



LIC# 283008478

Parent Handbook

(Revised July 2025)

Megan Burns– Owner & Director
director@littleoaknursery.com

Table of Contents

Introduction, Philosophy and Mission	2
Learning through Play	2-3
About the Staff and Director	4
Contacting the School	4
Enrollment Procedures/Fees	5-7
School Calendar	7-8
Basic Daily Schedule	8
Parent Participation	9
Kindergarten Readiness	9-10
Snacks and Meals	10
Emergencies/Health/Medical	10-14
Sign In/Sign Out Procedures	14
Child Pick Up	14
Discipline Policy	15
Clothing/Diapers/Toys/Birthdays	15-17
Newsletter and Calendar	17
Monthly Themes	17-18
Visitors/Cooking	18

Welcome to Little Oak Nursery School located at 4149 Linda Vista Avenue Napa, Ca 94558. We offer a preschool experience for children who are 2 years old through entry into kindergarten. We are open Monday through Friday from 8:30 am to 1:00 pm. Little Oak Nursery School operates from mid-August through mid-June.

The school is open to any child who can benefit from the program regardless of race, religion, creed or national origin. Little Oak Nursery School is licensed through the state of California.

Philosophy and Mission:

The mission of Little Oak Nursery School is to provide a safe, caring and nurturing environment for all children. We believe in building successes, and we recognize and respect the uniqueness of each child. Our program is a developmentally appropriate play-based program that emphasizes social development and hands-on learning. Children at Little Oak Nursery School are provided with many opportunities for exploration and experiences to help them gain the skills and knowledge to make their own choices and become an active member within a group. Parents and teachers work together to build a strong relationship between families and the school.

How will My Child Learn Through Play?

If a child is to develop competencies in reading, writing and mathematics it is necessary to develop:

- *Visual Memory
- *Auditory Memory
- *Language Acquisition
- *Classification
- *Hand-Eye Coordination
- *Body Image
- *Spatial Orientation

In order to develop these abilities, a child needs experience with:

- *Configurations
- *Figure-Ground Relationships
- *Shapes
- *Patterns

- *Spatial Relationships
- *Matching (size, shape and color)
- *Whole-Part Relationships
- *Arranging Objects in Sequence
- *Organizing Objects in Ascending and Descending Order
- *Classification
- *Verbal Communication
- *Measurement
- *Solving Problem

These concepts and skills can be acquired as a child has time and space to initiate activities with such open-ended materials as:

- *Blocks
- *Cubes
- *Pegs
- *Finger Paint
- *Brush Paints
- *Creative Drawing/Writing Materials
- *Play Dough
- *Clay
- *Water
- *Sand
- *Wood
- *Dramatic Play Props
- *Puzzles
- *Books

Thus, the basic concepts and skills for reading, writing, and mathematics are learned as children.....PLAY.

Source: The Whole Child /Developmental Education for the Early Years
Sixth Edition
Author: Joanne Hedrick

Little Oak Nursery Personnel and Staff:

The staff members at Little Oak Nursery School are carefully selected to ensure that the licensing standards are met, and that the educational and philosophical background of the staff members meet the needs of the children and the facility. All staff will have appropriate Early Childhood Education training.

About the Owner/Director:

Welcome families! My name is Megan Burns, and I am the Owner/Director of Little Oak Nursery School. I started working with children in 1995. I have worked with all ages of children from infants to school age and have worked as both a teacher and a private nanny in the Napa Valley.

I come from a line of Early Childhood Educators and as a result grew up in an early childhood environment. My parents met in 1971 when they both worked for schools in Napa. My Mom had a family child care business in our home from 1975 to 1984. She then worked as both a preschool teacher and child care center director until she started working for a local non-profit agency that serves children and their families in 1999. My sister was also a preschool teacher. She worked with children for more than two decades.

I am a fully qualified Preschool Teacher and Director with the State of California. I am registered with TrustLine and CPR and First Aid certified. If you have any additional questions about my background, education or early childhood development philosophies, please don't hesitate to ask. I look forward to working with you and your children.

Contacting Little Oak Nursery School:

Owner/Director: Megan Burns
Teacher: Heather Savage
Call or Text: 707-815-4355
Email: director@littleoaknursery.com
Website: littleoaknursery.com

*If your child is sick or will be absent, please contact the Director as soon as possible. Thank You!

Little Oak Nursery Enrollment:

1) The parents and child must visit the school before enrollment can be completed. It is important that the parents and the child have an opportunity to evaluate the school program and staff by means of a tour and interview process to ensure that the school meets the needs of their family. Little Oak Nursery School will also evaluate the needs of your child and make sure that we can accommodate his/her needs.

2) If enrollment is jointly agreed upon, the parent must fill out and return the following forms as required by state law, so that enrollment can begin.

- A) ID and Emergency Information
- B) Preadmission Health History
- C) Physician's Report (to be completed by the child's doctor)
- D) Consent for Emergency Medical Treatment
- E) Signed and dated Admission/Tuition Agreement form
- F) Parent's Rights
- G) Personal Rights

*A copy of the child's up to date immunization record is also required for enrollment. Please note that specific immunizations are required by the state of California for preschool entry.

Little Oak Nursery School Fees:

- 1) Fees are due on the 1st and late if not paid by the 5th of the current month.
- 2) A late charge of \$30 will be assessed on all tuition fees paid after the 5th unless other arraignments are made with the director in advance.
- 3) Fees past due one month will jeopardize enrollment and fees past due two months will result in termination of enrollment.
- 4) There will be a charge of \$25.00 for returned checks. If two checks are returned, personal checks will not be accepted in payment thereafter.
- 5) An extra fee is charged if children are not picked up until after the school closing time of 1:00 pm. The fee is \$10.00 for the first 10 minutes after closing and \$1 per minute thereafter.
- 6) **Tuition/Fees remain the same regardless of holidays, school closures, absences or changes in schedule.**
- 7) Fees will not be collected for the month of July.
- 8) There is an annual increase in tuition fees every year in August (the beginning of the school year). This is generally around 3%. This annual increase will help to cover increased expenses to run the program (including

but not limited to increased rent, utilities, and supplies) and help to cover annual pay raises for our teachers.

We are open Monday-Friday from 8:30 am to 1:00 pm. Enrolling families have a two-day option of Tuesday/Thursday, a three-day option of Monday/Wednesday/Friday, or a five-day option of Monday through Friday. Little Oak Nursery School operates from mid-August through mid-June.

Tuition Fees:

Fees are due on the 1st and late if not paid by the 5th of the current month. Monthly Tuition fees for the 2025-2026 school year are as follows:

Two Day Option: Tuesday/Thursday- \$450.00

Three Day Option: Monday/Wednesday/Friday- \$641.00

Five Day Option: Monday through Friday- \$957.00

*Please note- The above tuition fees are subject to an annual increase. Please see #8 under “Little Oak Nursery School Fees” for more information.

Drop-in Days:

Do you need child care on a day your child doesn't normally attend preschool? Little Oak offers drop-in days! You can schedule a drop-in day for your child when space allows. The fee for drop-ins is \$55 per day. Please contact the Director in advance to schedule a drop-in day for your child.

Registration Fee:

A registration fee of \$125 will be charged at the time of enrollment and annually in March thereafter to hold a space for the coming school year. If multiple children from the same family enroll the registration fee is \$175 per family. If a family enrolls mid/late in the school year this fee will be prorated (this only applies to the current school year).

*Tuition and other fees are nonrefundable.

Payment Options:

Little Oak accepts several forms of payment. Fees can be paid directly

through your invoice. We also accept payments via check, cash, credit card, and Venmo. If you would like to send a payment on Venmo, my username is @Megan-Burns-71.

Sibling Discount:

A discount of 10% of the monthly tuition is given when two children enroll from the same family. When three children enroll from the same family the discount is 15%.

Referral Program:

Little Oak offers \$100 off one month's tuition to currently enrolled families that refer a family who then enrolls. The newly enrolled family will also receive \$100 off one month's tuition.

Modifications:

A 30-day notice will be given to families regarding any changes in rates.

Termination:

A 30-day notice must be given to the director to discontinue enrollment. Fees must be paid for the final 30 days, even if the child does not continue to attend Little Oak Nursery School.

Little Oak Nursery School Calendar:

August- The first day of the school year will be in mid-August (specific date TBD).

September- School is closed for Labor Day.

November- School is closed for Veterans Day. School is closed for three days for Thanksgiving Break.

December- School is closed for one week for Winter Break.

January- School is closed for New Year's Day and Martin Luther King Jr. Day.

February- School is closed for Presidents Day.

March/April- School is closed for one week for Spring Break.

***Coincides with Napa School District break.**

May- School is closed for Memorial Day.

June- The last day of our regular school year will be in mid-June (specific date TBD).

July - We usually offer an optional summer camp. Sign-ups typically start in early spring.

***A calendar is included with the parent newsletter each month to inform families of school closure dates as well as activities and special events.**

Basic Daily Schedule:

8:30- School opens and children arrive. Our school day will begin in the classroom. The courtyard next to the classroom will also be open for playtime, weather and air quality permitting.

8:30-9:30- Free choice time. Children are able to make choices in a thoughtfully prepared environment in areas of art, sensory play, blocks, science, etc.

9:30-10:00- Free play out on the playground.

10:00-10:10- Clean up, use restroom and wash hands.

10:10-10:30- Snack time.

10:30-10:45- Outdoor activities.

10:45-11:40- Indoor Play/Activities.

11:40-11:55- Circle time. A time for group activities such as stories, singing, dancing, and calendar time.

11:55-12:10- Clean up, use restroom and wash hands.

12:10-1:00- Lunchtime followed by outdoor activities.

1:00- School Closes. We typically end our day out on the playground, weather and air quality permitting.

***Snack and lunch will be outdoors, weather and air quality permitting.**

***This is an example of the basic daily schedule. Please note that this schedule is subject to change due to the weather, air quality, special events, and children's changing needs.**

Please note: Because we are a part day program nap time is not offered.

Parent Participation:

Below are some parent participation opportunities-

- Attend school events such as Muffins with Mom (Mothers Day celebration) and Donuts with Dad (Fathers Day celebration).
- Donate items for school parties and events. Sign up sheets will be posted a few weeks prior.
- What do you do for a living? Are you a police officer, fire fighter, paramedic, dentist, veterinarian, etc? Would you like to visit Little Oak and share your expertise with the children? If so, contact the director to discuss scheduling a community helper visit.
- Join the Little Oak Families Facebook group.

***Parent Participation is not required.**

Kindergarten Readiness:

In the past, Little Oak has provided a Pre-K (kindergarten readiness) program for children who were in their last year of preschool. Because of the recent expansion of TK (Transitional Kindergarten) in California, elementary schools are now accepting children at a much younger age. Although TK is optional, we understand that it may be a more desirable or necessary option for financial reasons.

At Little Oak we are committed to developmentally appropriate practices. For that reason, we will be offering the following in lieu of a traditional pre-k program:

- We will provide activities emphasizing letters, numbers, shapes, and colors.
- We will provide the children with activities to practice their fine motor skills.
- Our main focus will be social/emotional development and self-help skills. Skills such as following school rules, lining up, sitting for circle time and meals, playing/interacting with other children, expressing their feelings and needs, washing hands properly, packing/unpacking their lunch box and backpack independently, putting on their jacket and shoes independently, using the bathroom independently, and following teacher directed tasks are some examples of important skills the children will be working on before moving on to TK.

*If for any reason a family chooses to forgo TK (Transitional Kindergarten) and remain at Little Oak until Kindergarten, we will offer additional school readiness activities for them. If you have any questions, please contact the Director.

Snack:

Little Oak Nursery school provides nutritious snacks for the children in the morning. We prepare and serve fruits, vegetables, crackers, breads etc. with 1% milk or juice. Water will always be available to children throughout the day. We strive to provide healthy and nutritious snacks for the children at Little Oak. All snacks and beverages provided by the school will be organic whenever possible.

Lunch:

We ask that all children bring a lunch from home. Please no candy in lunches. Families are also encouraged to pack lunches in reusable containers. Please label your child's lunchbox with his/her name.

Water Bottles:

We ask that each child bring a refillable water bottle to school every day. The school has a Brita water filtration pitcher to refill the water bottles as needed throughout the day. Please label your child's water bottle with his/her name.

Sample Snack Menu:

Monday: ½ cup Orange Slices and ½ cup of Milk

Tuesday: ½ ounce Cheese Slices and ½ cup of Apple Juice

Wednesday: ½ cup Banana Slices and ½ cup of Milk

Thursday: ¼ cup of Yogurt and ½ cup of Orange Juice

Friday: 2 Graham Crackers and ½ cup of Milk

*All snacks will be posted on the refrigerator, and a list will be sent home with the monthly newsletter.

Emergency Preparedness:

We have regular fire/earthquake drills. In the event of a natural disaster, we will remain at the school until the families are able to pick up their children. If we need to evacuate the building, we will gather in the church parking lot. In the event we cannot gather in the church parking lot we will walk the children down the street to Hopewell Baptist Church. If the authorities decide to move us to another location a notice will be left for the parents.

Health and Illness:

Keeping the children healthy and safe is a top priority in our program. Parents can help us control communicable illnesses among children by following policies and guidelines. Please keep your child home if he/she is experiencing any of the following symptoms:

- Fever: While the average normal body temperature is 98.6°F (37°C), a normal temperature range is between 97.5°F (36.4°C) and 99.5°F (37.5°C). Most pediatricians consider a temperature above 100.4°F (38°C) as a sign of a fever. Anything above normal but below 100.4°F (38°C) is considered a low-grade fever.

Source: healthychildren.org (American Academy of Pediatrics)

Please note: *Your child must be fever free for at least 24 hours, without the use of medication, before he/she returns to school.*

- Diarrhea
- Vomiting
**Please keep your child at home if he/she has experienced diarrhea or vomiting within the last 24 hours.*
- Breathing trouble, sore throat, loss of voice, persistent hacking cough.
- Persistent runny nose (other than clear).
- Rash and/or any spots that resemble childhood rashes/skin diseases such as Ringworm, Impetigo, Fifth Disease, Hand Foot and Mouth Disease etc.
- Lice and/or nits: Frequent itching/scratching of scalp, mostly behind the ears or at the back of the neck. If you are concerned that your child may have head lice, the director is available to do a head check if needed.
- Pink Eye (conjunctivitis): Eyes that are red, swollen, itchy and/or have discharge. Viral Pink Eye is usually associated with a watery discharge whereas Bacterial Pink Eye has a thicker discharge that is

- typically yellow or greenish in color and can sometimes make the eyelashes stick together. Both types of Pink Eye are contagious.\
- COVID-19: Symptoms may include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell. Guidance for returning to school will be given by the director and will be based on guidance provided by Napa County Public Health. If anyone in your family/household has a confirmed case of COVID-19 please notify the director. In the event that we have an exposure to COVID-19 (confirmed case) you will be notified immediately. As of March 14, 2022, masks are optional for all staff, parents/caregivers, and children at Little Oak.

If your child is not feeling well and is unable to participate in daily activities at school it is best to keep them at home, even if they don't have a fever. If a child experiences any of the above symptoms at school the parent(s) will be called and asked to pick the child up. If the parent(s) cannot be reached the emergency contact person will be called and asked to pick the child up. Depending on the type of illness, your child may return to school when he/she is symptom free and able to resume normal activities, has been on antibiotics for at least 24 hours, or with a note from a pediatrician stating that he/she is not contagious and is able to return to school. If you are not sure about whether or not you should bring your child to school, please contact the director.

Children with a mild cold or cough will be evaluated for school attendance on a case-by-case basis but must be without a fever and able to fully participate in activities. Allergy related symptoms do not require exclusion from school unless your child is unable to participate in normal school activities. Each child will be evaluated when he/she arrives at school for any signs of illness.

Please don't hesitate to contact the director if you have any questions or concerns. Thank you for helping us to keep the children and staff at Little Oak healthy.

Air Quality Policies:

Below are our current air quality policies in the event of wildfires.

- Good or moderate air quality- no change in routine
- Unhealthy for sensitive groups- limited time outdoors
- Unhealthy or very unhealthy air quality- indoors only, no outdoor playtime.

Medication Policy:

If your child requires medication at school, you will be asked to fill out a medication report stating your child's name, type and amount of medication, date, and times to be given. Medications are kept in a locked box or refrigerated as needed. All prescriptions or over the counter medications will need to be labeled with the child's name and dated.

Prescription Medications:

Prescription medication shall be administered according to the labeled directions as prescribed by the physician. For each prescription the authorized representative of the child will supply in writing the instructions for the administration of the medication. These instructions will not conflict with the label directions as described by the physician. Documentation shall be kept in the child's file.

Non-Prescription Medication:

Non-prescription medication will be administered according to the product labels. The child's authorized representative will supply in writing instructions for the administration of the medication to the child. The instructions must not conflict with the directions on the non-prescription medication label. This documentation shall be kept in the child's file.

*The child's authorized representative will be informed daily when the medication was given.

*When a child is no longer in need of the medication or is no longer enrolled at Little Oak Nursery School the medication shall be returned to the child's authorized representative or disposed of after an attempt to reach the child's authorized representative.

Sunscreen:

We ask that parents apply sunscreen at home. If your child has sensitive skin that burns easily you may also keep sunscreen at school to be used as needed. The child's authorized representative will supply in writing, instructions for the administration of the sunscreen to the child. The instructions must not conflict with the directions on the sunscreen label. This documentation shall be kept in the child's file. We encourage bringing a hat to school to provide further protection from sun exposure.

Diaper Rash Cream/Ointment:

Diaper rash cream/ointment may be kept at the school to be used as needed. The child's authorized representative will supply in writing, instructions for the administration of the diaper rash cream/ointment to the child. The instructions must not conflict with the directions on the diaper rash cream/ointment label. This documentation shall be kept in the child's file.

Medical or Dental Emergency:

Little Oak Nursery School shall immediately notify the child's authorized representative if the child becomes ill or sustains an injury more serious than a minor cut, scrape or scratch. In case of a life-threatening emergency, we will call 911 first, then immediately contact the parent or guardian.

Sign In/Sign Out:

California State Licensing requires that children are signed in and out with a full signature by a parent or an authorized representative.

Child Pick Up:

Children will not be released to anyone who is not on their Identification/Emergency Information form. If an adult that is not known to us comes to pick up your child, photo I.D. will be required to ensure that they are authorized to pick your child up. In the event that an adult shows up that does not have picture identification the child may not be released.

Please note: Although a parent can have anyone drop their child off at school, we can only release children to adults authorized by the child's

parent or guardian and listed on the child's Identification/Emergency information form.

Discipline Policy:

All discipline will be dealt with in a positive and respectful manner. Corporal punishment will never be accepted as a form of discipline. Any form of discipline that violates a child's personal rights will never be permitted regardless of the parent/authorized representatives consent or authorization.

The teachers and director will model positive behavior and effective communication skills and will give children guidance in recognizing the effects of their actions and words. When necessary, a child may be redirected to a quiet activity such as a book or a puzzle.

The teacher or director will have a one on one with the child if the above actions do not help correct the behavior or problem. If a child is having an especially hard time at school the director may contact the parents to come and pick up the child.

The director and parent will schedule a conference, if needed, to come up with a plan of action to help the child with the behaviors or problems that may be reoccurring. After a conference between the director and parent and the child's behavior or problem has not been resolved, it may be grounds for termination of enrollment. If we feel that a parent or child is a threat to staff, children or other parents, it will be grounds for termination of enrollment.

Clothing and Shoes:

The children at Little Oak will be engaging in all sorts of play activities and should be dressed in comfortable play clothes. Shorts or leggings are recommended to be worn under skirts or dresses. Sturdy tennis shoes are the preferred footwear for outdoor playtime at school. For safety reasons we ask that flip flops and open-toed sandals be kept for use at home. Please keep in mind that a large portion of our playground is covered in pea gravel. The pea gravel tends to get stuck in sandals. We will be going outside in all types of weather. Rain boots and rain jackets are needed for rainy days. During the winter months gloves/mittens, beanies, and thick jackets may be needed. Dressing your child in layers is also recommended. Hats may be needed on sunny days. Please remember to keep an extra set of clothing in your child's

cubby and check the clothing periodically to make sure they will still fit and are appropriate for the current weather. Clothing, especially jackets and sweaters, should be marked with the child's name.

Rain Gear:

We will be playing outside on rainy days when possible. Rain boots and rain jackets are needed for rainy days. Rain pants/rain bibs are also helpful. Please keep in mind that our playground tends to stay wet and muddy after we've had a significant amount of rain. Rain boots may be needed for a few days even after the rain has stopped. Please remember to keep an extra set of clothing in your child's cubby in case we get wet while playing outside on rainy days.

Diapers:

We ask that parents provide a supply of diapers or pull ups to be kept at the school for all children that are not yet potty trained. Parents will be notified when more diapers/pull ups are needed. We will keep a supply of diapers/pull ups at school to be used if a child runs out. Little Oak Nursery School will provide baby wipes. You are welcome to bring your own baby wipes to school if desired.

*If your child wears pull ups but is not actively using the potty, please provide pull ups that have Velcro openings on the sides. This will be very helpful when changing your child.

Toys and Special Belongings:

It is important to encourage a spirit of cooperation, instead of competitiveness, whenever young children function in groups. Unfortunately, toys from home often provoke quarrels and strong feelings about who may play with them and who has what. There are also additional worries about toys being lost or broken while at school. For this reason, we ask that toys only be brought to school on scheduled "share days". You will be notified about upcoming share days in the monthly activity calendar. Toys and treasures that are brought to school outside of scheduled share days will be put in the child's cubby to be picked up at the end of the day. Children are welcome to bring a book to share at any time.

Birthday Day:

You are welcome to bring a special snack or treat on your child's birthday, which will be served after lunch. All birthday children are given a book from the school.

Newsletter and Calendar:

Every month Little Oak Nursery School publishes a newsletter, activity calendar, and snack calendar. The newsletter includes upcoming school events, important reminders, information about the school programs, etc. Please read the newsletter and keep it handy so that you and your child won't miss out on any school activities.

Monthly Themes

Each month Little Oak Nursery School has different themes. The themes are listed below and are just examples of some of the activities we may have at school. Many activities will be child directed. All holiday celebrations are nonreligious.

August:

Back to School / All about Me / Outer Space / Shape Shuffle / All the Colors of the Rainbow

September:

Transportation / Construction / Going to the Zoo / Triangle / Brown

October:

Fall Harvest / Halloween / Down on the Farm / Science Experiments / Comparing / Diamond / Black

November:

Community Helpers / Sharing / Thanksgiving / Cooking / Weights and Measurements / Circle / Orange

December:

Winter Holidays / Giving / Kindness/ Ordering / Star / Red

January:

Winter Wonderland / Hibernation / Animals of the Arctic / Sequencing / Rectangle / White

February:

Valentine's Day / Love and Friendship / 5 senses / Matching / Heart / Pink

March:

St. Patrick's Day / Disability Awareness / Reptiles, Amphibians, and Dinosaurs / Counting & Quantities / Square / Green

April:

Spring / Earth Day / New Life & Plant Growth / Birds / Sorting / Oval / Yellow

May:

Mother's Day / Gardening / Bugs / Patterns / Octagon / Purple

June:

Father's Day / Welcoming Summer / Pirates and Under the Sea / Camping and the Great Outdoors / Spatial Relationships / Half Circle / Blue

Visitors:

As one aspect of our monthly themes we like to have special community visitors come to our school. Paramedics, firefighters, and police officers are some examples of who may come and share their job skills with the children and show them what goes on in many aspects of the community. Books, dramatic play, and other activities are used in conjunction with the visits to encourage curiosity and teach children more about the world around them. Parents are always encouraged to sign up and share information about their jobs with the children.

Cooking:

Eating is one of the first pleasurable experiences, and every child is interested in food and how it is prepared. The school occasionally involves the children in age-appropriate cooking projects.

*Little Oak Nursery School will not provide transportation arrangements for children.

We hope that this handbook has provided you with all the answers and information you desire. Please don't hesitate to ask if you have any questions or concerns. We look forward to working with your family.

