



Parent Handbook



Shiksha

Kasturi Basu

Director / Owner



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Daycare Parent Handbook

Registration Checklist

Our mission at Shiksha is to welcome all children from all backgrounds, and to provide a safe and fun learning experience. We strive to provide a nurturing, educational environment where students can express their curiosities and creative minds, build friendships, and learn valuable life skills to build the foundation for the rest of their academic careers.

Children may be enrolled from 3-years to 5-years of age. We require all children to be toilet-trained.

The following forms are required by the state of California, and need to be read and completed:

1. Handbook (read)
2. Application Form
3. Parent Notification Additional Children In Care (LIC 9150)
4. Identification and Emergency Information Child Care Centers / Family Child Care Homes (LIC 700)
5. Report of Health Examination For School Entry
6. Affidavit Regarding Liability Insurance For Family Child Care Home (LIC 282)
7. Consent For Emergency Medical Treatment (LIC 627)
8. Family Child Care Notification of Parents' Rights (LIC 995A)
9. Nebulizer Care Consent / Verification (LIC 9166)
10. Important Information For Parents (LIC 995E)
11. What Are Parents' Responsibilities? (LIC 9212)
12. Acknowledgement Of Receipt Of Licensing Reports (LIC 9224)
13. Field Trip Form
14. Consent of Animal in Facility
15. Photo Consent Form

State-Licensing Requirement

Shiksha is licensed and complies with all applicable licensing regulations and standards.



Schedules

Shiksha is open Monday through Friday, from 8:00am to 5:30pm.

Daycare Schedule

We follow a daily schedule to establish and maintain a routine that creates comfort as well as discipline for the students.

8:00am - 8:30am — Morning Drop-Off and Free-Play

8:35am - 9:30am — Circle-Time / Song and Story-Time

9:35am - 9:50am — Phonics and Numbers (Orally)

9:55am - 10:20am — Snack

10:20am - 11:10am — Play

11:15am - 12:15pm — Study-Time (Curriculum-Based)

12:20pm - 12:50pm — Lunch

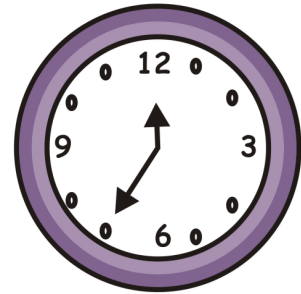
1:00pm - 3:00pm — Nap Time

3:10pm - 3:30pm — Snack

3:35pm - 4:05pm — Art / Science / Yoga

4:10pm - 4:30pm — Circle-Time

4:35pm - 5:30pm — Outside Play



Holidays

Shiksha will be closed on the following holidays, annually.

1. Martin Luther King, Jr. Day
2. Presidents' Day
3. Spring Break: Easter Friday through Easter Monday
4. Memorial Day
5. Juneteenth
6. Fourth of July / Independence Day
7. Labor Day
8. Veterans' Day
9. Halloween (closes at noon)
10. Diwali
11. Thanksgiving (day before closes at noon)
12. Winter Break: Christmas Eve through New Years' Day
13. Summer Break: August (no fees)



Policies

Sick Policy

If your child/children is sick, he/she has to stay home the following day. If it exceeds more than two consecutive school days, a doctors' note is required to return to class.

Payment Policy / Attendance

Payment is due on the first Monday of each month for all All 11 months of fees (excluding our summer break, August). If it is not received by the sixth day of the month, a \$20 late fee will be charged. If your child is absent for 10 days or less due to sickness or vacation, you are responsible for paying the full month fees. If your child misses class for a whole month, then half of the month's fees will be incurred. A notice of one month should be provided if you plan on pulling your child out of Shiksha. If you fail to do so, a month's fees will be incurred.

Late Pickup Policy

A late fee will be charged if the child is picked up after 5:30pm.

More Policies

All forms are attached that are needed for enrollment.

Emergency Card

- The Emergency Card will contain the names and addresses of child pick-up and drop-off authorized-persons information.
- Medication on Premises
- Allergy Information
- Child's Insurance Information
- Vaccine records of children should be sent along with the application form.



Required Supplies

Parents are supposed to provide seasonal bedding consisting of a fitted sheet, a small blanket, and a small pillow from home. These beddings are going to go home on each Friday, and would be brought back on every Monday morning (if Monday is a holiday, then the following working day).

Please send an additional, seasonal jacket and extra clothes in a ziploc bag labeled with your child's name. We would retain this in case of accidents.

Daily, nutritious lunch should be provided from home. We will not be able to heat any lunches, as per guidelines. **Please remember to be mindful of any food allergies in the entire class!** Snacks will be provided.

Please remember, no personal belongings should be sent from home. Show-and-Tell is only on Friday: you may send an inexpensive toy or item that your child would love to talk about. Please remember, do not send any expensive items.

