

# *Table of Contents*

Admission Requirements.....	11
Arrival and Departure.....	14
Birthdays .....	16
Biting.....	21
Breakfast.....	13
Car Seats.....	22
Clothing.....	19-20
Conciliation Agreement.....	11
Concept Goals.....	7-8
Contagious Diseases.....	17
Discipline Policy.....	20
Disenrollment.....	12
Emergency Procedures.....	16
Field Trips.....	21
Goals.....	3-4
Harassment.....	12
Holidays (Preschool Closed).....	14
Hot Lunch Program.....	13
Hours of Operation.....	13
If Your Child is Upset.....	15
Illness.....	17
Immunization Requirements for Preschool Entry.....	19
Lost and Found.....	20
Medication: Prescription/Over the Counter/Allergies or Chronic Illness.....	18
Mission Statement.....	3
Monthly Curriculum Themes.....	8-9
Nebulizer Care.....	19
Organization.....	3
Parent/Teacher Conferences.....	21
Parent Newsletter.....	21
Parking.....	14
Permission to Publish.....	21
Philosophy and Purpose .....	3
Preschool is a Place for Learning.....	6
Preschool Schedule.....	10
Program.....	5
Potty Training.....	13
Reminders.....	22
Reporting Child Abuse.....	22
Rest Time .....	17
Share Day.....	16
Sign In/Out Procedures.....	14
Snacks.....	13
State Licensing.....	19
Student Accidents.....	16
Student Release Authorization Cards.....	15
The First Few Weeks.....	15
Tuition.....	12
Vacation.....	16
Weekly Lesson Summary.....	21
Withdrawal.....	16

## *WELCOME TO FOOTHILL CHRISTIAN PRESCHOOL*

*Dear Parents,*

*We welcome you and your child to Foothill Christian Preschool! We strongly believe that open communication between parents and our staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you.*

*Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity and language are largely formed by the time your child is six years old.*

*Foothill Christian Preschool is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child's physical, social, emotional, mental and spiritual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning.*

*Excellent learning material and our dedicated staff combine to enhance the learning process and help each child grow and develop. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image. Our philosophy and staff make Foothill Christian Preschool uniquely qualified to help support you as you raise your child.*

*The purpose of the handbook is to share information and ideas with parents, to promote understanding of our program and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies and services.*

*Sincerely,*

*Vicky Gutzwiller  
Director*

## ***Mission Statement***

The mission of Foothill Christian Preschool is to provide families with a Christ-centered, Biblically-directed education which encourages the development of a personal relationship with God and which instills the vision and practice of excellence in academics, character and service to God and others.

## ***Organization***

FOOTHILL CHRISTIAN PRESCHOOL was organized by Foothill Christian Center Glendora' First Assembly of God. The preschool is a non-profit community service.

Foothill Christian Preschool is a member of the Association of Christian Schools International (ACSI). We are fully licensed by the State of California.

## ***Philosophy and Purpose***

Our preschool is a Christian school and, therefore, emphasizes Christ-centered teaching. The Bible is the integrating factor around which all activities and subject matter are correlated. We will be introducing to your child the things of God and discover Him as a real and vitally personal part of their young lives. We believe the Bible is the inspired and only infallible Word of God and acceptance of Jesus Christ as our personal Savior is the only way to enter heaven.

Behind all the planning for the preschool is the philosophy that these early years are the foundation upon which future learning depends. Our aim is to provide an environment where your child will experience their happiest times. Recognizing the importance of balanced growth, our staff will provide opportunity for the Social/Emotional, Intellectual/Cognitive, Physical and Spiritual Development of your child.

## ***Goals***

We are established to promote preschool education with a spiritual dimension for the boys and girls of the Glendora area. Our primary goal is to help each child achieve Christian maturity as illustrated in the life of Christ (Luke 2:52). We also want to provide an adequate environment and program consistent with the highest standards that will allow your child to develop to their maximum potential.

### **Social and Emotional**

1. To develop a positive self-image and the sense of self-acceptance within each child.
2. To provide an environment that will encourage a sense of security in each child.
3. To help the child develop a feeling of acceptance by his teachers and peers.
4. To help the child learn to accept change and disappointment.
5. To help the child express himself and release hostility and tension in a socially accepted manner. To use language to express self, developing positive conflict resolution.
6. To value family relationships and understand the importance of obeying parents and teachers.
7. To begin to learn the art of sharing. Sharing their own ideas and also toys and other items with friends and family.
8. To begin showing empathy and kindness to family and friends.
9. To enjoy and participate in child-to-child and child-to-adult interactions. To communicate effectively using their words and to comfortably participate in group discussions.

## **Intellectual/Cognitive**

1. To develop the feelings of competence and satisfaction in the mastery of new skills and concepts.
2. To build a positive attitude toward education for the present and future.
3. To help each child develop a sense of responsibility.
4. To stimulate the child's curiosity and imagination and contribute to his development of ideas and concepts.
5. To encourage the child to gain deeper understanding and a greater awareness and appreciation of the world around them.
6. To teach the basic educational program (science, social science, language, literature, numbers, recognition and sounds of letters, concept learning, music, dramatic play, art, cooking, computers and play) in ways children can comprehend and learn at their own pace.
7. For numbers: To understand math vocabulary, concepts and directed activities through counting, sorting and comparing skills. Also, to work well with manipulative to achieve an appropriate transition into formal schooling.
8. For Language and Literacy: To understand the importance and use of language in the environment. To participate in receptive language activities using literature as the foundation tool and to have a desire to look at books with text and illustrations. Also, to engage in expressive language experiences that foster growth in language proficiency. For prewriting skills: To be able to write their own name and some alphabet letters and to understand that print carries meaning. Letter sounds: To be aware of different letter sounds and begin to hear rhyming sounds in prominent words and become phonemically aware through classroom activities designed for that purpose.

## **Physical**

1. To protect the health and provide a safe environment for the young child.
2. To acquire and refine the fundamental movements of balance, rhythm, movement, touch and coordination.
3. To stimulate the development of large and small muscles and total physical health.
4. To help the child acquire proper health habits and to recognize that their body is created by God, and that it takes special responsibility to care for it.

## **Spiritual**

1. To provide an atmosphere and program in which children are learning to live in a Christ-like way of life.
2. To stimulate and help the child to develop a love for others.
3. To understand that God is a loving God and to understand that Jesus is God's Son and know that Jesus wants to initiate a personal relationship with each person.
4. To understand that the Bible is a special book. To understand that the Bible is God's Word and to know that the Bible contains truth (stories that are fact, not fantasy). To comprehend that Bible truths share character lessons.
5. To use prayer to express their thoughts and needs to God. To understand that prayer is talking to God and to know they can request His help to take care of them and to know they can ask for His help in being kind and thoughtful to others.
6. To know God created the world and to enjoy direct experiences with nature. To know that God wants each person to care for the world.

The aim of Foothill Christian Preschool is to spiritually, socially/emotionally, physically, and Intellectual/cognitively prepare children and their families for the coming years of formal schooling. Parent will do the following:

Understand the importance of being the primary educator of their child and of participating in the educational process. They should partner with the school in providing an enriched

educational experience for their child. Also, to understand the significance of continuing Christian education through elementary, secondary, and college year.

## ***Program***

Our preschool has a planned curriculum. Each classroom has planned activities geared to the interest and level of that particular age group. Your child will be exposed to the following areas:

*PHYSICAL DEVELOPMENT*- Toys and playground equipment are used to develop muscular coordination and control.

*BIBLE*- To help children develop a love for God and others. Also, to teach them that Jesus is God's son and how much He loves them. Spiritual truths are taught through weekly chapels, Bible stories, pictures, flannel graphs, stories, puppets, songs, tapes, videos and a Bible memory verse program.

*ART*- Includes easel and finger painting, clay, play dough, crayons, felt pens, chalk, paper, glue, scissors, collage, constructions. . . to stimulate the child's imagination and help him express his feelings and ideas through artistic activities.

*MUSIC AND DRAMATICS* - Music appreciation is developed through listening to tapes, CDs, musical games, rhythm instruments, and group singing. Dance is taught through Dance Street West and Gymnastics through Charter Oak Gymnastics for an additional fee.

*SCIENCE*- Our science program is an active and on-going program that uses magnets, magnifying lenses, prisms, measuring, color paddles, plant and animal life, nature and sensory materials which enhances the curriculum. Also, making reasonable cause and effect conclusions of the world God has made for us.

*GAMES* - Manipulatives, problem-solving, matching, sorting, shape and color discrimination, counting materials of varying degrees of difficulty, offer opportunity for decision making, free choice of working alone or interrelating with other children.

*LIBRARY*- Books are available to the children to enrich children's experiences and interest.

*COOKING* - Simple cooking experiences develop many skills and concepts, as well as enriching the vocabulary. It also stimulates conversation and appreciation for group effort.

*MATH* - Concepts of how many, more or less, small and large and big and little are introduced. Numerals 0 to 20 will be taught with emphasis on the concept of how many.

*LETTERS AND SOUNDS* - We present a very basic instruction on how to print letters both in upper and lower case. Introduction to the phonetic uses of the alphabet will also be taught.

*COMPUTERS* - We offer computers with a large variety of skilled programs, which are age appropriate. Since children's perceptual skills mature greatly between the ages of 3 to 5, the computer training is geared to compliment that development.

## ***Preschool is a Place for Learning***

### ***A CHILD LEARNS WHEN:***

He has a great variety of experiences--stimulation and contact with people and objects. These experiences have meaning to him and are suitable to his age.

He has opportunities to satisfy his curiosity and learn through discovery.

He works and plays in a pleasant place where he has more chances for success, than failure.

He has opportunities for free play to practice what he learns.

The preschool program is based upon the understanding that children are individuals. In order to provide for the needs of all children, the preschool provides:

\*A wide variety of play equipment, playmates, and helpful adults in surroundings with enough space.

\*Periods of activity and rest, with both free play and more organized quiet activities.

\*Small and large group experiences with story telling, opportunities for discussion and vocabulary building, science, music, finger plays, songs, Bible stories, activities involving numbers, colors and shapes.

***REMEMBER. . .***

Growth is continuous and UNEVEN.

And no two children grow in the same way.

## ***Concept Goals***

Following is a list of concepts taught at our preschool. The children will be working on these goals throughout the school year. There will be other concepts that they will be learning, but the following items are taught for mastery.

### ***Concept Goals For 2 yr. Olds***

- |     |                                |     |                                      |
|-----|--------------------------------|-----|--------------------------------------|
| 1.  | Concept of "one"               | 16. | Follows simple directions            |
| 2.  | Concept of "two"               | 17. | Throws a small object two feet away  |
| 3.  | Counts 1-5                     | 18. | Independence at potty training       |
| 4.  | Matches two color samples      | 19. | Listens to simple stories and songs  |
| 5.  | Recognizes shapes (9)          | 20. | Identifies loud/soft                 |
| 6.  | Recognizes 1-5                 | 21. | Catches a rolled ball and rolls back |
| 7.  | Recognizes colors (8)          | 22. | Jumps with two feet                  |
| 8.  | Groups things together by size | 23. | Claps to music                       |
| 9.  | Points to big/little           | 24. | Walks on tip toe                     |
| 10. | Paints with large brush        | 25. | Hops on one Foot                     |
| 11. | Applies glue and paste         | 26. | Matching alike pictures              |
| 12. | Colors with large crayon       | 27. | Knows basic body parts               |
| 13. | Draws a horizontal line        | 28. | Peels stickers off sheet             |
| 14. | Uses scissors with one hand    | 29. | Says please and thank you            |
| 15. | Rolls pounds and squeezes clay | 30. | Interacts with friends               |

### ***Concept Goals For 3yr. Olds***

- |     |  |     |   |
|-----|--|-----|---|
| 1.  | Counts 1-10  | 17. | Names plural form   |
| 2.  | Recognizes 1-10  | 18. | Letter recognition  |
| 3.  | Sorts objects by size, shape & color                           | 19. | Alphabet role   |
| 4.  | Matches two color samples                                      | 20. | Places objects in their outlines  |
| 5.  | Recognizes shapes (9)  | 21. | Hops on one foot two or more times  |
| 6.  | Concepts big/little, short/tall                                | 22. | Follows two directions  |
| 7.  | Concepts full/empty  | 23. | Understands opposites   |
| 8.  | Understands number concepts up to 10                           | 24. | Catches ball 5 to 8 feet  |
| 9.  | Uses scissors but does not necessary<br>Follow lines           | 25. | Holds crayon with fingers not fist  |
| 10. | Beginning sequencing   | 26. | Copies horizontal lines, vertical lines,<br>circles, crosses and diagonal |
| 11. | Speaks in 4 to 6 word sentences                                | 27. | Puts together a 6 to 7 piece puzzle                                       |
| 12. | Memorizes and repeats simple<br>rhymes, songs and Bible verses | 28. | Laces following a sequence of holes                                       |
| 13. | Can recall story   | 29. | Describes action in picture   |
| 14. | Engages in simple conversation                                 | 30. | Rides a tricycle  |
| 15. | Recognizes colors (8)  | 31. | Patterning  |
| 16. | Recognizes name  | 32. | Knows body parts  |

## ***Concept Goals for 4 & 5 Yr. Olds***

- |   |  |
|---|--|
| 1. Holds pencil properly                                      | 18. Patterning   |
| 2. Able to solve a 12-15 piece puzzle                         | 19. Matching   |
| 3. Recognizes name  | 20. Biggest/smallest                                   |
| 4. Can write name (1 <sup>st</sup> letter capital)            | 21. Opposites  |
| 5. Speaks in complete sentences                               | 22. Name 10 body parts                                 |
| 6. Recognizes colors (8)                                      | 23. Knows upper case letters                           |
| 7. Recognizes shapes (9)                                      | 24. Knows lower case letters                           |
| 8. Recognizes (1-20)  | 25. Distinguishes words that begin with the same sound |
| 9. Follows dot-to-dot numerals                                | 26. Gross motor: hop, balance & skip                   |
| 10. Counts (1-50)   | 27. Can tie shoe                                       |
| 11. Knows left to right                                       | 28. Memorizes weekly memory verses                     |
| 12. Knows top/bottom  | 29. Follows simple directions                          |
| 13. Knows same/different                                      | 30. Listens to story of at least 10 minutes            |
| 14. Classifies objects by color, size, shape sand and texture | 31. Bounces and catches a ball                         |
| 15. Rhyming words together                                    | 32. Recalls and interprets the main idea of story      |
| 16. Can cut without help                                      |  |
| 17. Colors in the lines                                       | 33. Colors while following directions                  |

## ***Monthly Curriculum Themes***

**SEPTEMBER:** We will be starting our September Curriculum with "All About Me". This will give the children an opportunity to learn about the different parts of their body and to know that they are special. We will continue with manners, rules, colors and shapes. Our annual Fundraiser begins this month. For color day wear "Yellow". Our Godly character for the month is: "Kindness".

**OCTOBER:** Community helpers and their specific jobs - i. e. Police, Fire Dept., Architect, Dentist, Mail Carrier, Nurses and Doctors. We will also be learning about harvest, and pumpkins. School pictures are taken this month. For color day wear "Orange". Our Godly character for the month is: "Faith".

**NOVEMBER:** Thanksgiving - How the Pilgrims & Indians helped one another. We are also learning about Autumn, seasons, likeness and differences, homes and families and being thankful. Parents are welcome to join us for our traditional Thanksgiving feast. For color day wear "Brown". Our Godly character for the month is: "Peace".

**DECEMBER:** Christmas - The children will learn about Jesus' birthday and the manger scene. The children will also be practicing for our annual Christmas Program. They will learn the true meaning of gifts and giving as they make special arts and crafts. The children perform in a special Christmas Program for family and friends. For color day wear "Red". Our Godly character for the month is: "Joy".

**JANUARY:** Winter - We will learn about the types of clothing that should be worn during the cold months and about snow, ice, birds and hibernation. Martin Luther King Day will also be part of our curriculum. For color day wear "Blue". Our Godly character for the month is: "Self-Control".

**FEBRUARY:** Our main topic for this month is the five senses. We will also be celebrating Valentine's Day, Ground Hog Day, Washington's and Lincoln's Birthdays, Black History Week and Dental Health. We also have our traditional "Daddy & Me Day." This is a special time that dads and grandfathers set aside to spend a morning with their son/daughter at the preschool. Each teacher prepares a project that they can complete together. It's a special time for building memories. This month we also have Parent-Teacher conferences with our Pre-K families. For color day wear "Pink". Our Godly Character for the month is: "Love".

**MARCH:** *The human body - this subject is of great interest to the children because it is about themselves. We will also cover wind, rain, kites, clouds, baby animals, St. Patrick's Day and Easter. We also have our annual Open House this month. For color day wear "Green". Our Godly character for the month is: "Gentleness".*

**APRIL:** *Spring, butterflies, caterpillars, flowers and bees. Farm animals, farm crops and planting will also be part of our curriculum. For color day wear "Black and White". Our Godly character for the month is: "Patience".*

**MAY:** *Transportation - The children will be learning the different types of transportation used on land, rail, water and in the air. We will also study about insects and flowers and celebrate Cinco de Mayo and Mother's Day. "Mommy and Me Day" is a special day set aside for all the moms and grandmothers to spend a morning at the preschool with their son or daughter. We also celebrate "Teacher Appreciation Week". For color day wear "Purple". Our Godly character for the month is: "Goodness".*

**JUNE:** *Children Around the World- The children will have the opportunity to taste international foods. We also have our year-end barbecue luau. The Pre-K children perform in a special Spring Sing Program for family and friends. For color day wear "Rainbow Colors". Our Godly character for the month is: "Kindness".*

**JULY:** *Summer School. Children will learn about the different types of animals: pets, wild animals, rainforest, zoo and circus animals. We also have water play, a clown comes to visit, fieldtrips for our older children, snow cones and lots of fun!*

**AUGUST:** *Summer School. Learning about vacations, sports, dinosaurs, the ocean, sun, sand and fish make this month extra special. We also have water play, fieldtrips for our older children, snow cones, moon bounce and lots of fun!*

## ***Preschool Schedule***

Here is an example of a typical day at FCP:

- 6:30 -8:00 Morning day care  
Inside free play  
Breakfast from home may be brought before 7:30 am.  
Extend children only at this time
- 8:00-8:25 Outside play (weather permitting)  
Full day children arrive
- 8:30 Prayer and flag salutes
- 8:40-9:15 Welcoming time, music, Bible, calendar, memory verse, finger play, circle time
- 9:15 Snack, helpers, attendance
- 9:25 Outside time (classes take turns)  
Playground teacher plans activities designed for outside play
- 10:00 Curriculum activities, concept goals & learning time
- 10:40 Craft, story time, science/cooking, motor skills
- 11:30 Half-day children at Baseline campus go home
- 11:45 Lunch
- 12:00 Clean-up/rest room
- 12:30 Nap
- 2:15 End of Nap
- 2:30 Afternoon Snack
- 3:00 Full day children go home
- 3:00-6:00 Outside free play, craft, story time, computers, video, variety of outside and inside activities, group participation, pick up and clean up.

## ***Admission Requirements***

Registration is open for children from the age of 2 to 5 years old. Children 6 years of age may attend if they have not attended kindergarten.

The parent (or parents) may visit and tour the preschool prior to admission. We set up tours once a week with the director, please call for our scheduled tour. The director will explain the preschool program, policies of the school and answer any questions you may have.

Each child, *before the admission day*, must have a physical examination by a doctor, including a TB Test, to be certain that the child is in good physical health and free from any communicable diseases. Also, a complete report of the child's medical history must be submitted prior to admission.

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Your immunization record must be kept current. Validated proof of immunization should be submitted as your child receives new immunizations or booster shots.

Parents are responsible for keeping the school informed as to changes of address and other emergency information, i.e. employment change, new cell phone number, etc.

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin or ancestry. Our interest and concern is your child.

Children who are handicapped but have their own teacher/aide and can operate in the parameters of our program will be accepted. The school does not, at this time, have the facilities, staff or training to care for "special needs" children.

An annual, non-refundable registration fee is required of each child. (See Financial Rate Sheet for current rate.) March is Re-registration month and the annual fee becomes payable. For new families registration is in April, call for specific date.

Parent Orientation Night for all parents - The first group meeting planned for mothers and fathers should occur sometime early in the fall. The purpose of this meeting will be to meet your child's teacher, discuss the school's philosophy, fundraisers, policies and goals for your child.

For the 1<sup>st</sup> day of school please bring: a picture of child for cubbie, a blanket (labeled), a change of clothes in a zip-locked bag (labeled), a lunch from home or our lunch and if not potty trained, diapers and wipes.

## ***Conciliation Agreement***

Your signature(s) on the Parent Agreement acknowledges the following: The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement shall be settled by biblically-based mediation and, if necessary, arbitration in accordance with the rules of procedure for Christian conciliation for the Association of Christian Conciliation Services. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

## **Disenrollment**

Dismissal of a student will occur under the following conditions:

- \*Tuition payment has not been received by the 20<sup>th</sup> of the current month.
- \*Behavior causing a significant risk of harm to the health and safety of the other students or faculty.
- \*Chronic or persistent misconduct may result in a two-or-three day suspension.
- \*Late too often. We close promptly at 12:00 p.m. for half day and 6:00 p.m. for extended day.

## ***Anti-Harassment Policy***

Foothill Christian Preschool's desire is that students look forward to coming to school. It is the policy that all students are entitled to attend school in an environment that is free from harassment and intimidation. Foothill Christian is committed to creating an environment that represents the respect and dignity that we all want and deserve. The following statements are not meant to alarm parents, but they are required by State law to be included in our handbook.

Harassment on the basis of sex is a violation of federal law. Title IX of the Education Amendments of 1972 protects students from unlawful sexual harassment in all of a school's programs or activities, regardless of who the harasser is. Sexual harassment in a school setting can take two forms: 1) quid pro quo and 2) hostile environment.

Quid pro quo harassment occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity; and can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school.

Harassment in any form, by an employee or another student, will not be tolerated and will be the basis for discipline up to and including dismissal from school. Outlined below is a complaint reporting procedure:

- A student should tell his or her teacher, parent, other school employee or Director, who is not the offending party.
- Complaints will be promptly investigated and documented.
- Students shall not suffer retaliation for filing a complaint
- All reasonable efforts will be made to assure confidentiality of complaints.

## ***Tuition***

Please refer to our Financial Agreement for current tuition and enrollment fees. A monthly tuition charge is applied to your account on the first of every month. The account becomes delinquent and a \$35.00 charge will be assessed if payment is not received on or before the 5th of each month. If tuition is not paid by the 20th, of the current month, the parent will be asked to withdraw their child from school. A return check fee will be charged to your account for all insufficient funds checks. (Refer to financial agreement for current prices).

\*Our part-time program is M-W-F week or TU-TH week. Part-time is offered only when the space is available. We offer three additional plans: Extended-day which is 6:30-6:00, Full-day which is 8:30-3:00 and Half-day which is 8:30-11:30. Our half-day plan is only offered at our Baseline campus.

## ***Potty Training***

We do require an additional fee for potty training. Our potty training is only offered in our 2 year- old room. Your child must be trained fully for one month without accidents before eliminating this fee. (Refer to financial agreement for current prices).

## ***Hot Lunch Program***

We have an optional hot lunch program. You may bring your child's lunch or you can use our service. Our hot lunches are cooked on campus and provided by Regent Catering. They will provide a monthly lunch menu where you can choose the days that you would like your child to have a hot lunch. Regent will give you a specific date each month when menu requests must be submitted. Lunches ordered in advance before the predetermined deadline will cost \$ 2.75 per meal. Same day orders will cost \$3.00. Emergency lunches (lunches ordered the same day without payment) cost \$3.50 per meal. Regent makes every effort to provide nutritional lunches covering all four basic food groups. Some variations will be made to accommodate seasonal foods and curriculum emphasis.

If you decide to pack your child's lunch from home we request that you send nutritious, healthy meals that are proportioned for your child, which include vegetables and fruits, bread or bread alternatives, meat or protein and a drink of fruit juice, water or milk. (No soda.) Since there is no availability to heat or refrigerate foods, your child may bring a thermos or ice container. The lunch boxes or paper sacks that are brought can be placed in the basket provided in your child's classroom. Lunches must be **clearly marked** with the child's first and last name.

## ***Snacks***

A nutritious mid-morning and mid-afternoon snack will be provided for preschool children each day. In our half-day program just a mid-morning snack will be provided. We serve a variety of raw fruits and vegetables, whole grain, pretzels, popcorn, crackers, cereal products, 100% fruit juice, milk or water for our snacks. Menus are planned to include at least one serving from each of two or more of the four major food groups and meet state requirements for nutrition and quantity served. To foster confidence and self-esteem in the young preschool child, it is also important to make self-feeding as successful as possible.

## ***Breakfast***

Children may bring their own breakfast between the hours of 6:30 a.m. and 7:30 a.m. Food should be nutritious. You may purchase cold cereal and milk for \$2.00 during breakfast time. After 7:30 a.m. breakfast will not be given. It may be saved for snack. Our first snack is served at 9:15 a.m.  
*(No doughnuts, please.)*

## ***Hours of Operation***

The preschool hours are:

Half day (at Baseline campus only)	8:30 a.m. - 11:30a.m.
Extended day	6:30 a.m. - 6:00 p.m.
Full day	8:30 a.m. – 3:00 p.m.

If you are on the half day plan, you will be a charge \$1.00 for each minute after 12:00 p.m. and the same applies for our full day plan after 3:30 p.m. and our extended day plan after 6:00 p.m. If late on a consistent basis, you will be asked to withdraw.

The preschool is open Monday through Friday on a year-round 12-month program. There will be no reduction in tuition for holidays or if your child is not present.

## ***Holidays***

The school will be closed on the following holidays:

New Year's Eve and New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Independence Day

Labor Day  
Thanksgiving Day and the day after  
Memorial Day  
Christmas Eve and Christmas Day  
The days between Christmas & New Year's

We have six non-holidays when we are closed. The three days before school starts are Staff Orientation days. These are the two days before and one day after Labor Day. Also, we are closed two days for ACSI Teachers Convention. These two days are usually the Monday and Tuesday of Thanksgiving week in November. Also, in June the Friday before summer school starts. This day is set aside to get ready for our summer program. Refer to current yearly calendar for actual dates.

## ***Arrival and Departure***

For the safety of our children we have a security code on the front door. At the time of enrollment you will be given the code and you may give the code to those who are authorized to pick up your child. If you forget the code, there is a doorbell that you can ring and we will assist you. When entering and you do not recognize those behind you please close the door and let them use the code.

We encourage you to accompany your child into the classroom or yard every day. When the center first opens for the day and attendance is low, children are frequently gathered in one room before they move to their respective classrooms. We do encourage all the children to arrive by 8:30 a.m. This is our welcoming and Bible time and we don't want any child to miss this special time. When departing, don't forget to check your child's cubbie and coat hook. You must also sign out with full signature and time. For safety reasons be sure to close the door behind you.

## ***Parking***

The driveways must remain clear at all times. Do not park along the red curbs. Do not leave your car engine running when you leave the car and do not leave small children unattended inside the car. Do not leave your car unlocked with your purse or valuables inside even if you are only gone for a few minutes. Handicapped parking spaces are clearly marked and are available for use by handicapped only. If you car-pool to work, please do not leave you car in our parking lot for the day. Our parking is limited and we need all our spaces daily.

## ***Sign-In/Out Procedures***

According to state law parents are required to sign their child in and out with full signature. There will be a sign-in sheet by the entrance. If someone other than the child's custodial parents or guardian will be picking up the child from the center, prior authorization, in writing, must be made. The parent or guardian is the only person who can authorize the center to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. This authorization is given on the enrollment form and should

be periodically updated in writing. The preschool closes promptly at 6:00p.m. If your child is not picked up by 6:05 p.m. we will start calling your home, work and the people listed on your registration form. If for some reason you cannot call the school and we cannot reach anyone by 7:00p.m., we will call Children's Protective Services at 1 (800) 540-4000. They will send a representative for your child. Because your children are our responsibility while here at school, the staff is instructed not to release a child to anyone who appears intoxicated. In such a case, the State requires parents to make other arrangements for transporting the child. Should a problem arise, police will be contacted.

## ***Student Release Authorization Cards***

In order to provide a more secure system of supervision for your children, we have instituted a Student Release Authorization Card. Parents should fill out these cards and give them to the people authorized to take their child from the facility. The parent must also keep a card with them. Then, if we do not recognize a face, we can ask for the card for verification. The name of the cardholder must also match their driver's license.

This will be extremely helpful especially in child custody cases and emergency situations such as earthquakes when people who usually do not pick up a child may be forced to do so. This is not intended to inconvenience you. We think it will make Foothill Christian Preschool a safer place for your child.

## ***The First Few Weeks***

The first few weeks in any new environment can produce anxiety for your child. The director and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reactions to this new environment and will make every effort to help your child adjust as easily as possible.

There are some things you can do as a parent to help ease the adjustment period:

Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the center.

If possible, plan to spend an hour or two visiting the classroom with your child on or before the first day of attendance.

Talk with your child positively about the center and the things he/she will be doing there.

If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance. We suggest that after the necessary signing-in and exchange of greetings, you say to your child, "Good-bye. I will pick you up later. I know you will have a good day," and then leave the building. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out", because your child is well informed and has the opportunity to say good-bye to you. For younger children, it may be helpful to bring a special object from home, such as a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.

During the first weeks *you* may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's well being is to you. We encourage you to feel free to call the school during the day to find out how your child is doing. The director and staff are eager to keep you informed.

A re-adjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

## ***If Your Child is Upset***

If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work out difficulties through play, art, or sympathetic conversation. Your child's total development is important to all of us.

## ***Emergency Procedures***

Foothill Christian Preschool has written policies and procedures for dealing with emergencies. We periodically schedule, carry out, and document emergency drills such as fire and earthquake drills. We have developed an emergency evacuation system designed to meet the needs of the preschool. If ever an evacuation off-site is required, we will evacuate to our Baseline campus. The number for that campus is 914-1849. In the event of an area disaster, the school is prepared to keep your child for as long as 72 hours. Staff members are trained in First Aid and CPR. Disaster supplies are provided for each student and classroom. Only those names listed on the emergency form will be allowed to pick up your child. If the adult picking up your child is unfamiliar to our staff we require either a picture I.D. or the yellow authorization card before the child will be released. If at any time your emergency contact information changes, notify the office immediately.

## ***Student Accidents***

If your child is injured while at school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. The authorization for emergency treatment on the Enrollment Record must be signed when you enroll.

## ***Birthdays***

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays here at the preschool, if that is your preference. Parents are welcome to provide the morning snack for your child's class. Please discuss this with your child's teacher a week in advance. This is a 15-minute time slot so please keep refreshments simple. Elaborate parties should be done at home.

## ***Share Days***

Wednesdays are the days designated for sharing. (Tuesday - Thursday students may bring a share toy on Thursdays.) ***NO share items or toys can be brought on any other day. Please leave them at home!*** The share item they bring must go home that same evening before another item can be brought. Please bring share items pertaining to current curriculum study and the item must fit in the classroom share box. Please be sure to label each item. The school is not responsible for broken or lost items.

## ***Vacation***

After you have had your child enrolled in preschool twelve months (September to August) and you attend 5 days (full time only student) per week you qualify for one-week vacation credit. Vacation credit *cannot* be given unless your child is enrolled into the preschool for the entire year. Every subsequent year of enrollment you qualify for a maximum of two weeks vacation credit. Credit applies only to children that are here year round including summer. Vacation cannot be accumulated. Vacation credit is only offered during the summer and the tuition discount is pro-rated at the weekly rate.

## ***Withdrawal or Changes in schedule***

Our policy requires that all withdrawals or changes in schedule, whether before the school year begins or during the year must be made in writing with at least a two - week notice and shall be effective when such notice is delivered to the school. If notice is not submitted as required, a two - week tuition charge will be required. We ask that you provide us with as much advance notice as possible. Please include

the reason for withdrawing or changing. If a student leaves for any reason, or enters after the school year has begun the tuition fees are pro-rated on a weekly basis.

## ***Rest Time***

All children who spend a full day with us will be required to rest. Title 22 of the California Administrative Code regulating licensing of Children's Day Care Facilities require that provisions be made for children to nap after lunch. Depending upon their age, children are expected to rest quietly, allowing those who need to sleep the opportunity to do so. Each student will need a child-sized blanket, clearly marked with his name, which can be left at school. The parents are responsible to take their blanket home to wash. The school provides the cot sheet and will wash it here at school weekly.

## ***Illness***

Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. 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. Children who do not feel well become apprehensive if they have 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.

The director or her designee will determine if a child is too ill to remain at the preschool. Any child experiencing the following symptoms will be sent home:

- A fever of 99.7°F or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of two hours
- Vomiting
- A colored discharge from nose indicating an infection
- Contagious Diseases (some listed below)

If your child is sent home with a fever, he or she must be free of the fever for at least 24 hours before returning to the preschool. We need to be sure your child is completely well and not contagious. There is no credit given to absences due to illness.

## ***Contagious Diseases***

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the preschool.

**PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE OFFICE SO THAT THE PARENTS OF OTHER CHILDREN CAN BE NOTIFIED.**

The following are guidelines to be followed when sending your child back to school after an illness.

- |                                |  |
|--------------------------------|--|
| *Infectious Conjunctivitis     | 24-Hours after treatment has started   |
| *Head Lice                     | 24-Hours after treatment and free of all nits  |
| *Strep Throat or Scarlet Fever | 24-Hours after treatment and the child is free from fever  |
| *Chicken Pox                   | Till all sores have crusted over.  |
| *Ringworm                      | 24-Hours after sore is treated and kept covered  |
| *Fifth Disease                 | 24-Hours after free of fever. Face can look as though it was slapped on cheeks. Rash may disappear and reappear-heat sensitive |

Since enrollment is limited by State regulations and the expenses continue regardless of attendance there is no credit given for absences due to illness.

## ***Medication***

Our primary concern when administering medication is the safety and optimal health of every child. We have detailed procedures in place to ensure that your child receives the proper dosage of medication. All medication must be signed-in daily on our medication forms. One designated staff member in the school will administer medication. Only prescription medication will be administered. The administration of medication will always be witnessed by another staff member and recorded by our staff on the medication form. We will refrigerate medications as needed. Medication is given only **once a day after lunch**. If your child needs medicine more than once during the school day, he is too ill to be at the preschool.

## ***Prescription Medication***

FCP will only administer prescription medications prescribed by a licensed physician or dentist. Written permission must be secured from the child's parent or legal guardian and physician for any prescription medication to be administered. Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to administer medication and pharmacy name. This constitutes the physician's written permission. Any unused portions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

## ***Over-The Counter Medication***

We believe that over-the-counter medicines should be treated with the same caution as prescription drugs. Oral over-the-counter medication such as aspirin, ibuprofen, and cough medicine can be administered only with the written permission of the child's parent **and** physician. Written instructions from the physician or dentist must be obtained. Medication must be presented in its original container and have a label with the child's name, a current date, time and dose to be given, number of days to be administered, and the doctor or dentist's name.

Be sure to always ask for written instruction during visits to the doctor for all over-the-counter medications prescribed. We recommend that you ask your doctor to call the pharmacist for a prescription label with instructions for any over-the-counter medication that he/she recommends.

Parents may come to the preschool and administer over-the-counter medication to their child or may give written authorization for the emergency contact person's listed on the enrollment form to administer over-the-counter medication to their child. It is required that the parent or person administering the medicine sign a medication form documenting the name of the medicine, dosage, date, time and who administered the medicine.

## ***Medication For Allergies Or Chronic Illness***

If your child requires medication for life-threatening conditions such as allergies, bee sting, etc., the prescription can be kept at the center and administered when necessary for as long as the child is enrolled. The child's parent and physician must sign an authorization form. Expired medication will be returned to the parent.

## ***Nebulizer Care***

If you need nebulizer care for your child you must fill out the Nebulizer Care Consent/Verification Form. The nebulizer form must be filled out completely by the parent and by the child's doctor before we can administer care. All machines or inhalers will be kept in our sick room.

## ***Immunization Requirements for Preschool Entry***

By law, your child may not be admitted to school unless all immunizations are up-to-date. The following are the state requirements for child care entry for children two years through five years:

Polio:	3 shots
DPT/DTAP/DT:	4 shots
Hepatitis B:	3 doses
MMR:	1 dose - Must be given on or after 1 <sup>st</sup> birthday
HIB:	1 dose - Must be given on or after 1 <sup>st</sup> birthday
Varicella:	1 dose
TB Skin test	1 shot - Must be given within 1 year of starting date

In addition to the above, a complete Physician's Report, completed and signed by your doctor is required prior to entrance.

## ***State Licensing***

Foothill Christian Preschool is licensed under the Department of Social Services. In compliance with the State Social Services regulation 101200.b, the Department of Social Services Licensing Division has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.

- 1) The license shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
- 2) The Department has the authority to observe the physical condition of the child(ren).

We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our center complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our center is subject to inspection by state and city health, fire and licensing officials.

## ***Clothing***

It is recommended that the boys and girls wear washable play clothes. Painting, clay, mud play, etc. is usually available to your child and some colors of paint just won't wash out. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. For the younger children do not dress them in

overalls or body suits and don't include belts, snaps, etc. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred. All children are required to keep a complete change of clothing at school in case of an accident. Label each item with your child's name and place them in a plastic zip lock bag also with your child's name. If these clothes are used, be sure to return them the next school day. All clothes belonging to the students will be returned at the conclusion of the school year.

All jackets, sweaters, coats, hats and boots must be **clearly marked** with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an aide or teacher to identify to whom it belongs. The school will not be responsible for any lost clothing.

A sweater or jacket at the school, especially for all day children, is recommended since the temperature changes from morning to late afternoon.

All shoes must be in good condition. **Socks** must be worn at all times with shoes and sandals. Sandals must also have a back strap for support, no thong-type shoes will be permitted.

## ***Lost and Found***

If your child is missing anything, please notify the staff as soon as possible. It is much easier to return a lost item if it is labeled with the owner's name. **Please remember to label everything!** The school is not responsible for lost items. Unclaimed items are given to charity after a reasonable period of time.

## ***Discipline Policy***

The following are examples of discipline techniques. Because each teacher is unique, there is no one style that will work uniformly with all teachers. Given the individualized temperaments of children, there is no one style that will also work uniformly with all children.

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; behavior may be typical of a stage that children are going through.
3. Communicate respectfully with children by listening to their feelings and talking with them as valued individuals.
4. Praise desirable behavior. Effective praise must be immediate, sincere, specific and related to the event, not the character of the child.
5. Extinguish unacceptable behavior by stating your expectations (keeping in mind the developmental age of each child) before hand. Remind the child of the acceptable behavior without focus on the negative.
6. Remind children of consequences of undesirable behavior. Consequences such as time out, loss of privileges, redirecting or a note or a phone call to home.
7. When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home 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 parent-teacher-director conference will be arranged. If behavior does not improve, family counseling, suspension, or withdrawal may be considered.

Volumes have been written on the subject of discipline. As a bibliographic resource, the following are suggested titles:

The Strong -Willed Child	James Dobson
Parenting Isn't For Cowards	James Dobson
You and Your Child	C.R. Swindoll
Dare To Discipline	James Dobson

## ***Biting***

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child does bite, the following procedures will occur:

The child receiving the bite will be comforted and the bite area cleaned to prevent infection and an accident report will be filled out. The biting child will be redirected to appropriate activities. His or her parent will be notified, and the accident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The child will be closely supervised. The identity of the child will be kept confidential.

Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the preschool, either for a short period or permanently.

## ***Permission to Publish***

As part of your child's educational experience at FCP, their photo might be published in conjunction with a school activity or craft, group, or event, such as, our FCC Communicator (newsletter), local newspaper, web site, etc. In your admission packet there is form for each parent to sign that will allow us permission to publish. If you wish for us not to take your child's picture please indicate on that form.

## ***Field Trips***

We offer occasional field trips, which are mostly in the summer for our older children going to kindergarten. Parent notification and permission slips are required. Parents are encouraged to participate in the field trips as chaperones.

## ***Parent/Teacher Conferences***

February is the month we set aside for Parent/Teacher Conferences (Pre-K only). The classroom teacher will be contacting you to discuss your child's progress and development. They will discuss kindergarten readiness and possible enrollment at Foothill Christian Elementary School.

## ***Parent Newsletter***

A newsletter is available the first of each month. It gives information on curriculum, field trips, special dates and classroom activities. Please read it carefully.

## ***Weekly Lesson Summary***

Another way we enhance our communication is through our "Weekly Lesson Summary." Each teacher will post it in a convenient place for you to read daily. This summary will include daily activities, memory verses, and upcoming events. Please check with your child's teacher to find out where it is posted.

## ***Reporting Child Abuse***

We are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

## ***Car Seats***

By law every preschooler needs to be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat. Car seats cannot be dropped off and kept at the school as a convenience to the driver picking up your child. We do not have enough storage space to accommodate this.

## ***Reminders***

1. Make going to school a pleasurable experience.
2. Tell the teacher anything about your child that will help her understand your child better.
3. Be interested in what your child brings home from school.
4. Read all notices sent home from the teacher or office staff.
5. Have complete confidence in your child's teacher and let your child feel this strongly.
6. Never discuss the teacher, playmates or the school negatively in the presence of your child.
7. Always label everything.
8. Please let the office know A.S.A.P. if there are changes on the emergency form i.e. phone numbers, change of employment, etc.
9. Please be sure to call the office if your child will not be in school for more than one day.
10. Always have a change of clothes here in a zip lock bag for your child at all time.
11. Pray regularly for your child, their teacher and our school.