

# Chickadees Preschool LLC


## Family Handbook

### 2025-2026


POLICIES & PROCEDURES

## Contact Information

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 [www.chickadeespreschoolnampa.org](http://www.chickadeespreschoolnampa.org)

## Follow us on Social Media

 Chickadees Preschool LLC

 @chickadeespreschoolnampa

# General Safety Procedures

## Health Policy

A temperature of 100.4° or above is considered a fever. A feverish student will not be admitted to the school. If a fever occurs while a student is at school, they will need to be picked up within 30 minutes. Do not send your child to school on days when any one of the following symptoms are present, or if they have had any of these symptoms within a 24 hour period:

- Fever (temperature 100.4° and above) or chills\*
- Diarrhea
- Nausea or vomiting
- Sore throat
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Rash
- Discharge of discolored or profuse mucus from the nose
- Any contagious disease

In all cases of illness, children must be symptom-free for 24 hours without medication to be admitted back into the classroom.

Medication to be given during school hours must be given to your child's teacher in its original container, along with signed and dated instructions stating the dosage, and the time it is to be administered.

## Arrival and Dismissal Procedures

### Arrival

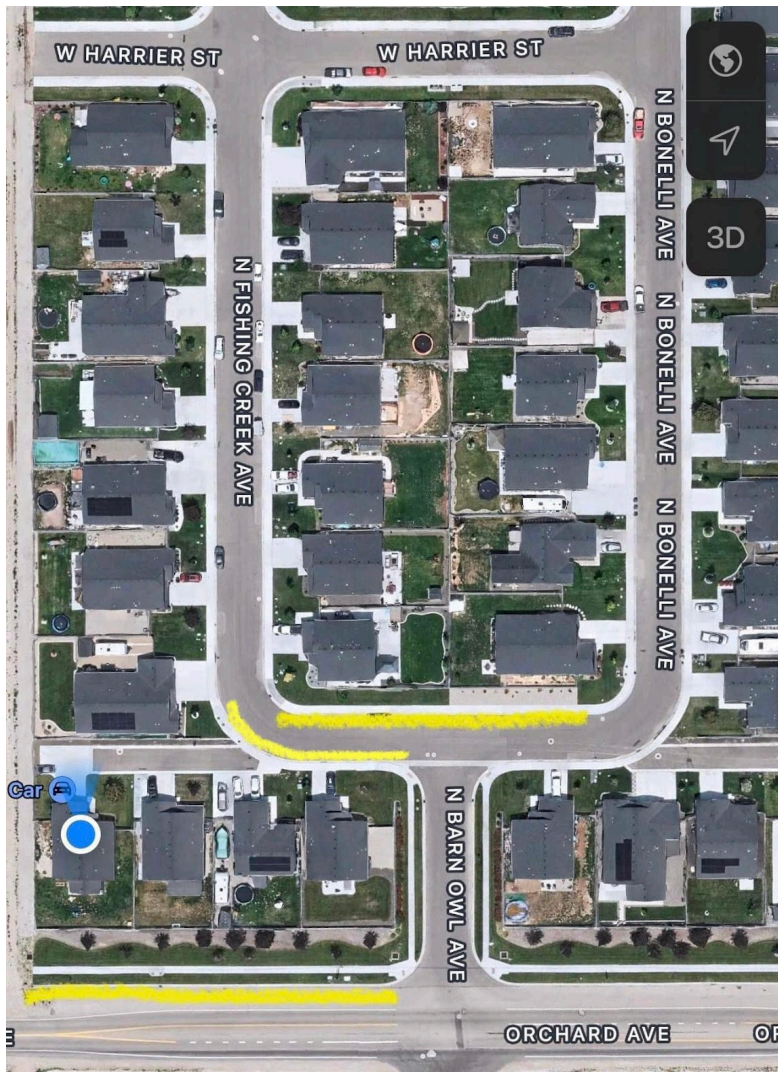
Please arrive no earlier than 10 minutes before class begins. Park on the main street of the subdivision, and avoid pulling up to the front of the home. Be mindful not to block neighboring driveways when parking (see map below). Children must be escorted to the front of the home by a parent or guardian, where they will be greeted by the teacher when class starts.

## Dismissal

At the end of class, children will meet their parent or guardian in front of the home. If someone other than the parent or guardian is picking up the child, they must be listed on the authorized pick-up list and be prepared to show ID.

## Late Pick-up Fee

Punctual pick-up of students is crucial, as delays can create feelings of anxiety and unease. To alleviate any concerns, please ensure you arrive at the designated pick-up times. If a student is not picked up on time, a fee of \$1.00 per minute will be applied. Please communicate with the teacher if you will be late. We appreciate your cooperation in this matter, as it helps foster a more comforting environment for all students.



# Communication and Staying Informed

## Contact Information

Please refer to the contact information provided at the top of this document. You may reach out via call, text, or email, and your inquiry will be addressed promptly. In urgent matters, we recommend calling for the quickest response.

## Class Dojo

We use Class Dojo to send alerts, reminders, and messages to parents, share photos and videos of our class, inform parents about what we are learning, and provide updates on school events and special days. Parents will receive an invitation to join Class Dojo via text or email and can access the Class Dojo app on any iOS or Android device.

## School Closure

In the event of a school closure, parents will be notified via Class Dojo, phone, and the school Facebook page.

## Inclement Weather

In the event of inclement weather, the school may either close for the full day, have a delayed start, or an early closure.

## Teacher Sick Days

The teacher reserves the right to take up to two sick or personal days during the school year. If it becomes necessary to cancel more than two days, tuition will be reimbursed for any additional cancelled days.

# Tuition + Fees

## Registration Fee

There is a non-refundable registration fee of \$125 due at the time of enrollment. This one-time fee covers all supplies, a t-shirt, and guarantees your child's seat in class.

## Tuition

Tuition for the 2025-2026 academic school year is \$2,250. Tuition will be divided into 10 monthly installments of \$225 each. The first payment is due no later than August 1, 2025 and subsequent payments are due by the following dates:

Dates of Service	Payment Due Date
Sept 3, 2025- Sept 29, 2025	Sept 3, 2025
Oct 1, 2025- Oct 29, 2025	Oct 1, 2025
Nov 3, 2025- Nov 19, 2025	Nov 3, 2025
Dec 1, 2025- Dec 17, 2025	Dec 1, 2025
Jan 5, 2026- Jan 28, 2026	Jan 2, 2026
Feb 2, 2026- Feb 25, 2026	Feb 2, 2026
Mar 2, 2026- March 30, 2026	Mar 2, 2026
Apr 1, 2026- Apr 29, 2026	Apr 1, 2026
May 4, 2026- May 20, 2026	May 1, 2026

## Late Tuition Payments

A \$30 fee will be applied for tuition payments made after the 5th day of the month. Additionally, after the 10th day of the month, we will invite waitlisted students to fill any available spots. Please note that your child's spot for the upcoming month cannot be guaranteed after the 10th unless payment is received.

## Invoices

Invoice statements will be emailed only for overdue tuition payments.

## Making Tuition Payments

Tuition payments can be made via cash, check, or through our website (COMING SOON) at [www.chickadeepreschoolnampa.org](http://www.chickadeepreschoolnampa.org). Please note that tuition payments are non-refundable. Additionally, tuition rates will not be prorated for situations such as vacations, illness, or school closures.

## Withdrawing

If you choose to withdraw your child from our program prior to the end of the term, please note that a 30-day notice is necessary. Additionally, the full tuition for the following month will need to be paid, even if your child attends only part of that time. This policy helps ensure effective resource management and a stable environment for all children. We appreciate your understanding and cooperation.

## Other Important Notes

### What to Bring

Children are encouraged to bring a backpack and a small water bottle each day. During the colder months, please ensure that your child is dressed appropriately with a warm coat, waterproof shoes, hat, and gloves. We kindly ask that snacks, toys, and stuffed animals be left at home unless otherwise instructed.

### Snack

Children will be provided with a snack each day. While they have the option to decline the snack, no snacks from home will be permitted.

## Outside Play

It is recommended that children wear closed-toed shoes. They must use the playground equipment safely; otherwise, they will not be permitted to play on it.

## Birthdays

We love to celebrate birthdays at our preschool! Store-bought treats can be brought in to share with the class. Please make sure to arrange this in advance with the teacher.

## Attendance

Please inform the teacher of any absences and late arrival times whenever possible. A 24-hour notice for absences is appreciated.

## Diversity & Inclusivity

Our preschool celebrates a community that includes all cultures, races, ethnicities, religions, family structures, and learning styles. We stand against discrimination and actively acknowledge the importance of diversity in our admission process, classroom composition, and professional development. Our calendar observes traditional American holidays while also incorporating various holidays into our curriculum.

## Dismissal from the School

We reserve the right to dismiss your child from our school enrollment if their behavior, or that of the parents, becomes unacceptable or disruptive. This includes non-compliance with the policies and procedures outlined in this document.

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*This family handbook will serve as a living document which may be reviewed and updated to ensure the health and safety of all persons involved in the operation of the preschool.*



# Chickadees Preschool 2025-2026 School Year Calendar

8/29 MEET THE TEACHER (5-7pm)

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1/19 NO SCHOOL - MLK Day

9/3 FIRST DAY OF SCHOOL

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2/16 NO SCHOOL - PRESIDENTS' DAY

10/13-10/17 NO SCHOOL - FALL BREAK

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/16-3/20 NO SCHOOL - SPRING BREAK

11/24-11/28 NO SCHOOL - THANKSGIVING BREAK

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12/22- 1/2 NO SCHOOL - CHRISTMAS BREAK

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/20 LAST DAY OF SCHOOL - GRADUATION DAY