

“Our mission is to educate students in excellence and integrity, to lead and impact society by fulfilling their destiny for the glory of God.”

Preschool Parent
Information Handbook
2019-2020



Office Hours
Monday—Friday 8:00 am-4:00 pm



18550 Farjardo St. Rowland Heights, CA 91748 (909) 718-8600

Revised March 2019

A Message from the Director



Welcome to our Southlands Christian Preschool family! Thank you for choosing our school for your child. We are looking forward to partnering with you this school year! At SCP we believe each child is “fearfully and wonderfully made” (Psalm 139:14). Our desire is to instill in our students the knowledge that they are children of the One True King– God; that they are beautifully created, loved, equipped and empowered to influence the world for Christ. We as a staff are dedicated to serving and loving your family as well as providing the best possible atmosphere for learning and growing.

Our Philosophy

Our program is tailored to providing intentional opportunities to promote child development. We do this through hand-on activities, centers, music, movement, small group instruction and purposeful play. Our focus is on whole child growth. We accomplish this by addressing the following five learning domains in all our lessons.

Cognitive

Emotional

Social

Spiritual

Physical

We believe that by providing a solid foundation and partnering with parents to spiritually, social/emotionally, physically and cognitively prepare children for school readiness and the plan God has for their life, as well as support parents to raise their children as God desires.



About BrightWheel

BrightWheel is a great form of communication between parents and teachers. You will receive photos and daily updates each afternoon. It is our hope that with this move to a paperless system, we might be able to serve our families better while saving our environment. The first day of school, you will be given an invite to join our school on BrightWheel. Additional friends and family can be added to your account through the contact list portal. Parents can also notify their child's teacher through the app to inform them of absences, or changes in schedule.



Preschool Security

At SCP we continually strive to offer a safe and pleasant environment. Our school is equipped with on site cameras and security personnel that observe, inspect and serves our school community throughout the entire day.

safe and pleasant environment. Our cameras and security personnel that observe, inspect and serves our school community throughout the entire day.

In addition, parents are given a code to open the front gate. Please remember to **close** the gate.



Preschool News

In order for us to run a successful academic distraction free environment during our program, our students must be in a academic time (8:45am-9:30am). All students in our BLUE and RED rooms must be signed in before 8:45am or after 9:30am.

program, our students must be in a academic time (8:45am-9:30am). All be signed in before 8:45am or after 9:30am.



Daily Schedule

6:30-8:00 AM Greet Children/ Morning Activities- In Opening Room

8:00-8:45 AM Purposeful Play Centers

(Fridays Only- Morning Outside Assembly Prayer Praise/Worship, Flag Salute)

8:45-9:30 AM Academic Readiness Time

9:30-9:45 AM Prayer/Snack

9:45-10:15 AM Recess "A" Rooms/ Bible Time

10:15-10:45 AM Recess "B" Rooms / Bible Time

10:45-11:15 AM Enrichment Classes (Spanish, Music, Library, Sign Language) (all classes except 2 year olds)

11:15-12:00 PM Developmental Centers/ Arts & Crafts/ Cooking/ Science

12:00-12:45 PM Lunch

12:45-1:00 PM Potty & Wash Up

1:00-3:00 PM Rest/Nap Time

2:30-3:00 PM Writing Skills (4's class only)

Extended Day Care Begins at 3:00 PM

3:00-3:15 PM Transition Time

3:15-3:30 PM Potty & Wash Up

3:30-3:45 PM Snack

3:45-4:00 PM Song & Story (Mondays: Chinese Class)

4:00-5:00 PM Outdoor Play Activities

5:00-6:00 PM Potty & Wash Up/ Inside Activities in Closing Room

Chapel Day On Monday's at 10:00

(Two's schedule subject to change) *Outside activities subject to change according to weather

Signing In & Out Procedures

- Failure to sign a child in or out will result in a \$10.00 charge
- In order for another person to pick up your child, they must be added to the emergency form
- Please check the file folder located below the parent wall, **daily** for student work to go home
- Please be mindful of keeping your child's cubby free of clutter, extra jackets and toys
- Please provide your children breakfast, PRIOR to entering their classrooms

Tuition Payments

Registration Fee: \$200 **Monthly Tuition:** Full Day (6:30am-3:00pm) \$780 / Extended Day (6:30am-6:00pm) \$855

- There is an additional \$75 charge for non potty trained children. (Children over the age of 3 will not be admitted if not potty trained)
- Tuition is due the **1st of each month**. If received after the 10th, you will be charged a \$35 late fee
- You may pay tuition at the preschool office or through the monthly link sent by the accounting office
(Please note if you do not receive an invoice by the 1st, please come into the preschool office to make a payment to avoid a late fee)
- Tuition is prorated the month that the child begins school
-
- We require at least 1 weeks notice when switching to and from Full Day/Extended Day

Withdrawal Procedures

- We require at least 1 week advanced notice **in writing** before you plan to withdraw your child.
- There will be no prorated tuition for the months of December or June, if you choose to withdraw your child at this time.
- The week begins the day that the office receives your withdrawal form.
- You will be charged for one week's tuition (5 days) if no notice is given



Hot Lunch Program

- Our hot lunch/cafeteria company is called **Bevaris**. They offer well balanced and nutritious foods made on campus and delivered to your child's classroom.
- Orders can be placed in the cafeteria on the same day as long as it is before 9:00am




Daily Snacks

- As a part of tuition, your child will be provided with 2 healthy snacks a day (9:30 am & 3:30 pm)
- 1% milk is provided, but students with allergies may bring non dairy milk that we will serve and store
- Snack menus are available to view on the parent info board in every classroom

*Children with allergies may bring alternative snacks

-



Lunch

- Students may bring a lunch from home. Please provide healthy foods and no candy

*Sample lunch from home:

- Protein/Grains (Meat, beans, bread) - Fresh fruit/vegetable side (carrot sticks, apple slices) - 100% Juice
- Microwaves are available in each classroom, but please be mindful of the time it takes to warm up certain foods (NO microwavable Mac & Cheese please)
- If you forget to bring a lunch, the school will provide your child with one emergency lunch and bill you \$6.00 (Only two emergency lunches per month)

We are a NUT FREE campus. Please do not bring any food items that contain nuts.



Illness Policies & Procedures

Daily Health Screening

- We are very concerned about the health of your child as well as that of other children in our care. The State Department of Health and Welfare requires a physical examination and verification of immunizations upon enrollment. Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. Each day our staff will ensure that each child is healthy enough to stay at school by doing a quick health inspection. Additional attention will be given to those children who have been absent because of an illness or have been exposed to a contagious disease. The adult bringing the child to the center shall remain until the child is accepted. If your child has been ill during the night, you will save time and stress by keeping him/her home. Do not expose other children to colds and contagious diseases. If your child is not well enough to go outside he/she is not well enough to be at school. A child who becomes ill during the day will be isolated and the parents will be notified and expected to come or arrange for someone else to come immediately for their child. If a parent cannot be reached, another adult on the child's Emergency Form will be called.

to wait too long. If your child is absent due to illness for more than one day, please call the office (626) 963-8216 to inform us. For one-day absences we do not require a phone call. Following any serious illness, a doctor's statement will be required. This is for the protection of all children

Medications

- **All** prescribed or non prescribed medication must have written authorization from the child's doctor.
- When bringing any medications to school, please attach the completed Medications Permit, along with the doctors note to the medication and bring to the office.
- Please note that **sunscreen and diaper cream are considered to be medications** and must be accompanied by the permit and doctors note as well



Guidelines for Excluding a Child From School

Certain symptoms may suggest the presence of a communicable disease. Children who have the following symptoms should be kept home for 24 hours or until symptoms disappear

(In some cases a doctors note will be required)

- **FEVER** - axillary or oral temperature of 99.7 or higher
- **RESPIRATORY SYMPTOMS**— Difficulty or rapid breathing, severe coughing; child makes a high pitched croupy or whooping sound after he coughs. The child is unable to lie down comfortably due to continuous cough.
- **DIARRHEA**— An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **VOMITING**— If child has been vomiting within the past 24 hours
- **EYE/NOSE**— Child appears to have Pink eye or swelling in the eyes. Thick mucus or pus draining from the eye or nose
- **SORE THROAT**— Sore throat especially when accompanied with swollen glands, fevers or signs of hand, foot & mouth disease.
- **SKIN PROBLEMS— RASH/SCABIES** Skin rashes undiagnosed or contagious. Infected sores with crusty or yellow drainage. Signs of hand, foot & mouth disease.
- **ITCHING**—Persistent itching (or scratching) of body or scalp
- **LICE**— Any and all signs
- **PAIN**— Persistent pain in any area of the body
- **APPEARANCE/BEHAVIOR/UNUSUAL COLOR**—Child looks or acts differently: unusually tired, pale, flushed, lacking appetite, confused, irritable, and difficult to awaken. Yellowed eyes or skin; stool—grey or white— urine-dark, tea colored; these symptoms can be found in Hepatitis and should be evaluated by a physician

Birthday Policy

We as a preschool look forward to celebrating your child's special day. If you would like to participate, you may send a nut free birthday treat to school for the children in your child's class. Please check with your child's teacher for any other student allergies. The celebrating of your child's birthday will be held during snack time (9:30 am). If scheduled ahead of time, a lunchtime party can also be planned.

Please note our party policies:

- Cupcakes or mini donuts are preferred over cake
- No soda or red punch; if you wish to send a drink, please send milk or 100% fruit juice
- Plates, cups, napkins, forks or spoons, need to be provided
- You may also bring goodie bags or a small treat to send home
- *For the safety of our children, please no hard candy in goodie bags*

Please notify your child's teacher if you are planning to have a party at school as we often have children who have the same birthdays.



Napping Procedures

Napping is an important part of the preschool day. It allows children's brains the opportunity to re-boot and process information learned. Our teachers work hard to create a calming and peaceful environment for all nappers.

- We nap from 1:00 pm-3:00 pm everyday.
- Students are assigned their own private cot for sleeping.
- A new cot sheet will be issued on the first day of school. A note will go home if and when it needs to be replaced.
- Sheets will be sent home every Friday along with the blanket and pillow to be laundered.
- Napping supplies must be returned every Monday. If forgotten, a loaner sheet can be rented for \$2 per day.

Parents,

please

provide every Monday:

1. Small blanket
2. Small pillow (optional)
3. One large pillow case (to carry blanket, pillow and sheet in-NO BAGS PLEASE)

*All items must be labeled with your child's name



Holidays/No School

The school will be closed on the following holidays:

New Years Eve and New Years Day

Labor Day

Martin Luther King Jr

Thanksgiving Day and the day after

President's Day

Memorial Day

Good Friday

Christmas Eve and Christmas Day

Independence Day

There are a few non-holidays when the school is closed. A week before school starts are set aside for staff orientation and prep days. In addition, we are closed the day following the last day of school in May. This day is set aside for summer prep. Refer to the current yearly calendar for actual dates.

*There are a few days the school closes early. Ex: Christmas Musical, or the day before a holiday break.



Vacation Policy

Vacation time is allowed and given if your child is enrolled for a complete school year. Your child will have needed to be enrolled at least three months before eligible to receive vacation credit. A vacation slip must be filled out and submitted two weeks prior to vacation in order to receive "vacation" credit as follows:

Our school is year round. If your child is enrolled for the year round program, you are entitled to a one week vacation absence in which your child's enrollment will be continued, with no charge, prorated for that month of tuition. Vacation credit needs to be used in its entirety.



Guidance Policy

The following are examples of behavior guidance techniques. Because each child is unique, there is no one style that will work uniformly with all children. Our teachers are committed to these procedures:

1. Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child.
2. Know the age characteristics of children; some behavior may be typical of a stage that children are going through.
3. Communicate respectfully with the children by listening to their feelings and talking with them as valued individuals.
4. Praise desirable behavior.
5. Extinguish unacceptable behavior by stating your expectations (keeping in mind the development age of each individual child) beforehand. Remind the child of the acceptable behavior without focusing on the negative.
6. Remind the child of consequences of undesirable behavior. Consequences such as the "thinking spot", loss of privileges, redirecting, a note or phone call home.
7. When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a Brightwheel note will be sent explaining the problem or a phone call will be made to the parent.
8. If a child becomes a frequent discipline problem, a teacher/director conference will be arranged. If behavior continues and does not improve suspension, or a withdrawal may be considered.



Biting Policy

Biting Policy

Although it is not uncommon for young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort the child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, the parents will be contacted immediately. However, if the bite is superficial, and the child has returned to play, then both sets of parents will be advised of the incident through brightwheel.

When a child bites, it is generally for one of the following reasons:

- Out of curiosity – “what will happen if I.....ouch!”

Out of ownership – trying to get something from another child.....ouch!

In the instance if a child bites, the teachers will try to determine which type of biting scenario has taken place. Then, they will closely monitor the situation, hoping to intercept the next “need to bite” – accompanied by a stern “NO”.

Language is the tool of choice, with “No!” and “Mine!” being used most frequently. These verbal warnings alert the teachers that it may be time to intervene, and redirect the playmates involved in another direction. If biting occurs it is Southlands Christian Preschool's policy:

- **1st offense** – The child who bites will quickly be placed in the “thinking spot”, while the teacher comforts the child who has been bitten and attends to cleaning the bite. Then, the teacher will return to the “Thinking Spot” and speak with the offending child about what has happened. The child is reminded that teeth are for eating food & smiling, not for biting. Both sets of parents will be informed of the incident.
- **2nd offense** – The child's parents will be asked to keep their child at home for one day, and focus on helping the child understand that biting is unacceptable.
- **3rd offense** – The Preschool director will determine whether the next step will be further time at home, or removal from the program for the remainder of the school year.



Additional Fees

In order to run and maintain a fully licensed, safe and outstanding preschool program, we must ask parents to adhere to all rules and procedures. The following additional fees will be given to parents in order to help us better facilitate this need.

Spare underwear: \$3.00
No signature: \$10.00
Emergency Lunch: \$6.00
Spare cot sheet: \$2.00 per day
Sheet replacement: \$12.00

Late pick-up

Full day after 3:15

fees:

pm— \$10 per hour

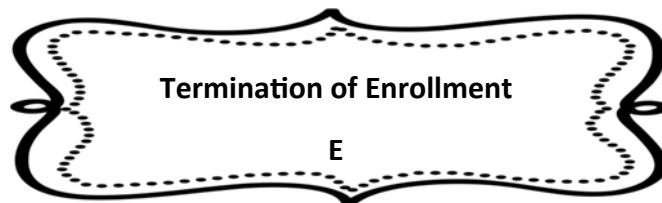
Extended day after 6:05 pm — \$1 per minute

If late on a consistent basis, you may be asked to withdraw.



Toilet Training

Southlands Christian Preschool requires an additional fee for toilet training. Your child must be trained fully for one month without accidents before eliminating this fee.



Termination of Enrollment

E

The preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of the policies include:

- Tuition payment has not been received by the end of the month
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.
- Late too often. We close promptly at 6:00 pm for extended day.



Student Check List

State Forms

- Identification & Emergency
- Pre-admission health history
- Physician's Report
- Consent for Medical Treatment
- Notification of Parents Rights
- Personal Rights
- ◇ Copy of immunization record
- ◇ Student release permission form
- ◇ Permission to photograph
- ◇ Classroom use of movie, video, and/or computer games
- ◇ Student personality profile
- ◇ Acknowledgment of receipt of Parent Handbook

Supplies

- ◇ Extra change of clothes including: Socks, underwear, shirt, pants/shorts, shoes (2 year old only)
 - *Please place all items in a labeled Ziploc gallon size bag
- ◇ Napping blanket (labeled), small pillow, and a plain colored pillow case
- ◇ Labeled water bottle

Additional donation items:

- 2 boxes of Kleenex 2 hand soaps
- 2 sanitizing wipes

