, fabric, playdough, and crayons. At Orkidz Preschool, we embrace messy, hands-on art experiences—including finger painting, pudding art, and sand sculpture—designed to spark imagination and joy. Our focus is on the creative process rather than the finished product, helping children develop confidence, sensory awareness, and fine motor skills.

### **CIRCLE TIME, MATH, ART & SCIENCE**

During circle time, children and teachers gather to engage in meaningful group activities that build community and support early learning. This time includes fingerplays, songs, storytelling, and exploration of math and science concepts through hands-on experiences. Children might count objects, conduct simple experiments, observe nature, or listen to the teachers read. These shared moments strengthen connections between teachers and children while promoting cognitive, social, and language development.

### **OUTDOOR PLAY**

Outdoor time is an essential part of our daily routine, offering children the space to run, climb, jump, and explore nature. Activities like dancing, dramatic play, and nature walks help children build gross motor skills, develop spatial awareness, and enjoy physical activity in a fun and enriching way. We view outdoor play as an extension of the classroom, filled with movement and discovery.

### **BLOCKS, LIBRARY & HOUSE**

Children are encouraged to build, imagine, and role-play across several themed areas. They may construct elaborate block structures, enjoy quiet reading time in the library corner, or dress up and create imaginative stories in the dramatic play area. The post office station encourages early writing and communication skills as children create and "mail" their letters. We also incorporate academic enrichment through our weekly program, which we curate to meet the needs of our classrooms. Children are recognized for their participation and effort with encouraging feedback, stickers, or stamps to celebrate their progress and achievements.

## **HEALTH MATTERS**

### **ILLNESS**

Children who show any signs of illness or infection within a 48-hour period should stay home, as they may be contagious. Symptoms that may indicate illness include, but are not limited to, a fever of 100°F or higher (measured orally, by touch, or with a no-contact thermometer), nausea, vomiting, diarrhea, sore throat, loss of voice, persistent or severe coughing, yellow or green nasal discharge, eye or ear drainage, unexplained rashes, or head lice. Orkidz Preschool reserves the right to determine whether a child should be excluded from care due to illness. If a child becomes ill during the day, parents will be notified immediately and are expected to pick up their child without delay. When possible, the ill child will be separated from others to reduce exposure. If a parent cannot be reached, the designated emergency contact will be called.

## **MEDICATION**

No child will be given any medication—whether prescription or over-the-counter—without a doctor’s prescription or written note from a licensed physician. All prescription medications must be in their original pharmacy-labeled containers and include the child’s name, medication name, prescribing doctor’s name, pharmacy name, prescription number, date, and dosage instructions.

## **DAILY HEALTH CHECK**

Parents or guardians are required to bring their child into the daycare each day and remain until a staff member has welcomed the child. This allows for a brief daily health check to ensure that any visible signs of illness or concerns are addressed before the parent departs.

## **CHILD ABUSE/NEGLECT**

Orkidz Preschool is committed to the safety and well-being of all children in our care. As mandated reporters, we are legally required to report any signs of suspected child abuse or neglect. This may include visible bruises, unexplained injuries, or any observed physical punishment. We understand that accidents happen and encourage open communication. If questions arise, please know they are asked in the interest of your child’s safety.

## **INFANT CARE (3-24M)**

Infants at Orkidz Preschool experience a variety of age-appropriate, play-based activities throughout the day. Teachers observe each child’s cues to guide transitions and support their natural curiosity and development. Because infants are still building communication skills, staff pay close attention to individual needs through body language and behavior.

Daily activities may include sensory play, music, books, and outdoor time. Our environment encourages exploration and choice, helping infants build confidence and independence. Parents must provide labeled food items, bottles, formula or breast milk, diapers, and wipes. For hygiene, shoes must be removed in the infant crawling area.

## **TWO AND THREE-YEAR-OLD CARE**

For many two- and three-year-olds, this may be their first experience in a group setting. Our goal is to create a safe, nurturing environment where each child feels secure and supported. A developmentally appropriate, play-based curriculum enhances this setting with hands-on activities such as art, music, reading, and imaginative play.

We maintain a consistent daily routine, which helps children feel confident and comfortable. For example, circle time follows breakfast, and diaper or bathroom breaks are built into the schedule. Teachers work to establish routines that suit the needs of their group, offering both structure and flexibility.

Drop-off time begins at 8:30 a.m., and we encourage families to follow a consistent goodbye routine to help ease transitions. During this time, children are offered free-choice activities such as block play, table games, reading, or dramatic play, giving them a sense of independence and control.

Two-year-olds are often adventurous and develop independence, while three-year-olds tend to have growing vocabulary and vivid imaginations. Our materials support all stages of development,

with options like puzzles, sensory tables, books, building toys, playdough, dress-up clothes, and pretend kitchen tools to inspire creativity and learning.

## **WHAT IS EXPECTED OF YOUR CHILD BEFORE ENTERING KINDERGARTEN?**

Starting kindergarten is an exciting milestone for children and families. To help ensure a smooth transition, your child must be prepared both academically and socially. Below are the general expectations that most kindergarten programs have for incoming students:

### **ACADEMIC READINESS**

#### **1. Name Recognition and Writing**

Your child should be able to recognize, spell, and write their full name. This skill is important for tasks like finding their cubby, labeling their work, and participating in classroom activities. If your child hasn't mastered this yet, begin practicing in small steps, focusing first on recognition and then on writing.

#### **2. Alphabet Knowledge**

Children are expected to recognize and name all uppercase and lowercase letters of the alphabet. While preschool introduces the alphabet, continued practice at home helps children feel confident when identifying letters and connecting them to sounds, which supports early reading.

#### **3. Counting and Number Recognition**

By the start of kindergarten, your child should be able to count to 100 by ones and at least to 20 by fives and tens. They should also begin to recognize and write numbers and understand basic number concepts such as more/less or same/different.

#### **4. Basic Shapes and Colors**

Identifying shapes like circles, squares, triangles, and rectangles helps prepare children for math instruction. Knowing basic colors is also expected and reinforces early sorting, patterning, and categorization skills.

### **SOCIAL AND EMOTIONAL READINESS**

#### **1. Sharing and Cooperation**

Kindergarten involves group learning, so your child should be able to share materials, take turns, and interact respectfully with peers. If your child hasn't had much group interaction, consider organizing playdates or group activities to practice these skills.

#### **2. Following Directions and Staying on Task**

Children should be able to follow simple, multi-step directions and remain focused on an activity for 10–15 minutes. Practicing structured activities at home, like puzzles or art projects, can help build attention and listening skills.

#### **3. Respect for Others**

Respecting personal boundaries, property, and classroom rules is essential. Children should understand that hitting, grabbing, or taking things from others is not appropriate, and that everyone's space and feelings should be honored.

#### **4. Emotional Independence**

While it's natural for some children to feel nervous, they should be able to separate from caregivers without prolonged distress. A consistent drop-off routine can ease this transition. Encourage your child to express feelings with words and reassure them that you'll return.

### **PRE-KINDERGARTEN CURRICULUM**

At Orkidz Preschool, we believe that children learn best through play. Our age-appropriate curriculum focuses on math, science, art, and literature, offering hands-on experiences that prepare children for kindergarten. Each day, we provide centers of free play, allowing children to explore activities like art, water tables, dolls, puzzles, dress-up, blocks, and literature. Pre-K students, however, extend their exploration and learning in these areas.

#### **MATH**

Math is integrated throughout the day with a hands-on approach. Concepts such as one-to-one correspondence, counting, sorting, and patterning are introduced during circle time. We use children's interests, like playing grocery store, to practice using play and real money, reinforcing math and money recognition. Flashcards and games further support the development of foundational math skills.

#### **SCIENCE**

Our science curriculum helps children connect with the natural world. We take nature walks, observe plants growing from seeds, and conduct experiments to test our hypotheses, offering hands-on experiences to stimulate curiosity and learning.

#### **ART**

Art time encourages creativity and self-expression. Children experiment with a variety of materials, including paints, crayons, markers, clay, and recyclable items, to create unique works of art.

#### **LITERATURE**

We create a literacy-rich environment by surrounding children with print and engaging in interactive read-aloud. These activities help develop listening skills, comprehension, and a love for stories. Children are encouraged to interact with the stories, act out parts, and express their ideas about the books. This approach supports language development and literacy skills in a fun and engaging way.

#### **Rights of the Licensing Agency:**

[Section 101200(b) &(c)]. The Department or Licensing Agency shall have the authority to interview children or staff members, and to inspect and audit children or facility records without prior consent. The school should make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the school. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

### **CONFIDENTIALITY**

The information you provide to Orkidz Preschool will be kept confidential, and we respect your privacy. If you request references before enrolling, we will provide contact information from other parents based on age and your specific requests. Please let us know if you prefer not to have your phone number shared. Before enrolling your child, there are a few necessary steps. First, please review and familiarize yourself with our policies. You will be required to sign a form acknowledging that you have read, understand, and agree to all policies. Additionally, children must visit the daycare center at least once, preferably twice, to become familiar with the environment before starting. All required forms must be completed, signed, and submitted before admission. The necessary forms and consents will be included in your admission package. Lastly, all required supplies must be brought in one week prior to your child's first day.

**Dear Parents,**

**Whether we are related by birth, adoption, or invitation, whether we share the same race or come from different backgrounds, whether we look alike or differ in appearance, The most important thing is that we are a family. We care for one another. We may agree or disagree, love or argue, but we always work together. We are here for each other. We invite you to share your family story with us, so we can include, validate, and celebrate each child's unique familial relationships in our daily interactions. We look forward to fostering a rich and supportive relationship with both you and your child.**

Thank you for taking the time to read the Orkidz Preschool Parent Handbook. We are committed to keeping you informed and updated on any future changes. Your input and support are always welcome and appreciated.

**ORKIDZ PRESCHOOL 2025-2026 PARENT HANDBOOK**

**Parent/Guardian Acknowledgment and Permission Form**

Please complete the information below and return this page to Orkidz Preschool.

We, the parents of (child's name) \_\_\_\_\_, have read and agree to adhere to the policies outlined in the Orkidz Preschool Parent Handbook.

We will promptly notify Orkidz Preschool teachers of any changes to our schedule, emergency contact information, or our decision to discontinue childcare services, as outlined in the agreement. We will provide notice in accordance with the specified terms. Additionally, we will ensure that all medical information is up to date, and our child's immunization records are on file.

We understand that Orkidz Preschool may take walking trips, and we give our permission for our child(ren) to participate in all such walking trips.

Parents Name (Printed) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Start of Care Date: \_\_\_\_\_

Provider Signature \_\_\_\_\_