

**CALVARY CHAPEL RIALTO PRESCHOOL
HANDBOOK 2019/2020 – Updated 2/28/2019**

TABLE OF CONTENTS

	PAGE
Directory Information	2
Welcome	3
Mission Statement	3
Tomorrow's Leaders	3
Our Philosophy of Christian Education	3
Curriculum	4
Licensing	5
Preschool Staff	5
Hours & Holidays	6
Daily Schedule	6
Enrollment Requirements	7
Registration & Curriculum Fees	8
Tuition Options	8
Student Evaluations	9
Electronic Signature Procedures	9
Dress Code	10
Bathroom	12
Nap Time	13
Lunch	13
Snacks	14
Chapel Time	14
Holiday Parties & Birthdays	14
Toys & Videos	15
Transportation	15
Out Door Play	16
Visitors & Volunteers	16
Gifts & Donations	16
Lost & Found	17
Emergency Evacuation Procedures	17
Illness Policy	19
Medication	20
Mandated Reporting	21
Discipline	21
Withdrawals	23
Handbook Amendments	23
Contagious Diseases	24
Custody Issues	24
Parent/Staff Communication/Involvement	24



DIRECTORY INFORMATION

Church:

Calvary Chapel Rialto
1391 W. Merrill Ave.
Rialto, CA 92376
(909) 820-7300
(909) 820-7399 fax
office@ccrialto.org
www.ccrialto.com

Pastor:

Terry Hlebo



Calvary Chapel Rialto Preschool

1391 W. Merrill Ave.
Rialto, CA 92376
(909) 820-9072 ext.124
preschool@ccrialto.org

Brightwheel App.
mybrightwheel.com

Curriculum
mothergoosetime.com

Preschool Hours:
6:00 am – 6:00 pm

Preschool Director & Office Hours:

Mayely Ramirez
10:00 am – 5:00 pm

The preschool does **NOT** provide extended daycare services on minimum days. All children must be picked up by 12:00 pm.

See page 10 for details.



Welcome to Calvary Chapel Rialto Preschool...

We are very pleased to welcome you to our preschool family! We look forward to partnering with you as your child begins a Christ-centered education. We also realize this is an important adjustment for you and your child. It is our hope that the information contained in this Parent Handbook will be helpful in answering any questions you may have and that you will refer to it often. Our staff is also available to assist in any way we can be of help to you.

Please be assured that the guidelines in this handbook have been prayerfully considered and established with the students' best interest in mind.

We look forward to all that God will do this year as we work together in building a foundation for your child's future.

*In His service,
Mayely Ramirez
Preschool Director*

MISSION STATEMENT

The purpose of Calvary Chapel Rialto Preschool is to provide a Christian-based program that will encourage young children to develop, learn and thrive on a day-to-day basis. Our passion is to give each child a love for God's Word and a lifelong passion for Jesus Christ. We believe characteristics and every day experiences make each child unique. Our goal is to implement a developmentally appropriate curriculum with positive results and feedback from families involved in our program.

TOMORROW'S LEADERS

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matthew 5:13). As an extension of the Christian home, Calvary Chapel Rialto supports parents who seek to obey biblical instruction, which gives them ultimate responsibility for the education of their children (Deuteronomy 6:4-9).

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

The Calvary Chapel Rialto Preschool philosophy of Christian education is based on the truth that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature, man

cannot, through his own efforts, know or glorify God. It is only by accepting God's free gift, that man receives salvation through faith in His Son, Jesus Christ.

All policies of the preschool, philosophies of subjects, curriculum materials and teaching methods shall conform to our philosophy of Christian education. The Bible is the foundation and motivating force for all curriculums. Our primary goals and objectives include:

- To love the Lord our God with all our heart, soul and mind (Matthew 22:37)
- To glorify God in all that we do (I Corinthians 10:31)
- To promote the maturity of our students in doctrine and practice (Ephesians 6:4; Colossians 1:28-29)
- To train our students in Christian service and ministry (II Timothy 2:2)

The preschool is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ. We believe that our priorities and those we teach should be as follows: Commitment to Christ, family and school. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in God's image and the Bible gives us the moral principles to live by. We strive to meet all the needs of the student - physical, mental and spiritual.

CURRICULUM

The Bible is not only a separate subject, but must be the motivational force for our curriculum. Our curriculum allows children to learn through direct hands-on experiences with people, objects, events and ideas.

Our classrooms are 'center-based' with theme-related activities in learning centers designed to encourage children's cognitive, social, emotional and physical development. Children have the opportunity to participate in shared and independent learning experiences. Each day, these experiences will include reading, math, science, art, construction, transportation, sensory and imaginative play.

Our educational curriculum promotes conversation and language development while building social skills, promoting independence, developing problem solving skills, enhancing pre-math and pre-reading skills and encouraging creativity. Our day begins and ends with a circle time. This time is a great way to encourage language development, teach children how to take turns and promote cognitive thinking. Our staff is trained to meet the developmental needs of each child through hands-on active learning.

Calvary Chapel Rialto Preschool is licensed by the State of California, Community Care Licensing, under the Department of Social Services. They may, at any time, enter the facility unannounced, to inspect for compliance with the rules and regulations of Title 22. Any representative may also follow up on concerns or complaints of a confidential nature and may interview staff and/or children enrolled without the parent or guardian's authorization to do so.

The rules and regulations governing licensed child care centers are found in Title 22. Many of our program policies and procedures are a direct result of following these guidelines to assure compliance and good standing within the licensing agency and our assigned licensing analyst. You may contact Community Care Licensing if you have any concerns or complaints which you feel have not been handled successfully with the school's staff. It is our goal to meet all licensing requirements while also meeting the needs of all children and their families enrolled in the preschool.

Please share your praise and/or concerns with us so we may continue to provide a safe and secure program for your child.

PRESCHOOL STAFF

Each staff member of Calvary Chapel Rialto Preschool meets the State of California's educational requirements. Our teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. The preschool is a ministry of Calvary Chapel Rialto, and as such, is an integral and inseparable part of the church. Since our preschool is a ministry of Calvary Chapel Rialto, all teachers and staff regularly attend church here and have a personal commitment to Jesus Christ.

PRESCHOOL DIRECTOR

The director is the education leader in the preschool and exercises the role within the guidelines of school policy. It is the duty of the director to:

- Ensure compliance of all policies outlined by the California State Department of Health
- Supervise the admission of students
- Carry out the educational policies and objectives of the preschool
- Supervise teaching and monitor classroom activity
- Further the professional growth of faculty through a program of staff development
- Supervise the discipline in the preschool

- Implement the policies set forth in this handbook
- Coordinate preschool events

PRESCHOOL HOLIDAYS & HOURS

Calvary Chapel Rialto Preschool will be closed to observe the holidays listed below. If the holiday falls on a weekend, please refer to your school calendar as it may be observed on the Friday proceeding or the Monday following.

New Year's Day	Memorial Day	Week of Thanksgiving
Martin Luther King Jr.	4 th of July	Week of Christmas
President's Day	Labor Day	New Year's Eve
Day after Easter	Veteran's Day	

The preschool will be closed **four days** out of the year for teacher in-service. **You will find these closure dates on the school calendar.**

Under extreme and rare circumstances, the preschool will close when our staff cannot meet the teacher to child ratios mandated by the State of California due to staff members being absent. If this were to occur, families would be called immediately to pick up their children for the day.

DAILY SCHEDULE

6:00 - 8:00 am	Early Morning Arrival
8:00 - 8:30 am	Centers
8:30 - 8:45 am	Circle Time
8:45 - 9:45 am	Implement Curriculum
9:45 - 10:20 am	Morning Snack
10:20 - 11:00 am	Outdoor Time
11:00 - 11:15 am	Bible
11:15 - 12:00 pm	Lunch
12:00 - 2:15 pm	Rest Time
2:15 - 2:45 pm	Circle Time/Small Group Review
2:45 - 3:00 pm	Afternoon Snack
3:00 - 4:30 pm	Outdoor Time
4:30 - 5:30 pm	Fine Motor Skills
5:30 - 6:00 pm	Evening Care

View My Daily Schedule Sheet for a detailed description of activities taking place within each time frame.

Calvary Chapel Rialto Preschool's teachers plan enjoyable activities for each day, inside and outside, that promote spiritual and developmental growth as well as reading and math readiness.

ENROLLMENT REQUIREMENTS

Calvary Chapel Rialto Preschool is licensed to accept students, who are 2 years old through 5 years old. A potty-training class is now available. We offer full day options to meet the needs of working families. **Calvary Chapel Rialto Preschool also operates a summer program during the months of July through August.** We strive to maintain the highest quality standards to support the growth and development of your child.

Calvary Chapel Rialto Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, athletics, and other school administered programs.

A scheduled pre-enrollment interview with the parent(s) or guardian(s) and child will help to determine if the program is able to meet the needs of the child in a positive way. Children with special needs may be admitted depending upon the required nature of the need and the teacher's ability to work with all the children in the group safely. The school staff and parent or guardian must prayerfully consider whether Calvary Chapel Rialto Preschool is equipped to enroll the child.

REGISTRATION: Students must register annually in order to attend preschool each school year. Registration is tiered to provide current students, and families returning to CCRP priority registration opportunities before members of the public are able to register in the preschool program. **Families must be current on their tuition in order to be eligible to register for the following school year.**

The following is a list of requirements that must be met before your child can be admitted to the preschool:

- ◆ Interview with Preschool Director
- ◆ Signed Enrollment Contract, which must include the following:
- ◆ Notification of Parents' Rights
- ◆ Notification of Personal Rights
- ◆ Identification and Emergency Information
- ◆ Consent for Emergency Medical Treatment
- ◆ Child's Preadmission Health History-Parent's Report
- ◆ Court Documentation Effecting Child
- ◆ Volunteer Background Check
- ◆ Signed Tuition Contract
- ◆ Registration & Curriculum Fees

- ◆ **Parent's ID**
- ◆ **Physician's Report**
- ◆ **Immunization Record**
- ◆ **Birth Certificate**

REGISTRATION, CURRICULUM & KIT FEES

Registration: \$135 (*Non-refundable*)
Emergency Kit: \$13.75
Curriculum Fee: \$100

Pre-K Graduation Fee: Cap & Gown - \$35 (Due May 1)

TUITION OPTIONS

It is our commitment to keep tuition and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children. Every family is given a contract agreement to sign that states the amount that is due every month.

The contracting parent(s) is responsible for the payment of all fees. Regardless of who is actually writing the check, all questions regarding the collection of tuition, fees, or any other charges will be addressed to the contracting parent(s).

Monthly Tuition:

<u>2 Year Old</u> <u>Non Potty-Trained</u>	<u>3-5 Year Old</u>	<u>Attendance Schedule</u>
\$ 720	\$ 660	5 full days M-F (6am-6pm)
Other Options (When Available)		
\$ 620	\$ 560	3 full days M/W/F (6am-6pm)
\$ 520	\$ 460	2 full days T/Th (6am-6pm)

Daily Flat Rate (for an added day): \$35

A 5% family discount will be applied toward the 2nd child's tuition rate.

Registration, curriculum and emergency kit fees are due at the time the Enrollment and Tuition Contract are signed.

Monthly payments begin September 5th with consecutive payments due on the 19th of each month. If the account is not paid before the 26th of each month, a \$25 late fee will be charged to your account.

Failure to submit tuition payment within 20 days of the due date may result in the school withdrawing your child from the school until payment is made.

Registration and curriculum payments are **non-refundable**. **Only tuition paid in excess of a 30 day written notice, is eligible for refund.** Parents who withdraw their child without a 30 day written notice will still be responsible for tuition during that 30 day period, as well as any past due charges.

Tuition is based on time and space reserved for your child; therefore, tuition credit will not be given for any absence due to illness, vacations, days the school is closed or early withdrawal.

Please make checks payable to **Calvary Chapel Rialto Preschool**. Any **returned checks** will incur an extra **\$25** fee, and must be replaced by cash, money order or cashier's check. If two checks are returned, within one calendar year, you will be required to pay all subsequent payments in cash, money orders, or cashier's checks.

STUDENT EVALUATIONS

As a parent/guardian, you want to know if your child is developing and learning as expected in all four areas of development: **social/emotional, physical, cognitive, and language**. Interpersonal reactions, behavior, and emotional development are extremely important for determining their readiness for Kindergarten. There is a sequence of steps to expect as children progress toward developmental milestones.

As educators, noting children's progress over time helps us observe a plan for all children in our program.

Student evaluations will be submitted twice per year.

ELECTRONIC CHECK IN/OUT PROCEDURES

A digital check-in/check-out system is a required policy of Calvary Chapel Rialto Preschool. Upon enrollment, a unique code must be created by the child's parent/guardian, ***for each emergency contact agent***. Parents/guardians must electronically check-in/check-out their child every morning and every afternoon. ***Failure to comply may result in termination of your contract.*** It is the parent's responsibility to notify the preschool immediately whenever changes occur regarding emergency contact information. This will ensure the safety and protection of the children in our care.

Children will only be released to an adult, 18 years of age, who is listed on the contract. Staff reserves the right to ask any and all persons for proof of identification.

In the case of an emergency, in which you may need to send someone who is not listed on your enrollment contract as an authorized person to pick up your child, you will need to call the preschool office and make those arrangements. You will be asked to identify yourself based on the security questions you answered on your enrollment contract.

For full-day students: Parents arriving after closing time will be charged **\$1 per minute, after 6:00 pm**. The authorities will be notified for any child left past 6:30 pm.

On a minimum day: Pick-up time is **12:00 pm**. A fee of **\$1 per minute** will be added to the billing statement of children who are picked up after **12:00 pm**.

Please make the necessary arrangements for friends or family members to pick up your child if you know you will be arriving late.

DRESS CODE

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively **without drawing undue attention** to themselves. Students should avoid extreme or questionable fads and fashions. Proper student dress in association with continual effort for good attitude and behavior are important elements of our wholesome Christian learning environment.

The dress standard for boys and girls applies to all student activities (i.e. sporting events, school plays, graduation, etc.) both on and off campus.

Girls, in I Timothy 2:9-10 it says, *“Women are to adorn themselves with proper clothing, modestly and discreetly . . . and by means of good works as it is proper for women making a claim to godliness.”*

Boys, in II Corinthians 1:12 it says, *“For our proud confidence is this: the testimony of our conscience, that in holiness and godly sincerity, not in fleshly wisdom but in the grace of God, we have conducted ourselves in the world, and especially toward the brethren.”*

Special Note to Parents – Parents are encouraged to guide their student(s) to have acceptable dress at school. For example: Uniform clothing that seems appropriate may not be modest or appropriate when

student is jumping, bending down or sitting on the carpet crisscross; for that reason, please have shorts or leggings worn underneath skirts and dresses. All clothing must be in good condition, clean and pressed. All clothing must be appropriate size and should not be too tight, low or baggy.

Calvary Chapel Rialto has adopted school uniforms for all preschool students to be worn during school hours and in daycare or anytime on campus (except free dress days as approved by Administration).

The preschool uniform colors and standards are:

- **Tops/Shirts** – Navy Blue or White (*sleeveless blouses and tank tops are not acceptable. A cap sleeve, short or long sleeve will be acceptable*). Preschool logo apparel may be worn.
- **Pants and Capri's** – Navy Blue, or Khaki (beige) pants must not be too tight or too baggy. They must be of appropriate size. Pant legs may have a slight cuff at the hemline, but must not be rolled up. (*sweat pants, nylon/parachute type materials are not acceptable even if it is a uniform brand/color*)
- **Dresses, Skirts, Skorts and Jumpers** – Navy Blue or Khaki (beige) may not be shorter than 5 inches above the middle of the kneecap (while kneeling). No slits are acceptable. Skirts with attached shorts underneath will be measured as a skirt.
- **Shorts** – Navy Blue or Khaki may be worn year round, but must be of an approved length (no shorter than mid-thigh). Skirts with attached shorts underneath will be measured as a skirt.
- **Sweaters and Sweatshirts** – Navy Blue, white or Khaki (beige), must be plain. The only emblem or marking acceptable is the preschool logo.
- **Shoes** – Navy Blue, Khaki (beige), all black, all brown, all white. Laces must be black or white. **For the safety of our students and to encourage play, spike heels, flip-flops, boots, saddle shoes (oxfords) and sandals may not be worn.**
- **Undershirts and undergarments** – All undershirts, long sleeved shirts and turtlenecks worn under shirts and blouses must be white so that undue attention is not drawn to the student.
- **Hair and Hairstyles** – Hair should be clean, neat, and combed in an attractive manner (not in the eyes, etc.). Hair must be a natural hair color. Avoid all extreme or questionable hairstyles. Hair should not attract undue attention.

Accessories

- *Belts* – Navy blue, white, black or khaki. All belts must be worn inside the belt loops. Pointed studs are not acceptable. Belts must not attract undue attention
- *Socks* – Navy blue, white, black or khaki (must be solid)
- *Tights* – Navy Blue or white
- *Hats, caps and beanies* – Navy blue, white or khaki, these may be worn outside, but must be removed when entering a building. (Administration reserves the right to determine what is acceptable and does not attract undue attention)
- *Hair accessories* – Navy blue, white, khaki, black, gold, silver and clear (*This includes hair bands, ties, bows, ribbons, clips, bobby pins, barrettes, pony tail bands, etc.*)
- *Nails* – Only clear or natural (very light pink)
- *Make up* – must not be worn. (clear lip balm is acceptable)
- *Sunglasses* – Navy blue, white, Khaki, black, gold, silver and clear (*May be worn anytime outside*)
- *Jewelry* – Navy Blue, white, khaki, black, gold, silver and clear (*Must be worn in moderation and not attract undue attention to the wearer*). Parent – please consider whether your child can wear jewelry without it being a distraction to themselves or others.
- *Earrings* – Navy blue, white, khaki, black, gold, silver and clear. Girls may wear stud earrings only. Earrings must not extend below the earlobe. Both earrings must be worn. Plugs, dangling or hoop earrings are not acceptable. Boys may not wear earrings. The student's birthstone stud is also acceptable.

Casual Fridays - Free Dress Day

We expect our students to dress according to specific guidelines given for that special dress day. All clothing must be worn with modesty and appropriateness.

Thank you for your cooperation!

Administration reserves the right in all cases to determine what is appropriate and what may attract undue attention to the student.

Parents of students in violation of the dress standard will be notified and a school uniform may be issued to the student for that day with a \$5 cleaning fee that will be added to your monthly tuition.

BATHROOM

In order for your child to be placed in the 3-5 year old classrooms, the child must be 3 years of age and be able to independently care for his or her own body. **All students must have an extra change of clothing,**

in a zip-lock bag, in case of an accident. These clothes will be kept in the child's classroom and used when needed. If your child has no extra clothing, a **\$5 cleaning fee will be added to your monthly tuition for each loaner clothing used.**

2 Year Old Toilet Training

Toilet training will not be coerced. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the preschool. **We require that you provide your child multiple changes of clothing and adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day.** Children will wash their hands with liquid soap and running water after being toileted. Staff members will also wash their hands with liquid soap and running water after assisting children with any toileting routine. Individual paper towels shall be used to dry hands.

When handling clothing soiled with feces, urine, vomit or blood, staff members will wear gloves and bag clothing in sealed plastic bags, storing them apart from other items.

NAP TIME

Nap time is regularly scheduled between 12:00 pm to 2:15 pm. Nap time is for children enrolled as full day students. Nap time is important for the developing preschool child. This is an opportunity for children to sleep or simply relax and recharge for the afternoon activities. At resting time, soft music is played, backs are rubbed and everything possible is done to make this a relaxed and comfortable time for the children.

The preschool provides each child with a mat; however, parents will need to provide a fitted crib sheet and small blanket. These are to be sent to school in a duffel bag and be labeled with your child's name. Sheets/blankets must be sent home at the end of each week to be cleaned and brought back on the first day of the next school week. **There will be a \$4 fee assessed if a school blanket or sheet is used.** **Licensing requires each child to have these items to sleep on mats.** Pillows are prohibited due to limited space.

LUNCH

Calvary Chapel Rialto Preschool does not provide lunch, and each child must bring their own lunch from home. **Please supply ALL UTENSILS necessary for your child's lunch, and** if an item needs to be heated, please send it in a microwave-safe container. These items should not take more than 30-60 seconds to heat up. **All lunches must come with cold packs, as there is no available refrigeration.** Only beverages

that do not stain are permitted. (i.e. apple juice, water, milk) **No red punch, please.**

For the health and safety of the children in our care, the following foods should NOT be packed in a child's lunch: hot dogs, grapes/cherries, popcorn, marshmallows, and nuts. If these items are brought to school, the teacher will remove them from the child's lunch and they will be returned home in the original container.

On Fridays, a hot lunch will be available for a minimal fee and must be paid for by Wednesday mornings.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! Unusual eating patterns will be communicated to the parents.

SNACKS

Snack time is an important part of the learning process. During snack time we will be modeling good nutrition and good manners. Snacks are provided two times a day: a morning snack and an afternoon snack. Snacks will include 2 of the 4 food groups. As provided by law, only 100% juice will be given to the children. Parents are welcome to donate unopened, healthy snacks to our snack kitchen.

Please be sure to notify the school office and your child's teacher if your child has a milk or food allergy. All food allergies should be noted on your child's registration form. **We ask that any child with a food allergy of any kind bring their own snack with them to class.** This will protect them from any accidental incident. Also, please talk with your child on the importance of not sharing their food with anyone or taking food from a friend.

CHAPEL TIME

The entire staff and all preschool students will meet every Friday for Chapel Time. The children will participate in worship and hear a Bible lesson geared to their age group.

HOLIDAY PARTIES & BIRTHDAYS

We are happy to have your child celebrate his/her birthday at school with fellow classmates; however, **other children/siblings are not allowed at these parties.** Parents will be given the opportunity to bring something for the event and, in some cases, even participate.

Please talk to your child's teacher at **least one week in advance** if you would like to provide a special **healthy** snack for your child's classroom.

Because a child's body is still growing and developing, proper nutrition is of the utmost importance in all of our celebrations we have at the preschool. We apply the same healthy food choices to all of our events to promote a healthy lifestyle and role model for children and families.

Recommended Party Foods:

Fresh fruit/cheese kabobs, 100% frozen juice bars, banana pops, homemade bran or fruit muffin pops, banana bread, vegetable sticks with yogurt dip, strawberries and whipped cream.

TOYS & VIDEOS

We ask that your child leave toys at home or in the car. Calvary Chapel Rialto Preschool will not be responsible for any items brought to school. All videos/DVDs will need to be cleared by the director and should correlate with a biblical or academic theme.

TRANSPORTATION

Calvary Chapel Rialto Preschool does not provide bus transportation to and from school.

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. The following regulations apply:

- ◆ **Drive slowly at all times in the parking lot and streets surrounding our campus.**
- ◆ Cell phone use while driving, speeding or any form of reckless driving will not be permitted on or around our campus.
- ◆ Horns are not to be used to attract attention in a careless manner and are to be used only in an emergency for the safety of others.
- ◆ Car stereos must be kept at a low volume.
- ◆ Students are to be seated in the vehicle in age-appropriate child safety restraints while in motion.
- ◆ **It is against California State Law** to leave a child 6 years of age or younger alone in the car without supervision of a person who is under 12 years old if:
 - A. The keys are in the ignition or the car is running.**
 - B. There is significant risk to the child.**

Important: Obey the rules of the parking lot and the directions of the parking lot attendant/security. **Please note that the speed limit in the parking lot is 5 MPH.** When dropping off or picking up students, please

be sure to observe the speed limit, as well as other parking lot rules and procedures.

OUTDOOR PLAY

It is important to know that the children will have an opportunity to play outside on most days, with the exception of heavy rain, extreme heat, or unhealthy air quality. Children need to experience all types of weather in order to understand weather. If the temperature is in the 60's or below, we will insist that all children have jackets or coats on before they go out. If they choose to unzip or remove their jackets or coats once they are busy playing, that is their choice. However, we will watch for signs of cold. Even before a child looks cold, we will ask them to listen to their bodies to decide if they are warm or cold. The rules will apply to all children so that they can feel in control of their play.

VISITORS & VOLUNTEERS

Visitors are welcome in our school classrooms if administration, as well as the teacher, are notified in advance. However, we recommend that classroom visits be brief.

All visitors must check in at the front school office and be issued a current-dated Visitor's Pass, which must be worn for the entire campus visit. As a precaution for our students, it is essential to identify all adults interacting with the students and all visitors will be asked to complete a Megan's Law Volunteer Background Check before volunteering or observing.

This is a Mandatory California Health and Safety code.

The following are requirements for all volunteers:

- ✓ Proof of MMR Vaccine
- ✓ Proof of Negative TB Test
- ✓ Proof of Pertussis Booster -Tdap
- ✓ Proof of flu shot vaccine or a form declining the Influenza Vaccine
- ✓ Preschool Volunteer Guidelines - signed and dated

Parents only: If you come as a Parent Visitor to observe your child within the classroom setting, you must **NOT** have any type of interaction with the students or assist in the classroom in any way. If you would like to assist in your child's classroom, you **MUST** COMPELTE THE VOLUNTEER REQUIREMENTS.

GIFTS & DONATIONS

Gifts and donations are highly appreciated. The following is a list of items that would greatly bless the preschool:

Classroom Materials

- ◆ Chalk
- ◆ Crayons
- ◆ Markers
- ◆ Funnels
- ◆ Play-Doh
- ◆ Bird Food
- ◆ Pom-Poms
- ◆ Foam Dough
- ◆ Bubble Wrap
- ◆ Jewels
- ◆ Colored Pasta
- ◆ Textured Paper
- ◆ Jumbo Pencils
- ◆ Wrapping Paper
- ◆ Measuring Cups
- ◆ Magnetic Letters
- ◆ Magnetic Numbers
- ◆ All-Purpose Flour
- ◆ Paper Water Cups
- ◆ Flushable Baby Wipes
- ◆ Self-Adhesive Stickers
- ◆ Christmas Decorations
- ◆ Plastic Storage Containers
- ◆ Zip-Lock Baggies (all sizes)

Snacks

- ◆ 100% Individual Juice Boxes
- ◆ 100% Apple Juice (gallon size)
- ◆ 100% Whole Grain Products
- ◆ Organic Fruit Snacks
- ◆ Fruits
- ◆ 1% Milk
- ◆ Vegetables
- ◆ Rice Cakes

Due to liability issues, we are unable to accept anything that is not in a new and unopened container.

LOST & FOUND

All personal belongings that have been turned in as lost will be kept in the Lost and Found bin. Lost items are marked with the date that they were received. Thirty days after the marked date, unclaimed items will be given to a ministry. Therefore, if you lose something, it is important to claim the item as soon as possible. Personal belongings such as jackets, backpacks, books and Bibles should be clearly marked with the name of the student.

EMERGENCY PREPAREDNESS

As mandated by the State of California, students will participate in a monthly emergency drill. As a school, we conduct a variety of drills including fire drills, earthquake drills, and lockdown procedures. Teachers will guide children through property safety procedures and escort students to designated areas. Each teacher will then take roll call

for safety purposes. Safety issues, in addition to our drills, will also be discussed in the classroom to further the child's knowledge.

Emergency Kits: We have emergency food and water to last 72 hours for all children and staff. First Aid kits are located in all classrooms, offices and outdoor playgrounds. All staff is CPR and First Aid certified every 2 years to remain current on all lifesaving procedures.

Evacuation Procedures

In the case of a major earthquake or other disaster, students may be evacuated from their classrooms. If that becomes necessary, students will evacuate to the East lawn and wait to be released to a parent or authorized designee. Depending on the magnitude of the incident, the school may be closed until further notice.

Your cooperation is necessary during a disaster:

1. **Do not call the school.** Telephone lines may be needed for emergency communication.
2. If you are within Rialto city limits, turn your radio on to listen for emergency announcements, including school closures and other important information.
3. Parents and designees **MAY NOT** pick up children until all students and staff are accounted for and the director, director's assistant or lead teacher approves the release of students. **NO EXCEPTIONS.**
4. Help us protect your child during a disaster, and **please be patient with the student release procedures.**

STUDENT RELEASE PROCEDURES

1. Please enter the school through the main entrance on Cedar Ave. If the main entrance is blocked, then you may use the entrance on Merrill Ave. Please park your car in the northwest parking lot.
2. After parking, please calmly walk toward the preschool's designated evacuation area located on the east parking lot. Please have your driver's license or picture ID available. All adults must show a picture ID before a child can be released to them.

Once you reach the release area, please wait patiently and in an orderly fashion. The student release team will check the name on your driver's license or picture ID in order to verify that you are an authorized designee on the emergency list. The student release team may require you to sign the student accountability report and any notice of first-aid care forms. Please remain with your child at all times.

Students WILL NOT be released to an individual not listed on their emergency list. NO EXCEPTIONS.

3. When exiting, please use the Merrill Ave. exit.

4. In the event of an emergency requiring the preschool to use our relocation site, standard release procedures will be implemented. ***Our relocation site is: Elks Lodge, located at 1540 W. Rialto Ave., Fontana, CA 92334.***

Thank you for teaming up with Calvary Chapel Rialto Preschool to ensure the safety of the children in our care.

ILLNESS POLICY

Children will be given an assessment of their general health as they enter to determine if they are ready for the day. Ill or listless children will not be permitted to remain at school. If your child becomes ill at school, you will be notified and required to pick your child up within the hour.

Reasons to keep your child home from school:

1. Illness during the night
2. Fever is present (100 ° or above). A child should be free from fever for 24 hours prior to returning to school.
3. Nausea (upset stomach or vomiting), cramps or diarrhea. The child should be free from nausea, vomiting and diarrhea for 24 hours prior to returning to school.
4. Development of a rash on face and/or body
5. Severe headache, cold, cough, excessive green mucus and/or sore throat. Inflamed, red, itchy eyes with a discharge.

Remember: A child who is ill cannot function properly in the classroom. The spread of disease through school can be reduced if children who are ill remain home during the acute stage of illness. If any of the above is detected by the preschool staff, your child will be sent home.

The preschool office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher immediately. If a student becomes ill during school hours, the student will be sent to the preschool office.

- **The child's parents will be called if necessary.**
- **If any treatment is administered, no matter how minor, an injury report will be filled out by the teacher.**
- **The Ouch Report will be placed in the child's cubby.**
- **A copy will be kept in the child's file.**

If a student needs to leave campus, the parent will be contacted to come to the preschool office to check their student out. Parents may designate an authorized person (**I.D. required**) to pick up their student for them.

Notify the school if:

1. Your child is going to be absent
2. Symptoms of communicable disease are present (rash, swollen glands, etc.)
3. Hospitalization takes place
4. Your child needs to be dismissed early for a doctor's appointment
5. Your child has received an examination or booster injection
6. Your child has a communicable disease. (Your child will not be allowed to return to school without a release from the doctor.)

MEDICATION POLICY

All medication must be given to a teacher or the director along with instructions. **Never leave medication in your child's cubby or lunch box.** Please bring a measuring utensil with the medication. All medication containers will be returned to the parent when no longer needed, empty and/or when the medication has expired. A physician may give a standing order for medication, valid for 1 year from the date signed. An attempt will be made to contact the parent before the medication is administered unless the need is urgent or permission has been given by the parent that morning by the parent.

1. **Administration of Medication:** If a child is no longer ill, but still needs medication to complete a prescribed dosage, we will administer the medication as prescribed. Medication must be brought to the **preschool office** to properly validate the medication and usage.

Medication will be screened for the following:

- ✓ **Valid expiration date**
 - ✓ **Medication must be in its original box**
 - ✓ **Medication must be in accordance with the product label unless otherwise stated by the child's physician**
 - ✓ **A physician's note stating the name of the medication, purpose, dosage, route and time it is to be given**
 - ✓ **A written consent from the parent permitting Calvary Chapel Rialto Preschool staff to administer the medication to the child.**
 - ✓ **A **Parent Consent for Administration of Medications (LIC 9221)** must be filled out by the child's parent/guardian in order to consent to the administration of medication to the child.**
2. For **Non-prescription drugs**, such as medication, ChapStick®, lotions, sun block, etc., must have the following:

- ◆ **A written consent from the parent permitting Calvary Chapel Rialto Preschool staff to administer the medication to the child.**
 - ◆ **Parent Consent for Administration of Medications (LIC 9221).**
3. **Parents of students with food allergies must provide a physician plan in writing for the student's specific needs.**
- ◆ Students requiring the use of an Epi-pen or Inhaler must have current information on file in the preschool office.
 - ◆ Parents must **immediately** inform the school of all changes that occur.
 - ◆ All medication will be recorded in the student's Medication Log by the preschool staff, and distributed as directed by the physician's instructions. Time and dosage will be recorded when administered.
4. In the case of an **extreme emergency**, the Calvary Chapel Rialto Preschool staff will call emergency personnel and proceed pursuant to the instructions given on the student's enrollment contract. The preschool will not be responsible for anything that may happen as a result of false information.

MANDATED REPORTING

Our staff is mandated to report abuse. If a teacher or director suspects any child in the program is being abused, sexually or otherwise, neglected or endangered, the director and/or teacher is required by law to report the suspected abuse or neglect to Child Protective Services or the Police Department.

DISCIPLINE

We believe that children will generally live up to our expectations of good behavior. We will state the five simple rules of the school often. We also ask that you reinforce these rules at home. Our rules at Calvary Chapel Rialto Preschool are as follows:

- 1. I will be kind.**
- 2. I will listen.**
- 3. I will do my very best work.**
- 4. I will take care of my school.**
- 5. I will keep hands, feet, and objects to myself.**

In the event a child does exhibit behavior that falls short of our rules and expectations, the staff that observes the behavior will take the child aside to counsel him or her. The teacher will state the behavior the child exhibited that falls short of our expectations. They will remind the child of the rules at school. We may have the child sit for a short "thinking time out" (no more than one minute per each year of the child's age). After the

brief “thinking time out,” the teacher will remind the child why they had a time out and help the child verbalize some possible ways they could have acted in the same situation.

In all discipline, we will use guidance methods in an atmosphere of firmness, understanding, love and acceptance. Misbehavior is consistently dealt with as soon as possible.

Steps of correction include:

Step 1: Teacher talks with child and attempts to modify the behavior. If behavior continues, behavior is documented.

Step 2: Teacher talks with the parent and the child and involves the family in bringing about the desired change in the documented behavior.

Step 3: If disruptive behavior continues, the child will be sent to the director.

Step 4: If disruptive behavior continues, the child may be excluded from the program for one day.

Step 5: If disruptive behavior continues, a parent/teacher/director conference will be held.

Step 6: If the child still exhibits unacceptable behavior, he or she may be dropped from the program and may not be re-enrolled. If tuition has been paid for the month, a prorated refund may be made to the parents.

In extreme cases where one child inflicts intentional and repeated serious harm or injury to another child or staff, immediate termination of enrollment may result.

Biting: One of the most upsetting yet normal behaviors of early childhood is biting. With toddlers and young preschoolers, social skills are still limited; therefore children will often react rather than respond accordingly.

Parents will be notified if their child has been bitten and of the procedures teachers have taken. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Both parents will be notified immediately.

If biting becomes an ongoing behavior, the director and the child's teachers will talk with parents and together they will carefully analyze the circumstances. Anecdotal information noting when the incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher will be assigned to stay in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines, or interactions within the group, to help diminish the biting.

Steps of correction will not include:

1. Harsh shouting, reprimanding in front of others, threats of a severe nature
2. Hitting or physical restraints
3. Using the character of God in an inappropriate way ("God will be mad at you")
4. Corporal punishment or violation of personal rights.

As a parent or guardian of an enrolled child, please refrain from disciplining other parents' children while at school.

WITHDRAWALS

A parent may withdraw a student with a 30 day written notice. If a child is withdrawn without written notice, parents are only eligible for a refund of any monies paid beyond the 30 days following withdrawal.

Calvary Chapel Rialto Preschool reserves the right to withdrawal a child if tuition is 20 days past the due date or if it is determined that child is not benefiting from the program or displays a behavioral change that may cause harm to others. Disenrollment can also be sought if the parent has a negative attitude towards the preschool, staff, children or other parents. Disenrollment will be immediate and a refund of any monies paid in advance will be issued.

HANDBOOK AMENDMENTS

The preschool administration reserves the right to amend this handbook at any time, including but not limited to delinquent tuition, behavioral terminations, special needs admission, and/or other policies as they arise with a 30 day written notice to the parent(s) or guardian(s). A new signature page shall be required for any modifications to the original enrollment agreement.

CONTAGIOUS DISEASES

If your child has been ill with a contagious disease, notify the preschool office as soon as possible. An immediate notification will be sent out to all parents informing them of a child exposed to a contagious illness. Upon returning to the school, a physician's statement will be required. It should state that your **“child is no longer contagious and is ready to participate in the program.”**

Lice Policy: When a case of lice is reported to the school, the school director will:

1. Check all the students in each classroom.
2. Send the infected student(s) home with instructions on how to take care of the problem.
3. Check to see that the student has been treated and is free of lice and nits upon returning to school.

CUSTODY ISSUES

The custodial parent has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when he/she is in the care of the preschool. Non-custodial parents will not be permitted to use the school/center for child visitation.

PARENT STAFF COMMUNICATION

- **Announcements** of preschool events that take place during the school year will be posted on the bulletin board located in the preschool hallway desk area. Please also check the preschool calendar regularly.
- **Brightwheel App** is used for instant messaging, parent alerts, school updates, information about your child's day, pictures, videos, assessments; you will receive reminders through text messages and important notes sent through the brightwheel app.
- **Gradlink.com** is used for billing information and payment options.
- **Cubby Insert Holder** or inside your child's cubby is where you will find curriculum newsletters, completed projects and work. Please check them daily and read all forms sent home by the teacher or director.
- **Yearly Child Assessments** are written twice a year and given to the parents on the parent app. A copy will be kept in your child's file. At the request of a parent, the director will schedule a conference

with the child's teacher to discuss any concerns from the finding on the child's assessment.

Please be sure to inform the teachers if something has happened that may affect your child during his or her school day. Events such as a relative visiting, expecting a new baby, an impending move, etc., can change a child's behavior at school. If the teachers are aware of significant events in your child's life, they can better understand your child and the changes in his/her behavior. It is also important that you communicate to the teachers any special fears your child may have, such as animals, clowns, etc., because of the variety of things that may be encountered in the classroom. If the teachers have been alerted to special fears, they can avoid the encounter or prepare the child for the event.

PARENT INVOLVEMENT

We encourage parents to contribute to their school by assisting with special projects and sharing their time and talents. Parents are invited to share holidays and other cultural traditions with the children. If you are interested in cooking or baking, reading stories or helping children write their stories, we encourage you to volunteer your time and energy. Any contributions of time, talent, energy, class snacks, new and used toys and equipment are always gratefully received. *Parents are always welcome in the classroom.*

We plan fundraising projects each year. The proceeds from these funds are used to buy large equipment and to provide new materials for our classroom centers. The success of these fundraisers depends on parent participation and we invite your suggestions for future projects. If you would like to contribute additional time and energy to our fundraising efforts, volunteers are always welcome on the Fundraising Committee.

We welcome and encourage you to take an active role in your child's program. We also hope that you will enjoy new friendships with other families as a result of your child's experience here at Calvary Chapel Rialto Preschool.