

ladybug 

Parent Handbook

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Our History

For two and a half decades, many parents in San Francisco have come to rely on the exceptional education and childcare provided by Ladybug Preschool. Since 1989, the founder Yvonne Hove, has been inspiring, educating, and encouraging children ages 2 to 5 years at one of her three schools located in the beautiful Marina District & Cow Hollow District.

In 2014 Kirsten Hove, daughter of Yvonne, became Assistant Director. Together they continue to create beautiful spaces where children respect one another and say, “Please” and “Thank you.” It is easy to spot a Ladybug student when you meet one; it’s the toddler with confidence and the ability to share what they are feeling with an impressive vocabulary. Since Yvonne is an important member of the early education system in San Francisco, she has powerful connections at private and public schools in the area. Kirsten can help parents with the placement of their child based on the child’s individual needs and strengths. Indeed, Ladybug Preschool is the beginning of a life filled with respect, creativity, and intelligence.



Our Philosophy

The ABC's and so much more...

At Ladybug, our focus is to teach social skills such as:

- Sharing
- Respect for one another
- Conflict resolution
- Using words to explain

Days are filled with collaborative projects:

- Art and cooking classes, that teaches students how to follow directions
- Music and movement classes, which teaches students how to work together as an ensemble
- Dramatic play time, that fosters the students' imagination and creativity

At Ladybug, children are offered many opportunities to practice their social skills. Each child is given time to make important and exciting observations and discoveries—always in a supportive and nurturing environment. We are always looking for ways of creating engaging learning experiences based on the developing interests of the children. In this way, the children feel very connected to the content of curricula and learn more from their experiences. This type of approach helps children to become observers, problem solvers, and critical thinkers rather than simply memorizers and rule followers.

What is play-based curricula?

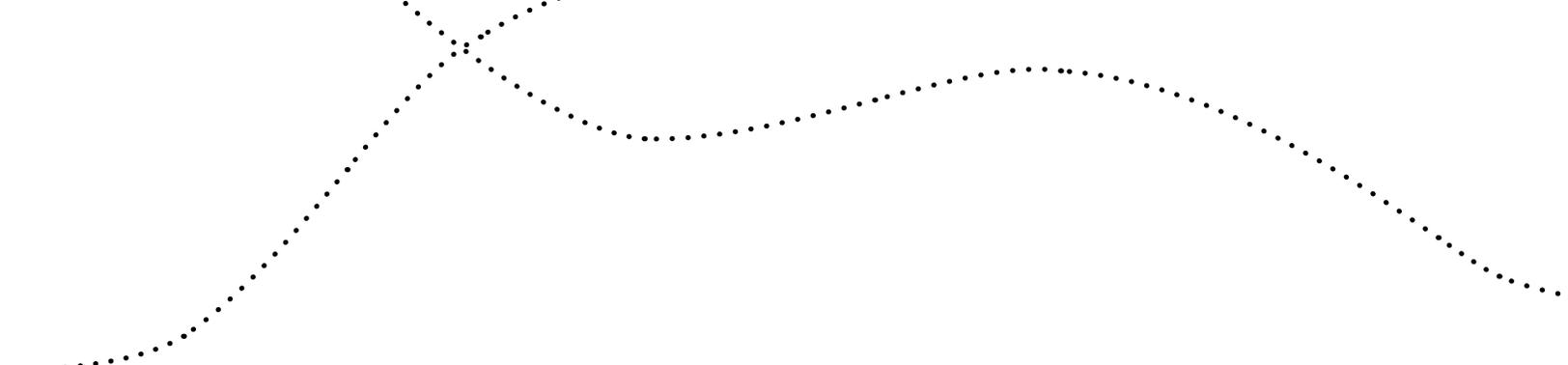
Play-based curricula takes into account one of the most important things that researchers have discovered about young children — ***play is children's work***. Through exploring their environment, role playing, acting out scenarios, and experimenting in any number of ways children learn about the world around them, their role in it, and their relationship to others.

We provide the time, space, tools, toys and direction for children to thrive. With a combination of directed activities such as art, cooking, music and movement classes, circle time, and “free play” times children are offered just the right balance for them to learn and grow.

How are we inspired by the Reggio Emilia approach?

- By using a process-oriented approach to our explorations of art, music, cooking, and other activities
- Giving each child the chance to explore and interpret in their own way
- By providing high-quality, engaging materials and supplies
- Using the environment as a teacher—display of art materials, tools, toys, dramatic play area in an aesthetically pleasing, stimulating way and encouraging children to interact with their environment in a mindful and reflective nature
- Encouraging pre-science, pre-math and pre-literacy integration into all aspects of our day
- Speaking to the children with a sense of respect that honors their individuality
- Documenting their work through photographs and written text which allow the children to revisit their experiences and the parents to share in our discoveries and experiences
- By constantly looking to the children's emergent interests as cues for what we should be exploring in class.





Our Program

Ladybug School program is a year round program with extended hours, both full day and half day programs

Full Day

- Bay- 8am to 5:30pm- Lunch provided
- Too/Tree 8:30am to 5:30pm- Parents provide lunch

Half Day

Morning

- Bay 8am-12:30
- Too/Tree- 8:30am to 12:30pm

Afternoon

- Too/Tree- 11:45 to 5:30

Please note: Ladybug School is closed for 2 weeks in the summer, 2 weeks in the winter and 1 week in spring as well as, major holidays and 4 in-services a year. See attached holiday schedule



Guided Curriculum

The Focus

Toddler Program (18months to 3.5)- introduction to new material, textures, techniques

Preschool Program (3.5 years to 5 years)- refining the skills and use of materials then using refined skills intentionally to achieve desired results



RATIO- 1:6

Ladybug Bay Street (Toddler Program)

There are 12 children and 2 teachers with an additional teacher to help with transitions in the morning and afternoon.

Ladybug TOO (Toddler Program)

There are 6 children and one teacher with an additional teacher to help with transitions and specialty classes.

Ladybug TREE (Preschool Program)

There are 12 children and 2 teachers



Our Teachers

Each teacher is screened and finger printed and goes through a background check through the State of California FBI data base. We require our teachers to have at least 15 ECE units with 2 years classroom experience. Please see the teacher profile document attached.





Typical Daily Routine

The children's day consists of both structured and unstructured time.

- **Morning Drop off and free play** (Note: Bay Location 8am drop off and TOO/TREE location 8:30 drop off)
- **Circle Time/ calendar/ introduction to new ideas and intentions for the day**
- **Snack**
- **Diapers/potty**
- **Specialty class**

Monday: Science

Tuesday: Cooking

Wednesday: Music and Movement

Thursday/Friday: Reggio inspired art

- **Outside time:** Children are at the park or other open field areas for 1 to 2+ hours in the morning session. When children are outside each child wears a red ladybug shirt with the name of the school on the front.

*Special note***

Ladybug TOO stays at the Greenwich street location and uses the lovely courtyard and art studio. There are wet and dry sensory bins, sand box, outdoor play kitchen and endless supply of art materials and toys

- **Return to school/Diapers/Potty**
- **Lunch Time:** TOO/TREE- children bring their own lunch; BAY - lunch is provided
- **Morning session ends at 12:30pm:** Half day children are picked up.
- **Rest time-** books/quiet/ not mandatory to sleep, but we do ask that the children stay on their mats and quietly look at books. As the children get older naps time decreases and more quiet time options are available.
- **Snack**
- **Afternoon free play or teacher lead activity:** During this time teachers will take the children outside in the courtyard or patio to play.
- **Quiet activity/ story time**
- **Dismissal 5:30pm:** Full day session ends and children and teachers go home

Snacks

Ladybug School provides snack for all school locations. Snack happens between 1-3 times per day and consists of the following: a carbohydrate/starch, protein and fruit. We can accommodate food allergies. At times we have been nut free, but currently we are not.

Late Fees

Parents will be charged a late fee of \$1.00/ per minute. This fee is to be given to the teachers at the time of pick up or can be added to monthly tuition fee.

Late Tuition

Tuition is considered late after the 5th of each month. Any tuition received after the 5th, there will be \$25 late fee.





Evacuation Plan

In the event of an emergency in which it is necessary to evacuate the school, the following locations have been established as safe spaces in our neighborhood. We would report to one of the following locations based on their appropriateness and safety given the circumstances.

Listed in order of preference:

Sherman school of Greenwich Street Location

1651 Union St. (at Franklin) phone: (415) 749-3530

Marina Middle School for Bay Street Location

3500 Fillmore St. (at chestnut) phone (415) 749-3495

Great Meadows in Fort Mason (at the Senator Philip Burton statute).

Great Meadows is a large open field and Fort Mason along Bay Street between Gough and Octavia Streets.

If phone lines are down, you may try Ladybug Childcare & Preschool Director, Yvonne Hove, on her cell phone number, (415) 971-1950, or the Assistant to the Director Kirsten Hove (415) 971-5717



Diapers/ Potty Training

Children in the toddler program are not required to be potty trained. Parents provide diapers and any ointments you would like us to use on your child. Diapers are labeled and stored in the classroom changing area or child's personal cubby. Ladybug school provides diaper wipes. Our toddler teachers are masters at potty training. We will work with you to maintain consistency at school and we hope you can do the same at home. We do require that your child be 2 weeks accident free before they come to school in underwear and no diaper. Children in the Preschool program are required to be potty trained before they enter into the program. All children, that use the potty themselves or require some assistance, **must come to school dressed in clothes they can take on and off themselves.**



Discipline

We do not believe in time outs. Because of our low numbers and teacher to child ratio we are able to redirect. If we notice 2 children do not play well together we will suggest children do different things. However conflict is inevitable. We as adults are still trying to master conflict resolution and the art of sharing. Teachers work side by side with the children to help resolve conflict by teaching phrases such as, "When I am done you are next," or "Do not hurt my body." When the teachers hear these phrases in the class room it is an automatic attention grabber. We believe in observing and giving the children a chance to work it out, if that is not possible, then that is when we step in and help model for the children other ways to handle a tough situation. If we notice the recurring situations between the same children we will further look into the causes, if we do not see the behavior improve, we will talk with the parents to help address the disruptive behavior and come up with an action plan.

Health Policies

Injuries at School

- If injury is minor (no visible bumps or scratches), first aid will be given and parents will be told verbally at pick-up.
- If the injury is minimal (visible bumps, scratches) first aid will be given and an accident report completed. Accident reports: Are completed by teacher who witnessed the injury. It will be signed by the parent and supervisor and given to the parent the day of the injury. A copy is made and put in the child's file.
- If injury is serious, trained staff will attend to the child and call 911, Families will be contacted, one staff member will accompany the child to the hospital.

Sick Children

Ladybug School considers a child sick if they experience one or more of the following:

- Runny Nose (Green Mucous)
- Fever of 100 degrees
- Vomiting
- Diarrhea
- Red, Swollen or discharge from the eyes
- Rashes
- Irritable, unusually tired or lethargic
- If your child has any of these symptoms, please keep them home and call the specific school site phone number listed under "Communication" below.
- If a teacher experiences your child with any of these symptoms, they will call parent or guardian on file and ask for them to be picked up. Children may not return to school for 24 hours after they have been free of any of the above mentioned symptoms. Children must have had a normal bowel movement or no fever for 24 hours.
- If antibiotics are given to the child from the doctor, the child cannot return to school for 24 hours after they have taken the antibiotics
- Hand/Foot/Mouth: Please read handout attached to this handbook. Children may not return to school until after the blisters have dried.



Field Trips

Field trips happen once every other month or so, with more in the Summer and less in the Winter. We do not do permission slips for field trips. In the Ladybug Contract there is place that you signed ok-ing your child to go on Field Trips. The school will send out an announcement a week before the trip letting you know where, when and how we will be getting to the location and proper clothing or lunches to bring. If we are traveling farther than we can walk, we will only take the bus.

Examples of All School Field Trips: Heritage house retirement home, Christmas tree lot, “pumpkin patch” aka Safeway and Aquarium at Pier 39.



Clothing

Children should wear active clothing to school. Children walk to the park and play on park structures. Shoes should be flat (no heels) and comfortable for running, climbing and should be shoes that they can get on/off themselves. Accessories, such as crowns, necklaces, large rings, masks, wings etc. should not be worn to school. They are very much a distraction for your child and the children around them. If the such items come to school, your child will be asked to put them in his or her cubby or backpack for the remainder of the day.

We get messy at school it is our job please send your child to school in clothes that you don't mind getting dirty. We use washable paints and markers. For specialty classes the children wear smocks.

Parent Participation

You can be as involved as you are able.

Ways to participate:

- Parent socials
- Afternoon story reading
- Join field trips
- Lead an art or science or cooking activity
- Share with the class your family's culture or traditions



Communication

New to the 2017/2018 School Year. Ladybug is using the electronic communication app, HiMama. Visit is <https://www.himama.com/parent-portal-tour> for more information.

Ladybug BAY Site - All admissions/ tuition/ BAY student communication/Best number to reach Yvonne

Address: 1355 Bay Street #1 SF, CA 94123

Phone: 415.776.5054

Email: contact@ladybugchildcare.com

Ladybug TOO Site - Best number to reach Miss Dianna's Class

Address: 1751A Greenwich Street SF, CA 94123

Phone: 415.673.7293

Email: ladybugsanfrancisco@gmail.com

Ladybug TREE Site - Best number to reach Kirsten Hove

Address: 1741 Greenwich Street SF, CA 94123

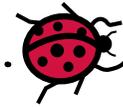
Phone: 415.409.1173

Email: ladybugsanfrancisco@gmail.com

First Days

It is usually harder for the parents than it is for the child. We recommend a quick goodbye and exit plan. Kiss and a hug, an “I love you” and “Have fun!” Then leave. Your child may cry and most often the children calm down and become interested in something in the class room with in 15min. Drop off crying can happen for up to 2 weeks. Give it time. Children are great at adapting to new situations.

You will receive a phone call from the teacher one hour after drop off, on the first day. And in the case that your child doesn't respond positively to the environment after 2 to 4 weeks, then maybe it isn't the right time or the right fit. We will let you know.



After Ladybug - The Next Step

The day will come when your child will have to move on from Ladybug Preschool. The September before your child is to enter kindergarten you should begin the application process. Our staff at Ladybug can help guide you through the process in making the right choice for your child's next step.

Staying in Touch

Every September we have a new student and alumni picnic at one of the playgrounds around the city. You will receive an email with the dates and location.

Resources

Ladybug Facebook: www.facebook.com/LadybugSF

Ladybug Website: www.ladybugchildcare.com

Ladybug School is a member of:

The North American Reggio Emilia Alliance: www.reggioalliance.org

The National Association for the Education of Young Children (NAEYC): www.naeyc.org/play

Ladybug classroom and project inspiration:

Blogs: <http://www.letthekidspain.net/> OR <http://www.themagicions.com/>

Information on counseling, parent workshops and community events:

www.parentsplaceonline.org/locations/san-francisco