



# PARENT HANDBOOK

## 2019/2020

**Calvary Christian Preschool**  
**1010 North Tustin Avenue**  
**Santa Ana, CA 92705**  
**714.973.1768**

**“Grow in the grace and the knowledge of our Lord and Savior  
Jesus Christ...” 2 Peter 3:18**

Jesus First  
Education Second  
All in Excellence

**Web address: [www.calvarypreschool.org](http://www.calvarypreschool.org)**  
**Email address: [preschool@ccschool.org](mailto:preschool@ccschool.org)**

Dear Parents,

I would like to welcome you to the 2019/2020 school year! We are so thankful for the many ways God has blessed our school. This year we are especially thankful for the privilege of having your child attend our school. I am very pleased that you have entrusted your little one to us to enrich their educational experience.

Therefore, we provide an environment where children can develop in all areas. I pray that your child will grow, spiritually, socially, emotionally, physically, and creatively as God has planned. This will always remain a top priority with us. 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. If you do not have a church home, I would like to invite you and your family to join us at Calvary Church of Santa Ana. Our service is Sunday at 9:30 a.m. May God bless and minister to you through us.

In His Loving Care,

Tina Holland,  
Preschool Director

P.S. Please visit our website: [www.Calvarypreschool.org](http://www.Calvarypreschool.org)  
Facebook at [www.facebook.com/calvarychristianpreschool](http://www.facebook.com/calvarychristianpreschool), and  
Twitter #ccpreschool

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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 22 and continues with the same high standards and spirit. Both schools minister to an ever-growing enrollment of approximately 600 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 with full and half-day programs. The ministry of Calvary Christian School serves Kindergarten through 8<sup>th</sup> grade.

### **Purpose- Jesus First, Education Second, All in Excellence**

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 is **"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 workbooks (Language Arts/Math/Shapes), "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 sixty-six books of the Bible, consisting of all the books of the Old and New Testaments, are the written Word of God. They are a supernatural revelation from God Himself. These books are inspired, inerrant and infallible, without error of any kind in every word and concept. They are the final authority on all matters they address, and all truth necessary for our salvation and spiritual life. (Psalm 19:7-11; John 14:26; John 16:12-15; I Corinthians 2:12-16; II Timothy 3:16-17; II Peter 1:16-21; I John 2:27)
2. We believe in the Trinity. There is only one God and in the Trinity there are three eternal and coequal persons: God the Father; God the Son (Jesus Christ); and God the Holy Spirit. (Deuteronomy 6:4; Isaiah 46:9; Matthew 3:16-17; Matthew 28:19; II Corinthians 13:14; I John 5:1-8)
3. We believe Jesus Christ is one Person with two complete natures, divine and human. He is true God and true man. Jesus is God incarnate, being born of a virgin and is completely sinless. He eternally exists as the Logos, God the Son, the second person of the Trinity. Jesus has all the attributes, characteristics, and works of God. And as such, He should be worshiped as God by men and angels. (Isaiah 7:14; John 1:1-14; John 10:30-33; Colossians 1:16-19; Colossians 2:9)
4. We believe that all people are born with a sin nature and commit sins by falling short of God's holiness and violating His commands. (Romans 3:23; Romans 6:23; I John 3:4)
5. We believe that Jesus Christ died for all people, offering His life as a substitute to atone for all sins. The salvation of any person is the work of God alone, by faith alone in Christ. All people

who trust in Him as their only means of forgiveness for their sins will inherit eternal life with God. (John 3:1-18; John 6:44-69; John 14:1-6; John 17:3; Hebrews 2:9; Titus 3:47)

6. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into heaven. He is now at the right hand of God as mediator, priest, and advocate for each believer. (John 20; Acts 1:9-11; Acts 3:12-26; I Corinthians 15:12-28; Hebrews 7:25; Hebrews 9:24)

7. We believe that Heaven is a real place of eternal blessedness in the presence of God and that Hell is a real place of eternal suffering and separation from God. (Matthew 25:46; II Corinthians 5:1-10; Revelation 20; Revelation 21; Revelation 22)

8. We believe the Holy Spirit indwells every Christian and spiritually baptizes them, placing them into the body of Christ, His church, when they are saved. There is only one baptism but many fillings. Christians are commanded to be filled with the Holy Spirit for power to live a holy and obedient life for Jesus Christ. (Acts 2:38; Acts 13:52; Romans 8:14-27; Galatians 5:22-25; Ephesians 5:18)

9. We believe in the Great Commission in our own community and around the world. Jesus commands all believers to go evangelize and make disciples of all nations. We are to baptize and teach each believer all that Jesus commands in His Word. (Matthew 28:19-20; Luke 24:47; Acts 1:8; II Timothy 3:16-17)

10. We believe that all followers of the Lord Jesus are created in Him to glorify God by living holy lives and serving others in love with good works. These good works are evidence of a believer's salvation and not a means to gain salvation or favor with God. (I Corinthians 13; Ephesians 2:8-10; Ephesians 4:1-32; Titus 2:15, 14; Titus 3:1-11; James 2:17)

11. We believe Satan and his demons are real, personal beings who are fallen angels in opposition to Jesus Christ and His church. (Isaiah 14:12-17; Matthew 4:2-11; John 8:44; Revelation 12:9-10)

12. We believe in the personal, pre-millennial second coming of our Lord Jesus Christ. He will come for His saints and then rule with them for a thousand years on this earth. He will then establish a new heaven and new earth for all believers to live eternally in the glory of God. (I Corinthians 15:50-55; I Thessalonians 4:13-18; Revelation 19:19-20; Revelation 20; Revelation 21; Revelation 22)

13. We believe that biblical marriage consists only of the union of one biological man and one biological woman, and that biblical marriage is the only legitimate and acceptable context for a sexual relationship. (Genesis 2:24; Romans 1:26-27)

## **CAMPUS PASTORS**

Matt Davis and Shannon Reese, our preschool pastors, can be reached at (714) 973-4800. They have hearts that desire to minister to our school, families/children and staff.

## **POLICIES AND PROCEDURES**

### **Admission Policies**

Enrollment is open to preschool-age children of the church and community. Children must turn 2.6 years and have begun toilet training at home. A TK Program is offered for children who are 4.9 by September 1<sup>st</sup>. All immunization requirements must be met prior to school entrance. All enrollment forms must be completed and a \$200.00 non-refundable registration fee paid before a child is allowed to attend.

### Attendance Plans

We offer the following plans:

Full Day	6:30am-6:00pm
School Day	6:30am-3:00pm
Extended Day	6:30am-1:00pm
Half Day	6:30am-12noon

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 8:30 am 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. **Students that arrive after 9:00 am will not be allowed to stay at school.** We thank you for your understanding and cooperation.

### Hours of Operation

The Preschool is open from 6:30 am until 6:00 pm, Monday through Friday. We are open year round, except holidays and teacher-in-service training days. The Preschool will be closed one week in August prior to the start of school. 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, 7:30am–4:00pm. Our summer office hours are 7:30am–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 continue attending Calvary Christian Preschool. You may pick up an application from our Preschool Office.

We are a non-profit organization; therefore, if you would like to make a donation to this fund it is tax deductible.

### Registration Fee

A non-refundable (with NO EXCEPTIONS) registration fee of \$200.00 is payable at the time of enrollment/re-enrollment as well as a \$25.00 Tech fee. The registration fee is paid when the child enrolls in Preschool; thereafter, it is payable once a year at the time of re-enrollment. The summer registration fee varies from year to year.

### **Tuition Payments**

Tuition outlined in the Admissions Agreement. **Please write the child's first and last name on the memo of every check.**

All checks and money orders are to be made payable to Calvary Christian Preschool (CCP). All Calvary Christian School students, preschool-8<sup>th</sup> grade need to be current on their tuition obligation in order to re-enroll.

Tuition may be brought to the office, or mailed to the following address:

License#  
300602018

CALVARY CHRISTIAN PRESCHOOL  
1010 N. Tustin Ave.  
Santa Ana, CA 92705

Tax ID#  
27-0416436

### **Late Charge**

Tuition is due the fifth of each month, with a grace period for payment through the 10th of the month. On the 11th, a late fee of \$15 is billed to your account. If the full tuition payment is not received by the 15th of the month, your child may not be able to attend class until tuition is paid in full. After 30 days late payment, the child may be dropped from the program.

The following late fee applies based on the number of times tuition is late:

1st Month Late Fee: \$ 15.00  
2nd Month Late Fee: \$ 15.00  
3rd Month Late Fee: \$ 30.00  
4th Month Late Fee: \$ 45.00  
5th Month Late Fee: \$ 60.00  
6th Month Late Fee: \$ 75.00  
7th Month Late Fee: \$ 90.00  
8th Month Late Fee: \$105.00

### **Returned Check Fee**

A \$35 fee will be charged for all returned checks. Cash or Cashier Checks may be requested for tuition payment hereafter.

### **Miscellaneous Fees**

An extra hour is \$10.00 per hour with notification prior to the day of the extra hour and \$12.00 per hour if notified the day of the extra hour or any portion of an hour. Extra hourly charges begin at 12:00 pm for Half-Day students, 1:00 pm for Extended Day students and 3:00 pm for school day students. There may be extenuating circumstances, which call for extra hours, and can be approved by our director; all extra hour requests must be prearranged through the preschool office.

### **Late Pick-Up Policy**

Late charges can be avoided by planning ahead. Late pick up at 12:00 noon, 1:00 pm, 3:00 pm and 6 pm 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.

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 is 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. Anyone authorized to pick up must be 18 years or older.

### **Absences/Holidays**

No credit is given for illness or holidays. In addition, any family with a doctor's approved medical immunization exemption waiving the immunization requirements for their child due to 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 – 7:50am for a fee of \$1.00 per day or a breakfast card may be purchased for \$10.00 for 12 breakfasts.

### **Snacks and Lunches**

Nourishing snacks are provided in both the morning and afternoon, and late afternoon, along with 1% milk at lunchtime. Lunches are not provided. We do not offer a lunch program. Each child is asked to bring a ready to eat sack lunch from home. We provide the milk! If a lunch is needed, 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. After the 10<sup>th</sup> forgotten lunch, the fee will increase to \$10.00 per forgotten lunch. Our "Forgotten lunch" purchase is not intended to be used for your convenience, only in the case when a prepared lunch was left at home or in the car. The snack menu is posted in the classroom, and on our website by the first of each month. Visit our website at [www.calvarypreschool.org](http://www.calvarypreschool.org) to view the menu.

### **Allergies/Food Issues**

Food allergies/issues are very serious. Therefore, if your child has food allergies/issues you must provide their snacks daily. A container full of snacks must be kept in the classroom. Please refer to our Food Allergy Policy. 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, the parent must provide all food. You will also need to provide "goodies" for your child for all classroom parties. We do not serve peanuts or peanut butter; however, our lunch time Food Allergy children will sit at a table away from friends that have unsafe foods.

## **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. For early withdrawal from the 10-month program additional fees are due at the time of the written withdrawal notice:

Withdrawal between Oct-Jan 1 week tuition due

Withdrawal between Feb – May 2 weeks tuition due

## **Overall view of the Day**

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

**Circle Time:** 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, Motor Development, etc.

**Snack:** Juice/crackers/cheese, fruit, etc. The snack menu is posted in the classroom, on our website [www.Calvarypreschool.org](http://www.Calvarypreschool.org) and if you want a hard copy we have them in our office at the beginning of each month.

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

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

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

**Pull-out Programs:** May include Music, iPad, Fine Arts, Science and Motor Development.

**Potty Training Program:** Operates throughout the day. 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 children 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.

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.

## **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 note to notify parents of any disciplinary issues. Similarly, we use our "Handle with Praise" note to communicate the child's positive progress in the area of concern.

## **Parent/School Communications**

### **Photo Release**

If you do not want your child photographed you may not want your child to participate in class parties, school programs, and class pictures where other parents maybe photographing the event.

### **Parent Conferences**

Parent conferences will be held on an as needed basis during the school year.

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.

### **Website/Facebook/Twitter @ccpreschool**

Please check our website for monthly events, snack calendar, and other updates.  
[www.calvarypreschool.org](http://www.calvarypreschool.org)

### **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. 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.

### **Volunteers in the classroom**

Under Title 22 volunteers in the classrooms must be immunized against influenza, pertussis, and measles, and also show proof of a TB test. In order to help out in the classroom you must present us with a copy of your immunizations and we will give you a wristband that allows you to be in the classroom. This includes parties, community helpers, surprise readers, anyone who will be in the classroom and interacting with the students.

**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 every other 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 – Parents Only, No Children at this event!**

**Family Potluck**

**Christmas Program**

**Grandparents Day**

**Open House/Art Show**

**End of the Year program**

**Parent Communication:** Shutterfly, class group emails, etc. All communication must go through the classroom teacher. Only class activities are to be posted.

### **HEALTH**

As per Title 22, Department of Social Services Licensing Regulations requires a Physicians Report, which is included in the enrollment application, must be submitted to the preschool office within 30 days of enrolling your child. The Physicians Report must be signed by the child's physician and include a record of a physical done no later than one year prior to school entrance. 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 2nd and 3rd contact person so that your child may return home as quickly as possible, for their sake as well as the others in the class. If your child is sent home with an illness, **he/she may not return the next day unless with a Dr. note.**

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

- Cold/flu
- Fever of 100 or higher
- Runny nose with thick or colored secretions
- Watery/inflamed eyes, conjunctivitis
- Sore throat
- Earache
- Constant cough
- Diarrhea or vomiting
- Marked drowsiness or dizziness
- Draining sores, burns or 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 30 minutes 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 including prescription or over the counter, it may be given at Preschool if: You the parent certify that you have provided current, written medical instructions from your child's physician, which include the following:

- a.) Specific indications for administering the medication in accordance with the physician's prescription
- b.) Potential side effects and expected response
- c.) Dose to be administered in accordance with the physician's prescription
- d.) Actions to be taken in the event of side effects
- e.) Instructions for proper storage of the medication
- f.) The telephone number and address of the child's physician

**Medication should never be left in the classroom.**

## 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.

<b><u>Disease</u></b>	<b><u>Incubation Period</u></b>	<b><u>Contagious Period</u></b>	<b><u>Exclusion from School</u></b>	<b><u>Symptoms</u></b>
<b>Chickenpox</b>	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.
<b>Measles (Rubeola)</b>	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, conjunctivitis and sensitivity to light. Red-raised rash that becomes blotchy.
<b>Measles (Rubella/ German Measles)</b>	14-23 days	About 1 week before and 4 days after onset of rash.	7 days after onset of rash.	Fine pink rash, enlarged glands Behind ears and back of neck and slight fever.
<b>Hand, foot &amp; mouth disease (Coxsackie virus)</b>	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.	Fever, malaise, sore mouth or throat, or not eating well. Papulovesicular lesions in mouth, on palms, fingers soles of feet.
<b>Fifth Disease (Erythema Infectiosum)</b>	4-20 days	Greatest before onset of rash and probably not communicable after onset of rash.	During acute illness.	Redness of cheeks (slapped-face appearance), lacy-like rash on trunk and extremities which fades but may recur on

**Fifth Disease is extremely dangerous for pregnant women!**

<b>Strep throat and scarlet fever</b>	1-3 days	From onset of illness until 24-48 hours after appropriate treatment started. Usually up to 21 days without medical treatment.	48 hours after appropriate antibiotic therapy started and until fever gone.	exposure to sun or heat Fever, sore throat and swollen/sore glands in neck. Sandpaper-type rash with scarlet fever.
<b>Impetigo</b>	1-3 days with streptococcal, 4-10 days with staphylococcal	24-48 hours after appropriate treatment started.	48 hours after appropriate treatment started.	Begins usually as a blister like eruption, becomes pustular in appearance and spreads. Most commonly on the face.
<b>Ringworm body or scalp</b>	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,	Lesions tend to be circular with central healing. In the scalp, there tends to be hair loss
<b>Head Lice</b>	Nits(eggs) hatch in 1-2 weeks, adult lice survive 1-2 weeks		Child must be nit free before returning to school.	

### 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 DPT 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.

#### **At this Age**

2 months old

#### **Your Child Should Have Received**

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

12 months old	MMR immunization (on or after 1 <sup>st</sup> Birthday)
15 months old	DTP immunization Hib meningitis (last dose <b>must</b> 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 medical reasons must obtain an Exemption Information Letter from the preschool office. This information must be taken to the doctor to have the doctor write an exemption report on the student. The completed report must be turned into the preschool office before the child can begin preschool.

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.

### **Sunscreen**

Sunscreen is now considered a medication under Title 22. Therefore, it needs to be administered through the office. A prescription is required for us to apply sunscreen to your child. If you would like sunscreen to be applied to your child while at school please bring the Dr. prescribed sunscreen to the office and fill out a parent consent form. Also, the Dr. must provide written medical instructions for the sun screen. (Please refer to the medication section in the Handbook for complete information). Please remember that NO sunscreen is allowed to be in the classroom.

Rash guards provide a great sunscreen protection.

## **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. We do not accept students that arrive later than 9am. 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 and the person picking up must be 18 years or older.

### **Arrival and Departure**

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 nap room. Pick-up after 3:00 p.m. will generally be at the play yard. Between 5:00 p.m. and 6:00 p.m. the children will be in D3. On rainy days, pick your child up in D3. Remember to sign your child out in their classroom. Please try not to pick up your child during naptime 1:00 p.m.-2:45 p.m. It is important to pick your child on time.

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. Please no clothing that is spooky. No skulls, monsters, bones even if it is the cute version. 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. No Flip Flops allowed, sandals must have a strap around the back of the heel. Please mark all removable clothing with your child's name (sweaters, coats, hats, boots, etc.). Please provide a change of clothes, including socks and shoes 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". 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 ARE NOT ACCEPTABLE AT SCHOOL.** Also, please do not let your child come to school with gum or hard candy. No home toys at school unless it is "share day".

**Naps**

Naps are taken in the afternoon from 1:00 - 2:45 p.m. All School and Full time students must rest. 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. The school will provide mats. 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 or bag. Please label all items with your child's first and last names. One small soft toy may be brought for naptime..

**Toddler Program:****Pull-ups**

It is the parent's responsibility to provide pull-ups daily. A \$5 fee for each pull-up provided by the preschool may 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"(sides must be able to detach and reattach). 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 a package containing approximately 80 wipes. The staff will let you know if the amount should vary according to your child's individual needs and when wipes need to be replenished.

**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**

The Parent Medication Instruction/Consent form and doctor's consent form must accompany the ointment tube provided from home. We will apply Desitin for your child's diaper rash once the medical consent form has been received from the doctor.

**Clothing**

Two sets of clothes must be supplied from home in case of a bathroom accidents. Please write your child's name on each article of clothing.

**Blanket/Sheet sets**

We highly recommend you purchase two sets from the office, keeping the spare set at school in case of accidents. PLEASE LABEL EVERYTHING!

**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, Earthquake and Lockdown 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. 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 your child's classroom, please also stop by the office to get a "visitors badge". If visiting campus between 9:00 a.m. -2:45 p.m. please stop by the visitor's desk on campus to get a visitor's pass. (Please refer to the Parent Involvement Section in the Handbook for required immunizations).

### **Peer Group/Family Member Visits**

Due to insurance restrictions, only enrolled students may stay in the classroom. This includes parties and classroom activities.

### **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; 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;
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  
MICHAEL WELLES  
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.