



Community Preschool

(909) 981-4333

www.mycommunitypreschool.org

Parent Handbook



Preschool Mission Statement

In partnership with the parents and a ministry of Brethren in Christ the preschool exists to continue to provide a distinctive biblically based education in a nurturing and safe environment through which students are instilled with Godly character and inspired to excel.

Dear Parents,

We want to welcome you to our school year! What a privilege it will be to have your child at our school. We are very pleased that you have entrusted your little one to us to enrich his/her educational experience.

Providing an environment where children can develop in all areas remains a top priority with us. Through the continued care of our dedicated staff, we hope that your child will grow spiritually, socially, emotionally, physically and creatively as God has planned. Our focus as a staff is to be an extension of the ongoing ministry of the Upland Brethren in Christ Church. We want to serve you in the best way possible and to help meet your child's developmental needs.

This handbook has been specifically designed to explain our policies and procedures in detail. It is essential that you take time to read the contents so you will be informed about our school. The Table of Contents will be a helpful guide in finding specific information which should answer many of your questions.

We will be praying for you as a family that you will grow in the grace and knowledge of our Lord Jesus Christ. Please feel welcome to talk with us any time. We are happy to be of service to you. May God bless you and minister to you through us.

In His service,

Phyllis Smith
Director

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1. INTRODUCTION

History of the School

Out of a love for the Lord Jesus Christ and a desire and commitment to minister to preschool children and their families, the Brethren in Christ Church adopted the school in June 2005 which had started 30 years ago at another site in the community. With much thought, preparation and prayer, a Preschool Committee was appointed to oversee the program.

Today our preschool has a well-developed quality program, an excellent facility, and a dedicated, professional staff of 20, which continues with the same high standards and spirit. The school ministers to an ever-growing enrollment of approximately 135 children from the church and surrounding community.

Affiliation

Brethren in Christ Community Preschool is a ministry and extension of the Upland Brethren in Christ Church. The Preschool Committee under the guidance of the Church Board oversees the staff and the running of the preschool.

Brethren in Christ Community Preschool is a nonprofit organization, licensed by the State of California for a full and half-day program and is an active member of ACSI (Association of Christian Schools International).



Purpose

Brethren in Christ Community Preschool operates as a ministry of the Upland Brethren in Christ Church, encompassing the beliefs of the church as found in the Statement of Faith. Our primary purpose, as a preschool, is to help children grow spiritually, socially, physically, intellectually and creatively in Christian surroundings, as a supplement to the home environment.

Brethren in Christ Community Preschool was founded for the purpose of assisting parents in the rearing of their children by the provision of a sound academic program conducted in an atmosphere of total dependence upon and commitment to God and His Word.

We seek to create a nurturing environment with an educational program that is appropriate for each child's developmental level. The activities that we introduce are based on the philosophy that children develop in an orderly, predictable pattern. As a result, we recognize that learning is best served through active exploration, manipulation of concrete (hands-on) materials, self-initiated projects, and guidance from teachers who pick up clues from the interests children display.

Everything a child experiences throughout the day is a part of his/her total education. In these early years, concepts of oneself and others are formed. Therefore, our focus is to create a climate in which children feel competent in what they can do and integrate life-learning skills into their daily lives.

A Christian emphasis is incorporated, appropriate to the child's level of understanding, through uplifting the Lord Jesus Christ, teaching the Bible as the Word of God, prayer, music, drama, art and the lifestyle of the staff. The Bible speaks clearly to us concerning how essential it is to bring a child up in the principles and direction of our Lord Jesus Christ. Therefore, our focus is...

Educational Philosophy

Since our philosophy focuses on the "developmental and academic process" of the child, we promote programs that include opportunities for growth in all areas of development. We want to encourage children to participate in diversified activities that promote gross (large) and fine motor coordination, creative expression, exploration and interaction with the environment. Recognizing that children learn very differently than adults do, we feel that children will comprehend a concept only if it is meaningful in the child's experience and development. We strive to have a well-balanced curriculum that includes academic as well as developmental growth. As a staff, we seek to learn more about effective teaching methods that will enhance meaning and experience for the child.

Religious Philosophy

The preschool and its staff subscribe to the following:

Statement of Faith

We believe that the Bible is the inspired Word of God and the final authority for faith and practice.

We believe that the Scriptures reveal the triune God whose person, nature, and character for-ever is God the Father, son, and Holy Spirit. God is the source and foundation of all that is. God has established order and relationships within creation.

We believe that God created man and woman in his image. Because human beings chose to disobey God, their nature became sinful, resulting in alienation from God, from one another, from themselves, and from the rest of creation.

We believe that Jesus Christ, God's Son, came to earth to reveal the Father and to provide God's only plan of salvation for sinful humanity. New life in Christ is given to all who turn from evil through faith in the sacrificial death and resurrection of Jesus Christ. The Holy Spirit enables the believer to make full surrender to the work of Christ and to walk in the fullness of the Spirit's power.

We believe that the Holy Spirit works in the world, intercedes for the believer, and is present in the life of the church, gifting persons for witness and service. The church is God's primary means for worship, fellowship, evangelism, and discipleship.

The final destiny of all things is in God's hands. We believe that the return of Christ in power and glory is certain and may occur at any time. God will judge righteously at the close of the age. All created things will be brought to their proper order in the eternal Kingdom.

2. POLICIES AND PROCEDURES

Admission Policies

Enrollment is open to preschool-age children of the church and community. Children must be 2 years old by the first day of school.

Brethren in Christ Community Preschool is operated on a nondiscriminatory basis and all children are welcome without regard to race, religion, or national origin.

Waiting List

When parents contact the preschool office concerning information about school entrance, the child's name will be placed on a waiting list if all classes are full. As vacancies occur, children on the waiting list will be called. The waiting list will be in effect from the time of registration and throughout the school year.

As class availability occurs, notification will be made by phone, and enrollment forms will need to be picked up at the office.

Your child will be officially enrolled when completed forms are returned to the office along with payment of necessary fees.

School Tours

School tours are given between the hours of 9:00 a.m. to 5:00 p.m. Prospective parents are encouraged to visit the school prior to registration. All visitors must check in with the office first.



Registration

Returning students, church members, attending student siblings, and alumni siblings will have priority to class placement during registration on a first-come, first-served basis in the order noted. Re-registration forms will go home in Spring to attending students for re-enrollment for the following school year. Forms must be returned in person or by a representative of the family along with the registration fee.

ALL ENROLLMENT FORMS AND PHYSICIAN'S REPORT MUST BE COMPLETED AND REGISTRATION FEES PAID BEFORE A CHILD WILL BE ALLOWED TO ATTEND.

Completion of the following forms and payment of the registration fee constitutes registration:

- | | |
|---|---|
| 1. Application | Return to office with parents' signature. |
| 2. Parents' Agreement | Return to office with parents' signature. |
| 3. 2 Emergency Cards/Medical Release and Pick up list | Return both cards to office. |
| 4. Health History | Return form to office. |
| 5. Parents' Rights | Return bottom portion with signature. |
| 6. Home Information sheet | Complete and return to office. |
| 7. Physician's Report/Immunizations | Completed by Physician and returned. |
| 8. Permission slip | Complete and return to office. |
| 9. Yellow Immunization Card | Bring to office to be copied. |
| 10. Consent for Medical Treatment | Complete and return to office. |
| 11. Personal Rights | Complete and return to office. |

Registration Fee

A registration fee of \$50 is payable at the time of enrollment/re-enrollment. The registration fee is paid when the child enters preschool; thereafter, it is payable once a year at the time of re-enrollment. The registration fee pays your child's insurance while in school, operational costs of the registration process, and a school T-shirt. The T-shirt is given to your child the first month of school. **The registration fee is non-refundable.**

Sessions

Full Day 6:30 a.m. –6:00 p.m. **2 years old – Pre-K**

Monday – Friday
Monday/Wednesday/Friday
Tuesday/Thursday

Half Day 8:30 a.m. –12:15 p.m. **2 & 3 years old**

Monday – Friday
Monday/Wednesday/Friday
Tuesday/Thursday

Half Day 8:30 a.m. –12:15 p.m. **Pre-K and Jr. Kindergarten**

Monday – Friday
Monday/Wednesday/Friday
Tuesday/Thursday

Hours of Operation

The preschool is open from 6:30 a.m. until 6:00 p.m., Monday through Friday. We are open year round, except holidays.

Class Placement

The students will be placed in classes within their age range. Age ranges may vary up to 8 months. In most cases, an equal ratio of girls and boys will be kept, whenever possible.

Tuition Payments

The annual tuition covers the class time from September to mid-June. These figures do not cover any summer programs offered. Tuition rates are calculated from the school calendar, taking into account time off for holidays. Tuition credit will not be issued for days that your child does not attend school.

If you have two or more children attending Brethren in Christ Community Preschool, the first child pays the regular tuition rate and other children receive a 15% discount. Any account that is 30 days late will result in the student not being allowed to attend school until the account is paid in full, or they will be dropped from the program. As a nonprofit school, we rely entirely upon tuition to meet salaries and expenses. The Preschool Committee may change tuition to meet budget requirements each school year.

All checks and money orders are to be made payable to **Brethren in Christ Community Preschool.**

Tuition may be placed in the "Tuition Mail Box" in the office or mailed to:

Brethren in Christ Community Preschool
845 West Arrow Highway
Upland, CA 91786

Late Charge

Tuition is advance payment due the first of the month. Payments not received in the preschool office by the tenth of the month, without exception, will be subject to a \$15.00 late fee, unless the Director has previously approved other arrangements. In order for our school to operate efficiently, it is necessary for all accounts to be kept current. Failure to do so may result in dismissal.

Returned Check Fee

A \$10.00 fee will be charged for all returned checks.

Unscheduled Hours

If a half-day student would occasionally in emergency situations like to stay at school longer, prior arrangements can be made in the office. Extra hours are \$5.00 per hour or portion of an hour.

Late Pick-Up Policy

Late charges can be avoided by planning ahead. You are fined for being late five or more minutes after the close of school, with a \$5.00 charge for every 15 minutes after 6:00 p.m. A record will be kept in the office of any outstanding obligations. Continued late pick-up may result in dismissal of your child.

Absences/Holidays

NO CREDIT is given for illness or holidays. In addition, any family waiving the immunization requirements for their child, due to personal or medical reasons, will be obligated to pay tuition even if the child is asked to remain home from school (as per direction from public health authorities) during an extended period of time because of a communicable disease outbreak (such as measles, mumps, etc.) where no immunization protects the child from contracting the disease.

A full month's tuition is payable for partial months Thanksgiving holidays, Christmas vacation over December and January, President's holiday, etc.

Snacks and Hot Lunch

Children are served both a morning and afternoon snack. Lunch is served family style at 11:30 and 12:30. Menus are posted on the Parent information board and placed in your child's cubbies. If your child has any food allergies, please inform us. We **must** have your doctor document the food allergy on the child's Physician Report or a letter from the doctor for the child's file. If your child has a documented milk allergy, the parent is responsible to bring in an acceptable alternate for their child. We understand that children have likes and dislikes when it comes to food; however, we are required to spoon a helping of each food onto each child's plate. Children are encouraged to taste the food. We have found that children often need to be exposed to a new food several times before they grow accustomed to its taste.

Community Preschool does not offer an elective snack/lunch program. All children are required to participate in the food program unless a doctor's documented food allergy is on file. The cost of snacks and meals is incorporated into the cost of the monthly tuition. Community Preschool has an excellent nutrition program and our menus offer a great variety of food for both snacks and lunch. We strive to make snack and meal time a fun and positive experience.

Vacation Credit

We do not give any vacation credit during the school year. During Summer Day Camp, you may take any week or days off, although more than one day attendance per week is required. Please call the office or write down vacation days on the summer camp application.

Withdrawal from School

As per the Tuition Policy Agreement given to you upon enrollment, if it becomes necessary to withdraw your child from school, in all cases a written withdrawal notice will be required two weeks prior to the day of the withdrawal. If notice is not given two weeks in advance, you will be billed for the two weeks after the last day of his/her attendance.

3. STAFF AND CURRICULUM

Staff

A warm, loving dedicated Christian teaching staff has been trained to promote the best development for your child. Each member of the staff is motivated by his/her desire to serve God and to share His love with young children. We are very fortunate to have such a well-qualified staff. All our staff have specialized training and units in Early Childhood Education, as well as being CPR certified. In addition, we have a very low staff turnover, which insures the quality and consistency of our program.

All of our staff members are mandated reporters in accordance with state law. If a staff member suspects a child in her care has been the victim of child abuse or neglect we are required by law to report our suspicions.

Overall Curriculum

Our school philosophy focuses on the developmental aspect of growth, which is reflected in the curriculum we have adopted. Our curriculum emphasizes monthly thematic teaching units that are broken down into sub themes for each week. We also include learning themes that include shapes, colors, science emphasis, and letters.

Our basic approach includes hands-on learning, literature-based activities and an emphasis on play, both creative and dramatic. Language development is accomplished through the use of music, dramatic play, blocks, creative art, and social interaction. Using scissors, play dough, and manipulative materials strengthens small muscles. Motor development enhances growth of large muscles with carefully selected programs using obstacle courses, balance beams, and games with scooter boards and balls. Perceptual and conceptual development is encouraged with puzzles, board games, finger plays, and books.

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

Halloween	Our focus is harvest and thanking God for His bounty.
Thanksgiving	Thanksgiving feast, thanking God for His provisions and blessings.
Christmas	Our focus is the birth of Jesus Christ.
Easter	Our focus is the death and resurrection of Jesus Christ.

Chapel/Bible Time

We take every opportunity to teach and model Biblical standards and characteristics, as well as to use every-day occurrences to teach God's character and creation. Therefore, each day the children enjoy a special Bible time. The entire school gathers together to have chapel once a week. We sing Christian songs and learn about God's love.

Our primary focus is to relate Bible stories with the Godly character traits addressed in chapel and Bible time. You will find these listed in each month's Newsletter. Songs, along with hand motions, are selected that emphasize God's love. It is our desire not to teach specific doctrine, but to teach the children about Jesus and what a special friend He can be to us.

Discipline

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of a positive, healthy self-esteem. The teachers demonstrate kind and loving positive-reinforcement techniques, as we strive to reinforce and stimulate good attitudes and behavior.

Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If the behavior continues to be repeated, and especially if the well-being of the child or his/her classmates are in jeopardy, then the child may be given a “time out” and removed from the activity in progress.

The child may be removed to the Director’s office if the behavior becomes continually disruptive in the classroom. The teacher or director may notify parents if this becomes necessary. If a behavior occurs that is aggressive in nature or poses a direct threat to another child, the situation will be dealt with appropriately, communicating with the parents when necessary. Suspension may be a result of serious behaviors at the director’s discretion.

Outside Playground Safety Rules

- We never ever open the gate or leave the playground without an adult.
- We slide down feet first when we go down the slide.
- We never jump off the climber.
- No riding bikes on ramp area or grass area. (South side playground)
- We don’t jump off or twist on swings.
- We use both hands to climb on equipment.



Sample Overall View of the Preschool and Jr. Kindergarten Day

Preschool Hours

Full Day	All Classes	6:30 A.M. – 6:00 P.M.
Half Day	2 & 3 Year Olds	8:30 A.M. – 12:15 P.M.
Half Day	Pre-K and Jr. K	8:30 A.M. – 1:00 P.M.

8:45-9:15	Opening Circle Time: Children are individually greeted. Class helper tasks given out, discuss calendar, weather, daily theme, Show & Tell sharing, etc.
9:15-9:45	Outside Time*: Free play, bubbles, easel painting, bike riding, crafts, water play, carpentry, motor development, etc.
9:30-10:00	Snack: Pray before snack. Juice/crackers/fruit, etc.
10:00-10:30	Bible Time: Christian concepts such as love, sharing, kindness, etc., song, prayer, movement.
10:30-11:15	Inside Time: Free play, music, creative arts/crafts, blocks, books, centers, dramatic play, science/nature, numbers, ABC's, etc.
11:15-11:30	Getting ready for first lunch.
11:30-12:00	First lunch
12:00-12:30	Bathroom, clean up.
12:30-1:00	Second lunch
12:30-2:00	Rest time
2:00-3:00	Bathroom, Snack
3:00-3:30	Story, Inside play
3:30-4:30	Outside play
4:30-6:00	Inside play

*Each class's outside time is different to allow more room for playing on the playground.

Variations to this schedule can be made according to the class and the teacher's desires.

4. PARENT-SCHOOL COMMUNICATIONS

Parent Conferences

If a teacher feels that a parent conference is needed for a preschooler, you will be notified. If a parent would like to meet with a teacher, please make an appointment by calling the office, and a conference will be scheduled as soon as possible.

It is in the best interest of your child that parents and teachers communicate freely with one another. It is important for the staff to understand situations at home that may influence the typical behavior of the child. Please feel comfortable to discuss with the teacher and/or Director anything which will help make your child's time with us the best possible experience. When talking informally with a teacher about your child, please be sensitive to what your child hears. A phone call might be better.

We want to make school a warm, loving and accepting place for your child and you. If you have a concern with your child's teacher, please discuss it with the teacher or the Director, not with other parents. We are here to serve you, and parent communication should be gossip-free. Please remember that there is an "open door policy" with the school.

Change of Address/Phone Number/ Emergency Pickup

Please inform the office of any changes of address, phone number(s), emergency contacts, etc. In addition, please inform the office and teacher of new people bringing or picking up your child.

Monthly Newsletter

At the beginning of each month, a newsletter will be sent home with your child which will give current and upcoming event dates, explain activities, and provide you with important information. Please read your newsletter when you receive it and refer to it and the Parent Handbook as needed.

Information Boards

Classroom – Inside each classroom, teachers will post a brief description of the weekly activities. Sign up sheets for various activities and events will be posted on your child's classroom sign-in/out clipboard. Please take time to read these items. Often, you will gain insight into what your child is doing in the classroom and can then show your interest in the activities of his/her day.

Parent Meetings

From time to time, special meetings will be held for the parents and/or family members. These meetings are important, and we ask that you make every effort to have at least one member of your family attend.

**** Meet Your Teacher Night** – Held the Thursday before school begins.

We encourage the parents and child to attend this informative evening. We will be introducing the staff and reviewing highlights about our program. It is your time to come to Preschool to experience first-hand what our program is all about! Time will be spent with our staff presenting highlights of a preschool day, with you participating.

**** Christmas Program** – Held in December.

This is a special evening program for the family. The children present a program about the birth of Christ. It is a wonderful, touching and fun evening. Refreshments follow the program.

**** Grandparents' Day**

If your child is fortunate to have Grandma and/or Grandpa living nearby, we have a delightful time planned. Children come to school as usual and will be joined by their grandparents. A special program is planned. If grandparents cannot attend, you may send an Aunt, Uncle, or Special Friend instead.

**** Spring Sing**

Each spring we have a fun family evening with a special theme. We have games and singing for all the parents and children at Brethren in Christ Community Preschool. It is a real fun family night.

**** Parent Seminars** – Held periodically

Based on parental interest, special mini-seminars and times of fellowship may be offered during school time, or an evening, on subjects ranging from discipline and child-rearing skills to handling the holidays with less stress, etc. Please let us know your interests.



5. HEALTH

As per Title 22, Department of Social Services Licensing Regulations, upon enrollment, you are required to submit the Physician's Physical Form, signed by the child's physician, with a record of a physical done no earlier than one year prior to school entrance. Regulations also require a child to have three (3) Polio, four (4) DPT, the MMR inoculation on or after 1st birthday, four (4) HIB last dose on or after 1st birthday, and three (3) Hepatitis B series. We request the Physician's Form to be turned in to school 30 days after the time of registration as designated by Social Services.

Keeping your child healthy is important to us! Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by a teacher.

YOUR CHILD WILL NOT BE ADMITTED TO THE CLASS IF ANY OF THE FOLLOWING SYMPTOMS OF ILLNESS ARE PRESENT:

- Cold/flu
- Fever of 100 or higher
- Runny nose with thick or colored secretions
- Watery/inflamed eyes, conjunctivitis
- Sore throat
- Earache
- Constant cough
- Diarrhea or vomiting
- Marked drowsiness or dizziness
- Draining sores, burns or abscesses
- Rash (until cause is diagnosed and determined by a physician to be noncontagious)

A child will be sent home if he/she appears to have any symptoms of illness during the day. We will make every effort to contact the child's parent, and if unavailable, the first noted emergency contact(s) will be called. No illness credit for tuition will be given.

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness but is unusually irritable, tired or fussy, please consider how his/her behavior will affect the class and his/her school experience. By staying home to rest, the development of an illness or the spread of a contagious childhood disease, such as chicken pox, may be prevented.

NOTIFY THE OFFICE IMMEDIATELY IS YOUR CHILD HAS A COMMUNICABLE DISEASE SUCH AS CHICKEN POX, LICE, CONJUNCTIVITIS, STREP THROAT, ANY RASH, ETC.

Parents and staff members must be notified of the exposure. The Preschool will send a note home giving the date of the exposure and the condition. Before returning to school after an absence, the child needs to have been free of symptoms and fever for at least 24 hours. Some illnesses may require release from the doctor.

Medication

If your child has an allergy or is recovering from an illness (and is no longer contagious) but still requires medication, it may be given at Preschool if:

- a. The medicine is a prescription drug and is prescribed for the child with his/her name on it (not a sibling's) with dosage instructions on the container.
- b. Medicine is in the original container.
- c. It is accompanied by a medication form (available in the office) filled out by the parent
 - giving the Preschool permission to administer medicine.
 - giving the amount and time of each dose (a specific hour must be given, not for example "every 4 hours").
- d. The medicine form is filled out once a week and is included with the medicine.

Parents must deliver all medications to the Office in their original container.

Common Communicable Diseases

The following is a breakdown of many of the common communicable diseases preschoolers may come in contact with and some general information regarding these diseases. If you have any further questions, please contact your physician.

Disease	Incubation Period	Contagious Period	Exclusion from School	Symptoms
Chicken pox	2-3 weeks, Commonly 13-17 days	As long as 5 days, usually 1-2 days prior to eruption of first vesicles and not more than 5 days after eruption.	5-7 days after first vesicles appear and until vesicles become dry and scabbed over.	Slight fever. Crops of red, raised erupt- ions that change to vesicles and then form scabs.
Measles (Rubeola)	10-14 days	4 days before and 4 days after rash.	4 days after onset of rash.	Cough of varying degrees, fever, con- junctivitis and sensi- tivity to light. Red- raised rash that be- comes blotchy.
Measles (Rubella/ German Measles)	14-23 days	About 1 week before and 4 days after onset of rash	7 days after onset	Fine pink rash, en- larged glands behind ears and back of neck and slight fever
Hand, foot & mouth disease (Coxsackie Virus)	Usually 3-5 days	During the acute stage of illness. Virus may remain in the stool for 2-3 weeks	During acute stage of illness.	Fever, malaise, sore mouth or throat, not eating well. Papulo- vesicular lesions in mouth, on palms, fingers, soles of feet
Fifth disease (Erythema Infectiosum)	4-20 days	Greatest before onset of rash and probably not com- municable after.	During acute stage of illness.	Redness of cheeks (slapped face appear- ance), lacy-like rash on trunk and ex- tremities which fades but may recur on exposure to sun or heat.

Disease	Incubation Period	Contagious Period	Exclusion from School	Symptoms
Strep throat and scarlet fever	1-3 days	From onset of illness until 24-48 hours after appropriate treatment started.	Until 48 hours after appropriate anti-biotic therapy is started and fever is gone.	Fever, sore throat and swollen/sore glands in neck. Sandpaper-type rash with scarlet fever.
Impetigo	1-3 days with streptococcal, 4-10 days with staphylococcal	24-48 hours after appropriate treatment started.	Until 48 hours after appropriate treatment started.	Begins usually as a blister-like eruption, becomes pustular in appearance and spreads. Most commonly on the face.
Ringworm (body or scalp)	Scalp is 10-14 days. Body is 4-10 days	During course of active infection.	Until after appropriate treatment is started. Active lesions should be covered when possible with clothing, e.g., long sleeve shirts, etc.	Lesions tend to be circular with central healing. In the scalp, there tends to be hair loss.

Immunization Check List

Children need protection against polio, diphtheria, tetanus, pertussis (whooping cough), meningitis, hepatitis, measles, mumps, rubella, chicken pox, and tuberculosis. For some diseases, only one immunization is needed. Others require a number of immunizations and booster shots. A child who has received less than the recommended number of shots in a series only needs to make up the ones that were missed. The only exceptions are the 5-year-old child who missed the 18-month DTP booster merely needs to receive the preschool booster. If your child needs any immunizations, the missing immunization will have to be done before your child can attend school.

<u>At this Age</u>	<u>Your Child Should Have Received:</u>
2 months old	DTP immunization Polio immunization Hib meningitis Hepatitis B
4 months old	DTP immunization Polio immunization Hib meningitis Hepatitis B
6 months old	DTP immunization Polio immunization Hib meningitis Hepatitis B
12 months old	MMR immunization (on or after 1 st birthday)
15 months old	DTP immunization Hib meningitis (last dose must be on or after 1 st birthday)
4-6 years, immunizations before entrance to elementary school	DTP booster (the 5 th immunization) Polio booster (the 4 th immunization) MMR immunization (the 2 nd) Varicella (chicken pox)

Those exempt for personal beliefs or medical reasons must sign the State's Blue Immunization Form and provide medical release, in writing, from a physician. As per the Department of Health in the event of an outbreak of an immunized disease, the child will be required to remain home for an incubation period up to 21 days. Tuition will be payable.

2. OPERATIONAL POLICIES

Attendance

When registering children for preschool, children are registered for specific days and times. When the class enrollment reaches 12 students, the class is considered full and no more children can be added. For this reason, we can only accept children on their designated days and time. It is our desire to serve the families at Community Preschool to the best of our ability and within the scope of the regulations we must follow, if a change of schedule becomes necessary, please discuss the needed changes with the office to see if we can accommodate your additional needs. The fee will be reassessed to reflect the changes made in your child's schedule.

Please notify the school if your child is unable to attend school by leaving a message on the answer machine or with the office personnel. We appreciate knowing whether your child is ill, or absent for another reason.

Notify us immediately if your child has a contagious disease so we can issue the necessary notices. When your child returns to school from a prolonged absence, please be sensitive to his/her feeling out-of-sync with classmates and routine.

Arrival and Departure

Full Day	All Classes	6:30 A.M. – 6:00 P.M.
Half Day	2 & 3 Year Olds	8:30 A.M. – 12:15 P.M.
Half Day	Pre-K and Jr. K	8:30 A.M. – 1:00 P.M.

Half Day students should arrive promptly at 8:30 so that they do not miss the opening "Circle Time." The State of California requires that all children be signed in and signed out each day. This requirement must be met with a full signature, not initials.

Please wait until a teacher receives your child into the class. According to Title 22 Regulations, we are not legally responsible for your child until he/she has been signed in and received by a teacher. According to State regulations, no one under the age of 18 is allowed to sign a child in or pick a child up from school. In addition, no child will be released without authorization by the parent or guardian. Please keep the emergency form in our office up-to-date, as we must have written authorization for changes of this nature. (In case of an emergency, a telephone change will be accepted.)

Full Day students who arrive before 7:30 A.M. will be dropped off in the specified opening room. Between 7:30 and 8:30 A.M., your child may be dropped off at the play yard with a teacher. Half Day students may not enter the yard prior to 8:30 A.M.

Pick-up at 12:15, 1:00, or immediately after the nap period at 2:00 P.M. will be at the child's classroom. Pick-up after 3:30 P.M. will generally be at the play yard. (On rainy days, look for the posted sign for the appropriate classroom pick-up location.) **Please do not pick up your child during rest time:**

2 & 3 year olds	12:30 – 2:00 P.M.
Pre-K & Jr. Kindergarten	1:15 – 2:00 P.M.

Please be on time to pick up both for half day and 6:00 P.M. Children become anxious and unsettled if you are not there on time. If you are detained and cannot pick up your child on time, please try to make arrangements for one of the previously authorized people to pick up your child. If you must send someone not on the list, an emergency phone call is sufficient. Please give the person's name, relationship to the child or your family and that person's phone number. We will get a message to your child so he/she won't be alarmed when you do not call for him/her. Proof of identification will be requested.

****A late pick-up fee will be assessed after 5 minutes. If charged, please pay the person caring for your child.**

Please use caution in the parking lot. The speed limit in our school parking lot is 5 miles per hour. Watch for children at all times and keep those in your care under control and with you. **DO NOT LEAVE SIBLINGS OR OTHER CHILDREN UNATTENDED IN YOUR CAR.** Please do not park in handicapped parking unless you have a permit.

Field Trips

Occasionally your child's class may take a field trip when the monthly program calls for one. It may be to the Pumpkin Patch, a visit to a local farm or Chuck E. Cheese. You will be given information about each trip in our monthly newsletters. These trips are not possible without your help (a few parents from the class), so we hope you will join us! Because of liability concerns and for the safety and protection of our students, we need all eyes and hands on the preschool students attending. Therefore, we recommend that you not bring other children. There will usually be a varied charge for each field trip, depending if we need to rent a school bus or not.

It is school policy that in the event of rain or if the Director determines traveling conditions unsafe, a field trip will be cancelled. Field trips will be rescheduled, if possible, at a later date.

Cubbies

Cubbies will be provided for each child in the classroom. Art projects will be placed in them in addition to keeping any share toys. The cubbies will be small and will not hold large items. Cubbies will need to be checked and cleaned out each day, as the part-time classes will be sharing them. Please check your child's cubby each day for treasured work and any items that went to school that day (sweaters, jackets, share toys) as well as school communications.

Clothing

Please have your child wear play clothes and tennis shoes! Keep in mind that your child will be climbing, painting, digging, sitting in sand, playing with water and helping oneself when toileting. We emphasize having a good experience with materials rather than keeping special clothes spotless. Clothes with many buttons, buckles, belts and straps are hard for little hands to maneuver. Overalls are difficult when it comes to "potty time." Children can manage boxer-type shorts, jeans, cords, or pants with ease. Please help your child toward independence in dressing by selecting clothing he/she can manage! Expensive or special jewelry is not appropriate.

For safety's sake, boots and flip-flops are not permitted! Tennis shoes or rubber-soled shoes are required.

Please mark all removable clothing with your child's name (sweaters, coats, hats, etc.)

An extra change of clothes and underwear need to be provided by you to keep here at school in the event a child spills juice, gets overly wet during outside water play, or has a toileting accident. If it becomes necessary for a child to change clothing, privacy is provided and we will do all we can to save the child from embarrassment.

Share Items/Toys

Each room is well equipped with toys that are appropriate for the child's age. We ask that the children bring toys on share days only. All classes have a special time set aside for each child to "share" (show and tell, etc.) each week. As the year progresses, help your child select an appropriate item, as the monthly theme warrants, to help develop thinking and decision-making skills, as well as reinforce something being taught (colors, shapes, etc.). Books, tapes, pets, and even family members are good sharing items, too.

WAR TOYS, GUNS, MODERN WEAPONS, OR VIOLENT-TYPE TOYS, INCLUDING POWER RANGERS ARE NOT ACCEPTABLE AT SCHOOL. Also, please do not let your child come to school with gum or candy.

Lost and Found

Please check with the office or your child's teacher for assistance in finding lost items. Periodically, the teachers will collect any unclaimed items (sweaters, jackets, toys, etc.).

Naps

Naps are taken in the afternoon as follows;	2's & 3's	12:30 – 2:00 P.M.
	Pre-K & Jr. Kindergarten	1:00 – 2:00 P.M.

Birthdays

We encourage you to celebrate your child's birthday with us at school. The teacher will make a special crown for your child and we will sing "Happy Birthday" as we honor your child in class.

We encourage you to bring a simple treat for the children in their class to share at "Snack Time." Please make the necessary arrangements with the teacher in the event there would be more than one child celebrating.

If you are planning a birthday party for your child, please be sensitive to the feeling of others. Please mail all invitations, unless you are inviting the entire class, and ask your child not to mention the party if there are some children not invited. A class list will be available upon request in the office.

Accidents/Injury

In case of an accident or injury, we will make an immediate attempt to contact a parent, in addition to contacting 911, if necessary. If we cannot reach the parent, we will call the child's physician. All teachers have CPR and First Aid training. After any injury, an "Ouch Report" will be sent home with your child noting the injury and any treatment or care administered.

Please make sure your emergency numbers are always current on the Emergency/ Medical Form on file in the office!

Emergency Preparedness

Each month we have fire and earthquake drills according to regulations. In the event of an earthquake, we have a supply of emergency food on hand at all times. We would implement our comprehensive Disaster Plan.

Optional Items:

School Pictures

School pictures will be taken in October or November. Picture packets are reasonably priced, and finished pictures are sent home before Christmas. Individual and class pictures are offered. Dress your child in brightly colored clothing for best results. A change of clothing can be sent to school for the child during outside playtime.

Vision, Hearing and Speech Screening

Vision, Hearing and Speech Screening will possibly be held at our school for those interested. A Screening company provides the service for families who sign up for a nominal fee.

School Visits

You are welcome to visit the school and your child's classroom anytime during the school year. We want you to be well informed of your child's progress along the way. If you would like to stay in the classroom for an extended amount of time please call the office. When visiting, please get a "Visitor's Badge" and sign in and out.

Peer Group/Family Member Visits

Due to insurance reasons, a child may not bring another child to visit and remain at school.

BRETHREN IN CHRIST COMMUNITY PRESCHOOL STUDENT SEXUAL HARASSMENT POLICY AND NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Brethren in Christ Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Based on new discrimination and labor laws, all business are now being required to establish a sexual harassment policy. This applies to private and secular organizations as well. The Association of Christian Schools International (ACSI) has provided a sexual harassment policy for all Christian Schools. This policy is written for levels preschool through high school. They have strongly encouraged for us to use this policy as preventative measures concerning any potential legal issues.

Because these new laws regarding sexual harassment require us to adopt such policies, we have chosen to adopt the following policy recommended by ACSI. Please read through the following information in regard to this issue.

Policy

This school is committed to maintain a preschool environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the type of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to do if you Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

PHYLLIS SMITH
DIRECTOR
BRETHREN IN CHRIST COMMUNITY PRESCHOOL
(909) 981-4333

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Director. The Director will lead an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity for the disciplinary action will be based upon the circumstances of the infraction.

PLEASE SHARE THE LETTER ON PAGE 25 WITH YOUR CHILD.

Dear Children:

In our school everyone is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other.

God made each of us different. Some of us He made girls. Some of us He made boys. Some of us have blond hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God.

Sometimes people make fun of people who are different from them. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different.

When we make fun of people because they are different, we are not respecting them. We call this being disrespectful.

When we are disrespectful to each other, we hurt each other's feelings. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

In our school we want to be sure that everyone who is part of our school is happy to be here and has a chance to do their very best here. So if someone, whether it is a teacher or another child, says something which is mean or disrespectful to you for any reason, we want you to tell your teacher or the Preschool Director right away. She will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell when something disrespectful happens. It is not tattling and it will not get you into trouble. If you always tell your teacher or the Preschool Director when something disrespectful happens, we can make sure that our school remains a happy place where everyone respects each other's differences.

In His service,

Phyllis Smith
Director

BIC Community Preschool



Parent Handbook

SIGNATURE PAGE

Please sign and return bottom half with required forms to school.

Print Student Name: _____

I have received a copy of the BIC Community Parent Handbook.

Parent/Guardian's Signature: _____