

# FAQ'S

**GLENDALE PRESCHOOL & KINDERGARTEN**  
**WWW.GLENDALEPRESCHOOL.ORG**

**225 S. VERDUGO RD.**  
**GLENDALE, CA 91205**

**IRENE ZUKAS BRACCI, DIRECTOR**  
**(818) 244-4567**

**"Our philosophy is based on meeting the developmental needs of each child, with respect for their uniqueness as an individual. We encourage each child to grow socially, physically, emotionally, creatively, and morally. Learning experiences, appropriate for the developmental age of each group, are provided daily. We provide a loving, safe environment in which each child can develop to his or her full potential."**

**How many classrooms are there?** Four in total:

- Kindergarten/TK - 5 & 6 year old
- Penguin Class - 4 year old
- Dolphin Class - 3 year old
- Bunnies Class - 2 year old

**What are the ratios?** 7:1 with two teachers per class

**What are the ages served?** 2 - 6 (in potty training)

**How many children are enrolled?** 56 and counting

**What are the hours?** Half Day is 8am-Noon & Full Day is 8am-5pm

**Is there parking for parents?** Yes, on the street on Orange Grove Avenue

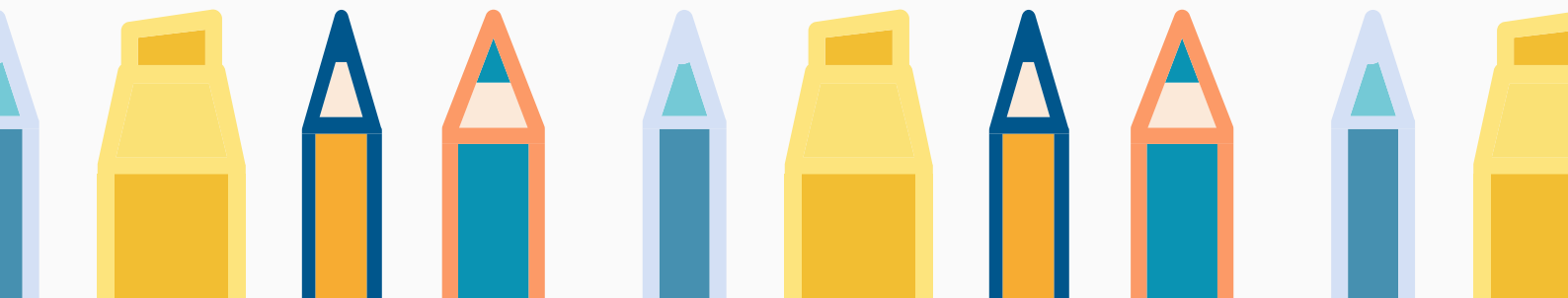
**Is there entry access?** Yes, via Security Buzzer in the front entrance door

**Is there Sign-in for guests and/or parents?** Yes, it is done manually

**Is the Child Care License posted?** Yes, in the main lobby/entrance

**Is there a specific time for drop off and who is greeting the families as they enter?**

The Director or Assistant Director greet the families anytime





# FAQ'S

## **What do children and families first do when they enter their classroom?**

Parent and child are greeted at the door. Hands are sanitized and temperatures are taken. Parent records their child's temp and signs in. Child says goodbye to the parent and is escorted to the classroom.

## **Do children need to be potty trained?**

We accept children in diapers and work on toilet training with the parent when the child shows signs of readiness.

## **Where do the children use the restroom while outdoors?**

Restrooms are accessible from the classroom as well as the playground.

## **How long is outdoor play time?**

The children's cohorts need to rotate their outdoor playtime so they don't commingle with the other groups. Luckily, we have two play areas: the big play yard and the smaller area in the grass area. Time spent outside is approximately 2 hours.

## **Where do they put away their belongings and what can they bring?**

Child says goodbye to the parent and is escorted to the classroom, where hands are immediately washed. Personal belongings as well as lunch boxes are placed in the child's cubby.

## **What are the diapering procedures and where do they change?**

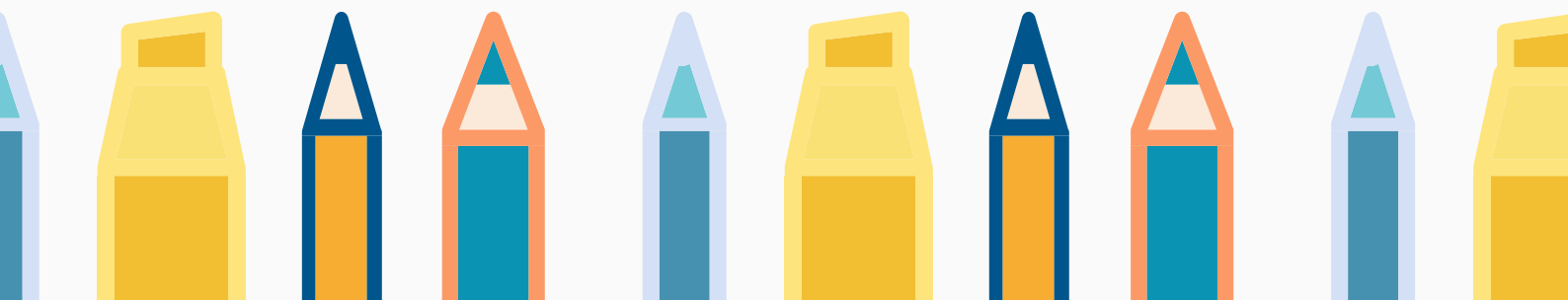
Parents provide diapers and wipes and there is a diaper changing station in the Bunnies Classroom. Staff follow diapering changing procedures as set forth by the CDC.

## **How is water accessible?**

COVID restrictions prevent the children from using the water fountains outside or in their classrooms. Parents provide individual water bottles and teachers encourage frequent water breaks during the day.

## **Please talk about child-sized furniture and access to materials:**

The furniture and equipment is child-sized in each of our four classrooms. The materials provided are "age appropriate" and access to the centers promotes autonomy and self-regulation in the child.





# FAQ'S

## **What types of centers are available?**

We have manipulatives, art center, quiet book center, block area, dramatic play area, science center, writing center, and sensory center. Centers allow children to learn in the most meaningful way.

## **What access to materials are available for children to promote child autonomy?**

Individual pencil boxes will be provided for each child that will be filled with their own supplies, such as crayons, markers, scissors, glue sticks, and play dough.

## **Are the spaces for children well supervised?**

The classrooms, bathrooms, and playground are well supervised. At no time are the children left alone. There are 2 qualified teachers in each cohort with a maximum of 14 children.

## **What activities are the children involved in that promote their learning?**

The center uses the Creative Curriculum which includes developmentally appropriate goals and objectives for children within these four main categories: social/emotional, physical, cognitive, and language.

## **Do teachers measure the progress and development of each child?**

The Creative Curriculum is used in conjunction with the Desired Results Developmental Profile (DRDP) to measure and monitor each child's progress in meeting developmental and educational goals throughout the year.

## **When do teachers have informal interactions with families?**

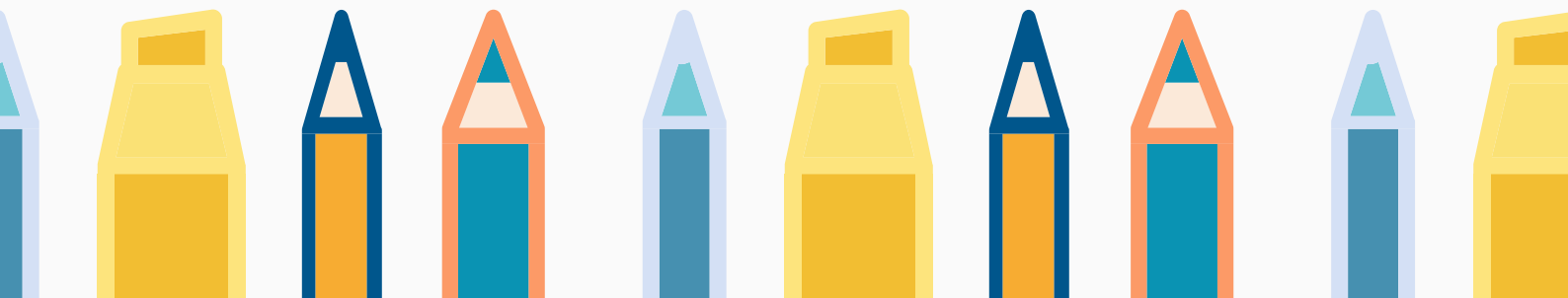
Pre-COVID, we had many opportunities for interaction with families. Open House 2 X per year, Mother's Day Social, Father's Day Social, Pizza Night, Holiday Parties, conferences, etc.

## **Do teachers communicate with parents via other platforms?**

The classes participate in the app "Class Tag" so teachers are able to communicate with parents.

## **Are teachers prepared to interact with families with diverse linguistic backgrounds?**

We have a very diverse staff that are bilingual in several languages: Spanish, Armenian, Russian, and Lithuanian.





# FAQ'S

**How does the program inform the families of external resources for them, developmental progress concerns, or emergencies?**

Information is available for outside resources such as the Lanterman Regional Center and the Child Care Resource Center, as well as Social Services, etc.

**Are there any family centered events throughout the year that families can attend?**

Because of COVID, we cannot have any parent group activities. Each family is oriented to our program individually.

**How long have the children's teachers been in the ECE field?**

Staff members have been with us between 5 years - 46 years. There is not a big turnover.

**Have the teachers earned degrees in ECE?**

The staff have either AA or BA degrees in Child Development as well Child Center Teaching Permits. We are part of Quality Starts Los Angeles and staff need to participate in at least 21 hours of professional development per year.

**Are the teachers prepared to handle behavioral issues?**

Our staff has been in the field a long time and are prepared to deal with many issues such as behavioral, trauma, diversity, or special needs. We have many outside resources available to us as well.

**Are the teachers prepared to support children who have experienced trauma?**

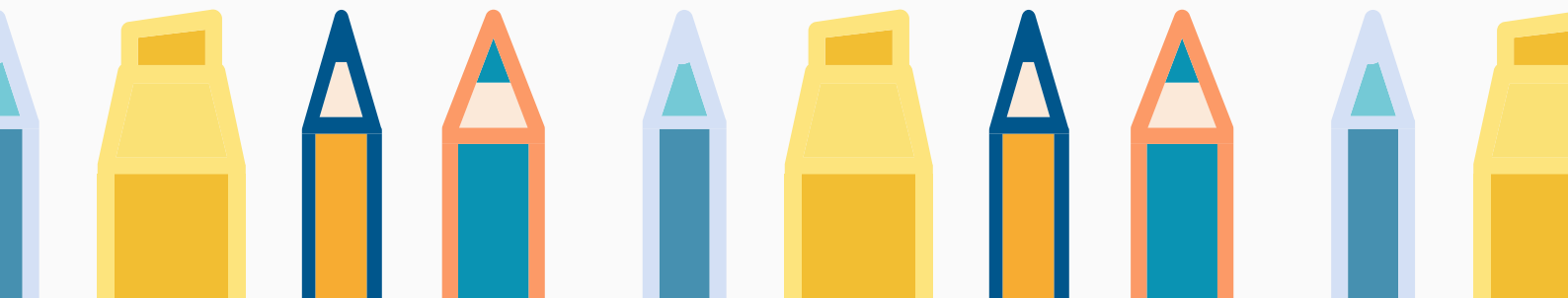
My staff is extremely nurturing and patient with the children. If a child is sad or upset, the teacher will comfort the child.

**Are the teacher's prepared to work with diverse families?**

Yes, we have staff that are bilingual in Spanish, Armenian, Russian, and Lithuanian.

**Do the same teachers remain with the same group of children under their care?**

The teachers remain with the same group of children throughout the day. Consistency is important for the children.





# FAQ'S

## **How long have the teacher's been working at this site and in their current classroom?**

The teachers have been at the center between 5 years and 46 years.

## **How do children transition to the next classroom as they get older?**

The children transition to the next group by visiting for a short time prior to starting.

## **Is there currently a wait list?**

We are open year round and enroll on a space availability basis. We have a waitlist for certain age groups

## **What is the license number?**

191205048

## **What are the tuition rates?**

Full time: One Child \$232.00 weekly  
                  \$953.00 monthly  
Two children \$417.00 weekly  
                  \$1,785.00 monthly

## **Part-Time:**

5 Half Days (8am-12noon) \$178.00 weekly

3 Full Days (Mon-Wed-Fri) \$178.00 weekly

2 Full Days (Tu-Thurs) \$115.00 weekly

## **What is the Tax ID number?**

95-3676075

## **Is there a registration fee?**

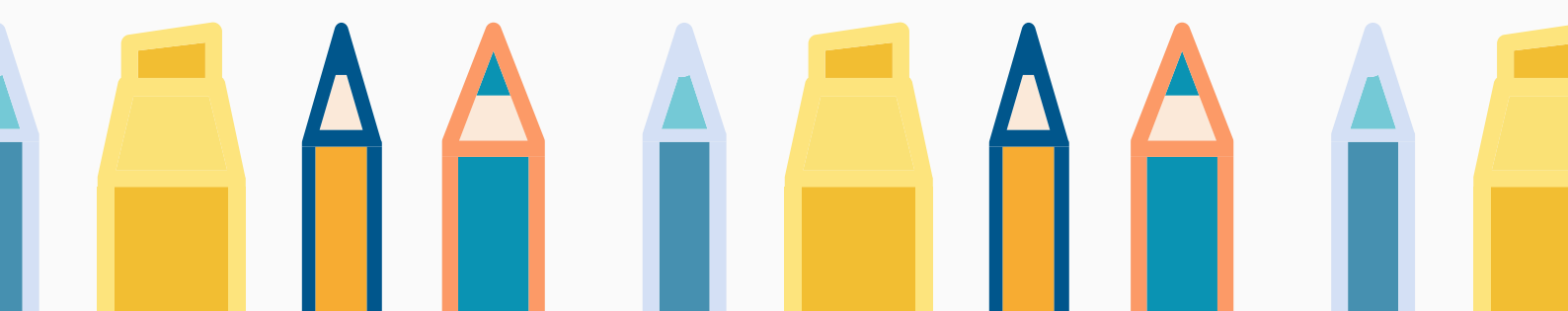
A non-refundable registration fee of \$100 is required at time of enrollment along with the first and last week's tuition. At least 2 weeks notice is required to terminate enrollment or the last week's deposit is forfeited.

## **Are there overtime charges?**

Children must be picked up by 4:55pm. Parents coming after this time are required to pay a fee of \$1.00 per minute.

## **Is there financial assistance?**

Parents are referred to the Child Care Resource Center for financial assistance. We are a vendor with them as well as the Regional Center and the Department of Social Services.





# FAQ'S

## **COVID-19 Protocols & Procedures:**

All parents and children must wear a face covering. Check in staff will do a visual assessment before allowing anyone into the office. Once in the office, please use the hand sanitizer station. Parent will need to verify that their child is healthy and does not exhibit signs of illness.

Signs of illness include fever, cough and shortness of breath. Parents must verify no one in the family has been exposed to or been quarantined in the last two weeks due to COVID-19. Parent will need to verify that their child has not had a temperature within the past 48 hours that has exceeded 99.9 degrees.

Each child will have their temperature taken (no touch thermometer). If parent answers yes to any of the questions, or if the child exhibits signs of illness, the child may not attend Glendale Preschool. Only one adult/parent is permitted at drop/pick up.

Sign in/out area will be in the office and the children will enter/exit through the office door. Parents must adhere to maintain social distancing guidelines. Each child will have an individual sign in/out form in their own folder. Parents will not be allowed in the classrooms.

Once a child has been checked in, a staff member will walk the child back to their class. Children will wash their hands when they enter the classroom and wash their hands prior to the use of toys/tools. During pick up, one family will be helped at a time to allow for safe social distancing. A staff member will bring the child to the office.

## **Handwashing:**

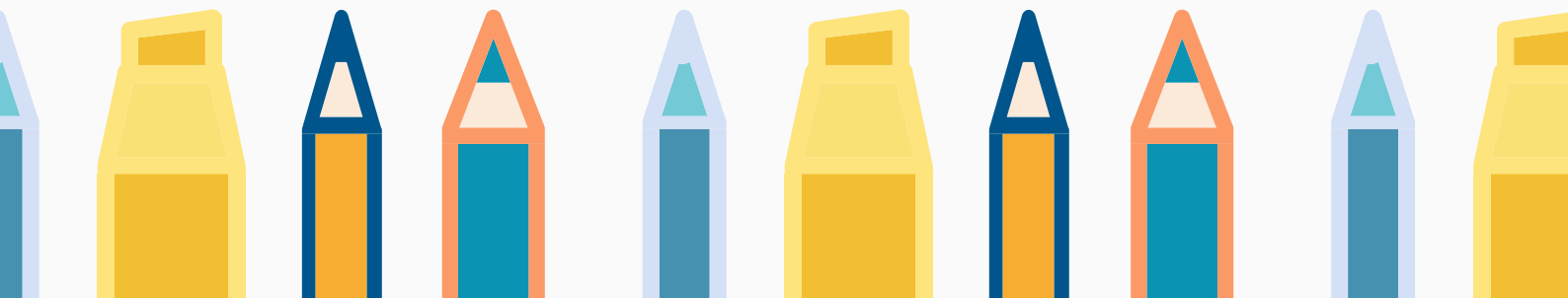
As soon as a child arrives to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used in the class as well.

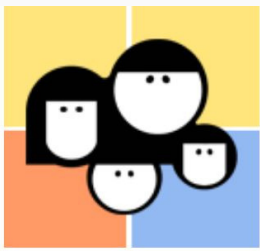
## **Sanitizing and Disinfecting:**

All hard surfaces will be wiped down throughout the day, before and after use, as well as at the end of the day. Once a toy has been used by a child, it will be placed in a bin to be disinfected. Individual pencil boxes will be provided for each child that will be filled with their own supplies.

## **Social Distancing:**

Staff members will be assigned to the same group of children on a daily basis and will have staggered shifts to allow for a full day coverage and to minimize contact with others. The children and staff in each group will not mix with other classrooms during the day, including outdoor time.





# FAQ'S

Children will be given social distancing guidelines (space to play, eat). While we will do our best to encourage social distancing, this is extremely difficult with preschool children. We will focus on spaced apart individual activities as well as effectively spaced apart group songs, games and exercises. The playground will be utilized as often as possible.

## **Food:**

**Lunch:** At this time Glendale Preschool will not be providing lunch. Parents will pack a lunch for their child. We ask that you do not bring in lunches that need to be heated. Pack an ice pack to keep foods cool. Please label everything.

**Snack:** a morning and afternoon snack will be provided for your child at 9:00 am and 3:00 pm daily. Snack menus will be posted on the office bulletin board.

**Water bottle:** Please provide a water bottle daily for your child due to the water fountain closures.

## **Personal belongings:**

During this phase of operations, toys or personal items from home will not be permitted.

## **Illness:**

Children will be monitored throughout the day for illness and fever. Staff will be required to report health concerns. If a child becomes ill, he/she will be separated from the group to an isolation area. Parents will be notified immediately and a family member must pick up the child within the hour

The child will be permitted to return once his/her temperature is normal for 24 hours without the aid of fever reducing medication. If a child is showing COVID-19 symptoms or if you've been in close contact with a person or child testing positive for COVID-19, we ask that you keep your child home.

We ask that all parents and staff let us know of any potential exposure immediately. We will contact the State of CA, Community Care Licensing as well as the Department of Public Health, who will determine what action needs to be taken, which could include closing a classroom for a period of time.

In the event of COVID exposure, parents will be notified and the center will be closed for a deep cleaning for a minimum of 2 days (or per the Health Department requirements).

