



# PARENT HANDBOOK

2009/2010

**Calvary Christian Preschool**

**1010 N. Tustin Avenue**

**Santa Ana, CA 92705**

web address: [ccschool.org](http://ccschool.org)

Email address: [preschool@ccschool.org](mailto:preschool@ccschool.org)

*"You will show me the way of life, granting me the joy of Your presence and the pleasures of living with You forever". Psalm 16:11*



Dear Parents,

I would like to welcome you to the new school year! What a privilege it will be to have your child at our school. I am very pleased that you have entrusted your little one to us to enrich their educational experience.

We will provide an environment where children can develop in all areas remains a top priority with us. Through the continued care of our dedicated staff, I 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 Calvary Church of Santa Ana. We want to serve you in the best way possible and to help meet your child's developmental needs.

Our 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.

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 and minister to you through us.

In His Loving Care,

Tina Holland, Preschool Director

P.S. Please visit our website: [ccschool.org](http://ccschool.org)

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## INTRODUCTION

### History of the School

Out of a love for the Lord Jesus Christ and a desire and commitment to minister to school age children and their families, Calvary Christian School began in 1975, and the Preschool in 1976. With much thought, preparation and prayer, the Elders appointed a School Board to oversee the program.

Today our preschool has a well developed, quality program; an excellent facility; and a dedicated, professional staff of 19 and continues with the same high standards and spirit. Both schools minister to an ever-growing enrollment of approximately 800 children, preschool through 8<sup>th</sup> grade, from our church and surrounding communities.

### Affiliation

Calvary Christian Preschool is a ministry and extension of Calvary Church of Santa Ana. The Preschool Ministry Team, under the guidance of the Church Elder Board, oversees the staff and the running of the Preschool.

Calvary Christian Preschool is a nonprofit organization, licensed by the State of California for a full and half-day program and a member of Association of Christian Schools International. (ACSI). The ministry of Calvary Christian School serves grades K through 8.

### Purpose

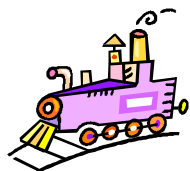
Calvary Christian Preschool operates as a ministry of Calvary Church of Santa Ana, encompassing the beliefs of the Church as found in the Statement of Doctrine. Our primary purpose as a preschool is to help children grow spiritually, socially, physically, intellectually and creatively in Christian surroundings as a supplement to the home environment.

Calvary Christian Preschool was founded by Calvary Church of Santa Ana for the purpose of assisting parents in the rearing of their children by the provision of a well balanced program, conducted in an atmosphere of total dependence upon and commitment to God and His Word. All subjects at all levels are presented in conjunction with God's Truth.

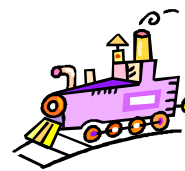
We seek to create a nurturing environment with an educational program that is appropriate for each child's developmental level. The activities that we introduce are based on the philosophy that children develop in an orderly, predictable pattern. As a result, we recognize that learning is best served 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...



"Train up a child in the way he should go; and when he is old, he will not depart from it."  
Proverbs 22:6



## Educational Philosophy

Since our philosophy focuses on the "developmental 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 children will only comprehend a concept if it is meaningful in the child's experience and development. In our academic program, we use the ACSI workbooks, "Mathematics-Their-Way", as well as various publications for our Bible curriculum.

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 Doctrine of Calvary Church of Santa Ana

1. We believe the Bible is the verbally inspired word and revelation of God, inerrant, infallible and God-breathed (Psalms 19:7-11; II Timothy 3:16-17; II Peter 1:16-21).
2. We believe in the Deity of Jesus Christ - His virgin birth; that He is the incarnation of the Father - very God of, for whom, and by whom all things were created (John 1:1-14).
3. We believe in the substitutionary atonement of the Lord Jesus Christ, that He, by the grace of God, tasted death for every man, and that all must be born again or are forever lost (Hebrews 2:9; John 6:44-69; John 3:1-18).
4. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into the heavens, and is now at the right hand of God as our mediator, priest, and advocate. (Acts 3:12-26; John 20; Hebrews 9:24; I Corinthians 15:12-28).
5. We believe in the universality and exceeding sinfulness of sin (Ezekiel 18:4; Romans 3:1-26; Romans 6:23).
6. We believe in the Triune God manifest in three Persons - God the Father, God the Son, and God the Holy Spirit (I John 5:1-8). The Holy Spirit is the infallible interpreter of the infallible Bible.
7. We believe in the personal, pre-millennial coming of our Lord Jesus Christ (1) for His saints; (2) with His saints to reign a thousand years over this earth (I Thessalonians 4:13-18; I Corinthians 15:50-55; Revelation 19:19-20; Revelation 20 1-6).
8. We believe that Heaven is a place for eternal blessedness and that Hell is a place of eternal suffering (II Corinthians 5:1-10; Revelation 20: 1-15; Revelation 21 and 22),
9. We believe in the indwelling of the Holy Spirit for all Christians, one baptism but many fillings (Romans 8:14-27).
10. We believe in the Great Evangelistic Commission of the Lord Jesus Christ, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, Son, and of the Holy Spirit." Matthew 28:16-20; Acts 1-8).
11. We believe that all followers of the Lord Jesus must maintain good works (Ephesians 4:1-32; Titus 2:1-5; Titus 3:1-11).
12. We believe in the personality and reality of Satan (Revelation 12:9-10; Matthew 4:2-11; Isaiah 14:12-17; John 8:44).

## POLICIES AND PROCEDURES

### Admission Policies

Enrollment is open to preschool-age children of the church and community. Children must turn 2.6 years of age no later than 2 weeks after his/her start date and toilet training in progress. A Junior Kindergarten Program is offered for children who turn five by December 31. All immunization requirements must be met prior to school entrance.

ALL ENROLLMENT FORMS MUST BE COMPLETED AND NON-REFUNDABLE REGISTRATION FEE PAID BEFORE A CHILD IS ALLOWED TO ATTEND.

### Attendance Plans

We offer the following:

Full Day: 6:30am-6:00p

School Day: 6:30am-3:00pm

Extended Day: 6:30am-1:00pm

Half Day: 8:00am-12noon

Toddler Program

All plans are offered Monday through Friday, Monday/Wednesday/Friday, and Tuesday/Thursday.

### Session Information

We are a preschool, not a drop-in day care center. Therefore, classroom instruction begins at 8:30a.m. each morning and students are expected to be here for morning opening. This allows for no distraction to the rest of the class and for continuity in teaching. We thank you for your understanding and cooperation.

### 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 and teacher-in-service training days. The Preschool will be closed the last week in August, and the first few days in September. To know the exact days that the Preschool is closed, please check the Preschool annual calendar.

### Office Hours

Our preschool office is open Monday through Friday, 8:00am - 4:00pm. Our summer office hours are 8:00am - 2:00pm., Monday - Thursday, closed on Friday.

### Class Placement

The students will be placed in classes within their age range. Age ranges may vary up to 9 months. In most cases an equal ratio of girls and boys will be kept.

### Student/Teacher Ratio

All of our classes have a student/teacher ratio not to exceed 12:1.

### Angel Scholarship

God has blessed us with the ability to offer scholarships to those families that need some assistance to attend Calvary Christian Preschool. We are a non-profit organization; therefore, if you would like to make a donation to this fund it is tax deductible. You may pick up an application or a donation envelope from our Preschool Office.

### Registration Fee

A non-refundable (with NO EXCEPTIONS) registration fee of \$200.00 is payable at the time of enrollment/re-enrollment. The registration fee is paid when the child enrolls in Preschool; thereafter, it is payable once a year at the time of re-enrollment.

### Tuition Payments

Tuition is outlined in the Admissions Agreement.

All checks and money orders are to be made payable to CALVARY CHRISTIAN PRESCHOOL (CCPS). Tuition may be brought to the office, put through our mail slot in our office door or mailed to the following address:

License#	CALVARY CHRISTIAN PRESCHOOL	Tax ID#
300602018	1010 N. Tustin Ave.	951957911
	Santa Ana, CA 92705	

### Late Charge

Tuition is due the first of each month, with a grace period for payment through the tenth of the month. On the 11<sup>th</sup>, a late fee of \$15 is billed to your account. If the full tuition payment is not received by the 17<sup>th</sup> of the month, your child will not be able to attend class until tuition is paid in full.

### Returned Check Fee

A \$30 fee will be charged for all returned checks.

### Miscellaneous Fees

Extra hours are \$8.00 per hour or any portion of an hour. Extra hourly charges begin at 12:00 p.m. for Half Day students, 1:00 p.m. for Extended Day students and 3pm for school day students. There may be extenuating circumstances which call for extra hours, and can be approved by our director; they must be prearranged through the preschool office.

### Late-Pick-up Policy

Late charges can be avoided by planning ahead. Late pick up at 12noon, 1pm and 3pm will be billed to your tuition account. The closing teacher will determine the time for billing purposes. A record will be kept in the office of any outstanding obligations. A child with one to ten late pick ups will pay a fee of \$1.00 per minute after scheduled pick-up time (after the 5 minute grace period for 12noon, 1pm and 3pm attendance plans). A child with eleven to twenty late pick-ups will pay \$20.00 for every 15 minutes or any fraction thereof. A child with more than twenty late pick-ups will be subject to dismissal from our preschool per director's discretion.

### Authorized Pick-up Policy

Please make sure that anyone you have given permission to pick up your child, be prepared to present a photo I.D. The office will confirm with the teacher that the person is on your authorized list BEFORE your child is released.

### 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.

### Breakfast

Breakfast is available from 6:30am - 7:45am for a fee of \$1.00 per day or a breakfast card may be purchased for \$5.00 for 10 breakfasts.

### Snacks and Lunches

Nourishing snacks are provided in both the morning and afternoon, along with 2% milk at lunchtime. Lunches are not provided. Each child is asked to bring a sack lunch from home. We provide the milk! If a lunch is needed, the parent will be called and a \$5.00 fee will be billed to the child's account for "forgotten lunches". However, if the child has allergies, we will not provide a lunch; parent will be called to provide one.

### Allergies/Food Issues

Food allergies/issues are very serious. Therefore, if your child has food allergies/issues you must bring the snack daily. You may store it here in the office or in the classroom. We do not allow parents to pick and choose off the snack menu for acceptable items. Our snack menu is subject to change without notice. Due to the safety of the children, all snacks provided by us must be acceptable for consumption. Otherwise, all food must be provided by the parent. You will also need to provide "goodies" for your child for all classroom parties. We do not serve peanuts or peanut butter; however, WE ARE NOT A PEANUT FREE SCHOOL.

### Withdrawal From School

As per the Admissions 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 your child's attendance.

### CLASSROOM INSTRUCTION BEGINS AT 8:30AM.

AM Opening Circle Time: Children are individually greeted. Discussion of the calendar, weather, daily theme, etc. takes place every morning.

Outside Time: Free play, play-dough/clay, easel painting, swinging, crafts water play, carpentry, Motor Development, etc.

Snack: Juice/crackers/popcorn, fruit, etc. (See snack menu, published with each month's newsletter).

Chapel: Bible stories; Christian concepts, song; prayer, celebrating birthdays.

Inside Time: Free play, music, creative arts/crafts, blocks, books/quiet time, dramatic play, science/nature, "Show and Tell" sharing, records/listening, stories, cognitive learning through games, etc.

Closing Circle Time: Stories, sharing, music, etc.

Pull-out Programs: May include music, computer, art, science and motor development.

Potty Training Program: Operates throughout the day.

## 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 well as strive to reinforce 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 is in jeopardy, then the child may be removed from the activity in progress.

The child may be escorted 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. Suspension, at the director's discretion, may be a result of serious behaviors. We use a "Handle with Prayer" communication card to notify parents of any disciplinary issues. Similarly, we use our "Handle with Praise" cards to communicate the child's positive progress in the area of concern.

## Parent/School Communications

### Parent Conferences

Parent conferences will be held officially once a year or on an as needed basis during the school year. Teachers will post sign-up sheets for appointments. Please note dates and times of these events and make arrangements to keep your appointment. If you find you must cancel, please reschedule. We strongly encourage you to participate to help your child progress through his/her development.

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, which may influence the typical behavior of the child. Please feel comfortable in discussing with the teacher and/or Director anything which will help to 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 problem with your child's teacher, please discuss it with her or the Director, not with other parents. We are here to serve you and parent communication should be gossip-free. Please remember, there is an "open door policy" with the Director.

### Change of Address/Phone Number/Emergency Pick-up

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

### Events

Calvary Christian Preschool does not sponsor or endorse "outside of school" events or parties.

### Parent Involvement

We love to celebrate birthdays! Please communicate with your teacher to coordinate plans day and time. Please remember, however, that younger siblings are not allowed to attend, UNLESS they REMAIN in a stroller at all times. Also, we do not allow latex balloons in the classroom or on campus. ONLY MYLAR

BALLOONS ARE ACCEPTABLE. If you are unable to attend your child's special day, send in a camera with your special treat-the teacher will be happy to take photos for you.

Parent Teacher Fellowship (PTF): A group of parents and staff committed to improving and enhancing the overall quality and unity of our preschool. PTF meets once a month to plan fundraisers and determine how those funds will be used as well as provide ways for parents to get involved with the preschool. Being involved in your child's class is very fulfilling and there are many opportunities for you:

- Room moms and dads, sharing the responsibility for classroom parties and events
- Craft preparations
- Help with classroom centers
- Volunteer to read to the class
- Share with the students about your job or your culture
- Share a special talent, i.e., music, art, crafts, etc...

Attending events sponsored by Calvary Preschool helps to improve your child's experience here:

- Back to School Night - September
- Christmas Program - December
- Family Potluck - February
- Open House/Art Show - May

## 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. We request the Physicians Form to be turned in to school 30 days after the time of registration as designated by the Department of Social Services. All students must be able to participate in all in/outdoor activities. There is no provision for students needing special care.

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 his/her teacher.

If a child is ill while at school, the parent will be called in order that the child be picked up. We have a 30 minute pick up from time of call policy. If you are unable to arrive within that 30 minute time frame, you must provide a 2<sup>nd</sup> and 3<sup>rd</sup> contact person so that your child may return home as quickly as possible, for their sake as well as the others in the class.

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

- Cold/flu
- Fever of 99.6 or higher
- Running 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 abscess
- Rash (until cause is diagnosed and determined by a physician to be non-contagious)

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) would be called. The child must be picked up within one hour of notification.

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 IF YOUR CHILD HAS A COMMUNICABLE DISEASE - MUMPS, CHICKEN POX, 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. Please notify the office of any lice infestations.

### 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 prescribed to the child who is receiving the medication or an over the counter medication received in the original container.
- b. 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")
- c. The medicine form is filled out once a week and is included with the medicine

### Common Communicable Diseases

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

<u>Disease</u>	<u>Incubation Period</u>	<u>Contagious Period</u>	<u>Exclusion from School</u>	<u>Symptoms</u>
Chickenpox	2-3 weeks, commonly 13-17 days.	As long as 5 days, usually 1 to 2 days prior to eruption of first vesicles and not more than 5 days after eruption of first vesicles.	5-7 days after first vesicles appear and until vesicles become dry and scabbed over.	Slight fever. Crops of red, raise eruptions 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.	Three to 4 days cough or varying degrees, fever,

Measles (Rubella/ German Measles)	14-23 days	About 1 week before and 4 days after onset of rash.	7 days after onset of rash.	conjunctivitis and sensitivity to light. Red- raised rash that becomes blotchy. Fine pink rash, enlarged glands Behind ears and back of neck and slight fever. Fever, malaise, sore mouth or throat, or not eating well. Papulovesicular lesions in mouth, on palms, fingers soles of feet.
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 the acute stage of illness. If child has lesions not accompanied with symptoms of acute illness, there are no restrictions.	

<u>Disease</u>	<u>Incubation Period</u>	<u>Contagious Period</u>	<u>Exclusion from School</u>	<u>Symptoms</u>
Fifth Disease (Erythema Infectiosum)	4-20 days	Greatest before onset of rash and probably not com- municable after onset of rash.	During acute illness.	Redness of cheeks (slap- ped-face appearance), lacy-like rash on trunk and extremities which fades but may recur on exposure to sun or heat.
Strep throat and scarlet fever	1-3 days	From onset of illness until 24-48 hours after appropriate treat- ment started. usually up to 21 days without medical treatment.	48 hours after appro- priate antibiotic therapy started and until fever gone.	Fever, sore throat and swollen/sore glands in neck. Sandpaper- type rash with scarlet fever.
Impetigo	1-3 days with strep- tococcal, 4-10 days with staph- ylococcal	24-48 hours after appropriate treatment started.	48 hours after appropriate treatment started.	Begins usually as a blister like eruption, becomes pus- tularin appear- ance 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.	After appropriate treatment 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
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### Immunization Check List

Children need protection against polio, diphtheria, tetanus, pertussis (whooping cough), measles, rubella, mumps, and varicella (chicken pox). 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 exception is the 5-year-old child who missed the 18-month DTP booster; he/she merely needs to receive the preschool booster. If your child needs any immunizations, the missing immunization will have to be in the process of being completed 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 month 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 <sup>st</sup> Birthday)
15 months old	DTP immunization Hib meningitis (last dose <u>must</u> be on or after 1 <sup>st</sup> birthday)
18 months old	varicella (Chicken Pox)
4 to 6 years, immunization before entrance to elementary school.	A DTP booster (the 5th immunization) A Polio booster (the 4th immunization) MMR immunization

Those exempt for personal beliefs or medical reasons, must sign the blue California School Immunization Record or provide medical release from your child's pediatrician. 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.

## OPERATIONAL POLICIES

### Attendance

Please notify the school if your child is unable to attend. 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.

Class starts each morning at 8:30am. Please make every effort to have your child at school by the start of class. Arriving late disrupts not only your child's learning experience, but that of the whole class.

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 the 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 the teacher. According to Title 22, 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. Students who arrive before 8:00 a.m. will be dropped off at Room A101. Between 8:00 and 8:30 a.m., he/she may be dropped off on the play yard with a teacher. Please communicate with one of the staff on the yard that your child has been signed in. Pick-up at 12noon or 1:00 p.m. or immediately after the nap period 2:45 p.m. at 3pm, will be at the child's classroom or naproom. Pick-up after 3:30 p.m. will generally be at the play yard. (On rainy days you will check in Room A101 for pick up information. Please try not to pick up your child during naptime 1:00 - 2:45 p.m.)

Please be on time to pick up. Children become anxious and unsettled if you are not there on time. If you are detained and cannot pick your child up on time, please try to make arrangements for one of the previously authorized people to pick your child up. If you must send someone not on the list, an emergency phone call is sufficient. We will confirm the call before releasing the child. 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 with a photo ID will be required.

Please use caution in the parking lot. Watch for children at all times and keep those in your care under control and with you. You must hold your child's hands at all times while walking in our parking lot. Please do not allow them to walk independently in our lots. As you know, some cars (such as SUVs) cause difficulty in seeing small children.

Please do not let children run in the halls or climb on the stairs. **DO NOT LEAVE SIBLINGS OR OTHER CHILDREN UNATTENDED IN YOUR CAR.** Please do not park along the curb, or in any red area. **DO NOT** park in the small parking lot on Tustin Ave. Preschool parking is located off of Wellington Ave. Always follow the 5 mile per hour limit.

### Clothing

For comfort and safety, 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 himself/herself 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 sake: Tennis shoes or rubber-soled shoes are required. Please mark all removable clothing with your child's name (sweaters, coats, hats, boots, etc.).

Please provide a change of clothes, including socks 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 age appropriate toys. We ask that the children limit bringing toys to school to those for "Share Time". 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, shape, etc.). Books, tapes, and even family members are good sharing items, too. Be sure your child remembers to bring the "item" home that day.

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

### Naps

Naps are taken in the afternoon from 1:00 - 2:45 p.m. A sheet and blanket must be purchased through the preschool office for a minimal fee. A sheet and blanket must be here for naptime each day. If we provide a sheet and blanket, a laundry fee of \$2.00 a day will be assessed. Mats will be provided by the school. The parent must care for the sheet and the blanket. Please bring the freshly laundered sheet and the blanket to and from school each week in a pillowcase. Please label all items with your child's first and last names.

### Toddler Program

2.6-3.6 years of age

Potty trained? Maybe, maybe not. The individual, God-given blueprint is crucial here. Potty learning can only be accomplished when a child's neuro-muscular system has developed enough to control his bladder and bowels.

Gentle guidance toward potty training will enable twos to do what comes naturally when their body has matured enough for them to have total control of their body.

We consider the beginning of potty training when the child shows interest in using the restroom. We guide, help, and encourage their own initiatives to use the restroom. We do not put pressure on the child to use the toilet.

The following is our definition or standard by which we measure completely potty trained:

- The child is able to recognize his/her body's signal that a trip to the restroom is going to be needed, without adult help.
- The child is able to control both his/her bowel and bladder thereby making the trip to the restroom without soiling his/her clothing.
- The child does not wear pull-ups or any other specialty garments to aid his/her training.
- The child experiences less than two incidents of soiling himself/herself per month.
- No adult reminder or assistance is needed to complete a successful trip to the restroom.
- The child can clean him/herself after a bowel movement.

## Toddler Program, Descriptions, Policies :

### Pull-ups

It is the parent's responsibility to provide pull-ups daily. A \$5 fee for each pull-up provided by the preschool will be charged to your child's account. Pull-ups are to be worn and brought to preschool. Please use the "HUGGIES LEARNING DESIGNS POTTY TRAINING PANTS". In a group care situation, children need to be able to be changed without removing socks, shoes and clothing. In order to facilitate learning the skill of "pulling up", our children are asked to pull up their pants after a fresh pull-up is put on.

### Baby Wipes

For each child who wears pull-ups, parents will provide packages containing approximately 80 wipes. The staff will let you know if the amount should vary according to your child's individual needs.

### Bottles/Pacifiers

These items are prohibited from being used at the preschool, due to the health and safety issues they would bring. There are NO EXCEPTIONS.

### Desitin

We will apply Desitin for those children with a diaper rash. The Parent Medication Instruction/Consent form must accompany the ointment tube provided from home.

### Clothing

Two sets of clothes must be supplied from home, to keep on hand to be used in case of bathroom accidents.

### Blanket/Sheet sets

We highly recommend you purchase two sets, keeping the spare set at school in case of accidents. PLEASE LABEL EVERYTHING! A basket will be provided to facilitate carrying and storing your child's items.

### BATHROOM ASSISTANCE

In order to prevent your child from becoming easily frustrated, please dress children in clothing they can manage on their own.

## Accidents/Injury

In case of accident or injury, we will make an immediate attempt to contact a parent, in addition to contacting 911, if necessary. Any needed first aid will be administered by our staff personnel, who are certified. After an 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 our office!

## Emergency Preparedness

We conduct regularly scheduled fire and earthquake drills in compliance with state standards. In the event of an emergency, we have a supply of emergency food and water on hand at all times. We would implement our comprehensive Disaster Plan would be implemented.

## School Visits

You are welcome to visit the school and your child's class anytime during the school year. When visiting, please stop by the office to get a "visitors badge".

## Peer Group/Family Member Visits

Due to insurance restrictions, only enrolled students may stay in the classroom.

## CALVARY CHRISTIAN PRESCHOOL STUDENT SEXUAL HARASSMENT POLICY:

Based on new discrimination and labor laws, all businesses 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 us to use this policy as preventative measures concerning any potential legal issues.

We are very aware that the issues contained in this policy would most likely never occur between our students at such an early age. However, because of these new laws, we are forced to establish such policies and have chosen to take the recommendation and 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 or 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 invitations; 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 conduct 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:

TINA HOLLAND, ADMINISTRATOR

CALVARY CHRISTIAN PRESCHOOL

(714) 973-1768

ERIC WAKELING, EXECUTIVE PASTOR OF MINISTRY

CALVARY CHURCH

(714) 973-4800, EXT 386

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 conduct 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 of the disciplinary action will be based upon the circumstances of the infraction.

"Delight yourself also in the LORD, and He shall give you the desires of your heart. Commit your way to the LORD. Trust also in Him, and He shall bring it to pass". Psalm 37:4 & 5

Academics	Themes	Christian Values Bible Verse *Bible Character	Colors / Shapes	Pullouts/Labs	Science Social Studies
SEPTEMBER Workbooks Math-Their- Way	Back to School  Who am I?	Obedience *Adam & Eve Acts 5:29 We should obey God.	Red / Blue  Square / Circle	Computer, Art Music, Science, Chapel, Motor Development	Apples School Classroom Creation
OCTOBER Workbooks Math-Their- Way	God's Harvest	Confidence *Noah Psalms 139:14 ...I am fearfully and wonderfully made...	Orange / Yellow  Triangle / Oval	Computer, Art Music, Science, Chapel, Motor Development	Pumpkin Spiders Emotions
NOVEMBER Workbooks Math-Their- Way	Thanksgiving	Thankfulness *Joseph 1 Thessalonians 5:18 In everything give thanks.	Brown / Black  Rectangle	Computer, Art Music, Science, Chapel, Motor Development	Harvest Pilgrims & Indians
DECEMBER Workbooks Math-Their- Way	Christmas  Happy Birthday Jesus!	Giving *Mary, Joseph & Jesus John 3:16 ...God gave his only Son...	Gold / Silver  Diamond / Star	Music, Christmas Program, Chapel,	Mixing Cooking
JANUARY Workbooks Math-Their- Way	Weather  Animals in Winter	Joy *Ruth Psalms 104:34 The Lord is my joy.	White / Grey  Hexagon / Octagon	Computer, Art Music, Science, Chapel, Motor Development	Water/Steam Seasons
FEBRUARY Workbooks Math-Their- Way	Community Helpers  Transportation	Love *Mary & Martha 1 John 4:7&8 ...God is Love...	Pink / Purple  Heart	Computer, Art Music, Science, Chapel, Motor Development	Movement Where We Live
MARCH Workbooks Math-Their- Way	Our 5 Senses  Human Body/ Health	Sharing *Moses 2 Corinthians 9:7 God loves a cheerful giver...	Pastels  Trapezoid	Computer, Art Music, Science, Chapel, Motor Development	Traveling Germs
APRIL Workbooks Math-Their- Way	Children Around the World  Spring & New Life	Forgiveness *Jesus 1 John 1:9 ...He is faithful and just to forgive us...	Colors of the Rainbow  Arch	Computer, Art Music, Science, Chapel, Motor Development	Missionaries New Life Insects
MAY Workbooks Math-Their- Way	Farm Life  Wild Animals	Faith *Daniel Matthew 28:20 Jesus is with me always...	Primary & Secondary Colors  Pentagon	Computer, Art Music, Science, Chapel, Motor Development	Nutrition Plant Life
JUNE Workbooks Math-Their- Way	Ocean Life	Wisdom *Jonah Proverbs 3:13 The wise man is a happy man.	Review	Computer, Art Music, Science, Chapel, Motor Development	Sea Life



**TUITION INFORMATION SHEET and PAYMENT SCHEDULE  
SEPTEMBER 2, 2009 - JUNE 9, 2010**

FULL DAY WEEKLY	SCHOOL DAY WEEKLY	EXTENDED DAY WEEKLY	HALF DAY WEEKLY
6:30A-6PM	6:30A-3PM	6:30A-1PM	8AM-12NOON
5 DAYS (M-F) \$160	5 DAYS \$147	5 DAYS \$137	5 DAYS \$121
3 DAYS (MWF)\$102	3 DAYS \$98	3 DAYS \$94	3 DAYS \$83
2 DAYS (T/TH)\$80	2 DAYS \$77	2 DAYS \$72	2 DAYS \$64
TODDLER PROGRAM: \$25 WEEKLY ADDITIONAL FEE		CLASSROOM INSTRUCTION BEGINS AT 8:30AM	

**REGISTRATION FEE:** \$200.00 (non-refundable) paid annually.

**TODDLER PROGRAM:** Our new potty training program is for children 2.6-3.6 years of age.

**FORGOTTEN LUNCH FEE:** Parents are responsible for providing a ready to eat lunch for their child each day. However, if one is forgotten, the office will provide a lunch at a cost of \$5.00 each.

**BREAKFAST:** Breakfast is available from 6:30am - 7:45am for a fee of \$1.00 per day or a breakfast card (10 uses) may be purchased for \$5.00.

**TUITION DISCOUNT(S):** The oldest child is billed the regular tuition rate and siblings receive a 15% discount. Full year tuition paid in advance by September 30th will receive a 1.5% discount. Families who have children in our Elementary/Jr. High may receive an annual \$375.00 discount on their Elementary/Jr High tuition if their preschooler is fulltime (5 day).

**LATE CHARGE: PLEASE NOTE OUR NEW POLICY:** Tuition is due the 1<sup>st</sup> of each month. A \$15.00 late fee will be assessed on all accounts that are not paid by the 10th of the month. Any account that is not paid by the 17<sup>th</sup> of that month will result in the student not being allowed to attend Preschool until the account is paid in full. There is a \$30.00 fee on all returned checks.

**LATE PICK-UP FEES:** Late Pick-up fees will apply at 12:05 for Half Day, 1:05 for Extended Day 3:05 for School Day and 6:01 for Full Day.

**SESSION CHANGE:** Any schedule changes, i.e., from half to full day, must be made at the start of each month through the office only.

**ENROLLMENT REQUIREMENTS:** Children must turn 2.6 years of age no later than 2 weeks after his/her start date and have begun toilet training for our Toddler Program. The Jr. Kindergarten program is for those who turn five by December 31. All immunization requirements must be met prior to school entrance, as outlined in our Parent Handbook, as well as through your child's pediatrician.

**ADDITIONAL DAYS OPEN:** We will be open during the Christmas vacation: Mon thru Wed, Dec 21-23<sup>rd</sup>, , and Mon thru Wed, Dec 28-30<sup>th</sup>. You may choose from two options: \$40/day, 6:30am-6:00pm, OR \$20/day, 6:30am-1:00pm ONLY. Deadline to register is November 20, 2009. Watch for sign-ups in your child's classroom.

**Billable weeks per month**

Sept-4	Feb-4
Oct-4	March-5
Nov-5	April-4
Dec-2	May-5
Jan-4	June-2

**Miscellaneous Fees**

Extra hours, each	\$8.00
Blanket set	\$15.00
Laundry Fee	\$2.00
Forgotten lunch	\$5.00
Toddler Program	\$25.00 per week
Pull-up Fee	\$5.00 each