

St. Stephen Preschool

2018-19 Plan of Operation (Parent Handbook)



2018-19 PARENT HANDBOOK

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St. Stephen Preschool

Accredited by the National Academy of Early Childhood Programs

Dear Parents,

It is with our pleasure that we welcome you to St Stephen Preschool. We thank you for choosing our Preschool and for providing us with the opportunity to get to know you and your child.

St Stephen Preschool is a non-profit organization. Our mission is to provide a bridge between home and school. In a nurturing, supportive and enriching environment your child will have many opportunities to grow socially, emotionally, physically, mentally and spiritually. Our aim is to provide experiences that will help develop the child's awareness of God's world. As the child becomes aware of God's love through the love of family and preschool staff, the child will feel valued and capable of interacting positively with their environment.

We hope that this handbook will answer many of the questions you may have throughout the year, however, please do not think twice about contacting us with any questions or concerns you may have regarding your child or our program. Our door is always open and we welcome your support, questions, concerns and comments. Your involvement and knowledge of your child's first school experience will help your child to gain trust and acceptance to school, new people and friendships.

We gladly welcome you to the St Stephen family and hope the years to come will hold many cherished memories for you and your child.

Fondly,

*Tracey Renson
Director*

Organization of the Preschool

St Stephen Preschool opened its doors in September 1972. The St Stephen Presbyterian Church sponsors the Preschool. A board called the Session governs the Church. The Session is made up of Elders, one of which is a Preschool Elder who chairs the Preschool Committee. The members of the Church elect the preschool elder. Other members of the Preschool Committee are the Preschool Director, Assistant Director, Pastor, Preschool Teacher, and other church members.

Accreditation

The National Academy of Early Childhood Programs accredits us since 1990. We have voluntarily undergone a comprehensive process of internal self-study, and invited external professional review to verify compliance with the academy's criteria for high quality early childhood programs – a program that provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

Philosophy

The philosophy is recognizing that children grow in stages, we treat each child as an individual by allowing him/her to work and play at his/her own level. We teach a love of learning by allowing children to fully experience their own stage of development without pressure. Both our indoor and outdoor environments are carefully planned to encourage independence and provide choices. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large motor, practical life, dramatic play, language arts, fine motor and manipulatives. St. Stephen Preschool, in conjunction with the parent, is the educational setting which knowledge, culture and values are developed.

Our goals are...

- To promote cooperation.
- To increase independence in meeting and solving problems.
- To promote confidence.
- To promote language development.
- To help the child develop large motor skills such as climbing, running, jumping, balancing, pedaling, swinging, etc.
- To help the child develop small motor skills such as cutting with scissors, building with blocks, working with puzzles, stringing beads, manipulating play dough, controlling crayons, holding a paint brush, etc.
- To foster an appreciation and acceptance of the multicultural world we live in.
- To further intellectual development by fostering cognitive learning, concept formation, self-awareness and curiosity.
- To develop the imagination through dramatic play.
- To foster creativity through open-ended art and music experiences.
- To help the child learn how to follow directions, complete tasks, and develop impulse control.
- To encourage the expression of feelings in acceptable ways.
- To encourage a positive attitude. This, along with competency, develops a positive self-image.

Mission

St. Stephen Preschool serves children 2 ½ through kindergarten. The school is committed to provide a well-rounded program to develop the spiritual, intellectual, physical, emotional and social skills of our students. Our students are being prepared to be full participants in their faith and community.

Administration and Staff

The administrative officer of St. Stephen Preschool is the Director. The Director is in charge of daily programs and situations. The importance of quality teachers cannot be underrated. Our teachers are carefully chosen for their experience and training in the field of Early Childhood Education and Child Development, as well as their warmth and sensitivity to the needs of young children and their parents. The teachers and Director participate in a continuous program of in-service education and studies for professional advancement in order to remain aware of current research and alert to the ever-changing needs of today's families.

Admission Policies

Children must be between 2 1/2 - 6 years of age and toilet trained. (No pull-ups or diapers allowed). We welcome all children regardless of ethnic background, nationality, or religion. Parent and child are required to visit the school prior to enrollment. This is to determine whether the preschool will be able to meet the particular needs of both parents and the child. This is a good opportunity for the parents to view the school and ask any questions about the program they may have.

If you wish to enroll your child and there is available space, you will receive a packet of forms. This packet also contains a Parent Handbook. The handbook needs to be read completely and both parents must sign Enrollment Agreement at the back of the handbook. **All forms must be completed and returned to the preschool office along with Physicians form by the first day of school.** All information submitted on the Enrollment Agreement and attached forms must be updated on an annual basis. Information contained in a child's file is confidential and released only when a written requested is submitted by a parent.

Children with Special Needs

All children are welcome. Our program makes every effort to serve children with special needs. For timely identification of your child's unique needs, an information sheet should be submitted during the application process. Should a special need be identified after enrollment, a special needs information sheet should be submitted to ensure your child's needs are met. Any and all information provided about your child's condition (s) shall remain confidential.

In some cases, our program may not be equipped to meet your child's unique needs. It is the Program's discretion to dismiss any child whose actions are deemed detrimental to other children or the program. Program personnel will provide information about other available programs and services in the area.

Classroom Rosters

Classroom Rosters are available in the Preschool Office.



School Hours

Office Hours:	8:30 a.m. - 3:00 p.m.
Early Birds:	8:00 a.m. - 9:00 a.m.
Regular Session:	9:00 a.m. - 12:00 p.m.
Kids' Club:	12:00 p.m. - 2:00 p.m. ***** Pilot program additional hour 2pm – 3pm *****

School Calendar

September 5	Open House & Parent Orientation
September 6 and 7	First Days of School
June 6 and 7	Last days of school

School Schedule

Rooms 1, 2 & 3

8:00 - 9:00	Early Birds
9:00	Arrival Time/Circle Time**
9:30	Outdoor Time***
10:15	Snack Time
10:45	Classroom Time*
11:45	Circle Time**
12:00	Goodbye/ Dismissal

* *Free Choice of a variety of educational activities including art, fine motor, and dramatic play*

** *Music, stories, sharing, body movement, and finger plays.*

*** *Sand, play equipment, trikes, art easels, dramatic play, and water play*

Kids Club Schedule

12:15	Hello/Lunch/Free play
1:00	Outdoor Time (<i>games, running, play equipment, and time with friends</i>)
1:45	Wash hands, circle time (<i>songs, stories</i>)
2:00 / 3:00	Good-bye/Dismissal time ***** Pilot program additional hour 2pm – 3pm *****

Holiday Schedule

Our school will be closed on the following days:

November 12	Veteran's Day
November 21 thru 23	Thanksgiving
December 17 thru January 4	Christmas / Winter Vacation
January 21	Martin Luther King, Jr. Day
February 18	President's Day
March 8	Parent/Teacher Conference Day
March 15 thru 19	Easter / Spring Vacation
April 11 - 13	CAEYC conference (Staff Development - tentative)
May 27	Memorial Day

We reserve the right to close the school 2 days a year for Staff Development.

FINANCIAL POLICIES

Registration

A non-refundable annual registration fee of \$145. is required upon enrollment. Each additional child is \$75. There is a \$15 Earthquake Fee per child.

Security Deposit

Upon enrollment, a Security Deposit equal to one-month tuition is required. This deferred payment will be applied to your child's June Tuition. It is the first of TEN payments.

Withdrawal

If your child withdraws from school a FOUR-WEEK written notice is required and the security deposit is applied to a student's last month's tuition. If your child is withdrawn without a four -week and/or after April 30, 2019 the security deposit will be forfeited.

Tuition

When registering your child, think in terms of a 10 month school year. This annual tuition is divided into 10 (ten) equal payments (Sept - June). If enrollment occurs after the first month of the school year, the tuition amount will be adjusted accordingly. Because tuition is based on annual rates, there are no reductions for months in which there are fewer class days, such as September, December, January, April, June, illness, family vacations or any circumstances beyond the school's control.

Monthly Tuition

Monthly tuition, Kids' Club, & Early Birds fees are due at the first of each month. A bill will not be sent for tuition. Daily Kids' Club and Early Birds will be added into the following month's tuition. ***There is a 5% discount for siblings registered in the preschool. There is a 5% discount when annual tuition is paid in full.***

Monthly Tuition (9:00 to 12:00)

	Monthly	Annually
5 mornings	\$590.00	\$5,900.00
4 mornings	\$550.00	\$5,500.00
3 mornings	\$412.00	\$4,120.00
2 mornings	\$276.00	\$2,760.00

Monthly Tuition with Kids' Club

	KC until 2pm	KC2 + Monthly Tuition	KC until 3pm	KC3 + Monthly Tuition
5 afternoons.....	\$215.00	\$805.00	\$285	\$875
4 afternoons.....	\$171.00	\$721.00	\$227	\$777
3 afternoons.....	\$128.00	\$540.00	\$170	\$582
2 afternoons.....	\$ 85.00	\$361.00	\$113	\$389

Daily Kids' Club

12:00 - 2:00	\$11/day
12:00 - 3:00	\$16/day

Early Birds

8:00 - 9:00	\$7/day
8:30 - 9:00	\$3.50/day

Program Changes

In the event you need to change your child's days in school, or change your Kids Club schedule, the preschool office will need a 2 week written notice before the change can be made. Program changes will only be made ***IF*** there is space available for the desired program.

Late Payments

In order to meet payroll and operating expense, St. Stephen Preschool depends on tuition revenues for supporting its programs. All tuition is prepaid before service is rendered. The yearly tuition is divided into 10 (ten) equal payments due on the 1st day of the current month. There is no reduction in payment for absences, days off, or vacations. **There is a \$25.00 late fee for all payments received after the 10th day of the month.** Invoices are sent on the 25th of the prior month and considered late by the 10th.

If payments are not received by the 30th of each month, your child will not be able to attend school until the balance has been paid, unless an agreement has been arranged with the Director. Tuition payment policies are strictly enforced.

Returned Checks

There is a \$35.00 charge for all returned checks. The school reserves the right to ask for cash or money order to replace returned checks.

Sign In/Out Fee

If your child has not been signed in or out and you have been given two reminder notices, there will be a \$5.00 charge each time your child is not signed in or out.

Late Pick-up Fee

For children enrolled in any program (Regular hours, Kids' Club) there is a 10-minute grace period. For children who are picked up after the grace period, the person picking up child will be asked to sign a late pickup slip and a fee of \$1.00 for every minute will be assessed.

Arrival/Dismissal Procedures

Upon arrival each morning, bring your child to his/her classroom and sign him/her in. Our school day begins promptly at 9 AM. PLEASE BE ON TIME! Your child's transition from home and parent to school and teacher is facilitated by allowing him/her to start his/ her day when the other children start, not arrive after the others are involved in their play as well as missing an important part of the day.

Your child should be picked up and signed out promptly at 12 PM or 2 PM. If you are unavoidably detained, please call and let us know if possible. A few minutes seem very long to a child and they may become very anxious if they do not see you as soon as school is over. If your child has not been picked up 10 minutes past program hours he/she will be brought to the preschool office to be signed out there. There will be a late pickup charge for this as stated in our tuition policy.

Arrivals and departures are usually easier for the children if they are made quickly. If you have lengthy questions for your child's teachers, we will be glad to schedule time for you to have a conference. Children with disabilities will be addressed on an individual basis for arrivals/departures.

Take Home Items

Check to make sure you have all your child's belongings. The items he/she has made for the day are very important and represent a very serious effort on his/her part. Please label all items.

Rules Governing Release of Children

1. California State Law requires that every child be **SIGNED IN AND OUT BY A RESPONSIBLE ADULT**. (18 yrs.) Under no circumstances will we release your child to a person who is not on your emergency list **without prior written notice**. It is important to keep your Emergency Information Form up to date. Staff members have the right to inspect identification from any person who is picking up children. Department of Social Services regulations state that a responsible adult must escort to and from classes all children.

NOTE: The daily sign in/out sheets at the classroom door are legal documents. Your signature indicates the transferring of responsibilities for your child to/from the preschool. This must be done in ink and with your first and last name. There will be a \$3 charge if a parent neglects to sign in/out two times.

2. If only one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct the school of this fact, and must provide the Preschool Director with a certified copy of the court order confirming that one parent does not have visitation rights.



If after the school's closing time, a child is not picked up and the Director is unable to contact either parent or anyone on the emergency form, the police and Child Protective Services will be notified.

Health Policy

The Preschool is only licensed to care for children who are well. All children entering are required by law to have a pre-entrance physical examination and a completed Department of Social Services Physician's Report. Immunizations and TB tests are required for attendance in a licensed childcare center and requirements change from year to year. Please consult with the director or office personnel if there are any questions.

For the protection of all children, please keep your child home if she/he has any symptoms of illness. Your child should stay home if he or she has any of the following symptoms:

- Fever
- Diarrhea
- Sore Throat or Swollen Neck Glands
- Upset Stomach and Vomiting
- Head Cold or Any Other Communicable Disease
- Bronchial Infection
- Conjunctivitis (pink eye)
- Contagious Rash or Skin Eruptions
- Acting Listless, Drowsy, Headache, Flushed Face, Lack of Appetite or Any Behavior Out of the Ordinary.

Please note: Your child must be free of fever and diarrhea for at least 24 hours without fever reducing drugs before attending class. Please inform the preschool office if your child develops a communicable disease. If your child becomes ill at school, we will bring him/her to the preschool office and notify parent to take her/him home.

Allergies and Asthma

Parents must inform the director and teacher of any allergies suffered by the child. Food allergies are posted in each classroom as a precaution for all staff members or substitutes who may be serving snacks. Allergies to insect bites or pollen should also be mentioned to the teacher. Medications for severe allergic reactions and inhalers for asthma attacks can be kept at school and should be discussed with the Director. Some children do have allergies that have symptoms similar to colds. If your child has such an allergy a note from the doctor, so stating, should be in your child's preschool file so that he/she is not sent home unnecessarily.

Medication Policy

St. Stephen Preschool is not able to dispense any medication without a Medication Authorization Form that has been completed by the child's physician and signed by the parent and physician for all medications (prescriptions and over the counter).

Medical Authorization Forms are available in the school office. According to California law, we are allowed to administer medication when the "Parent Consent for Administration of Medications and Medical Chart" are completed by a parent. If more than one medication is to be administered each medication needs to be logged on a separate line. Parents must complete the Medication Log daily or we cannot administer medication. This applies to medication contained in prescription containers and medications in over-the-counter packaging,

All prescription medication must be current and include child's name, date, dosage and times to be given, physician's name, and in the original container with the label and legible directions and your child's first and last name marked on it. All medication will be stored in the school office in a labeled locked storage container with a cross. Office personnel will be notified of any child needing medication once we have documented and accepted the medication from Parent or Guardian. In the Director's absence office personnel can administer the medication. Office personnel will bring medicine out in a fire drill or earthquake when exiting the building. In an emergency trained staff can easily access the locked storage container and transport it safely out of the building.

The Director and trained staff will follow physician's instructions and accommodations will be based on individualized assessments of the child's needs and the program's ability to make the necessary modifications.

Administration of the medication will be by the lead teacher, followed by the Director and office personnel. Those staff members will be instructed by the parent on how to administer the child's medication. Staff members who are instructed will sign a form confirming they were advised by the parent on how to administer any medication or device. This form will be stapled to the Lic.9221 form. Staff will also be instructed on the proper disposal of any personal protection devices for any procedures. Staff will also be instructed by the parent of any cleaning procedures for any devices.

Incidental Medical Services (IMS)

Any child with Incidental Medical Services will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will accept children with the following IMS needs:

a.) Inhaled Medications

Notwithstanding any other provision of law, St. Stephen Preschool will administer inhaled medication to a child if all of the following requirements are met:

(1) St. Stephen Preschool has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

(2) St. Stephen Preschool complies with specific written instructions from the child's physician to which all of the following shall apply:

- (A) The instructions shall contain all of the following information:
- (i) Specific indications for administering the medication pursuant to the physician's prescription.
 - (ii) Potential side effects and expected response.
 - (iii) Dose-form and amount to be administered pursuant to the physician's prescription.
 - (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - (v) Instructions for proper storage of the medication.
 - (vi) The telephone number and address of the child's physician.
- (B) The instructions shall be updated annually.

(3) The staff person that administers the inhaled medication to the child shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.

(4) Staff will complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent or legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.

(5) For a specified child, the licensee or staff person who administers inhaled medication has been instructed to administer inhaled medication by the child's parent or guardian. Training materials pertaining to nebulizer care that licensees or staff receive in the process of obtaining or renewing a pediatric first aid certificate will be kept on file. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate.

b.) For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.

EpiPen Jr. and EpiPen

St. Stephen Preschool will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we will still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226.

The use of these devices are emergency supportive therapy only and are not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Medications

“Medications” include prescribed as well as over-the-counter medicines. Parents must sign the liability release section of the medication form for any medication to be administered. We will not dispense any medication without a doctor’s signature. The Director and staff will follow the physician’s instructions and accommodations will be based on individual assessments and the programs ability to make the necessary modifications. No exceptions will be made to the procedures for medications. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication. Any medications that are unused or expired will be returned to the parents for disposal.

First Aid and Injury Reports

The preschool staff uses its best efforts to supervise children, prevent accidents and avoid aggressive conduct between children. Nevertheless, it is reasonably foreseeable that accidents may occur due to the inherent nature of the program and the young age of the children. Falls or minor injuries from play equipment, as well as other incidents such as scratching and biting may occur during the school year. If the severity of the injury warrants parental notification, an injury report (in duplicate) will be written and presented to the parent at pick-up time. One copy will be kept on file in the preschool office and the original goes to the parent.

In accordance with state regulations, the staff will wash injuries with soap and water as well as apply a bandage and triple antibiotic ointment, if needed. Ice packs may be applied in cases of potential swelling. Parents can take other medical measures once the child is back in their care. In case of serious injury such as head trauma or a broken bone, we will make every effort to contact you or your emergency contacts. **It is necessary that you keep the school up to date with these numbers.** Paramedics may also be called if necessary. Teachers are re-trained regularly in CPR and children’s first aid procedures.

Child Abuse

Whenever circumstances suggest a reasonable suspicion of child abuse, these circumstances will be reported immediately to the proper agency, as determined by licensing regulations within the applicable jurisdiction. The legal requirement does not include prior notification of parents by the school.

Emergency Procedures

Fire and Earthquake drills are practiced regularly so that everyone knows exactly how to do what, when, where and why. If a fire were to occur, the children would be escorted to the grassy area by the school parking lot.

In the event of a minor earthquake, you are the best judge of the effect it will have on your child. If you think he/she would be upset by it, come to the school and pick up your child.

In the event of a more serious earthquake, we know you will come to the preschool promptly to pick your child up. However, if it is necessary for the school to keep your child for up to 24 hours, we have an Emergency Preparedness Plan. At the beginning of the school year, you will be given information to purchase an earthquake kit for your child(ren). Information regarding the purchase of an earthquake kit will be sent to you in August. The payment is due by the end of the first week of school.

In the event of a catastrophe that requires the evacuation of the preschool (such as a fire), listen to the radio for the Red Cross Evacuation centers. We will be all together. **No Child will be released to anyone not listed on the pick-up list.**



Safety Policies

PLEASE BE SURE GATES ARE CLOSED UPON ENTERING AND LEAVING THE SCHOOL YARD. Please keep your child close to you in the school parking lot, as many cars are entering and leaving during the day. PLEASE DO NOT PARK IN THE HANDICAP PARKING SPACES EVEN FOR A FEW MINUTES. PLEASE DO NOT LEAVE ANY CHILD UNATTENDED IN THE CAR.

CELL PHONE FREE ZONE – Please refrain from talking on your cell phones when dropping off and picking up your child from the preschool. Although cell phones provide important functions in our society, they do interfere with parent-child relationships, safety, and teacher communication when used at the preschool.

Parent Orientation

A **mandatory** parent orientation meeting for **one** or **both** parents will be given at the beginning of the school year. At this meeting we will share pertinent information about the school and we will try to answer any questions you may have about our program. You will be notified by mail of the time and date of this meeting.

Classroom Observations/Visits

You are most welcome to observe your child's class. However, in the best interests of all the students, arrangements are to be made in advance with the teachers or directors.

Parent Conferences/Assessments

Parent conferences are scheduled two times a year. This gives parents the opportunity to discuss their child's development with the teachers. You do not have to wait for the teachers to call for a conference. If you feel that a conference would be helpful, you should make an appointment with the teachers when you feel the need for one. However, the time to discuss your child is **NOT** at the classroom door when you bring or pick-up your child. The child should not be present during the conference, and it should be when the teachers can give you their full attention.

Informal and formal assessments are used to gain insight into each child's social, emotion, cognitive and physical growth and development. Each classroom collects checklists, developmental assessments, work samples, photographs and anecdotal records to place in each child's portfolio. This information is used to make informed curriculum and planning decisions so as to provide appropriated activities that will enhance each child's development. The portfolios are confidential and will be viewed by the parents of each child and teachers. Your child's folder may be viewed at an appointment made with the teacher.

Parent Communication/Participation

We welcome parents' participation in our school not only for your child's benefit but also for the benefit of our school. Such participation will include helping with class parties, reading stories, singing songs, playing instruments sharing your vocation, and family customs. Parents are encouraged to communicate any information that will enable the school to better serve their child. We hope to incorporate your child's life in their education. We also enjoy teaching our students about different traditions in which families participate.

Parent Education

Information about parent education meetings and special days such as Dad 'n Me Day, Mom 'n Me Day, will be announced in our monthly PRESCHOOL NEWS, school and classroom bulletin boards.

PROGRAMS

Early Birds

If you wish to bring your child to their classroom before 9am, you may take them to the Early Bird classroom and sign them in. This is usually their regular classroom, though it is best to check the entrance gate for a sign designating any change to the Early Bird classroom. Please be sure to record the correct time your child arrives. We keep track of the days during the month and add this to the following month's tuition.

Daily Kids' Club and Lunch

If you wish to leave your child for Kids' Club you may sign up daily. The sign-up sheet is hanging on the inside of the preschool office door. We keep track of the days during the month and add this to the next month's tuition. If your child IS OR IS NOT going to stay we must be notified before 10:00 AM. We need to know this in order to plan sufficient staff.

If your child is staying for Kids' Club, be sure to pack him/her a nutritious lunch low in sugar. Glass containers are not permitted. Lunch is scheduled for 12:00 noon each day. The school will provide a beverage (usually milk). Children enjoy lunch in a familial atmosphere with their peers and teachers.

Special Kids' Club and Lunch

Your child may come at 12:00 for Kids' Club on the days they do not regularly attend school. You can sign up the day before in the preschool office or call the office before 10:00 am the morning of your plans. The cost for Kids' Club is \$11.

"Mommy and Me"

Our Parent-Toddler Program is for toddlers that are on or about 18 months old, and their parent or caregiver. This two-hour class meets one day a week in the morning offering appropriate indoor and outdoor play experiences in a safe environment. A parent discussion takes place under the leadership of an experienced teacher.



Summer Camp

A Summer Camp program is regularly offered. The nature of this program is subject to the availability of teaching staff and the number of children enrolled. A separate enrollment process takes place in the spring with fees and tuition set each year.

Clothing

Dress your child in clothes that allows him/ her to participate in all school activities (such as painting, playing on the rug, climbing, and digging in the sandbox, water play) without fear of getting messy. **Clothes such as elastic waist pants encourage self-help when toileting. We encourage your child to wear tennis shoes, or shoes safe for climbing and running. Cowboy boots, sandals or jelly type shoes are not safe for active play. All Sweaters and Jackets should be CLEARLY LABELED with the child's name.** We keep extra changes of clothes at school for emergency use. If your child should wear them home, please WASH AND RETURN TO SCHOOL PROMPTLY so we may have them ready for the next emergency.

Snacks

The school will provide a nutritious mid-morning snack for the children. The snack will consist of foods from two food groups in addition to a beverage (usually milk and filtered water). Please do not send punch or juice unless your child has an allergy. **No thermos bottles or glass containers.** Please inform the Preschool Office if your child has any food allergies.

Birthdays

Birthdays are a special time for your child. If you wish to have your child bring in something to share on his/her birthday, please adhere to the following guidelines:

- Limit your choice to ONE snack item. Some suggestions are Frozen Yogurt, Popsicles, Ice Cream Cups, Mini Cupcakes, Mini Muffins, Doughnut Holes, Rice Crispy Treats, Pizza, and Fresh Fruit.
- Let the teachers know **one week in advance**.
- **Keep the sugar, frosting and serving size to a minimum.**
- **NO CANDY, NO PARTY FAVORS, or BALLOONS**

For the children, the excitement is in the recognition of their special day -**NOT THE FOOD OR PARTY FAVORS OR BALLOONS**. Getting a birthday crown or badge, singing, being special at the rug time, is what makes our children feel special. Please help us maintain reasonable standards for our preschoolers' important events.

Birthday party invitations may be passed out in school **ONLY** if all the children in the class are invited to the party. Class rosters are available in the office if you would like to mail invitations to an individual child.

Share Days

The classrooms have special days for your children to bring a favorite "something" to school (book, toy, cassettes or CD's, etc.) to share with their teachers and classmates. Share time helps promote language development, and encourages social interactions among the children.

NOTE: Please do not send items of value, fragile toys, **toy weapons of any kind**, or toys with small parts. School policy imparts that guns, swords, play knives, and television super-hero action figures and accessories (ex: Power Rangers, Ninja Turtles, X-Men, Batman, GI Joe, Star Wars, etc.) are **not appropriate** to bring to school.

Photographs

Parent agrees that photographs and videos may be taken of the children during the course of the school day, both by the school and by parents at the school for non-commercial use only. The school photographer will also take a class group picture with your child to be made available to parents to purchase. Please sign the photo release form if you do not want your child to be photographed.

No Solicitation

There will be no soliciting allowed on the premises during preschool hours.

Suggestions

Your suggestions and constructive criticism are most welcome at any time. We are not and probably never will be infallible but we do care about our children and the job we are doing with and for them. You can help us to help them by letting us know what you like as well as what you feel we could do better.



Preschool Grievance Policy & Procedure

Any parent or group of parents with child or children presently enrolled in the school may submit a grievance in writing form and signed by all complainants. It must be specific and with documentation of complaint or grievance and with a list of steps already taken to solve the problem.

The Following Procedure will be followed:

- The initial grievance must be presented to the Director of the school in writing. The Director and complainants must agree upon a reasonable time for solution of grievance. A third and neutral party may be called upon to negotiate this time line.
- If no resolution is forthcoming the grievance may be taken to the Church Preschool Elder and Preschool Committee.
- The Preschool Committee must respond in writing to the complainants within one working week with an outline of their planned course of action. This may include follow-up study, conference with the preschool Director, or specific action.

Discipline

We encourage children to use his/her words to solve problems; redirecting the child to a constructive activity. We validate the child's feelings and emotions offering them an alternative way to express themselves. Giving positive verbal rewards encourages acceptable behaviors.

Termination Conditions

The school may terminate a child's enrollment in the school's program effective immediately upon written notice to parent of such termination, if any of the following conditions arise:

- a. Any payment owed by the parent to the preschool is not paid within fifteen (15) days after such payment is due;
- b. In the opinion of the preschool's administration, a child's behavior threatens the physical, mental health or well-being of one or more of the other children at the preschool. If reasonable accommodations will eliminate the threat, the child may be suspended until such time as the accommodation can be implemented;
- c. In the opinion of the preschool's administration, a parent's behavior threatens the physical, mental health or well-being of one or more of the preschool staff and/or is disruptive, destructive or detrimental to the integrity of the preschool;
- d. The child is picked up late more than three (3) times in any thirty (30) day period;
- e. On more than two (2) occasions within any thirty (30) day period, in the judgment of the preschool's administration, a child has obvious symptoms of illness when brought to the preschool, or a parent fails to pick up the child from the preschool promptly when notified that the child is ill.
- f. At time of termination a refund of unused tuition will be refunded.

St. Stephen Preschool can provide this handbook in other languages if needed.

St. Stephen Preschool Enrollment Agreement

This Enrollment Agreement is entered into this _____ day of _____, 20__ by and between
St. Stephen Presbyterian Preschool and

_____ the Parent(s)/Guardian(s), of
(Father) (Mother)

_____ whose home address is
(Child's full name)
_____.

The parent shall pay to the preschool the monthly tuition amount of \$_____. This amount shall be due and payable on the first day of each month. September 20__ through May 20_. The tuition deposit (DEF payment) paid upon enrollment is applied to the June tuition.

I/We have received and read the Plan of Action Parent Handbook and agree to abide by the policies and procedures of St. Stephen Presbyterian Preschool. (received electronically).

_____ St. Stephen Plan of Action Parent Handbook 20__ - 20__ (please initial)

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Director-St. Stephen Preschool

Date

Forms can be found at:

Parent's Rights Form (LIC 995)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC995A.PDF>

Personal Rights Form (LIC613A)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC613A.PDF>

Identification and Emergency Information Form (LIC 700)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/lic700.pdf>

Consent for Medical Treatment Form (LIC 627)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC627.PDF>

Child's Preadmission Health History form (LIC 702)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC702.pdf>

Physician's Report (LIC 701)

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC701.pdf>