

# (parenthandbook)

## Christian Church of Lemon Grove Preschool

“Children are a heritage of the Lord.” Psalm 127:3

### • School Philosophy:

Welcome to our school! The Christian Church Preschool and School Age Child Care Program are sponsored as a ministry of the Christian Church of Lemon Grove to provide a quality learning and childcare experience in a Christian environment.

We believe that children are special people, created by God, with unique personalities and individual needs. Each child will be recognized as an individual and will be helped to reach his or her potential in various developmental tasks. The child will experience an atmosphere of love, safety, and trust, where all experiences are designed to enhance the development of the whole child, based on principles set forth in the Bible.

And the child (Jesus) grew in... Luke 2:52

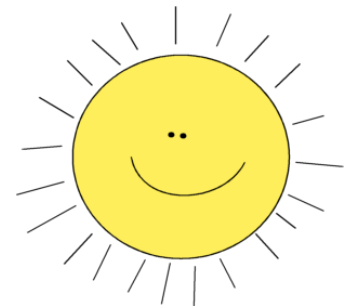
wisdom...	mentally
stature...	physically
favor with God...	spiritually
favor with man...	socially, emotionally

Research has shown that the early years of the child's life are the most important to his/her development. In this short amount of time, the child develops concepts of self, others, and God. These concepts create a pattern of feelings and behavior that will affect later life experiences. It is the desire of our school to be an extension of the home, designed to reinforce the values and character building begun there. For this reason, we encourage a strong working relationship between the home and school. It should be noted that we require that each child admitted must be able to benefit from the program. In the best interest of all children enrolled, we reserve the right to discharge any child from our program if his/her needs are not being met or if they are taking time away from the other children or teacher in the classroom. Our students must be able to be controlled with a teacher's words.

### • Our Goals:

Our program will provide opportunities for your child to grow in all areas including independence, cooperation, and self-esteem. Our goals are to:

1. Provide a safe, healthy environment where children can feel free to discover and learn.
2. Develop spiritual growth through simple Bible stories and memory verses chosen to teach children. About God's love.
3. Present to the child the wonders of God's world around them.
4. Introduce the child to music, art, literature, friendship, and creative play.
5. Encourage the child to develop problem solving skills and decision making abilities.
6. Help nurture each child's self-esteem and relationships with other children.
7. And in addition, for School Age Care (SAC), provide assistance in academics by providing a time devoted to homework and reading readiness for our elementary children.



### • Our Unique Program:

Teachers plan engaging thematic units that change weekly. Each month has a Bible verse which the children memorize, and each class has a daily Bible Circle. This includes a theme related Bible lesson, memory verse, singing, and a time of prayer. We present Christmas and Easter from the Biblical point of view.

Our staff strives to make God the center of all learning experiences throughout the day. Before snack and lunch, the children pause to give thanks to God. When participating in Science or Nature activities, the discussions will include praising God for the wonderful things He created for our benefit and enjoyment. Godly standards for behavior are developed as the child learns to relate to others through kindness, caring, and sharing, using Jesus as our example.

“Even a child is known by his actions.” Proverbs 20:11

“I (Jesus) have set you an example that you should do as I have done for you.” John 13:15.

• Activities:

We hold a “Morning Assembly” where students gather with the Director and staff and sing a song, say the Pledge of Allegiance, and share prayer requests. We also spend time memorizing the books of the Bible and learn about the Ten Commandments. It is an amazing time for the school to all get together and connect with one another.

Each day the teachers plan for and provide many varied activities to promote growth and development in each child. Our curriculum team plans monthly themes, letters, numbers, and Bible stories. Each class follows the same monthly schedule, enabling everyone to learn the same concepts at their age-appropriate levels. The curriculum includes:

Art/crafts	Language/Pre-Reading Activities
Cooking/nutrition	Math/Numbers
Literature	Science/Nature
Large/Small Motor Skills	Social Studies
Perceptual Motor Skills	Bible Stories
Health/Safety	Block building

During the course of each day we offer:

- Small group/large group activities
- Structured/non-structured play and activities
- Listening to and following directions
- Creativity in art, music, and dramatic play
- Nutritious snacks
- Working alone and working with others
- Tender loving care



• Other Activities:

Throughout the year we hold many fun school-wide functions including Back-to-School Night and Open House. These events are an incredible way for parents to meet the teachers, see the many things their children have learned, and get to know other parents. We also have Fall and Spring pictures, class parties for each holiday, an annual Christmas Program, and a graduation ceremony for the 4-year-old preschool class.

• Staff:

Our preschool staff has been employed based on their education, experience, enthusiasm, personality, Christian values, and their ability to provide loving and understanding care for each child according to his/her needs. All staff is certified in CPR and First Aid as well as Epi-pens and nebulizers.

• Hours of Operation:

The Center operates 7:00 am to 5:30 pm, Monday through Friday for Preschool and SAC. Hours for the Nursery are Monday through Friday, 7:15 am to 5:15 pm. Our Day Care Program is open year-round to meet the needs of working parents. We define Day Care as those children who regularly stay for nap or

rest. We follow the Lemon Grove School District calendar in regard to all holidays, starting dates, and ending dates as closely as possible.

During the summer we offer lots of fun activities. Water Play Days and Special Guests, such as the Scripture Lady are just some of the exciting things your child will be able to participate in. Parents with children in our Enrichment Program and our SAC Program may choose to extend their contract to include this time.

- Admission Policies:

Our school is open to children three months through 11 years of age. No child shall be excluded on the basis of race, color, religion, or national origin. An interview with the parent by the Director will be required before enrollment is completed for a new student. All forms, fees, and tuition are due before the child may start attending school. We also practice a 2 week 'Meet & Greet' period. If at the end of this time, the staff of the Christian Church of Lemon Grove feel we will be unable to meet the needs of the student, the student will no longer be enrolled and the 2 week tuition charge will be reimbursed. In extreme cases of incompatibility, this period may be shortened.

The child must be ready for a group situation, must be capable of benefitting from the program offered, and must be ready to leave the home environment. After the initial interview and during the child's first weeks, we will evaluate the child's adjustment. We reserve the right to drop a child from the program if we feel the child is not emotionally ready.

We do accept children into our program who are not potty-trained.

Each child admitted must be determined to be able to benefit from our program. A child who is physically, mentally, or developmentally challenged shall not be accepted unless it is determined that there will be no adverse effect upon other children, either through direct behavior of the child or by requiring additional staffing needs, and that we are able to meet the individual needs of the child. If we are unable to meet those needs, it is important to us that they are in an environment where their needs can be met and they can thrive. Again, in the best interest of all the children enrolled, we reserve the right to ask any child to leave our program if his/her needs are not being met or if they are taking time from the other children or teacher in the classroom. Each child that is entrusted to our care is extremely important to us and we will not let any one child take time from the remainder of the class.

We have a zero-tolerance policy for aggressive behavior. All parents have the right to have their child in a positive environment that allows children the ability to grow socially and academically and be free from stress or bodily harm. A child who is out-of-control and is consistently exhibiting destructive behavior, hitting, or in any way assaulting other children and/or staff, or refusing to obey rules, is a reason for termination.

Parents of a child who is consistently or maliciously damages or destroys school property or equipment will be charged for the cost of replacement.

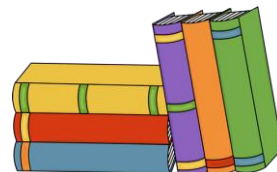
- Admission Procedures:

Upon first contact with the school, a Pre-Registration form will be given to the parent. A tour of the school will also be arranged.

Interested parents must turn in the completed Pre-Registration form along with your Non-Refundable Registration Fee to hold a place for your child. A Registration Packet will be given to the parent after the school has received their Pre-Registration form and Non-Refundable Registration Fee. Upon completion of ALL forms, an appointment will be made with the Director to discuss the goals, philosophy, and policies of the school. Tuition and general information concerning the child will be discussed, as well as a review of all forms to ensure they are accurate and completely filled out.

The following forms must be completed prior to admission:

- \*1. Pre-admission Health Evaluation - Physician's Report
- \*2. California Blue Immunization Card - Parents must bring your Yellow Immunization Card or a doctor's office printout for verification of immunizations
- \*3. Signed Parent Contract
4. Identification and Emergency Data
5. Family and Social History
6. Health History - Parent's Report
7. Consent for Medical Treatment



8. Child's Personal Rights - signed receipt
9. Parent's Rights - signed receipt
10. Signed Parent Handbook Policy & Procedure Agreement

\* Denotes those forms that require someone other than parent to fill out and/or sign

- Immunizations:

Parents must present a record of their child's immunizations before he/she can attend school. We follow the Department of Public Health immunization schedules and deadlines, and no child will be admitted if immunizations are not up to date. California state law no longer allows Personal Belief Exemptions for immunizations. The physical must include the specific nature and probable duration of the medical condition or circumstances on which the decision is based.

Registration:

Students can join our program at any time. A Registration Fee will reserve your child a place in our program. This fee is non-refundable. If the child drops from our program temporarily and wishes to re-enroll, you must pay the returning student registration fee. For our yearly Fall Registration, continuing students will be offered first registration privileges.

- Brightwheel:

The email address you provide on your Pre-Registration form will be used to invite you to the childcare app Brightwheel. This incredible app allows you to receive alerts from the Director, reminders about school closures, and tuition statements. You will also be in direct contact with your child's teacher, enabling you to receive pictures and updates on your child's day. Teachers will send messages during a time that is best for the children, typically during nap time.



- Financial Policies:

To maintain a high-quality educational program for your child, it is necessary that tuition be paid for the days your child is enrolled. Our staff is hired on the assumption that your child will be in school. If he/she was absent and payment was not made for that day, our financial structure would be upset. In order to be fair to the parents, as well as protect our own financial structure, the following policies have been set:

- Tuition:

Tuition is payable as defined in the Parent Contract. If tuition is delinquent by more than two weeks, your child may be dropped from the program unless prior arrangements have been made with the Director.

Tuition is the same for weeks with holidays. Tuition is due and payable according to the conditions of the contract whether the child is present in school or not. Children enrolled in our Pre-School Program may attend on holidays that we are open at no extra charge. Children enrolled in our SAC Program follow the school calendar presented by the Lemon Grove School District. If their elementary school is closed, our School Age Program is closed as well.

A cost-of-living increase can be expected yearly. New rates would not go into effect until September of each year. There will be no mid-year increases. These increases are under the advisement of the Preschool Board and authorized by the Board of Elders of the Church.

- Refund/Credit:

There are no credits, refunds, or deductions for the following: registration fees, absences, holidays or, vacations. If you wish to withdraw your child from our school, we request two weeks written notice. This will entitle you to a refund of the appropriate tuition amount. If a two-week notice is not received, tuition will not be refunded.

- Unexpected Closure:

After the Covid-19 pandemic of 2020, we have created the following protocol regarding tuition billing and involuntary closing of our center, or the closing to certain clients, such as non-essential workers, at the

discretion of the government: Tuition for the remainder of the month is still due. In the event of a second month of closure, half tuition will be due to hold a student's spot. After three months tuition is no longer due if your student is no longer attending but notice of permanently dropping is required.

- Tuition Discount:

For families with more than one child enrolled, a 10% discount will be given on a second child and will be based on the lower of the two tuitions. A 10% discount will be given to active members of CCLG, or when one custodial parent is active-duty military or first responder. You may only use ONE discount.

- Extended Care Fees:

If needed and space allows, extended care is available at the published rate for time beyond your regularly contracted hours. The extended care forms are available in your child's room and in the office and are to be filled out at the time you bring your child to school.

If you find it necessary for your child to attend an EXTRA DAY that they are not regularly contracted for, you must first talk with the Director.

- Late Pick-Up Fees:

A late fee will be charged to parents who arrive after our 5:30 pm closing. A charge of \$20.00 for every fifteen minutes (or portion thereof) will accrue until your child is picked up and is due upon arrival or at drop off the next school day. These charges are to be paid in cash. Habitual tardiness will be addressed on an individual basis. A Late Pick-Up form must be filled out and signed at that time. Please notify the school if you know you are going to be late so we can notify your child and the teacher.

- Field Trip Fees:

Throughout the school year, field trips are planned to enhance the curriculum. Permission slips will be sent home in advance of each field trip to notify you of any fees. The 4-year-old preschool class takes a field trip to the zoo each October. Children are free; however, parent chaperones are asked to pay for their admission fee.

- Illness Information:

For the health and well-being of all our children enrolled, PLEASE do not send your child to school if he/she shows **any** signs of illness. A child must be fever free for 24 hours before returning to school. A child must also remain at home until free of diarrhea for 24 hours. Children who vomit during the night or in the early morning should stay at home until free of symptoms for 24 hours. If your child has a fever or displays other symptoms of illness while at school, you will be notified to pick them up. Please do not bring your child back school until they are free of the symptoms for 24 hours.

Our criteria for sending a child home is as follows:

- green or yellow discharge from nose and eyes or any discharge from the ears
- three episodes of diarrhea in the same day
- vomiting
- temperature greater than 100 degrees
- \* rashes which appear to be chicken pox, impetigo or measles
- excessive crying or complaints that your child's ears, tummy, or other areas hurt
- head lice, scabies, or other suspicious symptoms
- ringworm

The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted in the classroom. Special attention will be paid to children who have been absent because of illness, or who have been exposed to contagious or communicable diseases. The Director or teacher has the authority to refuse your child admittance if there are signs of illness.





Please report absences and all cases of communicable diseases to the Director, so that other parents may be notified. All parents will be notified if 2 or more children in our center come down with the same symptoms. Please keep us posted on the nature of your child's illness and the length of time you expect your child to be out of school. Most importantly, do not send your child to school until he/she is able to participate in all activities in the normal school day.

In the event that your child has a broken bone or a major illness that lasts for more than 1 week, we must have a release form from the doctor stating that it is safe for him/her to return to school and list any activities in which the child should not participate.

#### Medication:

If your child has medication that needs to be administered while they are at school, please fill out a medication form and leave it with your child's teacher. Amount and time of each dosage must be written on the form along with the date and period of time the medication is to be given. **ONLY MEDICATION PRESCRIBED BY A PHYSICIAN, IN THE ORIGINAL CONTAINER, WITH PHYSICIAN'S INSTRUCTION PRINTED ON THE LABEL, WILL BE ADMINISTERED.**

Under no circumstances will a child be permitted to bring his/her own medication to school and/or administer it to themselves. This policy applies to cough drops, Tylenol, and vitamins as well as to prescribed drugs. State Regulations do not allow us to administer any medication without a Doctor's written prescription.

#### • Health and Safety:

To help your child grow to have good health habits, we encourage you to:

- schedule regular well-child check ups
- provide adequate rest, outdoor play, and nutritious food
- teach your child to cover their mouth when coughing
- encourage them to take care of his/her own toilet needs
- teach them to use a toothbrush properly and regularly
- teach them to keep hands and objects away from their mouths
- \* teach them to wash hands before eating, after going to the toilet, and after handling pets or playing in the dirt
- \* See that your child bathes regularly.

#### • Inspection Authority of the Department of Social Services:

Christian Church of Lemon Grove Preschool comes under the authority and licensing regulations of the Department of Social Services, Community Care Licensing Division.

According to licensing regulations Title 22-Chapter 1, the Dept. of Social Services, upon presentation of proper identifications, has the right to enter and inspect our facility at any time, with or without advance notice, to secure compliance or prevent violation of licensing regulations. Of importance to you, the parent, is the fact that the Dept., or licensing agency, has the authority to interview children or staff and to inspect and audit the children and facility records without prior consent of parents. We are required to make provisions for private interviews with any child or staff member. The Dept. also has the authority to observe the physical condition of the child; including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

#### • Child Abuse/Unusual Incident Reporting:

Each staff member of Christian Church Preschool is obligated by law to report to the Dept. of Social Services any injury to any child which requires medical treatment or any unusual incident or student absence which threatens the physical or emotional health or safety of any child. They are also required by law to report any suspected physical or psychological abuse of any child. All such suspected abuse will be reported to Child Protective Services without notification of the parents.

#### \*Ouch Reports/First Aid:

If your child has a minor scrape or bump, we will send home a copy of our "ouch report", a short description of what occurred, for your information. Treatment is limited to ice packs, washing with soap and water, or providing bandages. If you notice an injury and there is no accident form, please inform the Director.

For all injuries to the head, the child will be observed closely, and the parent notified. A special head injury form will be filled out by the staff and put in your child's cubby.

Staff is certified in CPR and First Aid as a requirement of employment.

### Emergencies:

In the rare case of a major injury, we will make every effort to contact parents immediately. If we are unable to reach a parent, a person listed on your child's emergency card will be contacted. Should this not be possible, our school will contact your physician, or an ambulance and treatment will be given as necessary.

### • Authorization to Pick Up a Child:

Parents must authorize at least 2 persons other than themselves who can pick up their child in an emergency, when a parent cannot be reached. Please be sure that addresses, telephone numbers, and names of those designated to pick up your child, as well as your own address and telephone numbers, are kept current.

### • Allergies:

Please list all your child's allergies on their registration papers. Be sure to include all food allergies, sensitivities to insect stings, and allergies to medications. Allergy lists are posted in each classroom and in each Emergency Binder.

### • Fire Drills:

We discuss fire safety, participate in scheduled fire drills, and practice earthquake drills with the children throughout the year.

### • Security:

We are concerned about the safety and security of all our children. Therefore, all gates must always remain closed. **ONLY PARENTS ARE ALLOWED TO OPEN THE GATES.** If you are visiting with another parent or teacher, please do not allow your child to run towards the parking area.

Children are to remain inside the gated area until you can leave together.

We do ask that you park in marked parking spaces only. Please do not leave small children unattended inside your car. The alleyway is off limits to all cars. No parent is allowed to drive through the alleyway to drop off their child. Please honor the parking spots marked for "Handicapped" users.

### • Signing In & Out:

For the safety and well-being of the children, all children must be escorted by an adult into the care of a school employee. We require that the adult bringing and picking up a child sign the daily attendance sheet in his/her class.

This must be your full legal signature. In order to ensure your child's safety, we will not release your child to anyone not authorized by the parent in writing. If the adult picking up your child is not known by our staff, they will be asked to show a picture ID. Please inform those who are picking up our child to be prepared to show our teachers or Director their identification.

### • Court Restraining Orders:

Should a restraining order exist between the parents of a child at the Center, it is necessary for the Center to have a copy of the court document. Where no official document exists, our staff is obliged to release the child to either parent.

### • Problems or Complaints:

If you have any problems or complaints, please see or call the Director. If you leave a message in the office, we will return your call as soon as possible. Should you witness any safety violations, please bring it to the attention of the Director or teachers.

### • Smoking:

Smoking is not permitted on the premises. Please extinguish all smoking materials before arriving at the church facility.

\*Obscene Language:

Please remember we are among children and adults who may be offended by inappropriate language. Please refrain from using such language while on school premises.

• Discipline:

In our program, disciplinary problems are prevented or lessened by:

- not expecting more than the child is able to do
- giving recognition for achievement
- timely intervention before a crisis develops
- removal from the situation until the child has a desire to change his/her behavior

We have a philosophy of positive guidance, incorporating creative teaching and involvement, all while modeling God's love for us, to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than 'act out' their feelings.

Time out will be used to help the child gain control and will not be longer than one minute for each year the child is in age (i.e. 3 min. Maximum for a 3 year old). The teacher will discuss with the child why he/she was disciplined, so that the child will understand what he/she did, as well as the consequences of the behavior. The child will then be given a chance to try again and succeed. No child shall be subjected, under any circumstances, to verbal abuse or corporal punishment inflicted in any manner. Spanking is the parent's responsibility and will not be used in our Center. Children will not be ridiculed or shamed. Any form of discipline which violates a child's personal rights as specified in Section 86072 of General Licensing Requirements of the Dept. of Social Services shall not be permitted. Please refer to your "Child's Personal Rights" received in your registration packet. Should you witness what appear to be the violation of a child's rights, please notify the Director at once.

• Abnormal Behavior:

Most children behave in predictable ways. When a child exhibits behavior that does not fall in the range of expected behaviors, the teacher will discuss observations with the parent for input. If the situations warrant further intervention, a conference with the Director, the teachers involved, and the parent will be arranged for further evaluation. Upon completion of the evaluation, we may encourage the parent to seek professional counseling for the child as one of the conditions to remain in our program. We may need have direct access to the counselor for guidance in handling the child's special needs. If the child continues to exhibit abnormal or unsafe behavior that interferes with the classroom, we reserve the right to withdraw the child from the program.

Conferences:

In order to keep parents abreast of the growth and development of their child, we conduct a simple age-appropriate assessment of where your child is in relation to preschool goals with our 3 and 4 year olds. The same assessment will be given in late September and May so it is easy to compare the amazing ways your student is maturing and skill building as they grow. If upon our assessment, we observe your child to be physically, emotionally, or developmentally at a level not typical for their age, we will request an immediate parent/teacher conference to discuss our observations, perhaps come up with a plan of action that benefits all, and/or discuss continuing in our program. As a true ministry as well as Early Childhood Advocates, we only want what is best for ALL students in our program.

• Insurance:



Christian Church of Lemon Grove provides insurance through Guide One. If a student is injured at school or while participating in a school-sponsored activity, claims must first be submitted to the parent's insurance company.



## We Need You...

### • Parent/School Relations:

Parents are an important part of CCLGP. We encourage you to get to know your child's teacher. Parents are always encouraged and welcome to share their talents. We want to provide opportunities where both our staff and our parents work together for the total enrichment of each child.

We strive to have good relationships with our parents and families. We welcome your pre-planned visits to our school, your questions, and your suggestions. We also appreciate your kind words when you recommend our Preschool to your friends.

### • Parent's Rights:

As disclosed in the Dept. of Social Services "Parent's Rights" statement, you have the right, upon presentation of identification, to enter and inspect our facility without advance notice. With proper documentation we do retain the right to deny access to non-custodian parents or to parents whose behavior poses a risk to the children in the facility.

### • Communication:

We will make every effort to keep you informed of upcoming dates and announcements via notes on our sign-in notebooks, posters on the classroom doors, and a Brightwheel message. In addition, we will send home a newsletter each month that will inform you of the special activities that will be happening in your child's class. Each classroom has a parent's bulletin board designed to notify parents of upcoming events. Please check it regularly.

We urge you to keep us informed as to any changes your child might be experiencing at home so that while at school, we might better understand their specific need. Anything occurring within his/ her world that could affect his/her attitudes or behavior at school is very important for us in meeting your child's needs.

### • How You Can Help At Home:

The child who is emotionally stable is more likely to succeed in school. Emotional stability may be developed if parents will:

- Give child affection to provide a sense of security
- Praise for accomplishments
- Treat each other with respect
- Do not hurry or rush the child
- Understand that each child is unique
- Keep discipline fair and consistent
- Demonstrate that promises are kept
- Insist that directions be followed
- Instill the control of emotions
- Set a good example. Children learn behaviors from those close to them.
- Show that things are to be asked for... not taken by force

### • Other Reminders:

- Make going to school a pleasurable experience
- Be interested in what your child brings home from school

- Read all notices sent home
- Come to school when your child invites you for some special event
- Have complete confidence in your child's teacher and let your child feel this
- Never discuss the teacher, his playmates, the church, or the school negatively in the presence of your child.

- General Policies:

- First Days:

It is sometimes just as difficult for a parent to face the separation from the child on the first day of school as it may be for the child to separate from the parent. It is normal for a child to go through a period of adjustment during such a big change in his/her life. We try to prevent trauma by anticipating the many difficulties that may arise. It is a normal part of a child's growth to learn to accept change and being away from home. If he/she cries when you are leaving, give him/her a hug and kiss then say you will be back to get them and leave. Many times, a child cries only for a few minutes after the parent leaves and then is ready to participate. We welcome your phone calls or Brightwheel messages to check on your child during the day and we will be glad to tell you how he/she is doing. Occasionally a child is not ready to make the adjustment from home to school. When this happens we will notify you of our concerns and give your child a few weeks to try and adjust. If the child continues to display great separation anxiety, we will recommend that you withdraw your child until a later date.

- Clothing: Dress your child in comfortable play clothing. Children need to be able to easily get in and out of their clothing to use the toilet. Remember, children are here to have fun and engage in a variety of play experiences that may, from time to time, cause them to come home looking less than clean.

Paint sometimes gets on clothing even though paint aprons are worn.

Please provide your child with sturdy shoes. Please do not allow them to wear cowboy boots or sandals without straps on the heel.

Please label all sweaters, jackets, hats, and other extra clothing brought to school. We ask parents to provide a complete change of clothes for their child to keep in their classroom in case of an accident or spill. These spare clothes will need to be changed with the seasons. Please bring their spare clothes in a ziplock bag with their name clearly marked on the outside.

Children in the process of potty training or still wearing diapers will need to provide a large bag with several changes of clothing and training pants. The parent must provide all pull-ups and diapers. All soiled underwear will be sent home in a plastic bag.

- Lost Items:

Please do not bring items of great monetary or sentimental value to school. Should your child lose an item, we will make every effort to find it for you. However, we cannot be responsible for lost items. Periodically, all items remaining in our lost-and-found will be donated to a charitable organization.

- Nap/Rest Time:

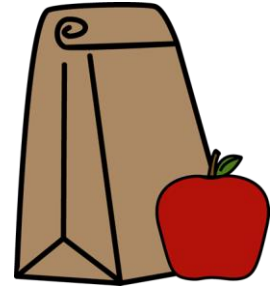
Children enrolled in our Daycare program will need to bring a crib sheet, blanket, and a small pillow for use at naptime. These items will be sent home with you each Friday to be laundered and brought back on Monday. Please be sure to label each piece with your child's name.

- Nutrition:

We provide the children with a morning and afternoon snack. Each snack represents at least two basic food groups. Fresh fruit is also served regularly during the month. Please make sure that we are aware of any food allergies your child might have.

Please try and keep your child's lunch well balanced. Please do not send candy or soda in your child's lunch. Microwaves are available for warming your child's lunch (45 second max, for safety).

Teachers will do cooking projects with the children. These help the children learn about cooking and nutrition, along with teaching math and small motor coordination. There will be parties to celebrate most of the holidays. Teachers will post a sign-up sheet for any parents who may wish to provide special snacks for that holiday.



#### \*Birthdays:

A birthday is a child's special day and you are welcome to send in a special snack for your child's class. Please notify your child's teacher, in advance, of your plans to provide a treat.

#### • Changing Classes:

Both chronological age and readiness are the criteria used for moving children. For continuity, classes formed in September typically remain together and will promote up the following August. If you have any questions, please talk to the Director.

## SAC PROGRAM

#### • Transportation:

Children enrolled in our SAC Program are picked up by our staff and walked across the street daily from San Miguel Elementary School at dismissal, be it a full day or a District Minimum Day. We do not provide transportation to/from any other public school.

## INFANT/TODDLER PROGRAM

#### • Our Philosophy for Infants and Toddlers:

We strive to provide a safe and stimulating environment to help the child learn and explore.

The child to teacher ratio is 4 to 1. The areas we stress daily are:

1. **Basic Needs** - There is a vast difference in needs within this age group. However, physical and emotional needs are our first concern. Feeding, diapering, cleanliness, comfort, safety, and health are conditions in which we will not compromise. Each child is assured quality care and a personal, well-organized program.
2. **Spiritual Needs** - Biblical and spiritual ideas are best taught when they are reflected by the attitudes of the staff. Not only will the children be exposed to short Bible stories, but our goal is to portray the true spirit of Christ by the daily demonstration of His love to the children and their families.
3. **Social Needs** - By the time a child is two years of age, they have established their sexual identity, their general disposition, and a positive or negative view about their self-worth. These ideas will follow them into adulthood. It is important for us to provide a sound social environment of interaction between caregiver and child. Our goal in the Nursery is to provide more individual attention through auditory, visual, and physical communication. Avenues for these to occur are facial expressions, quiet voices, and physical stimulation. Our goal in the toddler program is to provide social interaction through small group experiences. Structured circle and play time will give opportunities for learning and building relationships with other children.
4. **Physical and Cognitive** - Infants learn by using their senses, mainly tactile. Learning is based upon use of small and large motor skills. Infants will strengthen head control and limbs, begin reaching for objects, and explore their world through availability of age-appropriate toys (using their most sensitive area, the mouth).

Toddlers will be encouraged to develop coordination and muscle tone through physical activity. Small motor skills will be emphasized through age-appropriate activities throughout the day. They will also begin to grasp simple learning concepts. Your child will be taught language arts, by providing hands-on experiments, puzzles

and blocks, colors, shapes, animals, body parts, language development, increased attention space and their community awareness will be addressed through fun group activities.

- **Hours of Operation:**

The Infant/Toddler Class (3-24 months) is in session from 7:15am until 5:15pm.

- **Tuition:**

No discounts are given on tuition in our Infant/Toddler Program.

- **Nutrition:**

To ensure safety for our little ones, it is the policy of the CCLGP Nursery that all nutrition will be provided by the parent. We also ask that you try all new foods at home first to make sure your child does not have any allergies.



### **Parent Copy of Parent Handbook Agreement:**

I have read and fully understand the stated philosophy and unique Christian Program emphasis of the Christian Church of Lemon Grove Preschool. I hereby agree to comply with the policies and procedures specified in the Parent Handbook.

I understand there are no credits or refunds for absences or holidays. Nor is there a refund of my Preregistration fee. I also understand I am responsible and may be charged for property my child willfully damages.

I understand that I must pay a yearly registration fee to hold my child's spot in the school. I understand that there may be yearly tuition increases, effective in September, which I will be notified of prior to the increase.

I understand my rights as a parent and my child's personal rights. I know that I have the right to notify the State Licensing agency regarding any complaints. I also understand the Licensing Agency has the legal right to interview my child, look at his/her file and/or receive a physical from their Agency Physician, if deemed necessary, without prior consent from me. I also am aware that all staff is required by law to report all suspected cases of child abuse without discussing it with the parent. I fully agree to assist the school in meeting the special and personal needs of my child.

This document is meant to be a resource for parents. Occasionally we may need to make changes and amendments.

We respectfully ask parents to review this Handbook before they sign their annual Contract.