

Edgewood House Preschool
Parent Handbook
2024-2025

Welcome to Edgewood House Preschool 2024-2025!

(Handbook guidelines applicable from June 1, 2024 - May 31, 2025)

This program is our professional dream...a relationship-based community of teachers, parents, and children bringing together all of the best practices for play based and family style learning that the early care and education field has to offer.

Edgewood House Preschool was founded to provide children, teachers, and families a child-centered full day preschool program in an intimate small group environment. Our indoor and outdoor environments are equally accessible throughout our program day and our programs present learning concepts through hands-on exploration of the world around us; introducing academic and social concepts within a non-competitive environment. Our primary goal is to provide a philosophically balanced approach to early childhood education, caregiving, and teaching; readying children for the adventures beyond our doors.

Our program was founded 16 years ago out of our own homes and backyards, and now continues to evolve in our unique home-like child care center...where we continue to provide a place of comfort, fun, and learning for children. We have spearheaded the efforts to create and grow Edgewood House with the support of many friends, colleagues, and former parents. It continues to be a collaborative effort among constituents to provide an innovative, progressive, and developmentally appropriate learning environment for our children.

We look forward to knowing you and learning with you throughout our years together...at Edgewood House, it really is 'Home Sweet School.'

Warmly,

Mallory & Janessa

Owners/Directors, Edgewood House Preschool LLC

Edgewood House Preschool Core Values

Relationships and Reflection are Fundamental

All learning happens within the context of relationships, for both children and adults. Wondering together is integral to refining parenting and teaching practices.

Respecting and Recognizing Individuality

Mutual respect, honesty, and personal responsibility are key elements as we work to build a community of learners.

Constructivist Approach

Attention to each child acknowledges the uniqueness of that individual; building upon strengths to progress to the next stage of development.

Meaningful, Relevant Curriculum

‘A training ground for real life’...Edgewood House encourages each child to become a self-directed, active thinking, and lifetime learner through exploration of their interests. We encourage learning to negotiate and make friends with all types of peers, just like we need to do in the real world.

Interdisciplinary Learning

Learning focuses on the whole child. Growth through multiple modalities, recognizes each child’s unique meaning making of the world. Indoor and outdoor exploration is equally important.

Growth and Assessment

The process of observation, reflection, and documentation is ongoing. Portfolios, photos, and parent teacher conferences record and document individual development in relevant ways. Anecdotal stories, videos and developmental checklists are all equally important.

Community Building & Family Style Learning

Building a community of learners, sharing strengths, accepting support & communicating ideas without competition is a primary focus. Our mixed age grouping encourages mentoring, and caregiving between older and younger children; fostering independence and empathy; and allowing siblings and different age friends to attend the program and grow together.

Edgewood House Preschool Philosophy

Typically, Edgewood House does not ascribe to any one educational philosophy or model. People love to describe us as play-based, Reggio-inspired, Waldorf-inspired, Emergent, and even Progressive at times. But the truth is that every child, teacher, and family comes to us with a unique set of values, wants and needs, temperaments, and learning styles. We are eclectic in our use of theory and practice, because we believe that concentrating on the idea of scaffolding child and parent developmental agendas is more important than following a preset guideline for programming. For this reason, we ascribe to a “way of being” with children and families, not one educational philosophy. This “way of being” is most closely aligned with the principles and assumptions of the **Brazelton’s Touchpoints Approach** to early care and development and to the school of Infant Family Early Childhood Mental Health.

Providers who learn about and use Touchpoints:

- Welcome families with respect and understanding.
- Value families’ questions about their child and their caregiving.
- Listen without judgment.
- Treat parents as the most important person in their child’s life.
- Respect and value a family’s culture and experiences.
- Share with the excitement of a child’s development.
- Join caregivers in advocating for the best care and services.
- Help families connect with community resources.
- Offer guidance and support to help caregivers understand and respond to the predictable ups and downs of your child’s growth and development.
- Collaborate through shared expertise.

Edgewood House Preschool Curriculum Statement

As a community of learners, children and teachers will collaborate to create opportunities that inspire learning. Most of the Edgewood House curriculum will be based on themes that have been gleaned from the children's play. Some curriculum will be spontaneous as it emerges from play and a teacher guides an activity *at the moment of discovery*. Other curriculum will be developed from trends we have seen in group play and will be more formally planned in a collaborative effort with children, parents and teachers. As topics emerge from play, *teachers provide resources* (literature, art experiences, science explorations, field trips or long term projects) to further the exploration. We also take note of and are *inspired by teachable moments throughout the day*.

When no clear themes are emerging in the children's play; teachers will provide invitations for activities based on concepts we believe children deserve to be exposed to; *including seasonally and developmentally relevant activities that have potential to inspire further thought*. We use routine times in our school day (mealtime, small group, circle and choice times, and our end of the day quiet learning time) to reinforce the traditional early childhood concepts. We offer opportunities for gardening, sand and water play, gross motor physical play, block building, eco-design recycle art, age appropriate writing and journaling, language and literacy, letter of the week, art exploration, bird feeding, number sense/classifying/sorting activities, animal care, along with dramatic art and pretend play throughout the school year.

Our low teacher child ratios (1:5) and nurturing play-based routine is the most effective way to help children develop critical thinking skills (Executive Functioning) for future academic and social success. Teachers use reflective practice techniques and parent expertise regularly to make plans for each child. We continually assess the children on an informal and formal basis; rethinking expectations in an ongoing way. In the Edgewood House curriculum model, teachers and parents are seen as guides (not directors) of the learning process, and the environment and the children are equally important members of the teaching team.

Our “Youngers” Preschool Program (2-4 year olds)

Children are often a part of our school for 3 or more years. We treasure the moments at every stage and work diligently to meet the developing needs of all children. Our preschool environment is created with this goal in mind. Children can gear up or gear down all activities...because of our low ratios we can expand or simplify our activity areas at a moment's notice. In general, the most important goal for two year olds is to establish rapport with caregiving adults outside of the home environment; learning to feel happy, engaged, and safe away from home. During a 3yr old-4yr old year with us, we are most focused on developing social awareness and group play skills, helping them strategize and practice executive functioning. We provide a highly enriching routine and environment as the context for these first two years of important social emotional development; the foundation upon which all future learning is based.

Our “Olders” Pre-Kindergarten / Young 5's Program (4-5 year olds)

Throughout their time at Edgewood House, your child will gain important developmental skills in preparation for a successful year in kindergarten. We offer an in-depth 4's and young 5's program for the older children enrolled in our preschool program. All children eligible for kindergarten entrance the next year may participate in this program; however, many children choose to spend an extra year with us prior to school entrance and spending that year in our 2-4's program is not unusual. Our pre-k program is designed to change and develop each year based on needs and interests of each unique group of children; and although the curriculum content changes from year to year. The program revolves around emergent curriculum themes adding important literacy, language, and number sense components to enrich the experience. We provide special attention to expressive language and executive functioning skills; the most important foundations for future school success. We add greater and greater challenge in all areas of development as

children grow within our environment to prepare them fully for the academic rigors of school. We pride ourselves on a well balanced non-competitive approach to academics, where a child's unfolding development is our first and foremost consideration. We want our Pre-K's to learn to love exploration and discovery as their foundation for future learning.

Summer Program at Edgewood House

During the summer months, Edgewood House has a more recreational curriculum for children who prefer a bit of relaxed time amidst the busy camp and vacation schedule. The summer programming incorporates a "summer fun" atmosphere. Activities include sports, art, drama, word fun, and cooking within the scope of our daily routine.

Guidance and Discipline at Edgewood House

At Edgewood House, teachers emphasize what children CAN DO in our program; not what they "aren't allowed to do". We guide children to have respect for themselves, others, and our environment and learning materials. EHS believes in the development of children's perspective taking and whenever possible we encourage wondering about others. We encourage safety, social problem solving, and modeling of the actions and words people use to get along with others. We work together with children in "peace meetings" or "business meetings" as well as individually, to help establish rules, negotiate solutions, and develop individual and community responsibility for conflicts. We strive to foster the development of an inner locus of control as we guide the peer social development.

Hours of Operations

The Edgewood House Preschool program is a full time, full day program, operating between the hours of 8:15am-5pm. Our program hours allow us the flexibility to meet the needs of a diverse population including; part and full-time working parents, children who still need a nap or rest time, siblings of school-age children, and pre-kindergarten/young 5 children, who need a longer day of care. Families are free to use any portion of the hours they contract for but should realize that a consistent routine is important to successful social learning and community building.

Our Daily Routine at Edgewood House Preschool

8:15—10:00 Drop-off, Set up, and Settling in... Free Choice Activities and Morning Stories

- Please arrive between 8:15-9:30am. *(If you arrive after 9:30am, please ring the bell next to the gate or text us to let us know you have arrived, so we can step off floor, greet you, and walk your child into school.)*
- Parents/Caregivers are asked to drop-off at our front yard gate, where a teacher will greet you and support your child in their transition into the school environment.
- Once inside, children assist teachers in setting up to help make meaning of their day, choosing colors for paint easels, setting up sensory/water table, making table activity choices , helping teachers dry off the slide...etc. At 9:00am, snack table opens for snack. Mini clean up happens before transition to morning meeting.

10:00-10:30/10:45 Morning Meeting and Small Group Study

- We meet, discuss and plan our day together. We share letter of the week, choose jobs and share storybook friend journals with younger friends, while Pre-K friends share scientist of the week and star child activities.
- Friends get a chance to find out what teachers have planned and make special requests for activities.
- We collectively discuss a topic, choose a story or sing songs as well. As needed and appropriate, children gather to discuss, research, or journal about emergent topics or we extend morning exploration with literature, drama, or games.
- Every child chooses a starting point for their work before leaving morning meeting.

10:30-11:40 Inside and Outside Exploration

- Children choose from a variety of invitations and large group activities. All learning areas are open. Snack is a choice activity during this time (until 11am). Mini-clean up happens before transition to circle time.

11:40 Morning Circle Time

- Stories, songs and discussions that reflect the day's play and current or seasonal interests... art activities or work we have done is sometimes shared. All friends exit circle time to wash hands for lunch.

12:00-1:00 Lunch and after lunch active play

- We gather together with our lunches and eat our meals all together. Free play, toileting help, and readying for nap follows our meal together.

1:00-3:00 Rest, Nap and Quiet Activity Time

- Silent reading, rest, and cuddles to help us pace our day! Quiet activity time outdoors is offered to our older kiddos who don't sleep after an initial resting period.

3:00-4:30 Afternoon Snack, Afternoon Activities, Inside/Outside Exploration, Small Group Games & Stories

- Snack is available as an optional activity. This is a great time for buddy activities and free play. New invitations available on tables...Peer groups reform and all activity areas are open.

4:30—5:00 Clean up, Afternoon Circle Time, and Pick-Up.

- Please arrive by 5:00pm.
 - *(If you arrive prior to 4:30pm, please text us or ring the bell next to the gate to let us know you have arrived, so we can step off floor, greet you, and walk your child out to you at the gate.)*
- Parents/Caregivers are asked to pickup at our front yard gate or back yard gate depending on your child's age/grouping, where a teacher will greet you, update you on your child's day, and support your child in their transition out of school.

Edgewood House Waitlist and Tuition Information

Edgewood House Preschool is a high quality relationship-based preschool program with a small group size, low teacher to child ratio (1:5), and a full time preschool program day (8:15am-5pm). We use best practice standards recognized by the National Association for the Education of Young Children (NAEYC) and monitor quality annually with the Early Childhood Rating Scale (ECERS).

Salaries and benefits are ninety percent of our budget costs. There is no hidden source of cash flow and no surplus. Our staff salaries and benefits are dependent upon full enrollment at all times. Our fees and enrollment policies are solely based upon budgetary needs. Profit making is not part of our mission. Worthy wages and benefits for worthy work is.

The fee to put your child's name on our waitlist is \$50.00. Your child is not eligible for placement in our program without a waitlist form on file. Because of the intimate nature of our program and the time taken away from work with children, only a family on the waitlist will be eligible for a tour of the program (either virtually or in-person). Offers of enrollment are based upon multiple factors, including (but not limited to) age distribution of children, goodness of fit, and *sibling status priority*.

Upon offer of enrollment with the Edgewood House Program, you must pay your first and last month's tuition to save the space for your child. Your space is not held until these fees are paid in full and the contract is signed. Deposit fees are non-refundable. Should you choose not to attend Edgewood House after paying these fees, you forfeit both your first and last month tuition - 2 months deposit. There are no exceptions to this policy.

Edgewood House tries to have paperless administration and in doing so, do not create monthly bills. Monthly automatic withdrawals are taken through our Tuition Express

program and they occur on the 25th of each month. There is a \$50 fee in the case of insufficient funds.

Exit Notice and Annual Handbook Agreement

Once attending our program we ask that parents provide as much exit notice as possible. *Because we are a small program, with an exact enrollment system, we count on our contracted schedules annually to make it all work.*

Exit Notice Policy

We require a month and a half written exit notice. If you do not allow for this month and a half written exit notice, your deposit *will be forfeited.*

Notice given 1st - 15th of month

- Exit date will be 30th or 31st of the *following* month (approx 6 weeks later). d
- Deposit will be applied

Notice given 16th-30th/31st of month

- Exit date will be 15th of the 2nd following month (approx 6 weeks later).
- Deposit will be applied

*****Enrollment and Re-enrollment for incoming 2024-2025 Pre-K Families*****

If you are enrolling or re-enrolling for your Pre-K year at Edgewood House, between April 1st and September 31st, enrollment is considered frozen. If notice is given during this time, a month and a half written exit notice is still required, but please note that regardless of when notice is given during this time, your deposit will be forfeited and your tuition is contracted and owed through the month of September.

We never want you to feel uncomfortable talking about moving your child or looking at other options, and are open to reflecting on alternatives as need be, however we need as much notice as possible to protect our year round program balance and fiscal needs.

Please note: Because we are a year round preschool program, with year round salary and benefit costs, we do not make alternative tuition arrangements for families with extended vacation schedules at anytime during the school year.

Edgewood House Outside Support & Mental Health Consultation Policy

At Edgewood House, we greatly value interdisciplinary early intervention services and the lifelong effectiveness that it can provide when sought and started at a young age. We offer to support and assist families in their search for mental health consultations and early intervention support beyond our doors, and we will gladly partner with outside consultants that a family is working with at the request of the family.

If the teachers feel that a child may require extra support within the classroom, we will actively meet and partner with the family to discuss the child's needs/behaviors in depth and offer referrals to outside supports/consultants and/or community resource centers in our area based on individual family/child needs. *When a family is asked to seek outside services to best support their child in our preschool environment, the family is required to seek support within a prompt and timely manner in order to continue in the program.*

Edgewood House Termination Policy

Edgewood House does not currently require an interview process for our students and therefore greatly relies on families to carefully consider the goodness of fit for their child in accepting an offered space in our program. We never want to ask a child/family to leave our program and try our very best to partner with every family and ensure goodness of fit, but under extreme circumstances, in order to ensure the health and safety of everyone in our program, we reserve the right to terminate a contract at any given time. If a contract is terminated, the deposit is forfeited as well as the tuition for the month in which the termination occurs (if there are remaining days in the month when the contract is

terminated). A student or any member of the student's family can cause termination if they are disruptive, abusive, unruly or uncooperative to the extent that their participation in the program will seriously impair our ability to provide our care and services to other children who are attending our program. Additional reasons we reserve the right to terminate a contract are:

1. Intense and/or persistent aggressive/disruptive behavior
2. Inability to follow through with recommended outside consultations/supports
3. Lack of fit between the student and school environment (eg. child is unable to emotionally and/or physically transition to school environment)
4. Disrespect of staff, program policies, and environment

2024-2025 Monthly Fees

Monthly Tuition

\$2,600/month

Tuition includes...care from 8:15am-5pm, diapers, snacks, daily laundered sheets and nap mats, cleaning services, materials and supplies, community events, and field trip fees

Please note: Edgewood House reserves the right to increase tuition 3-5% annually. Any tuition increase would be indicated with advance notice in February prior to the following year in which it would go into effect.

Annual Program Fee

\$200/year

The annual program fee supports the maintenance, upkeep, and environmental facelifts to ensure that the Edgewood House program and physical environment remain fresh, relevant, interesting, and engaging to children, families, and teachers alike. Payment withdrawn and applied at the end of January (in addition to February Billing) for use the following year. This fee is non-refundable.

Additional Fees

Late pick-up: \$50 (\$10 per minute beyond first 5 minutes)

- Edgewood House closes its doors at 5pm. Please arrive by 4:45 if you would like to debrief with teachers about your child's day.

Insufficient funds: \$50

2024-2025 Edgewood House Preschool Calendar

We follow the Palo Alto Unified School District holiday schedule. This calendar can be found for two years in advance at www.pausd.org. In general, the vacation schedule includes all Federal Holidays, two weeks for Winter Break, Thanksgiving Week, an extended weekend at Presidents Day, a Spring Break week, the week of the 4th of July Holiday, and a week in August prior to the PAUSD school return.

Monday - Friday, 7/1-7/5	4th of July Break
Monday - Friday, 8/12-8/16	End of Summer Break
Monday, 9/2	Labor Day
Monday, 10/14	Staff Development Day
Monday, 11/11	Veteran's Day
Monday-Friday, 11/25-11/29	Thanksgiving Break
Monday-Friday, 12/23 - 1/3 (2 weeks)	Winter Break
Monday, 1/20	Martin Luther King Jr. Birthday
Thursday - Monday, 2/13- 2/14, 2/17	President's Day Weekend
Friday, 3/7	Staff Development Day
Monday-Friday, 4/7 - 4/11	Spring Break
Monday, 5/26	Memorial Day
Thursday, 6/19	Juneteenth

Mealtimes at Edgewood House

Lunch

The lunch meal time at the Edgewood House is an important part of our day. We all gather to talk and share about our morning and eat our lunches together. This is an important time for language and vocabulary acquisition, self help skill development, and community building. We will gather our lunch boxes together and share about what foods and meal traditions we have as part of our lunchtime routine.

We ask that families provide a hot or cold lunch and labeled water bottle for their kiddo, packed in a labeled lunchbox with serving utensils that each child can bring out at lunchtime. We do not have the ability to warm up or keep lunches cold. Please pack a thermos for warm food and/or icepacks to keep food cold until lunchtime. Teachers will happily help unpackage food and assist with eating/packing up for kiddos as necessary.

Snack

We provide healthy snack foods during the morning and afternoon. Fruit, vegetables, string cheese, crackers and milk/water are available during the program hours when children need a snack.

Food Allergies

Please alert the staff to any food allergies, special diets, likes, or dislikes you and your child may have. We are very sensitive to any allergies and promise to accommodate most of your child's needs. Whenever there is a cooking project or "special treat" for a birthday we will try to provide an alternative for your child.

Birthdays at Edgewood House

At Edgewood House each kiddo will be greeted on their birthday with a birthday poster that all kiddos and teachers will sign and that they will get to take home, we will also sing “Happy Birthday” at Circle Time and they can help choose the book that is read that day.

If families are interested, we welcome the donation of a favorite book in honor of your child to be read at circle time, the sharing of homemade or store bought mini treats for afternoon snack, the ordering of pizza lunch to share with the group, or small goodie bags to be sent home with friends. We kindly ask you to let us know ahead what date and how you would like to have your child’s birthday celebrated.

What to Bring to School

- All children’s personal items will be kept in their labeled cubby and/or backpacks/lunchboxes will be hung on hooks outside when weather appropriate.
- Children must bring a labeled lunch and waterbottle daily to and from school.
- Children must have multiple *labeled* sets of clothes that stay at school. The clothing will stay in their cubby unless soiled, and then will be bagged and sent home for parents/caregivers to launder. New clothes must be replenished the next school day. The clothing should include, but is not limited to:
 - Underwear (when applicable)
 - Socks
 - Pants and Shorts
 - Short sleeve and Long sleeve shirts
 - Bathing suit
 - Extra pair of shoes
- At least 5 reusable high quality masks or packets of disposable masks to remain at school for daily use.
- If you would like us to re-apply sunscreen midday, please pack your chosen sunscreen in a plastic bag to live in your child’s cubby.

- Children may bring a washable transition item that may live at school. Teachers will wash said item daily and children will be allowed to use/hold the item during drop off transition times or moments of distress.
 - We ask that other personal toys/loveys be kept at home so they don't get lost/broken.
- Children who nap may bring a washable blanket to have on their nap mat during rest time. They may also use their lovey during this time. We will keep the blanket at school and wash it daily along with the sheets.
- Please remember to label all belongings, including lunchboxes, waterbottles, and all clothing.

What *Not* to Bring to School

Please do not send children in valuable clothing; children should be dressed to fully explore the environment each day, which sometimes includes getting very, very messy! We use all types of art supplies and rarely use smocks. Any item that will cause your child to become upset if lost, broken, or misplaced at school should stay at home or in the car.

Please note: Children may bring something in to show a teacher/friend as long as they are able to let the item remain in their cubby for the day. We highly discourage toys and dress ups from home. Edgewood House is designed to provide multiples of most toys reducing conflicts and competition.

School Contact Info / Emergency Calls

If you need to reach the school or teachers at any point during the school day, if you need to come pick up your child unexpectedly, or if your pickup/drop off plans change/you're running late, please call the Edgewood House Preschool phone number at **1-650-690-2347**. You may leave a voice message or send a text message. Teachers will respond as soon as possible and will arrange to walk your child out to you.

Toilet Learning at Edgewood House

At Edgewood, your child does *not* need to be self toileting to enroll in the program, we partner with our families individually when beginning to think about toilet learning in order to support your child to be successful in this developmental milestone at school!

Please note: Edgewood House provides diapers and wipes. We do not provide pull ups, although they can be brought from home.

- **Step 1:** Look for signs of readiness, these are some signs we look for at school.
 1. Ability to stay dry between 2-3 hours between pottying tries. (Physiological developmental milestone that occurs between 18 months and 30 months)
 2. Shows interest in the potty both at school and at home.
 3. Knows/Indicates when wet/pooping and expresses desire to be changed.
 4. Open (non-resistant) to pottying reminders and will agree to sit on school potty.
 5. Can generally sit self on potty and take off underwear/pants and/or knows when to ask for assistance.

- **Step 2:** *Before any changes can be made to your child's pottying plan at school, reach out to the Misses and set up a meeting so we can partner together to create a plan for pottying success in the school environment.*

- **Step 3:** Familiarize yourself with Edgewood House Pottying Policies
 - Once parents and teachers agree on a plan, your child may come to school in underwear.
 - If your child is potty learning at home and school in a pull-up/training underwear, we will treat it as underwear and give your child potty reminders. This same courtesy will not be extended to children in diapers, so please send pull-ups/training underwear if you'd like your child to be practicing pottying independently.
 - Please send your child in 'easy dress' clothes (eg. elastic waist pants, relaxed fit clothing)
 - Children are required to wear undergarments/underwear at school.
 - If your child has multiple pee or poop accidents at school, we will put on a pull-up/training underwear (if provided). Pull ups/training underwear will be required at school moving forward until the Misses see continued success of pottying at school.

Naptime/Restime at Edgewood House

At Edgewood House, we believe that rest time is an integral part of our daily schedule allowing our kiddos the opportunity to pace themselves and thrive throughout their full school day. We try our best to meet the needs of all our families, but these are our naptime guidelines to best support our program as a whole.

Please note: Edgewood House Preschool provides all nap mats and nap sheets. Sheets are laundered daily. Children may bring a washable lovey and/or light blanket to keep at school for rest time that will be laundered daily.

- Rest time takes place between 1-3pm
 - It begins with 15 minutes of quiet book reading on nap mats
 - Followed by quiet rest time on mats
 - Children who fall asleep, will be allowed to sleep until they wake up naturally, unless otherwise requested
 - Younger children who need assistance falling asleep can be supported by a teacher with back rubs, head rubs, or rocking.
 - Older children who consistently do not nap, can continue to engage in quiet outdoor activities during rest time or may have quiet activities (in addition to books) on their mats for the duration of the quiet time.

At Edgewood, we partner with all of our families individually when you begin to think about changes to your child's nap schedule in order to support your child in continued success in their school day and within the school environment and social world.

- Step 1: Look for signs of readiness, these are some signs we look for at school.
 1. Ability to pace their day both in the morning and the afternoon.
 2. Without a nap, shows ability to engage positively in the environment and with peers/teachers throughout their day.
 3. Can handle their body quietly and calmly sitting and/or laying on their nap mat during rest time.
 4. Can maintain quiet activities without disrupting the restime room.
 5. No longer falls asleep easily on their own
 6. Can be woken up without disruption to the naptime room.

- Step 2: *Before any changes can be made to your child's naptime plan at school, reach out to the Misses and set up a meeting so we can partner together to create a plan for continued success in during their school day.*
- Step 3: Familiarize yourself with Edgewood House Naptime Policies

Parent Participation & In-Person Community Events at Edgewood House

We welcome and encourage the sharing and teaching of any and all family traditions in our school community! If there is a special tradition, holiday, activity, story, or season that you and your family celebrate or recognize at home that you would like to share with our community, we encourage you to reach out to the Misses and set up a time to come and lead a special Morning Meeting for us all!

Parents/Caregivers and siblings are all welcome into our environment during scheduled Community Events throughout the year. Events can be added to throughout the year, but we dependably hold a Back to School Night (adults only), a Friendship Soup Lunch, and Holiday Sing & Cookie Exchange during the fall and winter months. We participate annually in the Palo Alto May Fete Children's Parade in Downtown Palo Alto in May as well!

Day to Day Documentation & Online Community Building

Edgewood House provides programming email updates to all families 1-2 times a month that focus on the detailed goings on in the classroom. Additionally, we have two private Facebook Groups to strengthen our community and share pictures and details about projects, special moments, and day to day activities...

- Edgewood House Preschool Facebook Page (visible to teachers and caregivers -current & alumni-)
 - We frequently post pictures, moments, documentation, and glimpses into our days here at Edgewood House. It's a really fun way to see all of the amazing moments of discovery throughout our days!
- EHS Community Message Board (visible to teachers and currently enrolled families only)
 - A place where our families can get to know one another and connect 'virtually'. It is a place for everyone to say hello, introduce their families, share fun anecdotal stories and pictures, and share tips and advice (on everything...fun new activities...toy recommendations...day trips suggestions...parenting questions and advice). It is also a great place to come together and set up spontaneous outdoor playdates!

Open Door Policy

Parents are always welcome to express enthusiasm, address concerns, or bring issues to our attention. We encourage all parents to participate in all Edgewood House activities in a good faith manner. Given the small intimate nature of our community, we do not anticipate any issues arising between parents and staff; however, in an effort to preserve a community partnership we ask you to address questions or concerns directly to a staff member in a timely manner. We ask that you respect our time on floor and understand that an additional meeting time might need to be arranged to discuss matters or concerns.

Portfolios and Conferences

We keep records to regularly assess and reassess every child's development. Children's work will often be displayed within the environment for children and parents to appreciate. This work will be made into a 'Preschool Memory Good-Bye Book' at the end of your child's Pre-K year. Once per year, and as needed, we will hold parent teacher conferences to help you understand your child's development in the school setting. We ask that parents keep us informed of all medical and behavioral issues outside of school so we can work together for optimal development and to support your parenting successes and challenges. We promise to discuss successes and challenges in the Edgewood House environment on a daily basis, as well as more in depth at our parent-teacher conferences.

Immunizations

In accordance with our California State Licensing Regulations, all children must have completed (at minimum) the following immunizations before their enrollment paperwork is due (on or before the date of their transition visit), in order to enroll in/attend our program.

This includes:

- Polio (OPV or IPV) : 3 doses
- Diphtheria, Tetanus, and Pertussis (DTaP or DTP) : 4 doses
- Measles, Mumps, and Rubella (MMR) : 1 dose
- Hib: 1 dose
- Hepatitis B (Hep B or HBV) : 3 doses
- Varicella (chickenpox, VAR or VZV) : 1 dose

*Please note the number of doses required per immunization

Health and Safety Guidelines

Masking

Masking is voluntary for children (based on the family's preference) and teachers throughout the school day.

Illness and Exclusion Policies

Children and Teachers may attend school if they are...

- Symptom free
- If they have mild cold symptoms (eg. runny nose, congestion, mild cough)
 - *Symptoms must be manageable* (eg. mild and lessening symptoms, cooperatively wiping their nose, washing hands, masking) and they must exhibit typical energy.
 - Must be *fever free* for 24 hours (99.8 degrees or higher is considered a fever)
 - Must be free from vomiting or diarrhea for 24 hours.
 - If additional symptoms develop, if a child is not able to participate in their school day, or if their symptoms are not manageable, they will be asked to be picked up. (Pickups will be expected within 30 minutes)

Children will be excluded from school for any of the following additional symptoms:

- Irritability, continuously crying, or requires more attention and care than we can provide without compromising the other children in our care.
- Lethargic and unable to engage in the environment.
- Symptoms or signs of possible severe illness such as unusual tiredness, unusual behavior, uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.
- Body rash with no clear cause
- Eye discharge- thick mucus or pus draining from the eye.
- Head lice or nits (eggs)
 - Children must be completely NIT FREE in order to return to school.
- Severe coughing.

Covid-19 Protocols

Confirmed Covid-19 Exposure of a Child or a Teacher

- If a child or teacher has close contact with someone who tests positive for Covid-19 (Close contact: within six feet from the person who tested positive for at least 15 minutes) they may continue to attend school if...
 - They provide a negative Covid-19 test on day 5 following exposure
 - They provide a negative Covid-19 test if they develop symptoms within the 10 day window following exposure

- If the close contact is a member of your household, the child may continue to attend school if...
 - The positive member of the household is isolated from the rest of the household (no contact) until the positive household member tests negative *or* until day 11 from their negative test.
 - They provide a negative Covid-19 test on day 5 following exposure
 - They provide a negative Covid-19 test if they develop symptoms within the 10 day window following exposure

Covid-19 School Exposure

- If there is an exposure within the school environment, Edgewood House will plan to remain open with the following protocols in place...
 - All children and teachers must provide a negative Covid-19 test on day 5 following exposure
 - All children and teachers must provide a negative Covid-19 test if they develop symptoms within the 10 day window following exposure
 - If too many teachers test positive for Covid-19 and we are unable to staff accordingly, we would have to close.

Positive Covid-19 Case of a Child or a Teacher

- If a child or teacher tests positive for Covid-19, we ask that family to...
 - Notify Edgewood House Immediately

- The child or teacher may return to school anytime day 6 or later (from the onset of symptoms or first positive test) as long as...
 - Fever free for 48 hours (99.8)
 - Mild and lessening symptoms
 - Testing *negative*
 - The child or teacher may return to school on day 11 following their positive test regardless of testing status

Travel Guidance

- We highly encourage families to Covid-19 test negative prior to returning to school following...
 - Any air travel
 - Distanced travel outside of the area (eg. roadtrip to San Diego, Palm Springs, etc)
 - Large gathering/highly populated area (eg. wedding, graduation party, concert, Disneyland, etc)

Additional Mitigation Measures

- Handwashing
 - Children and teachers are required to wash their hands throughout the day as a general practice and specifically after touching their face, coughing, sneezing, toileting, and before and after eating. We will practice singing hand washing songs and have signs with proper handwashing techniques posted in restrooms and near sinks. Teachers will wear gloves when helping children during diapering, toileting, and food service.
- Airflow in Classrooms
 - Upon arrival in the morning, all windows and doors will be opened to increase air circulation within the indoor environment. Outside doors are open when free movement of students and teachers between inside and outdoor spaces is permitted.
 - We operate outdoors, rain or shine. Please pack lots of layers for many types of weather.
 - We run 3 indoor fans and 3 indoor air purifiers daily.
- Covering Coughs and Sneezes / Tissues

- All teachers are required to cover cough and sneezes using the inside of their elbow and will model, remind, and instruct children to cover cough and sneezes using the inside of their elbow. Children will also be provided tissues and frequent handwashing when they cough or sneeze.
- Environmental Hygiene
 - Staff will implement procedures to frequently clean all touched surfaces. We will disinfect high-touch areas throughout the day including but not limited to:
 - Door handles
 - Cabinet handles
 - Classroom doors
 - Light switches
 - Bathroom sinks
 - Toilet handles
 - Chairs
 - Tables
 - Materials and manipulatives are disinfected daily.
- Cleaning and Disinfecting
 - Our Misses and our Cleaning Service are responsible for maintaining a clean and disinfected environment. A thorough cleaning/sanitizing occurs daily, including all surfaces along with playground play structures and equipment. All towels, sheets, and soft materials are laundered daily.

Drop off and Pick Up Schedule

Children may not arrive earlier or depart later than their contracted program hours, 8:15am-5pm.

Parents/Caregivers may drop off and pick up at the Edgewood House gates. We encourage families to provide their child with anticipatory guidance on the days that they will say goodbye and remind them that they will leave *and* they will come back. Brainstorming with your kiddo about your transition and what they'd like to do with you before you come to school is a great way to create your own 'goodbye ritual' either before you arrive at school, in the car, or at the gate. Creating this ritual transition can help create structure and an expected routine for your child, and although it can be challenging to say goodbye at the gate, we find that when goodbyes are longer and less predictable, it can escalate stress and chaos for children.

Please arrive for pickup by 4:45 to debrief with teachers about your child's day, greet your child, and gather belongings. Edgewood House Preschool closes its doors at 5pm. We greatly appreciate your support in respecting our CA State Licensing Regulations along with our Misses hours and evening schedules.

If the unexpected does arise, please give us a call or text us at 650-690-2347. Even if teachers can't pick up, we will check the texts and messages. Thank you so much for your mindfulness, consideration, and adherence to school policies!

We apply late fees for late pickups. If you arrive late, you will be charged \$50 and then an additional \$10 per minute beyond the first 5 minutes.

Parking / Respect of the Neighborhood

Edgewood House has a very 'cozy' parking lot on a very busy street that can sometimes be tricky to navigate, especially during peak dropoff and pickup times. In keeping with our community values of openness, kindness, and respect, we ask our families to please exercise mindfulness and patience with one another as we navigate entry and departure into and out of our school. Since there is no parking on W. Charleston, if the lot is full, we encourage you to park on Wilkie Way and walk in or out with your kiddo. We greatly appreciate your support in helping everyone feel welcome and safe as they enter and depart our program.

Since its inception, we've worked hard to make Edgewood House an integral and beneficial part of the neighborhood around us. We feel a neighborhood program has the potential to lessen traffic and provide a vital community building opportunity. We encourage carpooling, biking, and walking to school whenever possible. When driving please remember to drive carefully and be mindful of children and families traveling on foot or bike. When parking for drop-off and pick-up, be courteous of pedestrians, the bike lane on Charleston Rd, as well as the shuttle stop just beyond our property.

Pandemic, Air Quality, Natural Disaster, Power Outage Closures

In the event that a Pandemic, Severe Air Quality Disruption, Natural Disaster, or Power Outage occurs and creates an inability for us to operate safely and effectively, Edgewood House will notify families immediately and close until we are able to ensure a safe and healthy school environment for children and teachers. Tuition will still be collected during these unexpected closures.

Edgewood House Staff Profiles

On our website, we have provided information regarding the educational and professional backgrounds of all the teachers in our environment. We also encourage you to connect with us via Linked In.

Reflective Practice and Facilitation

Edgewood House Preschool provides regular reflective facilitation for the teachers. We believe that once hired, careful attention to how staff are supported and supervised can go a long way toward retaining valued employees and reducing teacher turnover (Zero to Three). Our second important responsibility to our staff is to encourage their professional growth within their field or discipline. Reflective facilitation explores the connection of our work to experiences, feelings, and thoughts. Reflection is an intentional exploration of past, present, and future practice. Reflective practice has been proven, in both the teaching and parenting fields, to empower caregivers to assess their own performance and make mid-course corrections in work practices in a way that is natural, unforced, and generated from within. Ways of being with children and families that are sustained over time. For the staff as a whole, reflective practice is the technique we employ to learn and grow together professionally.

California Early Childhood Mentor Teacher Program

We participate in the tri-campus region of the CECMTP. This means each quarter we are eligible to provide the practicum experience for an early childhood student from a nearby Community College Child Development Program. Typically our students are from the Foothill College Child Development Program. These student teachers become an integral and important part of our program during their stay with us, and often become long term substitute teachers after their program is done. Please help us make them feel like a welcomed part of our community.