

Table of Contents

Admission Requirements.....	15
Anti-Harassment Policy.....	17
Arrival and Departure.....	19
Birthdays.....	22
Biting.....	27
Breakfast.....	18
Car Seats.....	28
Checking In & Out Procedures.....	19
Core Values.....	4
Clothing.....	25
Cognitive Outcomes.....	8
Conciliation Agreement.....	20
Concept Goals & Benchmarks.....	11-12
Contagious Diseases.....	23
Discipline Policy.....	26
Domains & Outcomes.....	5
Emergency Procedures.....	21
Family Priority.....	4
Field Trips.....	27
Holidays (Preschool Closed).....	19
Hot Lunch Program.....	18
Hours of Operation.....	18
If Your Child is Upset.....	20
Illness.....	22-23
Immunization Requirements for Preschool Entry.....	25
Lost and Found.....	26
Medication: Prescription/Over the Counter/Allergies or Chronic Illness.....	24
Mission Statement.....	3
Monthly Curriculum Themes.....	13
Nebulizer Care.....	24
Organization.....	3
Our Program.....	10-11
Parent/Teacher Conferences.....	20
Parent Involvement.....	21
Parent Newsletter.....	27
Parking.....	19
Permission to Publish.....	27
Philosophy and Purpose.....	3
Physical Outcomes.....	6
Preschool is a Place for Learning.....	28
Preschool Schedule.....	14
Reminders.....	28
Reporting Child Abuse.....	28
Rest Time.....	22
Share Day.....	22
Siblings.....	27
Snacks.....	18
Social & Emotional Outcomes.....	7
Spiritual Outcomes.....	9
Staff.....	21
State Licensing.....	25
Statement of Faith.....	3
Student Accidents.....	21
Student Release Authorization Cards.....	20
The First Few Weeks.....	16
Termination of Enrollment.....	17
Toilet Training.....	18
Tuition.....	16
Vacation.....	22
Weekly Lesson Summary.....	27
Withdrawal.....	17
Welcome Letter.....	2

WELCOME TO FOOTHILL CHRISTIAN PRESCHOOL

Dear Parents,

We welcome you and your child to Foothill Christian Preschool! We are pleased to announce that we are fully accredited by ACSI (Association of Christian Schools International) and the Western Association of Schools and Colleges. The Accreditation represents hard work on the part of both administration and the entire staff. Our teachers have demonstrated that they are very experienced working in this environment and also qualified teachers in Early Childhood Education

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, cognitive, social, emotional and spiritual development to progress smoothly and naturally. Our developmentally appropriate programs support imagination and a natural love of learning.

Excellent learning resources 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*

"I have no greater joy than to hear that my children are walking in the truth" 3 John 1:4

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 established in 1972 and is a ministry of Foothill Church in Glendora. It is also part of Foothill Christian School, a fully accredited Kindergarten – 8th grade program. 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 accredited by the Western Association of Schools and Colleges and Association of Christian School International. We are fully licensed by the State of California. Our license numbers are at Route 66: 198010485, at Baseline ½ day: 191501866.

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, so they might 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.

Statement of Faith

1. *We believe* the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21).
2. *We believe* there is one God, eternally existent in three persons--- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. *We believe* in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. *We believe* in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. *We believe* in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)
6. *We believe* in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. *We believe* in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30, 5:18).

Core Values

As a ministry of Foothill Church, the preschool's core values align with the church's vision of Loving God, Loving Each Other and Loving Our World. They represent scriptural ideals that guide all areas of school life. Foothill Christian Preschool is devoted to:

Loving God by...

- * pursuing God-honoring excellence and creativity in all aspects of the school
- * cultivating spiritual growth and discipleship
- * igniting a lifestyle of worship

Loving Each Other by...

- * viewing everyone as important –staff, parents and students
- * identifying and celebrating the unique giftedness and heritage of every child
- * valuing relationships and adhering to principles that promote respect and unity
- * providing a safe, positive learning environment

Loving Our World by...

- * nurturing the vision and habits of lifelong service to others
- * exercising responsible stewardship

Family Priority

The Bible has given parents the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set forth in Ephesians 6:4. Our school understands the biblical role of parents and family and is committed to supporting the growth and development of this God-ordained institution.

We recognize the Godly standards of parenthood as:

*being in authority over their children,

"Children, obey your parents in the Lord, for this is right. Honor your father and mother-which is the first commandment with a promise-that you may enjoy a long life on the earth". Eph. 6:1-3

*providing leadership for their children, and

"...teach them to your children and to their children after them." Deut. 4:9

*Being the primary trainers of their children.

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Eph. 6:4

We believe in the importance of the family/home and support the family institution.

"Let the children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these." Matt. 19:14

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we **"train and educate" on behalf of the parents, not in place of them**, and view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

Our Program

Domains & Outcomes

We are established to promote preschool education with a spiritual dimension for the children. Our primary goal is to provide a safe, happy place where children can grow in their understanding that there is a creator God who loves them and desires a personal relationship with them. We also want to provide a supportive, educationally rich environment and programs consistent with the highest standards that will allow your child to develop to their maximum potential.

Because children learn and develop by experiencing the world as a whole, the FCP Outcomes and Benchmarks cover four major domains – or areas – of development. These four domains represent a commonly held, and research-based, organization of the dimensions of children’s overall development. Though presented separately, the four domains of children’s development are, in fact, inextricably interrelated. Children develop holistically; growth and development in one area often influences and/or depends upon development in other areas. It is, therefore, imperative to recognize the interconnectedness of children’s early development and learning. For that reason, no single domain is more important than another.

The domains used to organize the FCP Outcomes are:

- **Physical Well-Being, Health, and Motor Development.** This domain encompasses children’s physical health and ability to engage in daily activities.
- **Social and Emotional Development.** This domain addresses the emotional competence and ability to form positive relationships that give meaning to children’s experiences in the home and school.
- **Cognition and General Knowledge.** This domain includes children’s ability to understand and think about the physical and social worlds. In particular, this domain focuses on children’s knowledge of objects in the world around them, their logic and mathematical knowledge, their knowledge of agreed-upon social conventions such as numbers and colors, language and their understanding and appreciation of the arts in their lives.
- **Spiritual Development.** This domain encompasses children’s awareness that there is a loving God who created all things and desires a personal relationship with us. It focuses on key concepts such as who God is (The Father, the Son and the Holy Spirit), the Holy Bible as God’s word to us, how to best live our lives (moral development), the gift of salvation through Jesus Christ and the promise of heaven/eternal life in Him.

The aim of Foothill Christian Preschool is to partner with parents to spiritually, socially/emotionally, physically, and cognitively prepare children for school readiness and the plan God has for their life, as well as to support parents in their role to raise their children as God desires. The following outcomes represent overarching goals of the preschool program as it relates to children’s growth.

Expected Student Outcomes

Physical Well-Being, Health, and Motor Development

The children will:

Acquire and refine the fundamental movements of balance, movement, touch, and coordination

- *demonstrate strength and coordination of large motor muscles
- *explore these fundamental movements through time, activities, and equipment that is made available to them
- *actively pursue gross motor activities such as jumping, hopping, throwing, catching, balancing, kicking and skipping

Acquire and develop fine motor skills

- *demonstrate strength and coordination of small motor muscles
- *become acquainted with and have time to use the appropriate equipment and materials that aid in this development
- *use various drawing and art materials (crayons, brushes, scissors, finger paint, etc.)
- *complete increasingly complex puzzles

Children develop sensory motor skills

- *use their senses (sight, hearing, smell, taste and touch) to guide motions
- *perform basic creative movements (dances to music or rhythm)
- *develop hand-eye coordination
- *plays with materials of different textures
- *enjoys pushing objects, climbing short ladders, swinging on swings and sliding

Recognize that their body is created by God, and they will take special responsibility to care for it

- *be introduced to health and nutrition
- *demonstrate personal health and hygiene skills
- *begin learning to make good food and activity choices
- *know the importance of movement and exercise for good health

Children demonstrate knowledge about and avoid harmful objects and situations

- *responds to cues about warnings of danger
- *demonstrates awareness and understanding of safety rules
- *follows emergency drill instructions and understands why they are important

Social and Emotional Development

The children will:

Trust and interact comfortably with familiar adults

- *value family relationships and understand the importance of obeying parents and teachers
- *seek assistance from adults when needed
- *follow teacher's guidelines for appropriate behavior in different environments
- *separate from significant adults without demonstrating a great deal of anxiety

Children develop positive interactions and friendships with peers

- * develop friendships with one or more peers (including those who may not be the same gender, race, age, or abilities)
- *demonstrate positive negotiation skills (taking turns, sharing, and conflict resolution skills)
- *demonstrate awareness of behavior and consequences
- * appreciate the gifts and talents of all members of the classroom

Begin to learn the art of sharing

- *share their own ideas with friends and family
- *share toys or other items with friends and family

Begin showing empathy and kindness

- *show empathy to family members
- *express empathy to friends
- *express interest and excitement about animals and other living things

Use language to express self, developing positive conflict resolution

- *express both positive and negative emotions
- *use words that explain frustration and discontent
- *use words to discuss other options of behavior

Develop self-confidence in self-initiated activities

- *perceive themselves as unique individuals created and loved by God
- *gain competence through age-appropriate activities
- *demonstrate awareness of their abilities, characteristics, and preferences
- *master new skills through encouragement and direction from the teacher

Begin to exhibit self-control

- *begin to understand and control their emotions
- *begin to act appropriately, whether or not they are directly interacting with an adult

Children participate positively in group activities

- *enjoy and participate in child-to-child and child to-adult interactions
- *make attempts at communicating effectively using their words
- *be able to take turns and sit quietly while others are sharing/talking

Cognitive and General Knowledge

The children will:

General:

Be able to engage in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question

- *initiate investigation as a result of carefully observing their surroundings
- *demonstrate awareness of cause and effect
- *compare, contrast examine and evaluate experiences and tasks and events
- *develop problem solving skills and multiple solutions to tasks, problems and challenges

Enjoy creative expression

- *be encouraged to express creativity within their area of interest and learning styles
- *be free to work with mediums that uniquely express the creative element for process art
- *be introduced to “kid writing” and encouraged to put their thoughts on paper (i.e. - songs and stories)
- *use imagination through music and movement activities and dramatic center play

Numeracy:

Understand math vocabulary, concepts, and directed activities

- *engage in opportunities to explore counting, sorting, and classifying objects
- *work well with manipulatives to aid in smoother transition into formal schooling

Language and Literacy:

Understand the importance and use of language in the environment

- *participate in receptive language activities using literature as the foundational tool
- *have a desire to look at books with text and illustrations
- *engage in expressive language experiences that foster growth in language proficiency

Have cultivated prewriting skills in the context of emergent literacy

- *be able to write their own name and some alphabet letters
- *spontaneously choose to use writing implements
- *understand that print carries meaning

Be aware of different letter sounds

- *recognize the name of some alphabet letters and some numbers
- *be able to create the sound the alphabet letter says
- *possibly begin to hear rhyming sounds in prominent words
- *become phonemically aware through classroom activities designed for that purpose

Science:

Scientific Knowledge and Thinking

- *engage in exploring the natural world by manipulating objects, asking questions, making predictions and developing generalizations
- *observe and describe characteristics of living things and of the earth
- *demonstrate awareness of relationship between humans and the environment
- *use technology appropriately (battery-operated toys, CD players and computers, etc.)

Spiritual

Children will learn that God loves them unconditionally and that He has a special plan for their life. They will also learn to hide God's word in their heart (Ps. 119:11) and seek His kingdom (Matthew 6:33) so they can live a life of peace (Isaiah 54:3) and glorifies Jesus.

The children will:

Understand that God is a loving God

- *understand that Jesus is God's Son
- *know that Jesus loves them so much he died for them
- *know that they can have a personal relationship with Jesus

Understand that the Bible is a special book

- *understand that the Bible is God's Word
- * know that the Bible is true (the stories are fact, not make believe)
- * understand that Bible truths teach us lessons we can use in life

Use prayer to express their thoughts and needs to God

- * understand that prayer is talking to God
- * know they can ask Him to protect and care for them
- * know they can ask for His help in being kind and thoughtful to others
- *know they can ask for His help in making good choices in life

Freely share about God, Jesus, and the Bible with others

- * talk about spiritual things as "real"
- * speak spontaneously about spiritual things
- *pray with and for their family
- *worship God with freedom

Have a positive perspective of church

- *learn to enjoy being in church through chapel experiences and special events
- *perceive the church environment as welcoming and safe
- *have a desire to learn more about God, Jesus and their love

Know God created the world

- * have enjoyed direct experiences with nature
- * know that God wants each person to care for the world
- *know they are most special of all God's creation

Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work

- *take pride in their own work
- *know that their work does not need to be exactly like others
- *look forward to exploring and creating new projects

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. We strive to help families embrace the following:

- *Recognize the importance of being the primary educator of their child and value of participating in the educational process.
- *Partner with the school in providing an enriched educational experience for their child. *Understand the significance of continuing a Christian education through elementary, secondary, and college years.

Our Program Includes:

Our preschool has a well-written, researched based and comprehensive curriculum. Each classroom has planned activities geared to the interest and level of that particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self worth is strengthened and opportunities are given to promote independence and success. Your child will be exposed to the following areas:

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. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, flannel graphs, stories, puppets, songs, Godly character traits, Bible DVD's and a Bible memory verse program.

CIRCLE TIME- To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games and sharing.

BLOCKS- To encourage their problem solving, large muscle development, creative play, imagination, math, grouping, social development cooperation play and spatial relations.

PLAYGROUND- Toys and playground equipment are used to develop muscular coordination and control. Also to encourage large muscle development, dexterity, coordination, balancing, experimenting with a wide variety of equipment like: tricycles, bikes, scooters, swings, learning centers, easels, sandbox, water table, slides, balls, parachutes, running, climbing and jumping.

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

DRAMATIC PLAY- To encourage symbolic play, imagination, self-identity, family relations, child's view of the world, fantasy play and reality play.

MUSIC, MOVEMENT AND DRAMATICS - To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening to tapes, CDs, musical games, self expression, group singing and chapel worship. Dance is taught through our Praise Dancers Class and gymnastics through Cart Wheels Gymnastics for an additional fee.

SCIENCE- Our science program is an active and on-going program that uses magnets, magnifying lenses, prisms, measuring, exploration, discovery, encourage thinking, problem solving, observing, predictions, balance, color paddles, insects, 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.

FREE CHOICE CENTERS - Manipulatives, blocks, problem-solving, matching, dramatic play, musical instruments, sorting, shape and color discrimination, encourage self-motivation, independence, making choices, eye/hand coordination, visual discrimination, readiness skills, counting materials of varying degrees of difficulty, offer opportunity for decision making, free choice of working alone or interrelating with other children.

BOOK CENTER- To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by one self or others. We have plenty of books available for children to enrich 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.

LANGAGE & LITERACY- To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension, to understand words and to make associations with written words.

MATH - Concepts of how many, learning one to one correspondence, counting, less or greater, small and large and big and little are introduced. Also, to encourage making predictions, graphing, adding and subtracting, patterning and number recognition. Numerals 0 to 20+ will be taught with emphasis on the concept of how many.

CONCEPT SKILLS - To encourage the ability to use judgment, reasoning and analysis. We want the students to begin to make associations and recall as the child understands their environment. Some of the concepts we will be working one are: colors, shapes, sequencing, size perception, fine motor skills, gross motor skills, positions, opposites, rhyming, alphabet recognition, number recognition, auditory memory, visual memory, patterning, tracing and writing number and letter, recognize and write name, describe action in picture, puzzles, following directions, matching, 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.

BATHROOM AND HYGIENE- To encourage independence, grooming, healthy habits and cleanliness.

Concept Goals & Benchmarks

Following is a list of benchmarks taught at our preschool. The benchmarks were created to develop a common understanding about what children should know to be able to do at different stages in their lives. They help teachers and parents better understand what they can expect to see as their children develop to better support and enhance their children's development and learning.

For: 2 & young 3 year olds

- | | |
|---|--|
| 1. Concept of "one" | 20. Follows adult directions |
| 2. Begins to problem solve | 21. Begins to show fine motor dexterity and control |
| 3. Counts 1-10 | 22. Begins to function in a group setting with cooperation |
| 4. Knows basic body parts | 23. Listens to simple stories and songs |
| 5. Recognizes shapes (10) | 24. Begins to recognize and distinguish alphabet symbols |
| 6. Recognizes 1-5 | 25. Begins to recognize letters in name |
| 7. Recognizes colors (8) | 26. Begins to understand and use expected behavior |
| 8. Groups things together by size | 27. Participates in musical activities |
| 9. Repeats rhyming words | 28. Displays ability to catch, throw and kick objects |
| 10. Paints with large brush | 29. Responds to others with caring emotion |
| 11. Displays observation skills | 30. Uses feeling words |
| 12. Colors with large crayon | 31. Uses three plus word sentences |
| 13. Retells story parts | 32. Begins to clearly pronounce words |
| 14. Starts using scissors | 33. Initiates conversations and makes requests |
| 15. Rolls, pounds and squeezes clay | 34. Begins to develop friendships |
| 31. Uses objects to imitate real life | 35. Shows satisfaction with completed projects |
| 17. Toilet trained | 36. Begins to use family terms, such as "Mother", "Father", etc. |
| 18. Recognizes familiar books read previously | 37. Demonstrates independence in hygiene & nutrition |

For: 3 & young 4 year olds

1. Counts 1-10 or more
2. Can explore with materials
3. Sorts objects by size, shape & color
4. Exhibits beginning listening skills
5. Recognizes shapes (10)
6. Concepts big/little, short/tall
7. Concepts full/empty
8. Understands the concept of measurement
9. Uses scissors
10. Recognizes name and letters in name
11. Beginning sequencing
12. Uses three-to-five word sentences
13. Memorizes and repeats simple rhymes, songs and Bible verses
14. Retells story parts
15. Engages in simple conversation
16. Identifies colors (10)
17. Uses feeling words
18. Follows adult directions
19. Participates in musical activities
20. Displays observation skills
21. Can separate easily from parents
22. Understands the function of 5 senses
23. Uses large muscles to manipulate objects
24. Rides a tricycle
25. Uses language to satisfy personal needs
26. Demonstrates understanding and recognition of numbers 1-10
27. Letter recognition and alphabet role
28. Maintains concentration and interest despite distractions
29. Demonstrates understanding of same/different
30. Uses large muscles to manipulate objects
31. Pretends to read books
32. Shows awareness of self and knows personal information
33. Begins to create patterns by extending and comparing
34. Experiments with different writing tools and materials
35. Attempts to communicate using scribbles
36. Progresses from scribbles to using letter-like symbols
37. Puts together a 6 to 8 piece puzzle
38. Begins to show fine motor dexterity and control
39. Describes action in picture
40. Understands more complex spoken language
41. Begins the process of zipping and snapping
42. Recognizes cause and effect and can predict outcomes
43. Begins to understand and use expected behaviors
44. Displays confidence and independence in a school setting
45. Expresses feelings and is aware of how actions affect self
46. Recognizes and names (12) body parts
47. Follows rules and uses materials purposefully in cooperative play
48. Begins to function in group setting with cooperation
49. Shows give-and-take interactions and is able to negotiate conflict
50. Demonstrates independence in hygiene and nutrition
51. Understands basic health and safety rules

For: 4 & 5 year olds

1. Holds pencil properly
2. Able to solve a 12-15 piece puzzle
3. Recognizes name
4. Can write name (1st letter capital)
5. Uses three-plus word sentences
6. Uses different writing tools and materials
7. Identifies colors (10)
8. Recognizes shapes (10)
9. Recognizes & understands (1-20)
10. Memorizes weekly memory verses
11. Counts (1-20+)
12. Recognizes and names (12) body parts
13. Shows interest in reading-related activities
14. Knows top/bottom, biggest/smallest
15. Knows same/different
16. Classifies objects by color, size & shape
17. Begins to associate letters with sounds
18. Rhymes words together
19. Can cut without help
20. Patterning
21. Colors in the lines
22. Shows awareness of how books work
23. Understands ordering (sequencing)
24. Understands the concept of measurement
25. Understands the functions of 5 senses
26. Identifies upper and lower case letters
27. Recognizes forms of print
28. Demonstrates eye-hand coordination
29. Uses large muscles to manipulate objects
30. Understands basic health and safety rules
31. Displays observation skills
32. Progresses from using scribbles to using letter like symbols
33. Recognizes the beginning letters in familiar words
34. Recognizes spatial relationships (position, directions & opposites)
35. Understands that letters create words and words are read from left to right
36. Maintains concentration and interest despite distractions
37. Exhibits problem-solving skills and accepts a variety of answers
38. Shows the ability to retell, dictate and predict story outcomes
39. Clearly pronounces words
40. Shows awareness that words can begin with the same sound
41. Understands more complex vocabulary and displays listening comprehension
42. Interacts with others by helping, sharing and developing friendships
43. Follows simple directions (1-3 steps)
44. Displays confidence and independence in a school setting
45. Bounces and catches a ball
46. Can separate easily from parents
47. Expresses ideas and responds to questions
48. Understands that writing is a way of communicating
49. Shows awareness of individual family composition
50. Identifies sounds in the environment and in speech
51. Recognizes and moves to different musical beats, uses instruments
52. Plans and works independently through the process of art activities
53. Participates in dramatic play by using materials to role play
54. Makes independent choices and is willing to try new things
55. Demonstrates independence in hygiene and nutrition
56. Begins to show fine motor dexterity and control
57. Represents stories and experiences through pictures and dictation
58. Shows awareness of the natural world and living things
59. Shows awareness of the natural world and living things

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 fingerprints and to know that they are special. We will continue with manners, rules, sharing, colors and shapes. Our annual Fundraiser begins this month. We also have Warm-Up Day where the parents and teachers meet before school starts. 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 same/different, measuring, fall crops, spiders, trees, leaves, acorns, owls, harvest and pumpkins. We also have a harvest celebration at the end of the 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, homes, families and being thankful. Parents are welcome to join us for our traditional Thanksgiving feast. We will be introducing magnifying glasses and using our observation skills. School pictures are taken this month. 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 which they will perform for their family and friends. They will learn the true meaning of gifts and giving as they make special arts and crafts. Magnets and musical instruments will also be part of our curriculum. 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, melting, solid/liquid, sink/float, birds/eggs, hibernation and the New Year. 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, 100th day of school 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. 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 them. We will cover healthy bodies, good food, rest and exercise. Also, we will cover, wind, rain, kites, clouds, baby animals, St. Patrick's Day and Easter (depending on the calendar for Easter). We also have our annual Open House this month and open enrollment for returning families. We also have our yearly fundraiser. It is our "wheel-a-thon" where the students, on a Saturday morning, get to bring their bikes to our big carnival day. They will get a sponsor sheet ahead of time to get family and friends to sponsor them for how many times they can ride their bike around our track for 10 minutes. We have fun games booths, rides, food and a lot of fun. The children really look forward to this day and parent involvement is appreciated. For color day wear "Green". Our Godly character for the month is: "Gentleness".

APRIL: Spring season, butterflies, caterpillars, living and non-living things, new life, flowers and bees. Farm animals, farm planting and plant parts will also be part of our curriculum. This is the month for open enrollment for our new families and spring pictures. 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, caring for our earth, 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 and learn the cultures of: Asia, Hawaii, Europe, Latin and USA. We also have our year-end 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 Session. Children will learn about America and celebrate the 4th of July, space, western theme, the ocean, sun, sand, fish and circus theme. We also have water play, pony rides and pictures, a clown comes to visit, fieldtrips for our older pre-K children, moon bounces, snow cones and lots of fun!

AUGUST: Summer Session. Children will learn about vacations, the different types of animals, including pets, sport theme, dinosaurs and the rainforest will be explored. During the summer we also have special guests and in house field trips. We also have water play, fieldtrips for our older pre-K children, snow cones, moon bounces and lots of fun.

Preschool Schedule

Here is an example of a typical day at FCP:

- 6:30 -7:30 Morning day care
Inside free play
Breakfast from home may be brought before 7:30 am.
Extend children only at this time
- 7:30-8:00 Full day students can arrive.
- 8:00-8:25 Outside play (weather permitting)
- 8:30 School begins, all school prayer and flag salutes
- 8:40-9:15 Welcoming time, music, Bible time, calendar, memory verse, finger play, circle time
- 9:15 Snack, helpers, attendance
- 9:30 Outside time (classes take turns)
Outside coordinators plans activities designed for outside play
- 10:00 Curriculum activities, concept goals, & learning centers
- 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
- 2:45 Afternoon centers, free play and activities
- 3:00 Full day children go home
- 3:30-4:30 Outside free play, centers, art, group participation, pick up and clean up.
- 4:30-6:00 Inside activities, circle time, music, computers, DVD's, story time, books & free play

Admission Requirements

Foothill Christian Preschool exists to provide a safe, secure place for children to grow and learn during their early years by providing a loving environment and a sound, carefully supervised, balanced program of activities.

Foothill Christian Preschool is licensed by the State Department of Social Services to serve children ages two to six years of age. Children must be two before they can start. Children 6 years of age may attend if they have not attended Kindergarten.

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.

We encourage parents to visit and tour the preschool prior to admission and see our program in action. Please call to set up a tour with the director or admission coordinator. We will explain the preschool program, policies of the school and answer any questions you may have. Once the tour is complete if there are openings you may register or if no openings are available your child will be placed on our waiting list. Registration is held each March and as spaces become available. A registration fee and enrollment papers are due at the time of placement. Admission to the school is given on a first come/first serve basis. Children already enrolled in our school have first priority. Next will be siblings of currently enrolled students, then children on our waiting list and then children from the community at large.

Our two year old children do not have to be toilet trained but there is an additional fee and you must provide disposable diapers and wipes. To remove the additional fee the child must be completely toilet trained with no accidents for a full month. At that time the extra charge will be eliminated. Our incoming three to six year olds must be fully toilet trained. Disposable pull-ups are not considered an acceptable substitution for "toilet trained". Children need to be able to drink from a regular cup, no bottles and independent of pacifiers while at school.

Each child 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 current. Validated proof of immunization should be submitted as your child receives new immunizations.

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

We offer a "Parent Information Night" for new families inquiring about our school. We have it once a year in March. This is a great opportunity to meet the directors and staff. It's an ideal time to learn about our policies, procedures, curriculum, a typical day at our school, and to tour our campus and interact with our staff. New families can also register at this time.

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.

Children with special needs, such as emotionally, developmentally or physically challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff is able to meet the individual needs of the child. 3) There will be no adverse effect on other children through direct behavior. 4) The child does not require extra staff time needed for other children.

Warm-Up Day for all parents - The first parent teacher conference is planned for the parents and students the day before school starts in the fall. The purpose of this conference will be to meet your child's teacher, discuss the

school's philosophy, fundraisers, policies, class schedule and goals for your child and to make help make your child's first day of school to run smooth. A specific appointment time will be sent home in your back to school letter.

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

Policies & Procedures

Tuition

A non-refundable registration fee per child is payable each year at registration time. This registration fee covers the application process, insurance, earthquake supplies, classroom supplies and ACSI membership.

Tuition fees are based on the days your child is registered to attend and are due the first school day of each month and considered delinquent after the 5th day of each month. A \$35.00 charge will be assessed to your account if not paid by that time. Please refer to our Financial Agreement for current tuition and enrollment fees. If tuition is not paid by the 20th of the current month, the parent will be asked to withdraw their child from school. All tuition and late charges must be paid even if the child is withdrawn. A return check fee will be charged to your account for all insufficient funds checks. (Refer to financial agreement for current prices). Tuition is payable whether the child is present in school or not.

We do not send bills or invoices unless you have a balance due. It is your responsibility to pay on time. Place your tuition payment in the designated box in the office. If you choose to pay electronically or by mail, please allow yourself plenty of time to have your payment in our office by the 1st of the month. If you would like a receipt, please indicate on your check. When writing a check please include family ID number or the student's name.

*Our part-time program is M-W-F week or T/TH week. Part-time is offered only when the space is available. We offer three additional plans: Extended-day which is 6:30 AM-6:00 PM, Full-day which is 7:30 AM-3:00 PM and Half-day which is 8:00 AM-12:00 PM.

The First Few Weeks

The first few weeks in any new environment can cause 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. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out", because it's better that your child be 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.

Withdrawal

Our policy requires that all withdrawals, 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 office. Tuition is due for that two week period. If a child should withdraw from the program without a two week notice, tuition will be charged continuously until a letter of termination, in writing is received. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing. 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.

Termination of Enrollment

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 those policies include:

- *Tuition payment has not been received by the 20th of the current 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 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.

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; someone 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.

Toilet Training

FCP requires an additional fee for toilet training. Your child must be trained fully for one month without accidents before eliminating this fee. (Refer to financial agreement for current prices.) Our toilet training is only offered in our 2 year old room because we provide an aide to help with the training. Children already in our center turning 3 and not toilet trained will stay in the 2yr old classroom with the aide until they are fully toilet trained and there is room for them to move up to the 3 year old classroom. New students 3 years old or older must be toilet trained.

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 School Catering. They will provide a monthly lunch menu which you may choose the days that you would like your child to have a hot lunch. Lunches ordered in advance before the predetermined deadlines are offered at a discounted rate. Lunches can be ordered on the same day at the regular lunch rate. Emergency lunches (lunches ordered the same day without payment) are also available. (See monthly lunch menu for prices.) 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 or candy) 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, pretzels, cheese, muffins, 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. Please keep the preschool office and your child's teacher informed of any food allergies that your child may have or develop. If a child has severe food allergies, we ask the parent to provide snacks for their child. A list of the monthly snacks is posted in the classroom, kitchen and on our parent board.

Breakfast

Children may bring their own breakfast between the hours of 6:30 AM and 7:30 AM. Food should be low sugar and nutritious. You may purchase cold cereal and milk during breakfast time. After 7:30 AM breakfast will not be given. It may be saved for snack. Our first snack is served at 9:15 AM.

Hours of Operation

The preschool hours are:

- Half day (at Baseline campus only) 8:00 AM – 12:00PM
- Extended day 6:30 AM - 6:00 PM
- Full day 7:30 AM – 3:00 PM

If you are on the half day plan, and pick up your child late, you will be charged \$1.00 for each minute after 12:05 PM. The same late fee applies for our extended day plan after 6:05 PM. For the full day plan, if you arrive before (or pick

up after) the half hour grace period twice in one month, you will be charged the extended day rate. If late on a consistent basis, you may 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.

Holidays

The school will be closed on the following holidays:

New Year's Eve and New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day and the day after
President's Day	Memorial Day
Good Friday	Christmas Eve and Christmas Day
Independence Day	The days between Christmas & New Year's

There are some non-holidays when the school is closed. A few days before school starts are set aside for staff orientation and prep days. On these days we have meetings with the staff, CPR training, back to school prep and maintaining and cleaning the school. The day before school starts is Warm-Up Day, where you and your child meet the teacher for a one on one conference. Also, we are closed three days for the ACSI Teachers Convention in November. These days are typically the Mon. - Wed. of Thanksgiving week. Also, were closed the day following the last day of school in June. This day is set aside for summer prep. We also take one day in February for parent teacher conferences for all students. Refer to current yearly calendar for actual dates.

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 your car in our parking lot for the day. Our parking is limited and we need all spaces daily.

Arrival and Departure

For the safety of our children we have a security system which requires an access code to enter the front door. At the time of enrollment you will be given the code and you may share the code with those who are authorized to pick up your child. If you forget the code, ring the doorbell for assistance. When entering, if you do not recognize those behind you, please close the door and let them use the code.

You must accompany your child into the classroom or play 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 AM. This is our welcoming and Bible time and we don't want any child to miss this special time. It is also very distracting to the teacher and other children when you walk in late. When departing, don't forget to check your child's cubbie and coat hook. For safety reasons, be sure to close the door behind you.

Checking In & Out Procedures

According to state law, parents are required to check their child in and out each day. At the time of enrollment we will scan your fingerprints and or give you a pin number for checking in your child. We have a computer check in system at the front desk. 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. Those authorized to pick up will also have their fingerprints scanned for checking out children. The preschool closes promptly at 6:00 PM. If your child is not picked up by 6:05 PM 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 7:00 PM, 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.

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.

Student Release Authorization Cards

The security entrance and computer check-in system provide a high level of security for your child, however we have also 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. 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 additional measure 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.

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.

Parent Teacher Conferences

The teachers are continually making observations, collecting samples of work, and assessing the developmental growth of each child throughout the year. Parent-teacher conferences will be held twice during the year. An informal one, the day before school starts which we title: "Warm-Up Day", where you and your child can meet the teacher and get acquainted. Then, in February, you and the teacher will have the opportunity to discuss your child's developmental progress, ask questions or share any concerns. We do provide care for your child during your conference. Our Pre-K teachers will discuss kindergarten readiness and possible enrollment at Foothill Christian Elementary School.

Parent Involvement

We always encourage parents to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child you care. Your involvement is part of what makes our school a wonderful place for children. We provide opportunities for parents to be involved such as: helping

with cooking or art experiences, bringing in items for special events or parties, helping cut out items for the teacher, etc. We encourage parents to come and share their talents, careers, and culture with the children. We have a Parent Involvement Form available for you to fill out at registration time. We also have two fundraisers each year where we appreciate parent involvement. In the fall we have a catalog sale and then in March we have our all school Wheel/Jog-a-thon where help and donations are appreciated. The fundraising is used for all those extra things the school needs not covered by tuition. We have been able to purchase many wonderful items because of generous parents and friends.

Staff

We are fortunate to have a professional, caring staff that is dedicated to helping each child develop to their full potential. Each member of our staff has been employed as a qualified and competent person in Early Childhood Education to provide loving, caring direction and guidance to all the children. Each staff member is aware of unique differences and will provide appropriate care for each child according to their needs. All of our teachers are certified by the State and 100% are certified in CPR. Our staff continually participates in education conferences and in-service training to remain up to date in the field of early childhood education and the needs of families and young children.

Every staff member is a professing believer in the Lord Jesus Christ and is active in a Christ-centered church. Each employee interacts well with children and embraces an attitude of service. The Director is also available to serve and assist our families in any way possible.

Emergency Procedures

Foothill Christian Preschool has written policies and procedures for dealing with emergencies. Be assured that the staff will be giving your child any emergency care they may need. Our school is equipped with first aid supplies, flashlights, radios, cell phones, walkie-talkies, disaster food, water and supplies. We periodically conduct and document emergency drills such as fire and earthquake drills. The children are taught safety and exit procedures. 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 (626) 914-1849 and the address is: Foothill Christian School, 242 Baseline Rd., in Glendora. In the event of an area disaster, the school is prepared to keep your child for as long as seventy-two hours. Staff members are trained in First Aid and CPR. Disaster supplies are provided for each student and classroom. 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 release authorization card before the child will be released. If at any time your emergency contact information changes, notify the office immediately.

If our phones are down we have an emergency cell phone number that you can call. It is:

Rt. 66 Emergency Cell Phone is: (626) 320-5912.

Baseline Emergency Cell Phone is: (626) 852-2871

We encourage parents to discuss and practice safety drills with your family at home.

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. If attempts to contact a

parent or guardian, or the child's doctor are not successful, we will call emergency medical services. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. If there is a need to transport the child, a staff member will accompany your child at all times. Any expense incurred will be the responsibility of the child's family. The school will not be responsible for anything that may occur as a result of false or misleading information given at the time of enrollment. The authorization for emergency treatment on the Enrollment Record must be signed when you enroll. Please keep your child's file current by keeping us up to date on phone numbers, and other pertinent information.

The persons who are listed on the Emergency Information Form to be called in an emergency when the parents cannot be reached, should live in the local area, be available during school sessions, and should know your wishes for your child.

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. Instead of sweets like cupcakes, cake, candy and cookies, let's train our children to eat healthier. There are alternatives like fresh fruit, yogurt, pizza, muffins, etc. Let's get on the right track! You can still make their birthday special without all the junk food and sweets. Let's all do our part and be creative and healthy. 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. The item must fit also in the classroom share box. Please be sure to label each item. The school is not responsible for broken or lost items.

Vacation

Only Full-Time students who attend five days per week and have been enrolled in the year-round, twelve month program (September to August) qualify for one-week vacation credit. Vacation credit *cannot* be given unless your child is enrolled in the preschool for the entire year, including summer. Every subsequent year of full-time enrollment qualifies you for an additional week of vacation credit not to exceed a maximum of two weeks' vacation credit in one year. Credit applies only to children that are here year-round including summer. Vacation cannot be accumulated. Vacation credit can only be used during the summer and the tuition discount is pro-rated at the weekly rate. Part-time students enrolled M-W-F or T-TH do not qualify for vacation credit.

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 or rest 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

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 contacted. 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. Following any serious illness, a doctor's statement will be required. This is for the protection of all children.

The director or her designee will determine if a child is too ill to remain at the preschool. Any child experiencing the following symptoms should not come to school and if they are at school will be sent home:

- A fever of 99.7°F or higher
- Contagious skin or eye infection
- Diarrhea (at least two incidents), increase in stool water and /or form that cannot be contained
- Vomiting-one incident
- A colored green or yellow discharge from nose indicating an infection
- Difficulty breathing
- 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. There is no credit given to absences due to illness.

Contagious Diseases

Children are not allowed to attend school when they show sign of a communicable disease. Parents are required to notify the office if your child has been exposed to any communicable disease or if they have been diagnosed as having one, or incubation dates can be verified, and parent can be notified of possible exposure.

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 WITH A DOCTOR'S NOTE, SO 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 (pink dye) | 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 is heat sensitive and may disappear and re-appear |
| *Impetigo | 24-Hours after sore is treated and kept covered |
| *Scabies | 24-Hours after treatment has started |
| *Mumps | Until nine days after the onset of gland swelling |
| *Measles | 24-Hours and treatment of antibiotics is started |
| *Rubella | Until six days after onset |
| *Hand, Foot & Mouth | Until clearance from Doctor |

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. 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/she 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 ask for written instructions 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 health room.

Immunization Requirements for Preschool Entry

By law, the state requires that 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 st birthday
HIB:	1 dose - Must be given on or after 1 st 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. A child may be exempt from the immunization requirements when their physician recommends against the immunization based on medical grounds or the parents sign a waiver based on their religious or personal beliefs. If your child is exempt and there is a disease outbreak, the Health Department may order us to temporarily exclude your child for their own protection.

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. are usually available to your child and some colors of paint just do not wash out well. 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, don't 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 labeled 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. Clothing with emblems or sayings that do not align with our biblical values or are a disruption to the preschool environment are not permitted.

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. Sandals must also have a back strap for support, no flip-flop shoes will be permitted. If sandals are open toed, socks are required.

Lost and Found

If your child is missing anything, please notify the staff as soon as possible. **Please remember to label everything!** It is much easier to return a lost item if it is labeled with the owner's name. 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 behavior guidance and discipline techniques. Because each teacher is unique, there is no one style that will work uniformly with all teachers. Conversely, given the individualized temperaments of children, there is no one style that will work uniformly with all children either. Our teachers are committed to these principles:

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. We do carry some copies of these books in our parent lending library located in the Director's office. .

The Strong -Willed Child	James Dobson
Parenting Isn't For Cowards	James Dobson
You and Your Child	Chuck Swindoll
Dare To Discipline	James Dobson
Temper Your Child's Tantrums	James Dobson
Transforming Children Into Spiritual Champions	George Barna
Shepherding A Child's Heart	Tedd Tripp
Helping Our Children Grow In Faith	Robert J. Keeley

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 verbal and may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children, and 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, event, brochures, newsletters such as our electronic newsletter, local newspaper, or 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.

Siblings

We understand that many of the children in our preschool have siblings, both younger and older. We want them to feel comfortable in our school and yet we need parents to understand that the role of our staff is to supervise and prepare an exciting environment for the child who is enrolled. We ask that you be considerate and aware of supervision and the length of time siblings are in the classroom and play yard.

Field Trips

We offer occasional field trips, which are mostly in the summer for our older children going into kindergarten. When we do go on trip we use our own school bus. Parent notification and permission slips are required. Parents are encouraged to participate in the field trips as chaperones.

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 outside the classroom door for you to read. This summary will include daily activities, memory verses, and upcoming events.

Reporting Child Abuse

All preschool employees 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 for everyone. Only for emergencies will we let you drop off your car seat, not on a regular basis.

Preschool is a Place for Learning

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 storytelling, 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.

Reminders for a Successful Preschool Experience

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. **Label everything.**
8. Please let the office know ASAP 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. Pray regularly for your child, their teacher and our school.