

First Church Of God



Preschool

# Parent Handbook

This is the day that the Lord has made,  
let us rejoice and be glad in it

Psalm 118:24

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## **TO OUR PARENTS**

Parental and family involvement is crucial to a child's educational development. We want you to know and understand our goals. Children learn through their play and we encourage you to look often into our busy, happy, noisy, creative classrooms and to see your child at play. Parents and teachers together can help children to develop their full potential.

**Parents will be required to fill out and sign the following forms for their child, prior to the start of school.** These forms make up your child's file and are kept in the Director's office.

1. Children's Rights
2. Parent's Rights
3. Physical Health Screening
4. Identification and Emergency Information
5. Emergency Medical Treatment
6. Pre-Admission Health History
7. Permission to Participate in School Activities and to Receive Medical Care
8. First Church of God Preschool Admission Agreement\*
9. First Church of God Handbook Acknowledgement
10. Discipline policy agreement
11. Medication & Medical Treatment Policy\*\*

\*The First Church of God Preschool will provide parents a 30-day written notice if any changes are to be made to the admission agreement.

\*\*Medication & Medical Treatment Policy to be completed as necessitated by individual child needs.

## INTRODUCTION

The First Church of God Preschool is a Christian preschool sponsored by the First Church of God in Red Bluff, CA and is licensed by the California Department of Social Services. The preschool is open to all children, regardless of race, creed or nationality, who may benefit from our program. Children must be at least 2.9 years of age, and fully potty trained.

The preschool is non-profit, non-sectarian and non-political. Though the preschool is non-sectarian, practical Christianity will be the order of the school and Bible stories will be presented along with our other curriculum. The Preschool will provide a safe and secure environment for child to learn at their own rate of development. We provide an educational program that is developmentally appropriate for the children served, following the standards set by the State of California. All activities will facilitate a child's physical, cognitive, social, emotional, and spiritual development. An emphasis is placed on building feelings of self-confidence, and peer acceptance, as well as developing good attitudes toward peers, and a basic understanding of Jesus Christ and his creation.

Age-groupings are generally based on the child's age as of **December 2<sup>nd</sup>** of each year. Groupings are flexible and a child may be moved from one group to another to meet special needs.

## LICENSING AGENCY

The First Church of God Preschool is licensed by the California Department of Social Services. The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The Licensee shall make provisions for private interviews with any child or staff member; and for the examination of all records relating to the operation of the center. The department has the authority to observe the physical condition of school, and forms.

## FINANCIAL ARRANGMENTS

Fees for the coming year are as follows:

<u>Age of Child</u>	<u>Monthly Fee</u>
<b>2-day program</b>	<b>\$130.00</b>
<b>3-day program</b>	<b>\$155.00</b>
<b>5-day Pre K</b>	<b>\$195.00</b>

The preschool depends on each month's tuition to pay current expenses. **All fees are due prior to the month of attendance, on or before the first day of each month.** A \$20 late charge will be assessed if payment is not received by the tenth of the month. Attendance will be terminated if tuition is not paid for two months.

We always welcome **full yearly payment** as well as monthly. All checks, money orders, cash or bank checks must be made payable to: **First Church of God Preschool**. A returned check fee equal to that which the bank charges will be assessed to any returned checks. Cash is also accepted. Receipts will be given for all transactions upon request.

Fees for a second or third child from the same family in school at the same time will be half of the second child's tuition.

## REGISTRATION FEES

A **non-refundable registration fee** is payable when you enroll a child for the first time. The fee is due each succeeding year the child is enrolled, or for each additional child in the family.

## PAYMENT IN CASE OF WITHDRAWAL FROM PROGRAM

Each child is enrolled for the entire school year or for the balance of the school year. Two weeks prior notice or two week's tuition is payable upon a child's withdrawal from the program before March 31st. No refund of tuition can be made after April 1st.

## VACATIONS AND HOLIDAYS

No tuition credit is given for school holidays and vacation periods. All public school holidays are observed.

## ARRIVAL

<u>School Hours are:</u>	<u>Arrival</u>	<u>Dismissal</u>
<b>2-Day: Tues. &amp; Thurs.</b>	<b>8:30 am</b>	<b>11:30 am</b>
<b>2 Day: Tues. &amp; Thurs.</b>	<b>12:15 pm</b>	<b>3:15 pm</b>
<b>3-Day: Mon. Wed. Fri</b>	<b>8:00 am</b>	<b>12:00 pm</b>
<b>5-Day: Mon-Fri</b>	<b>8:00 am</b>	<b>12:30 pm</b>

Our teachers need the time before class to prepare their classrooms. Please do not drop your child off at his or her classroom more than five minutes before the start of school. By the same token, **please have your child on time**, so that he/she is not made to feel uncomfortable by arriving after everyone else has become involved in play activities. The parent/guardian **must sign the child in and out daily using their full signature**. Children can not be released to anyone under the age of 16.

## DISMISSAL TIME

Because fatigue greatly affects a child's well-being, we ask you to **be prompt in picking up your child**. **If you find that you are going to be detained, please notify the school immediately so that we can assure your child that he/she has not been forgotten**. Children will only be released to authorized persons as indicated in your child's file. Changes or additions can be made at the preschool office during school hours. **No child will be released to anyone who is suspected to be under the influence of alcohol or drugs. There will be no exceptions.**

If parents are divorced or separated and the custodial parent has requested the staff verbally or in writing not to permit access to the non-custodial parent; **THE CUSTODIAL PARENT MUST PROVIDE A CERTIFIED COPY OF A COURT ORDER TO MAKE THIS REQUEST. THIS COPY WILL BE KEPT ON FILE AT THE PRESCHOOL.**

## OVERTIME CHARGES

A grace period of five minutes will be extended to all children at dismissal time. After the first five minutes, a charge of **\$5.00 for each 5 minutes of tardiness** will be assessed to your account. See above schedule for your child's class.

## CAR SAFETY

California Law requires all children who are under 6 years of age, or who weigh less than 60 pounds be transported in car safety seats or approved safety belts. Drive carefully with your precious cargo, do not hurry. Life is more precious than time. Never leave a child unattended in the car or outdoors even for a minute.

Staff members are not allowed to transport children to or from school.

## THE HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to us. A daily health check is given upon arrival at school. The person bringing the child **MUST** wait until the inspection is over before leaving. Your child may be sent home if he/she appears to have symptoms of an illness. If your child begins to show signs of illness during the morning, he or she will be immediately isolated until they can be picked up from school.

Upon enrollment, we must have your child's Physician's Health Screening form on file. We also require that the child be up to date on his/her immunizations.

## MEDICATION & MEDICAL TREATMENT POLICY

If your child has special medical needs, a Parent Consent for Administration of Medications and Medication Chart must be completed and added to your child's file. Due to liability and licensing requirements, we will not be able to administer ANY medications to children, with the exception of Epi-Pens and Inhalers.

If your child has any other medical needs, as outlined by their physician, you (parent) must be available or provide a designee (as allowed by law) to administer said medications or meet their medical needs.

## KEEP YOUR CHILD HOME

If he/she has had any of the following in the last **48 hours**:

- Fever, diarrhea, or vomiting
- Heavy nasal discharge or a constant lingering cough
- A cold that is less than 2 days old
- Symptoms of a possible communicable disease (reddened eyes, sore throat, headache and/or abdominal pain, fever)

Also, please keep your child home if he/she is:

- Fussy, cranky and generally not himself or overly tired.
- Taking an antibiotic.

PLEASE NOTIFY THE SCHOOL **AT ONCE**  
IF THE CHILD DOES HAVE A COMMUNICABLE DISEASE.

## YOUR CHILD MAY COME TO SCHOOL

- Fever, diarrhea, vomit free **without medication for 48 hours**
- If his or her cold is over, but is left with a minor nasal drip.
- If exposed to a communicable disease, but the school has been notified, incubation period and dates for return discussed.

## MAKE UP DAYS FOR ABSENCES

Due to licensing restrictions, we cannot grant opportunities to make up absences. If a child has a prolonged illness, please notify the director for adjustment of tuition.

## IN CASE OF ACCIDENTAL INJURY

We will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance. Until the arrival of a parent or the ambulance, the Director or an assistant will be in charge, and will make all decisions concerning the care of your child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date with your phone numbers, emergency numbers, and other pertinent information.



## DISCIPLINE

“He who keeps instruction is in the way of life, but he who refuses correction goes astray.” Proverbs 10:17

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program (i.e. breaking or destroying property)
- Consistently disobeys the rules of the classroom/defiance
- Verbally threatens other students and or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Children are NOT to be struck in any manner or be spoken to with sarcasm. If a discipline problem arises the following will transpire:

1. **Encouraging** children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. **Redirecting** behavior.
3. **Separating** a child from the group (time-out) one minute away for each year of age.
4. **Counseling** children individually about their behaviors.
5. **Reporting.** Making parents aware of disciplinary concerns. (Incident report to be sent home)
6. **Return home** for the rest of the day to return the next school day.
7. **Conference:** If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child’s teacher and Preschool director.
8. **Re-evaluate:** If the negative behavior continues it may be necessary for the child to be sent home for a time, to be determined, or removed from the program altogether.

## WHAT TO WEAR TO SCHOOL

Please send your child to school in closed-toed shoes and simple, sturdy, washable clothing that is free of complicated fastenings. This allows your child to play in comfort, get messy without fear of dirtying their clothing and attend to their own bathroom needs in a timely manner.

Because weather can be so unpredictable, please send your child with a warm sweater or coat that is well labeled. If your child wears insufficient or inappropriate clothing or shoes, borrowed items from the school office will be worn outdoors.

We do have school tee-shirt available for purchase.

## EXTRA CLOTHING

Please send a complete extra set of season appropriate clothing to school with your child. These will be stored in their classroom and used in the event of accidentals. Remember to change the size in January or February.

## TOYS FROM HOME

Toys brought from home will be used for Show & Tell. There will be a designated place where they will be kept. **Please explain to your child that it will not be played with while at school.** If you have a book that may be of interest to all the children, we will appreciate this being shared with the class, but we ask that it be left for several days. We also appreciate occasional special tapes or C.D.'s for curriculum enrichment. No guns or water toys are allowed in the classrooms.

## NAP-TIME

**The children are NOT required to take a nap;** but we ask you to please provide a small towel with your child's name on it for rest time. This will provide the child with their own space while another child (snack helper) gets the snack on the table.

## **NUTRITION**

We serve a mid-morning snack. All snacks are made up of two food groups. Water is always offered to the children. Some examples of the snacks are crackers and cheese, Mixed fruit and sunflower seeds, etc. Occasionally your child will have the opportunity to prepare special foods at school for a snack.

**If your child has a food allergy**, please confer with the Director concerning his/her snacks.

## **BIRTHDAYS**

We celebrate birthdays during the snack period. If you would like to provide a special birthday treat, we ask that you send your child's favorite healthy food or snack as opposed to a sugary treat. Due to allergies, please check in advance with your child's teacher about any special snacks you would like to bring.

## **FIELD TRIPS**

No outside field trips are scheduled, instead in-house visits are planned. If you have a special skill, knowledge, etc you would like to share with the school or a class, please see the director.

## **VOLUNTEERS**

We do not have classroom volunteers because of small class sizes. But we do need your voluntary assistance in planning fundraisers, special activities, and help with the thanksgiving feast program for the 3 and 5 day classes.

## **WAYS WE MAY BE OF HELP TO YOU**

- **CONFERENCES** will be scheduled twice yearly by your child's teacher. Additional meetings can be arranged as necessary.
- **TESTS** that we administer are primarily for screening purposes. Referrals will be made as necessary.

# ***PRESCHOOL STAFF***

**Pam Maret, Director/Teacher**

**Ashley Flinn-Teacher**

**Katherine Myers-Teacher**

**Linda Roland-Teacher**

**Heidi Henderson-Teacher**

**Judy Murr- office assistant**

**Mancill Tiss-Administrator**

**God Bless you and may your  
child have a great year at  
First Church of God Preschool**

**2016-2017**