



**City of Belmont**  
***Community Learning Center***  
***Parent Handbook***



**Serving Peninsula Families Since 1982**

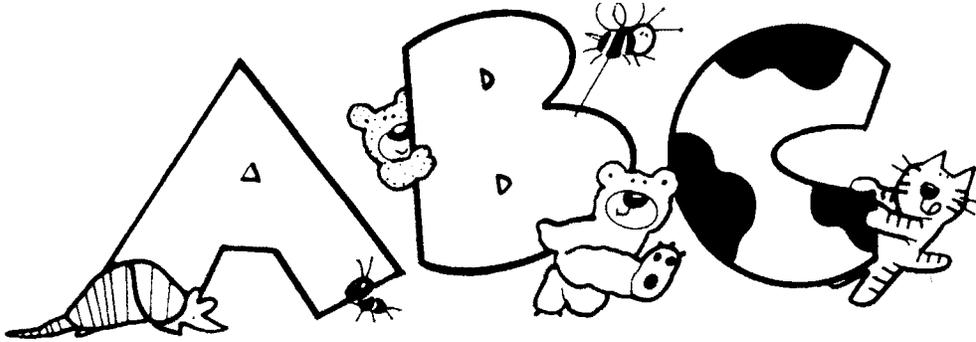
**Belmont Parks and Recreation Department**  
**Community Learning Center**  
**1835 Belburn Drive**  
**Belmont, CA 94002**

**Located at Barrett Community Center**  
**Director: Linda Steenman**

(650) 595-7448 fax (650) 577-3369

[www.belmont.gov](http://www.belmont.gov) email [lsteenman@belmont.gov](mailto:lsteenman@belmont.gov)

The Community Learning Center, a State Licensed Preschool Center, has been designed to encourage the development of creativity in your child and to promote a happy learning and growing experience. Each child will be stimulated by a caring environment, which will contribute to the development of the whole child. Children will participate in activities designed to meet their individual needs, interests, and abilities. These activities will focus on all areas of development – social, emotional, cognitive, and physical.



#### LOCATION

Community Learning Center  
1835 Belburn Drive, Rooms 5, 8 and 9  
Barrett Community Center  
Belmont, CA 94002

Preschool License # 410509243  
Tax ID #94-6000296

#### HOURS OF OPERATION

The Belmont Community Learning Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday, all year except Holidays.

#### HOLIDAYS

Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day

Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day and Following Friday  
Christmas Eve through New Year's Day

### ENROLLMENT

Enrollment shall be granted without discrimination in regards to sex, race, color, creed, or political belief. Belmont residents have priority on the wait list. The program is open to any child who is in good general health, provided the school can meet the needs of the child. Children must be between the ages of two and six years old.

The Community Learning Center cannot guarantee that space will be available to children who have withdrawn from the Center and wish to re-enroll. Parents wishing to save space for children temporarily withdrawn from the Center must pay a holding fee. This non-refundable fee consists of half the cost of the child's regular tuition during the period of temporary withdrawal. Children withdrawn from the program for a period greater than four months must resubmit enrollment fee.

### ARRIVAL AND DEPARTURE

Always accompany your child when entering or leaving the school. Children must be signed in and out daily. Please be sure a staff member is aware of your child's arrival and departure. Only persons authorized to remove the child from the facility will be allowed to sign child out. Unfamiliar persons picking up a child must present identification to a Community Learning Center staff member. Please be certain to close the school gate securely each time you enter and exit.

### PARENTAL RESPONSIBILITIES

It is very important that all parents fill out the following forms before each child enters school:

Emergency Information	Parent's Report
Parent's Agreement	Physician's Report
Parent's Rights	Personal Rights
Emergency Card	Consent for Medical Treatment
Emergency Procedure	Permission to Photograph

### CHILDREN'S RECORDS

Please help us keep your child's immunization records current. If your child has received immunizations since enrollment at the Community Learning Center, please bring your child's Yellow California Immunization Record to school. This Immunization Record will enable us to keep your child's school records current. If you have recently changed addresses, telephone numbers or place of employment, please let us add this information to your child's file. It is always important that all files are kept current. Please be aware that representatives from Community Care Licensing have a right to interview children and review their records.

## BCLC SHUTTERFLY GROUP

In an effort to reduce the amount of paper used for school communications, avoid having to carry your child's communications home, and to be able to keep the information on your computer for easy reference, the Community Learning Center has a Shutterfly group. Each family must sign up for the BCLC Shutterfly Group.

## DISCIPLINE POLICIES AND PROCEDURES

An essential part of the preschool experience is helping children learn how to get along with other children as well as following the directions of an adult other than the parent. The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible.

Disruptive Behavior which distracts from the full benefit of the preschool program will result in negative consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, staff, or self
- Disrespects people and materials provided in the program
- Disobeys the rules
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention from the children

Our discipline policy will consist of the following strategies:

- Encourage children to use their words when having a disagreement with another child.
- Staff will facilitate children in their attempts to settle their own disputes.
- Redirecting behavior.
- Separating a child from the group.
- Counseling children individually about their behaviors.
- Informing parents verbally of an incident the same day the incident occurred.
- Disruptive behavior will be addressed in an incident report. This will be completed to document inappropriate behaviors that directly impact other children, staff, or the group as a whole. This report will be shared with the parent and will explain the behavior and how it affected others. These incident reports will be in the child's folder at pick up. The incident report should be signed by the parent and returned the next school day and placed in the child's file. In an extreme situation, the child must be picked up within **thirty minutes** and a conference with the parent will be required.

- Corporal punishment is not allowed by the staff including spanking, hitting, slapping, pinching, shaking, and the denial of food. The child will be restrained by staff if there is a safety risk. No child shall be subjected to abuse, neglect, humiliation, or verbal abuse.

Although our staff will make every effort to work with your child, we reserve the right to remove a student at any time, should the child be a risk to self/others or repeatedly interfere with other children's learning experience. Also, if we feel the program is not meeting the needs of the child or the child is not fitting into the group we will notify the parent.

If the behavior does not improve within sixty days, we reserve the right to give the parent a two week notice of termination of services.

### ILLNESS

We strive to maintain a happy and healthy environment; thus parents must not bring ill children to school. Children who become ill at school will be sent home, and parents will be contacted to pick up their child immediately. No discount will be made for absences, unless they are due to prolonged illness of two or more consecutive weeks. In this event, ½ price of the period missed will be charged. Please notify the school when your child is absent. Credits or substitutions are also not granted for missed days due to illness or absence. The Community Learning Center cannot guarantee to hold a space for children who missed two or more consecutive weeks of school unless half of the tuition rate during the absence is paid.

### POTTY TRAINING

Although toilet training is not required for the children, parents do need to supply their own diapers and wipes at the Center. Should your child deplete his/her diaper supply a fee of one dollar per diaper will be charged for each "school diaper" used to change your child. \*There is an extra diaper changing fee per month.

### PAYMENTS

Please review the enclosed Community Learning Center Schedule of Fees for a listing of Preschool Program Classification and their respective costs.

The Community Learning Center does not bill. Tuition is payable in advance prior to the first day of that month. Payment for Full and Part-Time care may be split into two payments, payable on the first and fifteenth of each month. Fees are non-refundable. Please make checks payable to the City of Belmont. Late payments may result in your child's exclusion from the program.

In the event of change in tuition rates, parents will receive a 30-day written notice.

### ADDITIONAL FEES

- A registration fee for your child is payable upon enrollment.
- There is an overtime charge for children picked up after 6:00 p.m. The time after 6:00pm is billed at one dollar per minute.
- Checks returned to the school as a result of a client's insufficient funds would result in a \$25.00 service charge. Reimbursement for a "bounced check" must be made in the form of cash, cashier's check or money order.

### DISCOUNT

A 5% discount on your total monthly tuition is available to families with two or more children enrolled in the Community Learning Center.

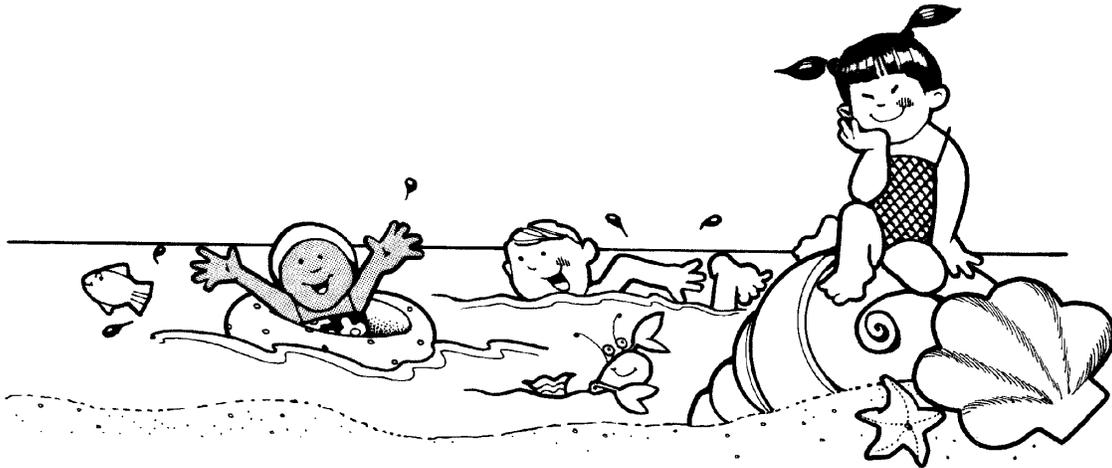
### TERMINATION

The Community Learning Center reserves the right to terminate a child from the program. In such an event, parent(s) would be consulted and given a minimum two-week notice of termination. Reasons for termination can include adjusting difficulty and disruptive/discipline problem. In an extreme circumstance a notice of less than two weeks may be given to terminate care.

### WITHDRAWAL

A written notice of withdrawal shall be made thirty days prior to termination of enrollment. Please state the reason for withdrawal in your termination notice. Parents that withdraw their child with less than thirty days notice shall be responsible for the thirty days payment, from date of notice, whether or not the child attends the center during this time.





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### VACATION

Children are entitled to two weeks of vacation time per year. During this time the child does not attend school and the tuition is discounted to reflect the vacation period. The vacation period may be a two-week period or week long vacation taken in separate months. There is no credit given for vacations taken in excess of the two weeks annually. A year is not based on a calendar year. It is based on the 12-month period, from the anniversary date of your child's enrollment.

If you will be using vacation time, please notify the Community Learning Center staff in writing BEFORE the month you are using vacation time begins. The Director will assist in determining your tuition for the month when your payment is made.

### NUTRITION

We provide two nutritious snacks for the children. One snack is served in the morning and the other snack in the afternoon. All snacks are accompanied with milk or water. The Community Learning Center encourages and appreciates families to donate 65 snack items once every three months. These donations are simply a request and not a requirement.

Children should bring their own lunch to school in their lunchbox.

Please limit the number of sweets packed in your child's lunch. Lunches with little or no sugar are preferred. We can warm lunch items for your child in our microwave oven. Items that need to be warmed should be in a microwave safe container. Please include a drink daily and a fork or spoon if needed.

Please notify a Community Learning Center staff member if your child has any allergies or extreme food dislikes. Also, please do not send your child to school with gum, cough drops or any hard candy.

### MEDICATION

Our medicine form must be filled out when you send medication to school or we will not administer it. ONLY prescription medicine can be administered. Please bring the medicine to school in the original prescription container.

### LUNCH PROGRAM

The Center offers a lunch program one day per week at an additional cost of \$18.00 per month to be paid in **cash**. Parents will receive the menu at the beginning of each month.

### PERSONAL TOYS

Children should not bring toys from home to play with at school, as they can be easily lost. We cannot be responsible for lost items. We do, however, have “Show and Tell” days every Monday and Tuesday. Your child may bring an item from home during “Show and Tell” time.

### COAT ROOM

Please remember to check the coatroom periodically for forgotten coats, sweaters, etc. Please remember to label your child’s garments for easy identification.

### CLOTHING

When your child dresses daily for school, consider the following:

- Your child’s comfort
- Messy art projects
- Freedom of movement on the playground
- Weather conditions

Please bring an extra set of clothes for your child that has been labeled with your child’s name.

### NAPTIME

Naptime for the children is 1:00 p.m. to 3:00 p.m. The children will be asked to rest for one hour (1:00pm-2:00pm). If your child is asleep, we will wake your child up at 3:00pm when the nap period is over. If after the one hour rest period your child is still awake, your child can either continue resting or receive books, puzzles, or coloring to do in the nap room. If your child is napping at the school, please bring a blanket for him/her and label your child’s bedding. Also, please take your child’s bedding home each Friday to launder, and return it to school the following Monday. The Center provides both the mat and sheet for naptime.

### BIRTHDAYS

We celebrate birthdays during the snack period. Parents are welcome to bring a special snack for the birthday celebration and may wish to leave us with your camera so that we can take pictures for you.



### MUSIC CLASS

Music Class is held two Tuesdays per month at an additional cost of \$18.00 monthly. Since 2004 Ella Poberezovsky has been our music instructor. She enjoys sharing the magic of music with the children and believes that everyone can be successful in music.

### SPECIAL EVENTS

The Community Learning Center offers several annual special events to the families of the children enrolled in our program. We encourage everyone to attend these fun-filled events. Your child will receive notification of these special events two weeks prior to the scheduled date. These events include:

Back to School Night  
Halloween Party  
Thanksgiving Lunch  
Holiday Party  
Parent Education Night

Valentine's Day Party  
Egg Hunt  
Cinco de Mayo  
Graduation Celebration

### COMMUNITY LEARNING CENTER PTO

The Community Learning Center has a Parent-Teacher Organization that meets the first Tuesday of the month at 6:00pm. The PTO is a way to create a sense of community with our children, provide alternative ways for the parents to volunteer time and support their child's preschool, help with fundraising efforts, and set up play dates for their children. The PTO allows the parents to get together in an open forum to communicate about goals and make plans to enrich our children's lives.

### ESCRIP and ONECAUSE

Help us make money while you're spending it on the same things you normally spend your money on.

To register, go to:

[www.eScrip.com](http://www.eScrip.com),

Group Name: Belmont Community Learning Center PTO and Group ID: 500018202

[www.onecause.com](http://www.onecause.com)

Select Belmont Community Learning Center as the school you'd like to have your purchases benefit. Every time you shop online, go to the onecause website, select your merchant, onecause will then direct you to your merchant's website, and simply start shopping. A percentage of every purchase gets deposited into our PTO's account!

### LANGUAGE ENRICHMENT

Community Learning Center Staff includes Multilingual Enrichment in the curriculum. Basic skills, expressions, greetings, numbers, colors, songs, and dances will be introduced to the children. Languages include Spanish, Mandarin, Hindi, and Tagalog. Learning another language has to be fun!

### ENRICHMENT ACTIVITIES

Mad Science Workshops	Edible Edventures	Soccer
Ceramics Workshop	Insect Discovery Lab	

\*If your child is enrolled in a Belmont Parks and Recreation Class located at Barrett Community Center, Community Learning Center staff can bring and pick up your child from the class. Classes include the Dance Discovery and Ballet classes.

### PARENT-TEACHER CONFERENCES

The Community Learning Center offers both Fall and Spring Parent-Teacher conferences for the Pre-Kindergarten children evaluating their kindergarten readiness skills.

### FIELD TRIPS

The children in Room 5 and 9 participate in four field trips annually. Field trips included are the Belmont Library and Sunrise Assisted Living. All field trips are within walking distance.

### COMPUTER CENTER

Our computer Center includes educational software that correlates with our theme-based teaching. Software lessons encourage early learning skills in pre-reading, science, math and introduction to keyboarding.

### TEXT MESSAGE ALERT SYSTEM

In case of an emergency, our website will be used to provide timely information for students, parents, staff, and other members of the Belmont Community Learning Center. Please register your mobile number on our web site. To access our web site please go to [www.belmont.gov](http://www.belmont.gov), click on Parks and Recreation, and then Community Learning Center.

### BELMONT SAFE SCHOOLS

The Belmont Community Learning Center is a proud member of "Belmont Safe Schools" a program developed in 1999 as a cooperative effort between the Belmont Police Department and the public and private schools within the City of Belmont. It is designed to facilitate the communication link and disaster preparedness planning with all of the schools in Belmont.

**COMMUNITY LEARNING CENTER CURRICULUM**

Our curriculum introduces the children to prereading/reading readiness, math/numbers, science/nature, writing skills, language development, community, fieldtrips, social skills, self-help skills and physical skills.

**Developmental Areas**

Emotional: Self-awareness Self-concept Sense of family Self-care Self-responsibility	Self-control Attention span Completing a task Smooth transitions Delayed gratification
Social: Parallel play Cooperative play Dramatic play Role playing Communication with adults/peers Listening to adults/peers	Cleanliness/health/safety Sense of community Cultural awareness Responsible use of materials Etiquette Sharing/taking turns
Physical: Body awareness Gross motor coordination Fine motor coordination	Eye-hand coordination Eye-foot coordination
Senses: Music appreciation Visual memory Auditory memory Color discrimination	Music involvement Creative expression Tasting and smelling Tactile awareness
Cognitive: Nature appreciation Numbers concepts Spatial concepts Conception of time	Visual discrimination Auditory discrimination Language development Following directions

BELMONT COMMUNITY LEARNING CENTER  
DAILY SCHEDULE

7:00-8:30	Arrival, Quiet Play
8:30-9:00	Circle Time (stories, music, movement)
9:00-9:45	Outside Play
9:45-10:00	Toileting/Hand washing
10:00-10:15	Snack Time
10:15-10:45	Circle Time (show and tell Monday and Tuesday)
10:45-11:15	Art Project and Learning Activities
11:15-11:45	Indoor Play and Computer Time
11:45-12:30	Hand washing/Lunch
12:30-12:45	Story Time
12:45-1:00	Toileting/Hand washing
1:00-3:00	Nap Time
3:00-3:15	Toileting/Hand washing
3:15-3:30	Snack Time
3:30-4:00	Outside Play
4:00-4:15	Cleanup
4:15-4:30	Story Time
4:30-5:00	Afternoon Activity
5:00-5:30	Indoor Play
5:30-6:00	Quiet Games and Puzzles



## Belmont Community Learning Center



**Serving Peninsula Families Since 1982**

<u>Tuition Rates</u> <u>COMMUNITY LEARNING CENTER</u>			
<u>Classification</u>	<u>Ages Served</u>	<u>Resident</u>	<u>Non-Resident</u>
Full Time Program	2.5- 5 yrs. Monday-Friday Between the operation hours of 7:00 a.m. and 6:00 p.m.	\$1058 monthly	\$1175 monthly
Part Time Program	2.5- 5 yrs. Not to exceed 30 hours per week. Hours set with director upon enrollment.	\$877 monthly	\$973 monthly
Hourly Program	2.5- 5 yrs. Must be pre-scheduled monthly with hours approved by director.	\$15.00 hourly	\$20.00 hourly
Preschool Program	2.5- 5 yrs. Monday, Wed., Friday 9:00 –12noon	\$446 monthly	\$494 monthly
Preschool Program	2.5- 5 yrs. Tuesday, Thursday 9:00 -12noon	\$388 monthly	\$432 monthly
Diaper Changing Fee		\$100.00	\$110 monthly
Enrollment Fee	2.5- 5 yrs	\$115 per child	\$130 per child

Enrollment fee is payable upon enrollment. Children withdrawn from the program for a period greater than four months must resubmit enrollment fee. A 5% discount is given to families with two or more children. \*Rates are subject to change.



Belmont Parks and Recreation  
 ”Enhancing the quality of life for the Community”  
[www.belmont.gov](http://www.belmont.gov), ‘Parks and Recreation’

