



WILD ROOTS

HOLISTIC LEARNING CENTER

PARENT HANDBOOK

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Please print and sign the table of contents, as well as the Illness/Medication/Immunization Policy (found at the end of the handbook), and include it in your enrollment packet.



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WELCOME

Welcome to the Wild Roots family! We are pleased that you chose Wild Roots for your child's educational experience. We recognize the importance of finding a quality early childhood experience for your child and are honored to be a part of your child's growth and development. Our dedicated staff looks forward to working with your family, providing a unique and prepared environment, while meeting the needs of the whole child.

This handbook was designed to provide you with information regarding the care your child will receive from Wild Roots Holistic Learning Center. We hope by reading the following pages we can answer any questions you may have and provide you with a sense of security knowing that your child will be provided with a quality learning experience in a home away from home atmosphere.

This handbook covers philosophy and goals, as well as policies such as our payment rates and due dates, days and hours of operations, health policies, emergencies, accidents, meals, discipline, and curriculum. It is beneficial to you, the Parent, to read over these policies. Be sure that you understand and are in agreement with these policies and discuss any questions or concerns that you might have at any time.

WILD ROOTS

Wild Roots Holistic Learning Center is a holistic community-based learning center serving children ages 6 weeks to 6 years and their families. Inspired by the Maria Montessori Method and the Reggio Emilia approach, we have designed a unique curriculum that allows for the natural child to unfold in a stimulating and comfortable environment.

Each set of roots in the earth is naturally wild. Just as roots are allowed by Mother Nature to flow freely, the natural child wants freedom to follow his individual instincts. We understand that children learn best when they are given the freedom to learn what their heart desires in a manner that suits them best.



OUR VISION

Wild Roots provides an early life experience that will lay the foundation for a beautiful outlook on the world. We aim to provide the natural child a safe and prepared environment to learn what the mind and heart desires, while encouraging each to discover what makes him unique. Our learning center will prepare children to become capable, proactive, confident human beings with social grace and peaceful attitudes. We build children's character by developing their intellect and spirit through practical work, natural play, and creative art.

Program Description

The Child

The first social experience away from home shapes the way the child sees the world from that point on. Children need to feel empowered and see themselves as a truly integral part of the world's operations. Each child should feel important and needed in his or her environment. Children realize that they have something special to share with their world on each given day; it is our role to allow the child to naturally bring forth what they have inside of them. Children deserve quality, beauty and greatness. It is vital to introduce a young child to beautiful surroundings where they learn to be graceful and respectful. Our carefully planned experience and wondrous environment will create a genuine love of life.

The Environment

We desire to create an environment where families can feel at home and where children feel that they are truly in a place of comfort, joy and serenity. Children deserve a beautiful haven where the environment calms nerves, stimulates minds, and inspires natural creativity. We have not created a school in order to fit the mold of society or to mold the minds of children. Instead we are here to inspire children to achieve the greatness that is inside each of them and to receive inspiration from each child to never cease creating more unique experiences.



Montessori Inspiration in the Environment

The role of the adults is to observe the child and classroom dynamic in order to base individual and group lessons according to each child's particular stage of development. Each material is scientifically designed and has a specific purpose.

The materials create the foundation for all essential lifelong concepts. The children are self-directed and motivated based on their current interests and developmental stages. It is the role of the adult to assist the child in the process of self-discovery, while allowing the opportunity for growth in a non-competitive environment.

Reggio Emilia Inspiration in the Environment

The environment acts as a "third teacher". We provide natural, recycled, and purposeful man-made materials with the intention that children will explore, create, share, and reflect from spontaneous learning through various materials in collaborative, project-based work. The role of the adult is to provide a welcoming environment that encourages children to freely explore their world and to guide the children in taking ownership of their learning endeavors. The adult will aide and extend in this process through careful observation, interaction and advocacy for rights of children to learn the desires of their hearts.

Natural Play Materials in the Environment

Play is the universal language of children. It is their most natural activity. Through play children can express themselves, explore their world, develop social skills, practice conflict resolution, and more. Play is an activity that benefits all children and contributes to their overall sense of well-being.

The materials in the play area provide just enough stimulation in order to inspire the child's inherent imagination in a peaceful and meaningful manner. Dramatic and fantasy play is incorporated in a healthy way that promotes creativity and uniqueness without the use of media-based characterizations. The children are able to explore real life scenarios with an abundance of materials at their fingertips.



Our Curriculum

Every day should be a new day of discovery in the eyes of a child. They should feel excited for each day they are alive, and that the world has something amazing to offer them. Whether it be an earthworm in the mud, or a flower that has just bloomed in the garden, nothing should go unnoticed. To a child, everyday life is a gift.

Children should be exposed to everything that benefits the young child's development but with careful planning and proper use. We have created a unique environment that will allow each child to develop according to their individual strengths, interests, and capabilities. We are inspired by the Montessori Method, the Reggio Emilia approach, and by each child we have the privilege of serving. We use our quality materials with the utmost respect and knowledge. There is nothing in the environment that does not serve an intentional purpose.

The Montessori Method is an educational approach that is based on the principles set forth by Maria Montessori, the 19th century Italian physician, researcher, and educator. She discovered a method of guiding the child in a specially prepared environment that allows each child to grow and learn at his or her own developmental capabilities. The Montessori Method, when truly used correctly, has been scientifically and neurologically proven to be a distinguished form of education that creates successful, independent, and innovative people.

The Reggio Emilia approach to early education is inspired by the form of education that was begun after World War II in Reggio Emilia, Italy. Parents and educators began an enriching new way to teach young minds through child led activities, exploration of the environment, and spontaneous discovery of the natural world. Reggio Emilia inspired schools across the world are known for their artistic way of allowing children to use natural and recycled materials to discover principles of language, math, science, and the sensorial world around them. Long term investment, multi-dimensional project work, creativity, innovation, and independent thought are facilitative cornerstones of this collaborative approach.



Integration Philosophy

Wild Roots Holistic Learning Center is a unique environment that integrates both philosophies very carefully. Our classrooms provide beautifully planned environments for the child's essential development. Lesson based work fosters the development of intellect and refines social grace and courtesy. Additionally, we believe in the value of play. Children are inspired to play freely, using their individual imaginations and social skills. The incorporation of music and movement serves to be a place of creative expression through various outlets. The Reggio Emilia Atelier was carefully designed, providing children with the most amazing variety of recycled, man-made, and natural materials to allow the child to explore, create, problem solve, and be inspired by developing partnerships. Through our careful observations of children in their environments we have created a wonderful place where children are inspired and develop a love for learning. The integration of these philosophies allows us to focus on the "whole child".

Areas of Learning Through Our Unique Environment

Language	Innovation
Collaboration	Practical Life
Mathematics	Creative Art
Problem Solving	Sensory Integration
Science	Music and Movement Natural Play
Social/ Environmental Investment	Cooking and Baking
Geography	Peace Education
Spontaneous Investigation	Cultural Integration
Social Studies	Social Grace



Parent Involvement

Parents are an important component to our program. We view parents as partners, collaborators and advocates for their children. There are several ways for parents to become involved in our school. You are welcomed and encouraged to participate in any or all of these. There are volunteer opportunities, parent/teacher conferences, observation periods open request, parent education nights, and volunteer opportunities in our seasonal festivals. We recognize that families have varying needs and try to provide opportunities for everyone to become involved in their own capacities.

Communication between home and school is extremely important in order to ensure the success of your child. We encourage parents to discuss any concerns that you have with your child's teacher or the director. It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a concern, a meeting or phone conference may be arranged. If there is a concern or grievance with a whole school wide policy or procedure, please direct all questions to administration only.

Work With Me Mornings

We understand that parents are often curious to see the classroom work and activities, so we offer occasional "Work with Me" mornings where parents can come inside the classroom on scheduled mornings and work together with their children. These sessions are great opportunities for parents to discover and witness their child working with their favorite materials!

Parent Conferences

Parent/Teacher Conferences will be scheduled twice a year. These conferences will summarize each child's personal progress and development in our program.

Parent Education Nights

Parent education nights will be held regularly giving information on various topics including philosophy, the purpose of materials, positive discipline, home activities, etc. You will be notified via email and postings when these events occur.

Observations

Observations will be available in designated time increments. If you are interested in an observation time, please request a schedule time with center director.

Volunteering

We encourage family members to volunteer if they desire to. We have plenty of opportunities during our festivals and events, however if you choose to participate in a regular classroom work period, we can provide suggested activities. Please inquire with your child's teachers or administrators if interested.



Information & Community:

Information about upcoming activities and events will be posted on our Facebook page, Instagram, on our website calendar, in regular emails and through LineLeader, the parent-communication app. Please check in regularly to stay involved and informed!

Parent Communication

Wild Roots utilizes a parent-engagement app called LineLeader as our primary communication. **ALL parents/primary caregivers are required to create an account and download the LineLeader app.** Please regularly check your LineLeader app for updates on your child's well-being at school, school news, reminders, and important info from Wild Roots or your child's teacher(s). To ensure that you are receiving messages in real-time, please turn on the notifications for LineLeader. We may also send text messages and email for reminders and other important messages.

As LineLeader is our primary form of communication, you are welcome to call and leave a message. Admin views voicemails periodically throughout the day. If there is an urgent matter, please message your child's teacher and administration via LineLeader first.

Each child develops at their own unique pace and Wild Roots allows space and freedom for each child to discover their individual strengths, interests, & talents without hurried pressure to perform. For this reason, we offer three conferences a year for Hazel (Kindergarten only) and two conferences per year for our Rosemary and Primary classrooms. This gives ample time in between conferences for each child to pursue progress independently and uniquely. Of course, teachers guide progress and encourage well roundedness. If there is an issue that does not seem developmentally appropriate or needs individual attention, child's teacher will email parent to arrange a meeting, or phone conversation. Of course, a parent may always inquire with teachers as well if they have questions or concerns between conferences.

Friends & Family Wall

Events, sign-up sheets, meal menus, important dates, and community resources are available for parents to view.

Weekly Updates

Sent via LineLeader to keep you informed regarding happenings in your child's classroom.

Newsletters

Sent to keep you informed of important events and dates that are happening throughout the school.

Our Website

Wildroots.com is our program website where you will find more information on our programs, the monthly calendar, as well as blogs.



Social Media/Other Web Platforms

Facebook page for staying connected: facebook.com/wildrootseducation

Instagram page: Follow us on [@wildrootseducation](https://www.instagram.com/wildrootseducation)

LineLeader is a program that allows administration, teachers, and families to communicate, review daily reports, and pay monthly tuition fees. Administration will provide you with an invitation to create your account during your child's enrollment process.

Homeroom is a program that allows teachers to upload pictures of the classroom and children for the parent to view throughout the week. You will be sent an invitation through email and your child's teacher will also give you the link to make an account and join the classrooms picture album.

Who Do I Email?

Your Child's Teacher for *questions or concerns about your child's day-to-day experiences and their developmental progress.*

Center or Program Director for *billing concerns, schedule changes, and/or program-related questions or concerns.*

Our Days

PRIMARY ROOM DAILY SCHEDULE

8:45 AM - 9:30 AM	Arrival/outdoor work period
9:30 AM - 11:30 AM	Morning work period and snack
11:30 AM - 12:00 PM	Gathering
12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:00 PM	Clean-up/transition to nap
1:00 PM - 2:30 PM	Nap/rest period
3:00 PM	School-day pick up
3:00 PM - 4:00 PM	Afternoon snack and work period
4:00 PM - 4:45 PM	Outdoor time
4:45 PM - 6:00 PM	Extended work period



Tk/KINDER DAILY SCHEDULE

8:30 AM - 8:45 AM	Arrival/mindfulness activity and gathering
9:00 AM - 11:30 AM	Morning work period/art class and snack
11:30 AM - 12:00 PM	Outdoor work period
12:00 PM - 12:30 PM	Lunch
12:30 PM - 2:30 PM	Afternoon work period
2:45 PM	School-day pick up

ROSEMARY ROOM DAILY SCHEDULE

8:45 AM - 9:00 AM	Arrival
9:00 AM - 10:45 AM	Morning work period
10:45 AM - 11:00 AM	Gathering and potty routines
11:00 AM - 11:45 AM	Outdoor time
11:45 AM - 12:00 PM	Yoga
12:00 PM - 12:30 PM	Lunch/clean-up
12:30 PM - 2:30 PM	Nap time
2:30 PM - 3:00 PM	Self-care/gathering
3:00 PM	School-day pick up
3:15 PM - 3:30 PM	Afternoon snack
3:30 PM - 4:00 PM	Afternoon work period
4:00 PM - 4:45 PM	Outdoor time
4:45 PM - 6:00 PM	Extended work period



SAGE ROOM DAILY SCHEDULE

8:45 AM - 9:00 AM	Arrival/outdoor work period
9:00 AM - 9:20 AM	Morning explorations
9:20 AM - 9:25 AM	Morning greetings
9:25 AM - 9:45 AM	Self-care/snack
9:45 AM - 11:00 AM	Morning work period
11:00 AM - 11:45 AM	Outside work period
11:45 AM - 12:00 PM	Self-care
12:00 PM - 12:30 PM	Lunch
12:30 PM - 2:30 PM	Nap/rest period
2:30 PM - 3:00 PM	Self-care and gathering
3:00 PM	School-day pick up
3:00 PM - 4:00 PM	Afternoon snack and work period
4:00 PM - 4:45 PM	Outdoor time
4:45 PM - 6:00 PM	Extended work period

LAVENDER ROOM DAILY SCHEDULE

8:45 AM - 9:00 AM	Arrival/outdoor work period
9:00 AM - 9:30 AM	Music & movement/free floor time
9:30 AM - 10:00 AM	Morning snack
10:00 AM - 11:30 AM	Outdoor/indoor explorations
11:30 AM - 11:45 AM	Lunch
12:00 PM - 1:30 PM	Nap/relaxation period
1:30 PM - 2:30 PM	Quiet exploration/wake-up time
2:30 PM - 3:00 PM	Afternoon snack



3:00 PM - 4:30 PM	Outdoor/indoor explorations
4:30 PM - 5:00 PM	Late afternoon snack and work period
5:00 PM - 6:00 PM	Stories and music & movement explorations

***Live updates on your child's needs are updated through LineLeader periodically throughout your child's day.**

***Diaper changes occur throughout the day. For younger infants, teachers follow their feeding schedule.**

***Schedules are subject to change according to seasonal changes & activities or events.**

Morning Gathering/Mindfulness

In our primary classroom and kindergarten classrooms, we begin our days practicing mindfulness activities together as a large group. These morning exercises improve the children's mental clarity and state of mind and improve their physical state of well-being which prepares them for a successful school day. The routine practice of mindfulness each day promotes a harmonious and peaceful work period to follow. These activities include physical feelings, quiet meditation, integration of the senses, and awareness of emotions and thoughts.

Work Period

Children will have up to a 2.5 hour indoor work period each day. During this time, the children will be working both independently and collaboratively according to their current developmental stages and interests. Dr. Maria Montessori believed in extended work periods to allow children significant progression and intellectual growth. This period gives children opportunities to build concentration and allow for intellectual exploration, which then results in the most significant progression and growth. The conclusion of these work periods leaves the child with a feeling of peace and calm satisfaction.

From a Reggio Emilia perspective, a longer work period accommodates the need for extended explorations. In this way, the Reggio classroom is largely without "time limits", "off limits", or deadlines. We strive to carry out explorative projects so that we leave no questions unanswered and no learning cut short. This fluidity grants our children the opportunity for a largely unlimited capacity to learn.

A weekly formal art lesson is provided in our TK/Kinder classroom during the morning work period with our arts and music specialist. This class incorporates music and art from the week's cultural studies.



Outside Time

The outdoors is a great venue to satisfy many needs for the child, spanning from large and fine motor skill development, to socialization and self-awareness. We utilize every space of our outdoor area to meet the needs of the whole child. We have created a wondrous Reggio based outdoor environment that is rich in sensory experiences and child-initiated exploration. It is our goal to accommodate the children's desire for tactile experiences and a variety of different textures found in the earth, such as rocks, mud, sand, grass, foliage, and water. The children will be free to explore and create as they immerse themselves in the natural elements of the outdoors.

The outdoor environment acts as an additional classroom exploring the importance of natural, real materials. Children will have regular opportunities to utilize wood, tools, and building materials to enhance their play and natural knowledge building.

In addition, we maintain an edible garden which is filled with seasonal fruits and vegetables that the children will have responsibility and ownership of, from which we are able to indulge in rich learning experiences surrounding the life cycles of the earth, how to maintain care for living things, and how to utilize natural foods creatively for the sustenance of our bodies.

An outside playtime will be provided daily, and is often immersive and seamless with indoor work, wherein the child may move seamlessly between indoors and outdoors. As such, we do require your child to come prepared appropriately for outdoor weather, with sunscreen applied in advance at home, and/or come with in-climate weather wear including rain boots and water-resistant rain jackets. We appreciate your understanding and support for an immersive educational experience which embraces the wonder of the natural world, and crucial importance for experiencing it fully.

The Art Studio

The children in our primary and TK/Kindergarten programs have the added benefit of being able to explore and elaborate on classroom projects through use of Immersive Art! Within the classroom, in our Outdoor environments, or within a studio setting, we provide ample opportunity for your children to extend scientific experimentation, explore self-expression, and create through use of artistic mediums. Our Atelier offers multiple unique areas of art learning, including fine art, art through use of natural materials, practical arts, as well as exploration of light and color. The children work in the art studio in smaller group sizes often to extend the scope and depth of their project learning and introspective development. On any given day, your child may work individually or in a small group to create, craft, and problem solve through hands on art and collaboration.

Examples include, but are not limited to painting, sketching, charcoal, clay, beading, sewing, sculpture, design, woodworking, repurposing materials, invention and innovation, color mixing, creating self-portraits, documenting environment through art, photography, science experiments involving light, sound, gravity, growth, taste, scent, etc. The Atelier offers unlimited possibilities for curiosity to unfold and for developing minds and flourish.



Food Prep Activities

Taking the time to explore and prepare foods as a community is valued here at Wild Roots. The children have the opportunity to spend time each day preparing food for themselves or their friends as part of practice with practical life skills. You may see the children slicing bananas, making orange juice, peeling carrots, spreading hummus on crackers and then carrying plates of healthy snacks to share with their friends. The children engage in washing their own dishes to clean up after themselves and take care of their environment.

Additionally, we spend time exploring the sensorial aspects of food such as taste, texture, smell, and color. We utilize foods from both the indoor and the outdoor gardens, and harvest eggs from our coop to cook and bake together and share the wonders of food with our friends.

Snacks and Lunch

Snack/mealtime teaches patience, manners, independence, language development and nutrition. Healthy snacks will be provided to toddler and preschool aged children in the morning and afternoon. Our fruits, vegetables, and grains are organic. A menu will be posted in the lobby weekly. All of our snacks are dairy and peanut free. Substitutions will be made for children who are Gluten free or have other allergies.

During lunchtime, the children of each classroom gather to share a meal and practice manners and social graces as they eat together as a family. Parents are responsible for packing a healthy lunch for their child each day.

Snacks for infant children ages 6 weeks-18 months years will be provided by the parents daily.

Cucina Affamato Hot Lunch Program

As an optional alternative to providing your child a packed lunch each day, we provide an optional meal program here at Wild Roots! All natural, non-GMO meals, including organic and locally grown ingredients, are prepared fresh daily in our kitchen and are tailored to satisfy the tastes and interest of young children. This program is a set, monthly cost not subject to proration for holiday closures, long or short months, absences, or illness. This option is contracted monthly and billed in addition to monthly tuition. Rates are set dependent on your child's weekly schedule (see admissions agreement for cost) and 2 weeks' notice of cancellation required to drop. Same day hot lunch options can be accommodated on request (must call ahead to confirm availability). Dietary options include gluten free and vegetarian alternatives.

***Please note that, at this time, we do not offer hot lunch program for ages 6 weeks – 12 months old.**

Rest Time/Nap Time

Wild Roots will provide a nap/rest time daily for children who are in care for four or more hours per day, as required by the Riverside Community Care Licensing Regulations. Children who are four years or older and who do not typically nap are not expected to sleep but will have the



opportunity to rest quietly for a period, followed by reading, or participation in a quiet, PM work period.

Children that nap will be provided with a quiet environment to sleep with comfortable cot or infant crib. For your napper, please bring a crib sheet and blanket. Bedding will be sent home at the end of every week for laundering. Please return them every Monday.

Programs Offered

Infants Ages - Lavender Classroom

The infant room of Wild Roots is a comfortable space for children to feel at home in a natural and secure setting. The serene environment will aid in the young child's development and independence while providing nurture and contentment each day. Our infants will be provided peaceful rest opportunities, furniture and materials to encourage developmental milestones, and loving care and supervision to ensure healthy growth in these precious early days.

Activities in the infant room include free floor time, exploration of manipulatives, discovery of the senses, motor development, music and movement, outdoor fun, healthy meal and snack times, and relaxation and slumber.

Young Toddlers Ages - Sage Classroom

The first few years of a child's life are the most formative years. It is a time when children effortlessly absorb concepts and habits. It is also the period when roots for a love of learning are established. In the Sage classroom, the toddler will be exposed to age-appropriate materials that stimulate the absorbent mind and encourage natural curiosity.

The Sage classroom bridges the gap between infancy and full toddler independence, where the child learns how to care for and express themselves more sufficiently.

Here, we foster self-help skills, initiative, exploration, confidence, and mastery of routine.

Older Toddlers - Rosemary Classroom

According to Maria Montessori's observation of children in their first 3 years, they absorb their environment unconsciously and enjoy learning most at this stage of development. In our carefully planned and organized older toddler classroom, we meet the specific needs of older toddlers by channeling their curiosity and independence in creative and practical ways.

Our experienced toddler teachers understand the unique responsibility of ensuring that each child is nurtured and respected in a way that encourages growth in a safe place. In the Rosemary classroom, the older toddler will be exposed to age-appropriate materials that are fully engaging, and scaffold learning in preparation for the primary classroom.



Activities in the Toddler Classrooms:

- **Montessori-Inspired Practical Life:** pouring, scooping, buttoning, zipping, folding, lacing, sorting, beading;
- **Montessori-Inspired Sensorial:** stimulating the visual sense with specific sensorial materials that introduce colors, shapes, and dimensions;
- **Language:** picture sequencing, introduction to letters, matching work, puzzles, songs, storytelling, puppetry, themed projects, and learning from the spontaneous environment and inspired projects;
- **Mathematics:** introduction to numbers, stacking and nesting, number puzzles and blocks, sorting and counting, and using the world around them as it teaches;
- **Reggio Emilia-Inspired Art and Projects:** using expressive media such as watercolors, clay, tempera paints, light, shadow, cooking, baking, music and movement;
- **Grace and Courtesy:** activities that assist children in displaying respect for their environment and peers;
- **Peace Education:** peace through demonstration of puppetry, dramatic play, daily affirmations, confidence strengthening, and leading by example.

Primary Room - Preschool:

Our primary program is a unique environment that has been carefully prepared for a special experience. Through its doors you will observe engagement with enriching activities, experiments, hands on exploration, social modeling and relationship building. Our classroom is designed to inspire the child to discover his own learning style and habits through his own exploration of materials. The shelves are lined with scientifically proven activities to meet the needs of all areas of development through kindergarten. All of our teachers have been specifically trained for this stage of development.

Our primary classroom provides children with the opportunity to benefit from two holistic approaches of early childhood education.

Kinder/ Transitional Kindergarten Extension to Primary Classroom

The Kindergarten program at Wild Roots is truly one of a kind. The children in this program are the eldest of the school, and with that brings many benefits to their skill sets and confidence. The curriculum involves increased personal accountability, advanced cultural studies, and an in-depth project area.

Kindergartners and their families participate in educational and enriching field trips, which allow for more meaningful studies. Children who remain with us for this special kindergarten year reap



the most rewards of our school program! The program is truly immersive in leadership, hands on work in all forms, small group collaboration, and enrichment activities.

AREAS OF LEARNING THROUGH OUR MONTESSORI PHILOSOPHY:

- Language
- Mathematics
- Science
- Geography
- Social Studies
- Practical Life
- Sensory Integration
- Natural Play
- Peace Education
- Social Grace

AREAS OF LEARNING THROUGH OUR REGGIO EMILIA PHILOSOPHY:

- Collaboration
- Problem Solving
- Social/ Environmental Investment
- Spontaneous Investigation
- Innovation
- Creative Art
- Music and Movement
- Cooking and Baking
- Cultural Integration

Music in the Classroom

Wild Roots incorporates music education throughout our program. Children will be exposed to a variety of music from different cultures, including lots of musical instruments for the children to explore. They will be introduced to basic music rhythms, tones, pitches through singing, movement, and instruments in both large and small groups.

Additional Programs

Before School Care

Before school care is offered as a set monthly add-on if early morning care is needed anytime between the hours of 7:30am and 9:00am. Before school care is billed in addition to the regular tuition rates according to your scheduled attendance. We also allow occasional drop in before care at a daily charge; however, it must be arranged in advance based on availability. Please see admissions agreement for pricing.



After Care

In addition to your child's regularly scheduled day, the option to stay late is available to registered families that are in the school day programs, as space is available. To ensure space availability, it is best to schedule ahead of time, however we recognize that may not always be an option. If space is available, you can register the day of and will be charged per increment of 3-6pm per child. The charges will be added to your ongoing balance and be reflected on the following month's tuition statement.

Music Program

For families who want a more involved musical experience, Wild Roots offers an onsite extra-curricular music program twice annually! We focus on using music education to not only introduce children to the joys of music, but to help them accomplish developmental goals, in order to reach their milestones. This program enriches the cognitive, social, language, and physical development of young children, and provides a fun environment for making music and instilling creativity. Here, children explore basic music theory fundamentals, and collaborate together to plan songs, dance, theatre, and costume design.

Class time is filled with allowing the children to explore many instruments from around the world, create their own music, sing, explore different styles of dance, and instructional movement. Children are encouraged to explore at their own pace, and class time is very hands-on.

Each music program concludes in a music production: Winter music performance, and spring music performance!

Bella Musica: Private Music Lessons

Our program has an awesome curriculum for students as young as 2.5 to begin taking private, one on one, music lessons. The curriculum is pre-reading based, providing lessons in the development of music theory and piano or strings skill! You do not need a piano at home in order to enroll your child. Private lessons are 20 minutes, once a week, and are offered during school hours.

Private lessons are provided on a monthly contracted basis, and lesson costs are not prorated for holidays, illness, long or short months. Make up lessons are available upon request as space permits but is not guaranteed under any circumstances. Make up lessons must be scheduled with Wild Roots administration, NOT your music teacher. 30 days' notice of cancellation is required to permanently terminate music lessons.

Music recitals are held during our bi-annual Music Program, typically just before or after our Group Music Production! Winter and Spring recitals allow your child to be celebrated for their progress in music learning!

Wild Olympians: Sports Program

Our sports program is year-round with once-weekly action-filled classes uniquely designed and prepared for young children to discover a love of movement and sports! The children learn the basic fundamentals of a variety of sports, including baseball, football, and lacrosse. This exciting



class builds self-confidence in the children while improving motor skills and practicing teamwork. With a focus on positivist, every child is empowered to do his or her best in a non-competitive environment.

Admission Policies

Registration and Material Fees

When a family enrolls their child at Wild Roots, a tour of the school is scheduled. Because Wild Roots strives to meet the individual needs of each student and family, an assessment of the child may be required to insure proper placement. A \$190 registration fee due at initial enrollment secures the child's space. Following initial enrollment, a yearly registration fee of \$190, as well as an admissions agreement for the upcoming school year, will be due each spring to secure the child's space for the following fall start, in order to plan classroom staffing accordingly. All registration fees are non-refundable. Sibling registration is discounted at \$50 per sibling, as much of your family info is already within our system!

Yearly material fee is \$300 per school year and \$350 for TK/Kindergarten. Material fee is also due during enrollment. Tuition is due on the first of each month, or on the new child's start date, for the remainder of the month he/she enrolls for. For a new student, we offer a two-week trial period at this point to ensure proper placement. If trial period is successful, the child continues at center. If, for whatever reason, the child is withdrawn from the center within this initial 2-week period following enrollment, the material fee is refunded to the family. Following the initial trial period, the material fee is nonrefundable. The material fee will be prorated according to the child's start date.

School Year

Our school year extends 12 months. Regular payment of tuition may be paid monthly or if you prefer, you may pay annually or semiannually in advance at a discounted rate. Monthly payments collectively account for the total school year, and payments are consistent regardless of the number of weeks in each month. Tuition fees are not subject to pro-ration for illness, holidays, breaks, or emergency closure of the center. By signing the parent handbook acknowledgment form, you are agreeing to a school year commitment of 12 months. During this time if you wish to alter your child's schedule in any way, please notify the center director immediately so appropriate staffing may be arranged. There is no guarantee that a schedule change can be accommodated, and 2 weeks' advanced notice is required. Additionally, if withdrawal becomes necessary for any reason, we require submission of a formal withdrawal form for your child, as well as 30 days' notice from the date the form is turned in, during which period you are responsible for full payment of tuition.



Vacation Time

Wild Roots allows each student 1 week of vacation time for which tuition does not need to be paid. Vacation time may be used at any time during the current school year, with the exception of our 4-total week-long holiday school closures. In order to claim your vacation week and forego payment, 2 weeks' advance notice is required in order for us to staff accordingly. Without 2 weeks' notice of vacation, payment of tuition during vacation time will be required.

Subsidy Programs

Our school accepts a few different subsidy programs such as RCOE and CalWorks which can cover a percentage of your child's tuition. Your family will be required to keep track of your child's attendance through a sheet supplied by the subsidy program. The subsidy program may require a family fee each month and if they do not, a small pre-payment will be required from Wild Roots to cover your child's tuition. A card will be required to stay on your account to cover this amount each month in addition to any tuition not covered by the subsidy program.

ALL PAPERWORK IS REQUIRED BEFORE CHILD CAN ATTEND THE CENTER.

The following forms are required upon enrollment:

- Admission Agreement
- Identification and Emergency Information
- Preadmission Health History
- Notification of Parent's Rights
- Personal Rights Form
- Consent for Emergency Medical Treatment
- Physicians Report – Completed by child's physician
- Immunizations record or permanent medical exemption
- Needs and Service Plan (Infants and Toddlers Only)
- Signed acknowledgement of Nut Policy
- Signed acknowledgement of Communications Policy
- Signed acknowledgement of Parent Handbook (Page 1 of handbook)
- Signed acknowledgement of Illness Policy (last page of handbook)



Payment Policies

At Wild Roots Holistic Learning Center, Inc., we highly value our clients, and recognize the importance of having a variety of easy and convenient ways to pay for tuition. As such, we have made an effort to improve our payment policy so that our families feel confident and accommodated submitting payments throughout the year.

Our Payment Options:

1. First and most preferred payment option is to sign up for **ACH recurring automatic withdrawal, directly from your checking account**. This option is automatic and setup through your child's LineLeader account, requiring only your routing and account number to initiate automatic withdrawals. However, LineLeader does assess a ***\$0.50 handling fee*** for handling ACH payments.
2. Manual payment by **check, money order**, or mailing a payment straight from your bank's **bill pay** are also free of charge and greatly appreciated. All manual payments must be received on time. **Cash is no longer accepted**.
3. You may also sign up for **recurring automatic payments with a debit or credit card**. This option is automatic for your convenience and setup through your child's LineLeader account. However, LineLeader does assess a ***2.75% handling fee*** for handling debit and credit card payments.
4. **Manual payment by debit or credit card** is also available in the front lobby at any time. This option is ideal for those who prefer the convenience of making one-time payments without signing up for anything recurring. However, Wild Roots does assess a ***2.75% handling fee*** for handling any debit or credit card payment.

Monthly payment of tuition is due on the 1st of each month and is considered late after the 3rd of each month. (Please see admissions agreement for yearly tuition rates and rates of optional add-on programs). Please make all checks and money orders payable to Wild Roots Holistic Learning Center, Inc. It is the paying party's full responsibility to ensure that payments are received before the 3rd (regardless of your child's school schedule) in order to avoid a late charge. If payment of tuition is not received on time, a late fee of \$25 will be added to your account balance. If tuition has not been paid by the end of the first 2 weeks of the month, services will not be provided until your balance, including all late fees, has been paid in full.

Additionally, a return fee of \$35 will be charged to your account for all bounced checks and declined payments. Following the first return for any client, Wild Roots Holistic Learning Center, Inc. reserves the right to request alternative payment method such as cashier's check or maintaining a valid credit card on file in order to receive payments.



Late Pick-ups

Wild Roots Holistic Learning Center, Inc. seeks to provide optimum care and nurturing for all our children, which requires timely management of classroom schedules and staffing. As such, a late fee of \$20 will be charged for any child picked up 5 or more minutes after their 3:00 pm scheduled pick-up time and \$40 for any child picked up after their 6:00 pm scheduled pick-up time.

Withdrawal/ Schedule Change/ Refund Policy

Services may be terminated by parent/guardian only by giving 30 day written notice, submitted to the front desk or via email, in writing. The parent/guardian will remain responsible for payment of tuition during the 30 days following the submission of withdrawal notice. However, any tuition that has been paid in advance following 30 Days from the date the withdrawal notice was submitted will be refunded.

If a withdrawal occurs prior to the completion of a purchased promotion (this DOES NOT include percentage discounts for bulk payment, semi-annual or annual payment, etc.), the refund will occur on a prorated basis. A given promotion offers a % off regular priced tuition to pay for a specific length of time in advance. If a withdrawal prevents that length of time from completing and a refund is required, the % off discount will no longer apply. In this case, any paid-for tuition that was not used (tuition falling after withdrawal notice period) will be fully refunded, but the discounted tuition that was used will be prorated back to regular price. The removal of the % off discount from used tuition will be applied to the total refund owed.

For families under our annual or semi-annual payment option, Wild Roots will keep 15% of your paid tuition and issue a refund for the rest.

If for any reason you require a refund of tuition or other fees due to withdrawal or schedule change, please allow up to 30 days for processing before your refund is issued.

All schedule changes must be submitted in writing by completing a schedule change form (see the front desk) and submitting it to Wild Roots Administration, in writing. Schedule changes cannot be guaranteed and require 2 weeks' notice to complete unless otherwise indicated. Just as with withdrawal notices, the parent is responsible for payment of their current schedule during the 2 weeks following the submission of the schedule change form (unless Wild Roots is able to change the schedule immediately). Once the schedule change is complete, the parent is responsible for payment of the new set schedule. The parent will be either be refunded or billed for any payment difference between the original schedule and the new schedule selected.

Termination of Services

Wild Roots Holistic Learning Center has the right to terminate services without notice if the parent does not comply with the policies set forth or if scheduled payments are over two weeks late.

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. When we feel that there is an issue that requires intervention, we notify and meet with the family. Every effort will be made to correct the situation before a final decision



is made (i.e. moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along, or other interventions).

DISENROLLMENT MAY BE A RESULT OF THE FOLLOWING:

- Abuse of other children, staff, or property by child and or parent/guardian
- Continued violation of policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The school's inability to meet the child's need or the parent/guardian expectation
- The school inability to meet the special needs of a child
- Non-payment of tuition

This is a partial list and **we reserve the right to end enrollment of a child at any time for any reason deemed appropriate.** Whenever possible, prior notification will be provided to the parent. Material fees will not be refunded if a family is terminated from the program during the academic school year.

Check In and Out Procedures

Parents are required to sign their child in and out every day using our check in and out system through the LineLeader app (via QR Cod or caregiver's PIN code). Admin will provide you with all information prior to your child's first day. Please sign in after bringing your child to class and sign out before picking up your child from class.

Arrival and Departure

We strive to keep a quiet, peaceful environment to promote concentration and common courtesy. When you enter the school please refrain from using loud voices, cell phones, or anything else that may be disruptive for students who may already be working. Children must be escorted into the building, taken to their classroom, and then signed in. We ask that parents bring their children to the classroom door – but allow them to enter independently, encouraging them to place belongings away and participate in morning rituals. This rule of independent drop off applies to our Rosemary and Primary classroom. Parents of our infants and toddlers are welcome to enter the classroom at any time during the day.

Drop off is between 8:45 and 9:00 am. We request that you arrive with your child during this time. We have worked hard to establish an environment that promotes independence and concentration. It is in all of the children's best interest that goodbyes are said at the door and entry into the classroom is as quiet and peaceful as possible.

If there is information that needs to be relayed immediately, please communicate it to the director in order for the teachers to continue to remain engaged in lessons with the children. Teachers are always available by email or appointment to discuss any other issues, questions, or concerns.



Separation can be stressful for both the parent and the child, especially in the early days. Wild Roots teachers are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity.

In majority of the situations, your child will have stopped crying before you get out of the parking lot of the facility. A positive and brief departure will increase your child's trust in the environment.

In order to maintain an orderly and peaceful environment, we ask that parents who pick up from Rosemary and primary classrooms after the school day at 3:00 pm, meet their children at the door, rather than entering inside the classroom. A teacher will be available to dismiss each child and to discuss brief items with parents. If there is anything that needs to be discussed at length that would require more than a couple of minutes, parents are welcome to email teachers or request a meeting. Administration is also available to ask questions throughout the day in the lobby.

Between 3:15-6pm, parents are free to come in the classroom or find their children playing outside, as arrival times vary and after care is a less formal routine.

We understand that parents are often curious to see the classroom work and activities, so we offer occasional "Work with Me" mornings where parents can come inside the classroom on scheduled mornings and work together with their children. These sessions are great opportunities for parents to discover and witness their child working with their favorite materials!

To prevent anxiety in your child, it is necessary and required to pick your child on time. It is difficult for the children and for the teachers when interrupted by a late pick up. We understand that emergencies happen. If an emergency occurs, please take time to give us a call.

Emergency Policies

Accidents

Slight injuries at Wild Roots will receive first aid from the childcare provider along with an accident or incident report and parent notification.

PARENTS WILL BE NOTIFIED IMMEDIATELY FOR THE FOLLOWING ACCIDENTS:

- Injury to the head (no matter how minor)
- Injury to the teeth
- Blood loss
- Stings or bites from insects or another child
- Allergic reactions or sudden onset of symptoms

In the event of a serious injury, 911 will be called. The parents will be notified immediately, and an ambulance will transport the child to the local hospital, at the parent's expense. For emergency purposes, parents must keep all contact numbers current.



Disasters

While the likelihood of a large disaster is small, Wild Roots has taken great measures to be prepared so that parents can be rest assured that their children are going to receive the best possible care while under our supervision. Our school is registered with the California Red Cross and has customized our disaster planning drills and trainings to meet the standards of the Red Cross as well as the California State Governor's Office of Emergency Services. All of our staff members are trained twice a year on disaster drills. Every lead teacher and assistant are CPR trained and certified.

In the event of a fire or earthquake we have provisions to last 3 days including food, water, clothing, and blankets. We have connections with other businesses in our community to create safe havens in the event that we are not able to return to our building. We have created policies for how to communicate with parents and/or emergency contacts and have created procedures to make sure children are released to the right people. While no one likes thinking about what could happen in a disaster, you can feel comforted by the fact that we have dedicated time and attention to ensure that all necessary precautions are taken to protect your child!

Safety and Security

Your child's safety is a top priority at Wild Roots. The doors to our facility remain locked throughout the day. We have a keypad entry that only staff and parents have a code to enter. Children must be signed in and out upon arrival and departure through LineLeader app. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child and they must be authorized by the parent prior to pick up. Video surveillance cameras are located throughout the facility in order to increase the safety and security of all children.

Lunch Policies

Due to specific dietary needs and restrictions we allow parents to pack a lunch for their child each day, unless you sign up for our hot lunch program at an additional cost. This ensures that your child's dietary needs are getting met in the best possible way. Please place all food in containers that encourage your child to be independent when opening and eating. We also strongly encourage the use of food containers rather than store bought packaged bags to advocate for decreased waste in our environment. Please place a cold ice pack in your child's lunch box if it needs to keep cool. We do not have the ability to warm foods; however, foods can be kept warm with the use of a thermos.

We strongly encourage all parents to pack healthy and nutritious lunches. Suggestions for a healthy lunch is one that consists of whole grains, protein, fruits and vegetables. We ask that you refrain from bringing processed foods and desserts to school.

WE ARE A NUT-FREE SCHOOL AND DO NOT ALLOW ANY NUTS OR NUT BUTTERS INTO THE FACILITY. THIS INCLUDES ALL TREE AND GROUND NUTS!

Please indicate all food allergies prior to the 1st day of care.



Discipline Policy

Disciplining a young child is a very important topic for teachers and parents and is achieved most effectively when the child is receiving consistent forms of discipline at home and school. In the holistic atmosphere of Wild Roots Preschool, children are encouraged to form inner discipline rather than expected to simply “obey” without understanding. Absolutely no punitive or corporal punishment is allowed at Wild Roots, regardless of your personal practices at home.

It is important to remember that inner discipline of the child is a process and not something that can be demanded in a short period of time. Maria Montessori believed that there were steps of obedience, which ultimately lead to joyful obedience or inner discipline.

A toddler cannot simply obey by command because children under 3 years are run by an intense will of their own mind. It is important rather, to funnel the will of the child at this age through available work that is vital for his or her developmental growth. In addition to giving appropriate work, the child under three should be encouraged to explore his surroundings as much as possible with healthy limits. Very young children need to exercise their will to develop their minds.

Once a child is old enough to understand his or her actions, behaviors, and consequences, he or she will begin to explore boundaries. This is not a terrible thing. By allowing the child to discover safe natural and logical consequences, the teacher or parent is allowing that child the freedom to choose, make mistakes, feel the outcomes or be proud of his or her correct actions.

By allowing children the freedom to choose and discover their own outcomes, with all the proper tools provided, they will naturally form inner discipline without the need for demanding obedience. Instead, taking these patient steps will lead to a joyful, peaceful, and constructive classroom of children caring for themselves, their peers, and their environment.

Infants cared for in the Lavender Room are treated with gentle compassion and nurtured to the fullest extent. Infants will be held, comforted, and soothed by caregivers and not expected to self soothe at nap or rest times. We believe that during infancy, the young child’s behavior is governed by needs and not wants. Infants need to feel secure and trust that their needs will be met each moment.

Discipline Strategies

There are several key factors for forming inner discipline and it is essential that children be respected and understood for their current age and developmental stage throughout the inner-disciplining process.

Environment

At Wild Roots we have taken great pride in setting up our classroom environments to stimulate all of the children’s senses. There are several aspects of a classroom that help with discipline. Our classrooms are:



- **Orderly** - every material and classroom item has its place and children are taught how to keep that order
- **Consistent** - materials remain in same place with minimal changes and disruptions
- **Child-Sizes** - materials and items in classroom are child-sized and at child height in order for maximum independence
- **Calm and Quiet** (comes with gradual internal peace and discipline)

Freedom

Our curriculum is child directed which also has an impact on discipline. We feel that through choice of work, individualized lessons, and responsibility of using materials properly and placing back where it was taken the child is actively engaged. In addition, we use both natural and logical consequences.

- **Natural Consequences of Actions**

EXAMPLES:

- *Behavior:* a child misuses a material and it breaks.
 - **Natural Consequence:** The classroom does not have that material for use anymore. We wait a substantial amount of time before replacing or do not replace with exact same item if possible.

- **Logical Consequences of Actions**

EXAMPLES:

- *Behavior:* A child hurts her friend's feelings in a conflict.
 - **Logical Consequence:** The child is involved in a conflict resolution discussion of how her actions or behaviors hurt her friend or the classroom (without forcing an apology).

Minimal Praise and Rewards

Allowing a child to form inner discipline is the goal of the classroom.

By giving constant praise and rewards for good behavior or work well done, the teacher is instilling a need for outer recognition, which inhibits inner discipline. Instead of giving praise or rewards, the teacher encourages desired behavior, allows the child to feel a sense of pride in work accomplished, and discusses the feelings this brings to oneself and the effect on his or her environment.

Grace and Courtesy



Grace and courtesy lessons are an integral part of our curriculum. Young children need to be taught simple lessons on how to treat one another, and take care of themselves through practice and role play:

- How to greet a friend
- How to shake hands
- How to ask for help
- How to use table manners
- How to cover a cough
- How to help a friend
- How to ask for something nicely
- How to interrupt politely

Role Model

Children are influenced by everyone around them. Wild Roots is a community environment, and all of the teachers and older children act as role models for proper behaviors in the classroom such as:

- Using materials properly
- Speaking quietly
- Communicating politely
- Treating others with respect
- Behaving and moving graciously
- Demonstrating patience
- Carrying materials properly in front of children (even if in a hurry)

Care for the Environment

As a community classroom teachers and older children demonstrate how to care for everything in the environment, children do not automatically know how to do this. This includes the treatment of materials, dishes, plants, animals, furniture, friends, etc. Teachers explain and model that the classroom belongs to everyone, and it is everyone's responsibility care for it by being gentle, replacing work back in proper place, cleaning tables, watering plants, preparing snack, cleaning their dishes, etc.

We all recognize the importance of role modeling this behavior in a consistent fashion.

Communication

Communication is another extremely effective strategy in discipline. It is important to communicate to children how the actions of all children in the classroom affect one another, materials, plants, animals, etc. Explaining the natural and logical consequences of actions and how positive vs. negative behaviors give different results and why. The use of kind and encouraging words and demonstrating active listening to children so that they will in turn do more active listening of others. We encourage conflict resolution with peers and use examples to role model such resolve for others. Our goal is not to demand obedience, but encourage inner discipline



Practical Life Work

Practical life materials serve very specific purposes in the classrooms. The step-by-step processes of practical life activities, shows a sequence of order and assists the child's freedom to make logical decisions, while allowing the child to become independent. We offer enough intriguing practical life that will keep children actively busy.

SOME OF THESE ACTIVITIES INCLUDE:

- Wringing a cloth
- Scooping beans
- Pouring water
- Preparing snacks
- Watering plants
- Feeding classroom pets
- Folding laundry
- Washing tables
- Washing windows
- Dusting shelves

These activities allow the children to become an important part of their classroom and they learn how to care for their environment.

Discipline strategies are a very important aspect of our program. We believe that both parents and teachers take an active role in discipline strategies, from understanding the root of each problematic behavior to role modeling appropriate behaviors and social graces and can work together on any behavior issue. Through our trainings and regular classroom meetings, teachers can create unique discipline strategies for each individual child.

Biting Policy

There are times in which young children become frustrated or have trouble communicating. As a result, they may turn to biting as a form of expressing their feelings. Wild Roots takes all aspects of the situation into consideration when choosing the appropriate action. If a child has bitten another child, the following steps are taken, depending on circumstances and ages involved:

- Assist the child who was bitten with care to the wound.
- Separate the child who bit from the situation.
- Depending on the severity, the parents of the child who bit may be requested to pick up child after the first bite, but will most definitely be requested to pick up after three bites in one day.
- Any tuition from days at home from biting incident will not be refunded.
- Have a discussion with the parents to develop a plan of action for resolving aggression.
- Consider ways in which the environment can be modified in order to resolve conflicts.



If a child bites on a consistent basis, further actions will take place, including a parent/teacher conference to discuss strategies. The child may be asked to withdraw from the program; however, this is on a case-by-case basis according to ages and circumstances.

All incidents will be documented; one copy is given to parents of all children involved and one copy is kept on file.

First Day Checklist

INFANT CHECK LIST FOR FIRST DAY OF SCHOOL (ALL ITEMS MUST BE LABELED):

- 2 full changes of clothes including socks and cloth bibs in zip-lock bag
- 1-2 weeks' supply of diapers and wipes
- Packed lunch (if applicable)
- Two sanitized bottles (if applicable)
- Two or more sanitized pacifiers in zip lock bag (if applicable)
- Up to one week's worth of milk or formula of choice to be refrigerated/stored
- **Child emergency bag**
 - 1- set of extra clothes (shirt, pants, underwear, socks)
 - 1- sweater
 - 2- 8oz water bottle
 - 2- nonperishable snacks
 - 1- pack of small wipes
 - 1- family picture
 - Include any important information, ex. Allergies
 - **If infant:** 8 oz dry formula & a bottle
- **Toys from home are not permitted**

TODDLER AND PRIMARY PROGRAMS (ALL ITEMS MUST BE LABELED):

- 1 change of clothes with underwear and socks in zip-lock bag, labeled
- Packed lunch (if applicable)
- Blanket and crib sheet if napping at school
- Unframed family photo (for toddler students only)
- **Child emergency bag**
 - 1- set of extra clothes (shirt, pants, underwear, socks)
 - 1- sweater
 - 2- 8oz water bottle
 - 2- nonperishable snacks
 - 1- pack of small wipes
 - 1- family picture
 - Include any important information, ex. Allergies
- **Toys from home are not permitted**

**TK/KINDERGARTEN (ALL ITEMS MUST BE LABELED):**

- 1 change of clothes with underwear and socks in zip-lock bag, labeled
- Packed lunch (if applicable)
- Child emergency bag
 - Set of extra clothes (shirt, pants, underwear, socks)
 - Sweater
 - 8oz water bottle
 - Nonperishable snacks
 - Pack of small wipes
 - Family picture
 - Include any important information, ex. allergies
- **Toys from home are not permitted**

Please **label** all sweaters, jackets, coats, changes of clothes, lunchboxes, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Please dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes are preferable. Dress-up shoes have slick soles.

Sandals, Crocs, and flip-flops can be dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

Our playground is used as an extension of the classroom, and daily programs are conducted outside. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed. In general, durable clothing that can withstand the energetic activity of young children is the best bet. If the day is cold, send an extra sweater and hat. Children need to run around, have some large muscle activity, and get some fresh air.

We ask that you leave a complete set of extra clothing, especially socks, at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra couple of sets of underwear on hand. All extra clothes are stored in the girls' and boys' bathrooms. Please replace the items when they become soiled. When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself. We expect to do a good deal of painting and messy projects; we also use materials which may stain. We require children to attend in simple, comfortable clothing which may get dirty. This way your child can enjoy the program without being concerned about his/her clothes. Please refrain from bringing toys or other personal belongings to school as it serves as a distraction.



Special Occasions

Birthday Policy

Birthdays are very special to children, and it is important for us here at Wild Roots to honor each child on their special day, modeling to each of the children how to joyfully celebrate one another. We strive to maintain an environment that emphasizes the independent child, special in and of himself, as well as emphasize the significance of caring relationships and a strong community.

As such, we invite each child to choose a birthday activity or project that honors their personal interests.

Additionally, in keeping with our efforts for the children to appreciate themselves and each other, we discourage bringing in birthday favors, treats, goody bags, etc., as it takes the focus from the child and places it in fleeting material objects.

There are, however, several acceptable ways in which you can choose to acknowledge your child's birthday. You are more than welcome to bring a special material to donate to the classroom so that the community can enjoy it together in honor of your child's life. Examples include a hardback story book which is significant to your child (no commercialized stories, tv characters, etc. please), a natural object such as a plant, statue for the garden, beautiful stone, seashell, crystal, for the classroom or garden. These options are ideal as they can be inscribed or decorated to commemorate your child's birthday contribution and enjoyed by the classroom year-round.

If you prefer, you may bring in an edible dish that can be shared community/family style (that can be served with tongs or individually wrapped treats) so that the children can share together. While an edible dish is acceptable if you prefer this option, in doing so you must abide by Wild Roots food policies, which include organic, healthy choices in our classrooms. Additionally, the dish must be free from nuts and any other current classroom allergies. Please communicate with teachers to keep compliant. Fruit Kebabs or fruit salad are great options!

Holiday Celebrations

At Wild Roots, we strive to honor and celebrate family, culture, and the natural world in meaningful ways. Like any of our project work, we allow celebrations to unfold naturally and organically, as to incorporate what the children may have already experienced in their own lives or what they learn about in the classroom.

It is our philosophy to celebrate holidays only as they become important to the children in the current timing of their work, but to not overemphasize forcefully any tradition that may not be of value to each child.

For instance, we may discuss the origins of certain holidays in a developmentally appropriate way, as a storytelling activity that emphasizes moral meanings and history. Or, we may discover a fun and meaningful project to engage in, while recognizing a holiday that arises from discussions and planning together.



However, we will not insist that the children all participate in the same way, create teacher-led artwork, or repeat celebrations automatically from the previous year, as these activities discourage meaning and value to their experiences. We desire for each celebratory action to be rich in meaning and motive.

We recognize that certain holidays are very important to families and may have become traditions in your homes and we value each of our families' belief systems. We encourage you to hold those customs dear, but at our center we may not celebrate with the same symbolism.

We will discover holidays on our calendar together and discuss what we might do to contribute to a celebration. For instance, individual classrooms can assist each other in creating a celebratory or honorary setting in our garden or studios.

In addition to any group collaborative effort or project, each child will be given the opportunity to create a card or an art piece with provided materials for any holiday creation. This is something that is optional for the child but will always be available to them.

Holiday Festivals

At Wild Roots, we celebrate mother nature's four seasons and earth cycles in an effort to display unity amongst all and respect for our earth's beauty and abundance. While preparing for our festivals, the children are naturally presented with many learning opportunities in areas of science, social studies, language, and more.

Although there are many different holidays amongst various cultures and religions during the seasons that we may not all celebrate in the same way as human beings, we can all appreciate our marvelous earth and all it provides for us. To instill this gratitude in the youngest of children will surely impact their connection to the world as they grow. Providing the notion of peace, gratitude, and awareness of the earth's abundance is our goal in holistic education. We encourage parents to assist in our seasonal festivities in any capacity they wish.

Our fall festival is our largest celebration each year at Wild Roots and all families who attend both schools from infancy through 5th grade are welcome to attend! The elementary age children will have the opportunity to hold a business fair on that day or generally assist with the event. All families and friends are welcomed!

Calendar

Wild Roots stays in accordance with the Temecula Valley School Districts holiday schedule. Please see the yearly calendar for specific dates.

We will be closed the following days:

- One week in August for Summer Break (the week following the end of summer session)
- Labor Day
- Veteran's Day
- One Day in Fall for Staff Development
- One week for Thanksgiving Break
- Two Weeks for Winter Break



- Martin Luther King Day
- One Day in Spring for Staff Development
- President's Day
- One Week for Spring Break
- Memorial Day
- Juneteenth
- July 4th for Independence Day
- July 5th for Staff Development
- November 1st for Staff Development

****WILD ROOTS DOES NOT PRORATE TUITION FOR ANY MONTHS**

Illness Policy

To ensure a healthy environment for everyone please respect these policies as they are here to protect your child, the other children and the childcare providers. For the health and well-being of your child and of others at school, keep your child home for the following reasons:

- The first 3 days following onset of the cold or flu virus. As during this period your child is most contagious and susceptible to spread infection.
- Fatigue (for any reason), lethargic behavior.
- A fever of 101.0°F or higher. A child should remain at home for 24 hours after the fever is gone or 24 hours after prescribed antibiotics administered before a child returns to school. Example: If your child has a fever on a Monday and is absent, or gets sent home with a fever, they may not attend on Tuesday; please wait until Wednesday to return to school.
- Sore throat, coughing
- Nausea, vomiting, diarrhea (child will be sent home after having 3 episodes of diarrhea at school AND ALSO showing clear signs of not feeling well). Child should remain home for 24 hours after the last episode of diarrhea. Example: If your child vomits/has diarrhea and is absent on Monday or vomits/has diarrhea at school on Monday and is sent home, he/she may not attend on Tuesday; please wait until Wednesday to return to school.
- Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
- A runny nose that is in its beginning stages (First 1-3 days), which usually appears as thin, clear, and watery mucous.
- Any open, infectious sore including but not limited to Herpes Complex or Cold Sores, Hand/Foot & Mouth lesions, Chicken Pox, Hand, Foot & Mouth blisters, etc. Your child may not attend the classroom with any open sore and may not be permitted to return to school unless the open sore(s) have healed past the contagious period, to the point that they have become completely covered with a hard scab.
- For lice, the child should remain home for at least 48 hours after treatment.



If we feel that your child is ill and most likely contagious, your child will be asked to return home for rest until he or she is healthy enough to return to school. If he or she is sent home with a fever, vomiting, or diarrhea, please keep your child home the following school day and call or email us to give an update.

PER OUR REGULATING BODY, CALIFORNIA STATE COMMUNITY CARE LICENSING:

A Daily Inspection will be performed per 101226.1 DAILY INSPECTION FOR ILLNESS 101226.1

- (b) The licensee shall be responsible for ensuring that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted.
- (1) Additional attention shall be paid to children who:
 - (A) Have been absent because of illness.
 - (B) Have been exposed to a contagious disease.
- No child that arrives at Wild Roots noticeably ill including, but not limited to, a cold, flu, rash, or fever will be admitted for the day. Should your child become ill during the day, you will be notified and will be asked to pick up your child within the hour. Children with a fever of 100 or greater, vomiting or diarrhea should be at home and must be symptom free for at least 24 hours before returning to school.
- In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and parents will be notified when they pick up their children. The ill child will not be allowed to return to Wild Roots until the period of contagion has passed.

A parent or a person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.



COVID-19 Policies and Procedures:

POSITIVE CASES

In the circumstance of a confirmed positive COVID-19 case in a staff member or child, that person will remain home for 5 days AND MUST BE symptom free for 24 hours prior to their return to school. Administration will immediately inform enrolled families of any confirmed cases and any direct exposure to children, parents, or staff.

In the circumstance of an enrolled child who is exposed to a family member or anyone in the home who has tested positive to COVID-19, we request that you inform the school administration immediately via email or phone call and keep track of your child's health. If symptoms of COVID-19 emerge, we request that you inform staff administration for guidelines for safely returning to school.

If your child has symptoms of COVID-19, please keep him or her home until symptom free for 24 hours, and provide a doctor's clearance should you suspect exposure to COVID-19. Symptoms may include any of the following:

- Cough
- Fever or chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

CLOSURES OR REQUIRED QUARANTINE:

Due to the unforeseen and unpredictable circumstances around COVID-19, we are unable to credit tuition due to temporary school closures, COVID-19 related illness or exposure absences. We must continue to keep our staff paid, even when working from home, which includes those who are ill or who have been exposed. In addition, we hire substitutes to cover such staff accordingly. We also incur extra expenses for COVID-19 tests for staff and additional sanitation measures. Our thriving school operations directly rely on monthly family tuition, and we appreciate your understanding.

If a closure or quarantine due to COVID-19 must take place, a home activity packet will be provided via email for your child. We hope you find the activities helpful and enjoyable. We are very sorry for the inconvenience a closure or requested quarantine may cause your family, and we appreciate your understanding for when it occurs.



Medication Policy

Wild Roots will not administer medication to children on site unless prescribed by a physician for *chronic* issues related to asthma, allergies, or physical reactions. We will not administer over-the-counter medication for any illness. Exceptions include drops or spray for chronic allergies only when the proper paperwork with administrated details are submitted. If a child is under a doctor's care, exceptions may be made on a case-by-case basis. Please see administration for further information.

If you have given your child any type of medication, over the counter or prescribed, please notify the center in case of an emergency.

If medication must be administered at the center, the following MUST be followed:

- Medication must be in its original container, with child's name and date on the medication container.
- Parent Authorization Form must be completed before medication can be administered. Form must indicate the dates and times for medication administration, and the reason why medication is to be given.
- Parent's instructions must not differ from the label instructions from the physician.
- Medication must be picked up at the end of the day or at the expiration date of the form.

We ask that parents put sunscreen on their child before bringing them to school. Staff is unable to apply sunscreen on your child unless he or she has a medical condition with a doctor's note and medication form on file.

Immunization Policy

Each child is required to have a record of current immunizations signed by the child's source of medical care. This report must be completed and returned prior to the 1st day of care. If your child is not up to date in immunizations, a permanent medical exemption granted and signed by your child's doctor must be provided.

Additionally, we do require that you immediately report all new vaccination dates and times to the Wild Roots administrative team prior to your child's return to school following any vaccination.

NOTE: EACH FAMILY MUST SUBMIT A SIGNED COPY OF THIS ILLNESS, MEDICATION, IMMUNIZATION POLICY.

I HAVE READ AND UNDERSTAND WILD ROOTS HOLISTIC LEARNING CENTER'S POLICIES ON ILLNESS, MEDICATION, AND IMMUNIZATIONS.

Name of Child: _____

Parent's/Guardian's Signature: _____ Date: _____



Parent Acknowledgement

By signing below, you are acknowledging that you have read all of the information within this Parent Handbook and agree to adhere to all of our procedures and policies.

I HAVE READ AND UNDERSTAND WILD ROOTS HOLISTIC LEARNING CENTER'S POLICIES AND PROCEDURES AND WILL ADHERE TO ALL ITEMS OUTLINED IN THIS PARENT HANDBOOK.

Name of Child: _____

Parent's/Guardian's Signature: _____ **Date:** _____

CLOSING

On behalf of all the teachers and staff at Wild Roots Holistic Learning Center, we are honored to be a part of your child's educational experience! The time your child spends at Wild Roots will be filled with wonders that will last with them for years to come. We appreciate the support and investment you have made in choosing to be a part of our community. We want you to feel like Wild Roots is an extended family and invite you to be a part of our program in any way you can.

Thank you so much for supporting our revolutionary efforts in making the education of young children a holistic, rich, and meaningful educational experience!