

# Parent Handbook And School Policies

Community United Methodist Preschool



6652 Heil Ave. Huntington Beach 92647

714-842-1630 [cumcpreschoolhb.com](http://cumcpreschoolhb.com)

license# 300 600 219

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When your child comes into our school please remember -  
It is a child's world!

These activities are their ideas, their work, their fun!

Sometimes a child's idea of decoration, beauty and good housekeeping,  
does not coincide with an adults!

A child's imagination is great!

Children can do wonderful things...paint the wind, dance like a leaf  
and find joy and happiness in performing simple tasks.

These are abilities that adults may have lost along the way.

Enter and return for a brief visit to the wonderful world of young children.  
Enjoy their enthusiasm for living and learning!

-Author Unknown

### **MISSION STATEMENT**

Our mission is to provide a safe and nurturing hands-on environment for children to discover, explore, problem-solve and create.

### **PHILOSOPHY**

Our play-based program recognizes each child's individual needs. Our experienced and caring teachers are dedicated to helping children reach their potential across all areas of development. Community United Methodist Church Preschool emphasizes a God of love and supports the individual's choice of religion. We strive to meet the needs of all children regardless of race, color, gender preference and national or ethnic origin.



**COMMUNITY UNITED METHODIST CHURCH PRESCHOOL**  
**Serving Families since 1966**

Dear Families and Friends:

Welcome to Community United Methodist Church Preschool!

Our staff thanks you for giving us the opportunity to be a part of your child's growth and development.

We are very proud of the program that is offered at this school. We focus on all areas of development – physical, cognitive, language, social and emotional – and set up the environment to promote discovery and creativity. The teachers design their classrooms with different centers at which children can freely choose whether to participate or not and for how long.

Throughout the year, we will be learning about God's love for us, emphasizing the principles of sharing and caring for others that Jesus teaches us in the Bible.

If you ever have any questions or concerns, please feel free to contact the office.

Sincerely,  
Vicki Compean, Director





Dear Parents,

I want to introduce myself to you. My name is Pastor Ginny Wheeler and I am the Pastor of Community United Methodist Church. I have two grown sons, so I know how important it is to find the right setting for children to grow and thrive. Let me assure you that this Preschool is a loving, creative and wonder-filled place. Each child is embraced for who they are, just as they are...a child of God!

I wanted to also tell you about this community of faith I have fallen in love with. The church family is reflective of the Methodist tradition of being “doers of the word, not hearers only”.

The church campus is alive with justice ministry to those beyond our walls. These include a shower ministry, which is always well staffed that runs two hours a day on Monday, Wednesday and Friday afternoons from 2 - 4pm. We provide space for non-profit use, and run a food closet on Fridays from noon to two for our neighbors in need. I could go on about our commitment to the Boy and Girls Scout troops, the Orange County Interfaith services and the faith development opportunities for all ages. But instead, I will invite you to find out for yourself and attend one of our two Sunday morning services at 8:30 a.m. or 10:00 a.m. A special program called Messy Church is designed for families in your age range on the Second Saturday of each month at 5:00pm where we have arts, crafts, games, and even dinner – all for free. It is a way to experience church with your family.

Please know that you and your family are very dear to us at Community United Methodist Church, and we are delighted to have your child here. I hope to get to know you personally, so please come to the church office anytime, for any reason.

Faithfully,

Ginny Wheeler, Senior Pastor

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Welcome to Community United Methodist Church Preschool!! We hope your entire family will enjoy the program and the friends you will all make here. This handbook has been written to describe our program, goals, and policies that go into making each school day as happy and successful as possible. Please review it and use it for reference, as it will answer many of your questions. In order for your child to receive the utmost benefit from our program, your input and involvement are important. And it is especially important for you to read the information that comes home - by email, texts, newsletters and classroom flyers.

## **WHAT TO EXPECT:**

- Your child will be experiencing many new activities and you might see some different behaviors. All are normal behaviors.
- Your child may become overly tired and irritable on preschool days. This may cause him or her to be overactive and noisy. This new experience is very stimulating.
- Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him or her enter at his or her own pace. Many young children prefer to watch first before entering play or a group.
- Your child may do things at home for him or herself that they will not do at school or vice versa, like dressing self or cleaning up.
- Your child will not necessarily 'play together' with other children. He or she may play alone or along-side others, and may quickly go from one activity to another, spending little time with any.
- Your child may very likely come home dirty, but they will have had fun and grown through their experiences. Please don't scold, threaten or bribe them to stay clean. Send them in play clothes.
- Don't expect your child to be equally happy everyday. We all have ups and downs. Part of preschool is learning about life and accepting the challenges and successes they experience.
- Do not always expect your child to learn facts or complete songs, or bring home a finished product suitable for framing. He or she is learning skills, increasing coordination and developing happy, well-adjusted attitudes towards others and life.
- Your child may have a rough separation from you at the beginning. There may be tears. From our experience, the crying will soon stop and they will be on to playing in the classroom. When you leave, tell your child you love them, and assure them they are safe and you will see them when school is over. We recommend you leave quickly and rest assured we can handle the crying... it usually doesn't last long.

## **STAFF:**

Each class is under the direction of an experienced, well-qualified teacher in the field of Early Childhood Education. Each participates in a continual program of in-service training and professional development workshops. Each is an active member of the Orange County Association for the Education of Young Children and the State and National Associations for the Education of Young Children. We are also active in Church Related Early Childhood Fellowship.

The staff will be implementing a strong developmental program. They are:

### **Administrative Staff:**

Director - Vicki Compean

Office Manager – Theresa Shult

## **Teachers:**

Rainbow Room - Hannah Wagner (a.m. session)  
Rm #1 – Jo Anne Berry (a.m. sessions)  
Rm #2 – Mary Ann Paul (a.m. sessions)  
Rm #3 – Denise Lydon (5 day a.m. and p.m.)  
Rm #4 – Jean Quilico (a.m. session)  
Rm #5 – Leyla Wagner (Assistant Director & a.m. session)  
Rm #6 – Robin Majick (a.m. and p.m.)

## **Teacher Assistants and/or Support Staff**

April Compean – Teacher Assistant/ Lunch Bunch and Stay & Play  
Nancy Carroll - aide  
Jaklen Gebraeel - aide/Lunch Bunch

## **ADMISSION POLICIES:**

CUMC Preschool does not discriminate on the basis of gender, gender identity, ethnic group identification, race, ancestry, national origin, sexual orientation, or religion in determining which children or families are served. Children must be 2 years 6 months to enter the program.

Registration for September is open to Church members in February, returning families early March and the community late March. The registration packets are available in the office prior to registration and can also be found on the website. Completed forms and the non-refundable registration fee can be returned on or after the designated registration dates. Our class ratio is twelve children to one teacher. ***Spaces fill quickly, so registering at the earliest opportunity is encouraged.***

**ORIENTATION:** Orientation is held a few days prior to the first day of school. This important meeting is a time for you and your child to meet the teacher, classmates, other parents and to see the classroom. You will be completing important documents and discussing school schedules and routines, all to prepare your child for a successful transition into the early learning environment. Since this orientation time is an important introduction for your child, we will provide childcare for siblings. A letter outlining the opening of school is sent to each family in late summer.

***IT IS IMPERATIVE THAT WE HAVE ALL FORMS, INCLUDING THE PHYSICIAN'S REPORT, ON FILE BY ORIENTATION FOR EACH CHILD ATTENDING PRESCHOOL.***

## **NO SCHOOL DAYS:**

Our school year generally follows the same holiday schedule as the Ocean View School District, including several days at Thanksgiving, two weeks at Christmas and one at Easter.

No-school days for CUMC Preschool are:

October	Professional Development Day – Faith-Based Fall Institute for Teachers
November	Thanksgiving (3 days)
December	Winter recess, encompassing Christmas Eve, Day, New Year's Eve, Day
January	Martin Luther King Day
February	Lincoln's Birthday
	Washington's Birthday
March	Two parent/teacher conference days
April	Spring recess
May	Memorial Day

## **TUITION AND FEES:**

**Registration Fee:** An enrollment fee of \$120 (\$100 for each additional child from the same family enrolling at the same time) is required at the time of enrollment. **THIS FEE IS NOT REFUNDABLE.**

### **Tuition Schedule:**

2 Morning	\$2500 yearly	\$250 monthly
3 Morning	\$2900 yearly	\$290 monthly
4 Morning	\$3750 yearly	\$375 monthly
5 Morning	\$4500 yearly	\$450 monthly

\*Pre-K age requirement is 5 years by September 2019.

**Installment Payment of Tuition:** The first installment must be made **no later than the first day of preschool attendance in September 2018** or all fees and classroom space may be forfeited. The last tuition payment of the year will be due June 1, 2019. Tuition is calculated on an annual basis allowing for holidays and adjusted to ten equal monthly payments for your convenience. Payments may be mailed and should include in the address "Preschool." If paying electronically, it is important that you instruct your bank to make the "payee" expressly "CUMC Preschool." Including "Preschool" will avoid confusion with the church as to where the check should be deposited. We do accept credit card payments; a 2% fee will be added.

**Credit and Refund Policy:** Monthly tuition installments are not refundable. There are no credits or refunds made for absenteeism of any kind. Some months have "no school" days. Since tuition is divided into equal installments, each month's tuition is the same. Tuition fees may be refunded only in the event of a child's dismissal from the school and in that instance, tuition fees will be refunded on a prorated basis to the last day of attendance. Parents are requested to give a two-week notice of withdrawal from school. If you fail to comply, you are liable for two week's tuition.

**Service Charges and Fees:** Monthly tuition is due on the 1<sup>st</sup> of each month. A late fee of \$10 will be assessed if tuition is not received by the 8<sup>th</sup> of the month. If a check is returned to the preschool, the parent will be responsible to cover the bank fee and you may be asked to make cash payments for the balance of the school year.

Children are to be picked up promptly at the end of the session. There is a ten-minute grace period. After that, there may be a charge for late pick-up.

If your child was not signed in or signed out and Social Services cites the preschool for this, the parent will be responsible for that citation fee.

## **WITHDRAWAL POLICIES:**

A two-week written notice is requested if it becomes necessary to withdraw your child prior to the end of the school year. If tuition has been prepaid, a refund will be made on a pro-rated basis to the last day of the child's attendance. Upon enrollment, you agree to pay any and all outstanding balances at the time of withdrawal or the account may be referred to a collection agency or directly to Small Claims Court.

## **DISCHARGE POLICY**

CUMC Preschool reserves the right to cancel the enrollment of a child for any of the following reasons:

- Written withdrawal from CUMC Preschool by the parent or guardian.
- Non-payment or excessive late payments of tuition and/or fees

- If the Director feels that the child’s behavior or actions have an adverse or dangerous affect on other children or staff members.
- Failure to complete required paperwork in a timely manner.
- Repeated late pick-up.
- Not observing the rules of the Preschool as outlined in the Admissions Agreement, Tuition Payment Schedule and Policies of this Parent Handbook.
- If, in the opinion of the Director, CUMC Preschool is unable to reasonably meet the developmental or special needs of a child.
- If, in the opinion of the Director, CUMC Preschool is unable to meet the needs of the parent or guardian and/or the family.
- Physical and/or verbal abuse of staff or children by parent or child.
- CUMC Preschool terminates the program the child is in.

**Arbitration Statement:** I agree to arbitrate any disputes that may arise from the care of my child/children with your facility in accordance with the rules of the American Arbitration Association with the exception of any financial disputes that may occur between the parties. CUMC Preschool reserves the right to modify this agreement at any time by giving the payer a written 30-day notice of the modification.

**GRIEVANCES**

In the case of grievances, effective communication with the proper parties involved can resolve many issues that arise. We ask that parents follow the organizational structure of CUMC Preschool by first discussing matters with your child’s teacher, then the Director and then, if necessary, the Preschool Board. It is our hope that this will help to expedite and clarify situations so that they do not linger and create further misunderstandings. It is our objective to make sure your child’s preschool experience is the best possible and we wish for all of our families to be pleased with their decision on choosing CUMC Preschool. The Center expects all parties involved to conduct themselves according to the highest ethical standards.

**DAILY SCHEDULE**

Early drop off	7:30 am
Teacher arrival/preparation	8:15
Children arrive	8:45
Free flow in room	8:45-9:55
Clean up	9:55-10
Group time	10-10:15
Snack	10:15-10:30
Outside play	10:30-11:30
Group time	11:30-11:45
Dismissal	11:45
Lunch Bunch	11:45 – 12:45 pm
Stay-and-Play	12:45 – 1:45
Enrichment (STEAM) Class	12:45 – 3:15

This daily class time schedule is a **GUIDE WHICH IS FLEXIBLE**. It depends upon weather conditions, group interest or individual class needs.

## **ARRIVAL**

School begins at 8:45 a.m. Please try to bring your child on time so that he/she is not made to feel uncomfortable by arriving after everyone else has become involved in the daily activities. We have observed that most of our children who arrive consistently late may have difficulty interacting within the classroom group. ***If earlier care is needed, our Early Drop Off program starts at 7:30.***

The front doors will be closed at 9:00am. These are security doors and to enter, you must punch in the code to open. This code is given at orientation. If you forget the code you can push the intercom button, or knock.

## **DEPARTURE**

Please make every effort to bring your child to school on time. Equally important is being prompt at pick-up time. Children may experience anxiety if they are the only one remaining after their classmates have gone. Should you be detained, please notify the office immediately so we can assure your child all is well. A late fee may be charged when a child has not been called for within ten minutes of the close of the session. Please refer to your admissions agreement for details.

## **SIGNING IN/SIGNING OUT**

Each session you are required by law to sign your child in and out and indicate the time of day. The State of California requires a complete signature. You must leave the following information each time: a phone number where you can be reached and who will pick up at the end of the session. If it is someone not designated on your child's office record, you must complete a short form giving permission for your child to be removed from school. If the staff is unfamiliar with the person, he/she will be asked to provide photo identification. It may be necessary to verify with the office that they are authorized to remove your child. Children will be released to either parent, unless you provide a copy of a court ordered Restraining Order. With your cooperation, transition times can move smoothly and quickly. A review of this information will be presented at orientation.

## **EXTENDED DAY PROGRAMS**

CUMC Preschool offers many extended day options. Each program has an additional fee and you can sign-up in the office. Spaces are limited and are filled on a first come-first served basis. If you need specific days, be sure to sign up ahead of time – please don't wait for that day. Payment is due when you sign up. Should you choose to participate, please discuss with your child that the adults supervising these programs are not necessarily their teachers, but will be a familiar face from the staff. If your child is young or has a problem separating from you, give him/her time to get used to school, new people and the schedule, before you sign-up **AS THERE ARE NO REFUNDS OR TRANSFERS.** If you want your child to stay regularly for 2 - 5 days per week, you will receive a 20% discount for that month's total. There is no discount for one day a week or drop-in.

<b>Early Drop Off</b>	<b>7:30 – 8:45 am</b>	<b>Monday – Friday</b>	<b>\$10/Day</b>
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Children can come to school between 7:30 and 8:45am. They are welcome to bring their breakfast if they have not had a chance to eat by the time they are dropped off. The fee is \$10/day regardless of time of drop-off. Drop-in's are welcome, but there is a limited number of spots available, therefore we recommend you reserve your spot prior to the day you need it or call before you drop-in to ensure a spot. Spots are filled on a first-come, first serve basis.

<b>Lunch Bunch</b>	<b>11:45 – 12:45 pm</b>	<b>Monday – Thursday</b>	<b>\$10/Day</b>
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Lunch Bunch adds an additional hour at the end of each school day. Your child should bring a nutritious lunch. Please consider purchasing a small ice cold pack to put in your child’s lunch box if sending food that needs to stay cold and please do not send glass containers. Lunch is outside except during inclement weather, when we will be inside. There are no refunds for missed days and we appreciate your cooperation by not asking for an exception. It is appreciated if you sign up in advance if you are sure of the dates you want your child to stay.

<b>Stay and Play</b>	<b>11:45 – 1:45 pm</b>	<b>Monday – Thursday</b>	<b>\$20/Day</b>
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Stay and Play adds an additional two hours at the end of each school day. Your child should bring a nutritious lunch. Please consider purchasing a small ice cold pack to put in your child’s lunch box if sending food that needs to stay cold and please do not send glass containers. Lunch is outside except during inclement weather, when we will be inside. There are no refunds for missed days and we appreciate your cooperation by not asking for an exception. It is appreciated if you sign up in advance if you are sure of the dates you want your child to stay. In the second hour, art activities and games are offered.

<b>Enrichment/STEAM</b>	<b>11:45 – 3:15 pm</b>	<b>Monday – Thursday</b>	<b>\$25/Day</b>
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Our Enrichment/STEAM Program can be added on to your child’s morning schedule or be a stand-alone class. Children will go to lunch bunch and should bring a nutritious lunch. Please consider purchasing a small ice cold pack to put in your child’s lunch box if sending food that needs to stay cold and please do not send glass containers. Lunch is outside except during inclement weather, when we will be inside. After lunch, your child will join Miss Denise for a STEAM-based curriculum program.

***If signing up for the day, please sign up after your child has been taken to the classroom. Or you can also phone in that morning. Sign-ups are ongoing until space is filled.***

**PROGRAM AND CURRICULUM:**

CUMC Preschool offers a safe environment where your child can discover, explore, problem-solve and create. Our teachers use a developmental curriculum as we believe a child learns through play and engaging with hands-on experiences. This program helps children understand the world around them through interaction with other children and adults. The child’s self-esteem will be enhanced through successful experiences and acceptance.

We want to meet each child’s individual needs with a nurturing atmosphere that emphasizes their own personal development. A variety of age-appropriate activities, materials and equipment will be provided. Your child will be encouraged to participate in different experiences throughout the day: creative art, science, stories, large and fine motor skills, dramatic play, cooking and nutrition, language and music.

CUMC Preschool aligns our curriculum to the California Preschool Learning Foundations which “outline key knowledge and skills that most children can achieve when provided with the kinds of interactions, instruction, and environments that research has shown to promote early learning and development” (California Department of Education, 2015).

Children’s spiritual development begins at birth with the loving interactions of the adults who care for their emotional and physical needs. The empathy, concern and kindness given by the children’s parents provide a basis for an introduction to a loving God. We feel this is the primary way in which

children learn about the Christian way of life. The preschool staff will continue to provide this care in an atmosphere of love and respect as we join with their parents in the children's spiritual journey. In addition to the underlying attitude that God is love, we also have a daily blessing said or sung before snack. Monthly, the children will have a chapel time in the sanctuary. At Christmas and Easter, a minister tells an age appropriate inspirational message; parents, family and friends are welcome to join us in the sanctuary. All activities are non-denominational.

**LESSON PLANS** Teachers plan curriculum monthly and post it on the classroom bulletin boards.

**Music and Movement Class** – In addition to the large motor work your children will receive each day, once a week, each class will have an opportunity to participate in a music and movement activity. Large motor skills are the abilities required to control the large muscles of the body for walking, jumping, skipping, and more.

## **Health, Safety and Immunization Policies**

### **HEALTH:**

For protection of your own child and that of other children, please keep your child home if they have experienced the following symptoms of illness within the past 24 hours: vomiting or fever over 100°, diarrhea, heavy nasal discharge, severe coughing, pink eye (conjunctivitis,) sore throat or a contagious condition. **It is necessary that you contact the school if your child has a contagious condition.** It is the preschool's sole determination to reserve the right to ask that your child be removed if there are any concerns.

The Director, or other staff member will handle minor injuries sustained at school. Soap, water and coverings will be the extent of first aid given. An accident resulting in a fall or bump to the body will have a cold pack applied. The child will be watched for any change in symptoms for the time the child is at preschool. In the event of a continuation of symptoms for over 15 minutes (swelling, redness of the injured area, crying or noticeable discomfort), the parent will be notified. If the parent is not available or reachable, the emergency pick-up will be contacted. On these occasions, a note will be sent home outlining the incident and treatment provided and a copy placed in your child's file.

On sunny days, we ask that sunscreen be applied at home before school.

In emergencies, we will make an immediate attempt to contact parents. If we cannot reach a parent, we will contact the emergency person on the Emergency Sheet. If we are unable to contact the emergency person, we will call your child's physician and if necessary, 911. Until the arrival of a parent, emergency contact, physician or paramedic, the Director or Assistant Director will make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our school's accidental insurance. **For the safety of your child, it is most important that you keep the school current on phone numbers, emergency contacts and any other pertinent information.**

Parents are highly encouraged to administer any medication before their child's session at Preschool. Prior to the school administering any medication (prescription and/or over the counter medications) to your child at preschool, we must obtain written consent from the parent. Keep in mind this includes but is not limited to:

- Prescribed by a physician and in the original container (for both prescription and over the counter medication).
- Pharmaceutical label specifying the child's name and prescribed dosage.

Generally, there will be no tuition discount for absences. However, the governing Preschool Committee and Director may consider (on an individual basis) a tuition reduction in extreme cases of extended illness. For the most part, tuition must be paid to maintain your child's space in school.

### **IMMUNIZATION POLICY:**

The State Department of Health requires that we have a clear indication of each child's immunizations prior to the start of school. The State of California requires a licensed physician's certificate of good health and evidence of immunization for diphtheria, whooping cough, tetanus (DTP,) polio, mumps, measles, rubella, Hib, hepatitis B and varicella (chickenpox).

### **PARENT IMMUNIZATIONS:**

There is a state regulation that prohibits anyone from participating during the daily schedule, without first showing proof of immunizations for whooping cough (pertussis) and measles. No one may interact with children, other than their own, without providing this information.

### **ILLNESS/SICKNESS POLICY:**

Children first enrolled in an early education setting experience high rates of illness. Research shows that those children will acquire a strengthened immune system and experience less illness throughout the elementary school years as opposed to children who did not attend preschool. CUMC Preschool promotes a healthy environment and works to prevent the spread of illness and disease in several ways:

- Staff and children wash hands throughout the day, especially before handling food, eating and after using the bathroom.
- Staff is trained in Preventative Health Practices and implement Universal Precautions as recommended by the Centers for Disease Control and Prevention (CDC).
- Classrooms, toys and equipment are regularly cleaned and disinfected.
- Children with communicable diseases or illness are excluded from the Center. In the event that any one of the following occurs, we ask that you keep your child at home:
  - A rash of any kind until diagnosed, treated or declared harmless by physician
  - Early colds (coughing and sneezing), very bad colds with purulent discharge
  - Difficulty breathing, respiratory illnesses
  - Lethargy, persistent crying and/or irritability
  - Diarrhea or vomiting within 24 hours before attending the Center
  - Red, runny or matting eyes – symptoms of pink eye (conjunctivitis) – please call your doctor
  - Bronchitis – (if your child is coughing frequently)
  - Head Lice – hair must be free of live lice and most dead nits (eggs). The child will be checked by trained staff upon his or her return
  - A temperature of 100 F (or more) or any fever accompanied by:- A deep cough - Earache or draining ear
  - Spasms of cough - Sore throat

We are a preschool for "Healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of the other children. If you have any doubts about your child's health, please keep your child home and contact the child's health care provider. In the event your child becomes sick while at Preschool, you will be promptly notified. We expect that you will come to the Preschool as quickly as possible to take your child home. There will be no deduction/reductions of

tuition or trading of days due to a child becoming ill and missing any part of his or her regularly scheduled attendance.

### **WHEN MAY YOUR CHILD RETURN TO SCHOOL**

- Chicken Pox (Varicella) 24 hours after the blisters have crusted over
- Conjunctivitis (Pink Eye) Bacterial or Viral 24 hours after treatment has begun
- Diarrhea (Gastroenteritis) 24 hours after last loose stool or after one normal bowel movement
- Fever 24 hours fever-free without the use of fever reducing medicines
- Head Lice (Pediculosis) 24 hours after treatment has begun and nits are gone and the home environment has been treated
- Hepatitis A At least seven (7) days after onset of jaundice
- Impetigo 24 hours after treatment has begun
- Measles (Rubeola) At least four (4) days after therapy has started
- Meningitis (Bacterial) 24 hours after treatment has begun
- Mumps 14 days after swelling begins
- Pinworms After treatment is complete and the home environment has been treated
- Pneumonia Upon receipt of written note from physician
- Ringworm (Tinea) 24 hours after treatment has begun
- Salmonellosis 24 hours after last loose stool or after one normal bowel movement
- Scabies 24 hours after treatment has begun
- Strep Throat 48 hours after treatment has begun
- Vomiting 24 hours after last episode
- Whooping Cough (Pertussis) At least seven (7) days after therapy has started

If your child has a contagious illness, you are required to contact the Preschool immediately so we may notify other parents. Your child's name will remain confidential. The Preschool staff may request a written release from your child's doctor if a health concern remains unresolved.

### **INCIDENTAL MEDICAL SERVICES**

CUMC Preschool will provide incidental medical services to children enrolled at the Preschool providing we can meet the child's needs at the time of admission and throughout the child's attendance at CUMC. Types of incidental medical services that may be provided include: Administering Inhaled Medication; EpiPen JR. and EpiPen; and any other incidental medical services contingent upon approval from the Department of Social Services – Community Care Licensing. Incidental medical services may be provided only when the child's parent or authorized representative (any person or entity authorized by law to act on behalf of any child such as, but not limited to, a minor's parent, a legal guardian, a conservator or a public placement agency), has provided written authorization and obtained written instructions from the child's physician.

CUMC Preschool needs to obtain express written consent from the child's parent/authorized representative to permit the licensee or designated responsible staff member to carry out the physician's medical orders for a specified child. The licensee has obtained from the child's parent/authorized representative a copy of a written medical order prescribed by the child's physician. The medical orders will include:

- A description of the incidental medical service needed, including identification of any equipment and supplies required.
- A statement by the child's licensed physician that the medical orders can be safely performed by a layperson. • Description from the child's licensed physician of the training required of the facility licensee or designated responsible staff to carry out the physician's medical orders for a

specified child and whether the training can only be provided by a licensed medical professional.

- If the medical orders include the administration of medication by the licensee or designated responsible staff, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description if any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities. The licensee will be responsible to ensure the following:
  - Provide a locked storage cupboard and/or refrigerator, located in the Office, to store all medication, equipment and supplies.
  - The facility has obtained from the parent/authorized representative of the child the medication, equipment, and supplies necessary to carry out the medical orders of the child's physician.
  - The licensee or a designated responsible staff member who carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
  - The licensee or a designated responsible staff member who has been trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
  - The licensee or a designated responsible staff member is to gather all medication, equipment, and supplies to transport with the children in case relocation of the children is necessary due to a disaster.
  - In the case of a field trip, a designated responsible staff member and/or the child's parent/authorized representative will accompany the child. The child's medication, will be brought along in the classroom's emergency backpack.
  - The licensee or designated responsible staff members who are to carry out the physician's medical orders have completed the training indicated by the child's physician. This training may be provided by the child's parent/authorized representative or medical personnel depending on the physician's orders.
  - The licensee or designated responsible staff members who are to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves.

### **Facility Record Keeping and Notification**

It is the responsibility of CUMC Preschool to:

- Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out. In the case of an emergency, the child's parent/authorized representative will be contacted immediately by telephone to the number that is indicated on the medical orders/emergency contact card.
- Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- Maintain, in the child's file, a copy of the written medical orders of the physician.
- Maintain, in personnel files, a copy of the written verification that the licensee and designated responsible staff have completed the training required by the physician's medical orders.
- To notify The Department of Social Services – Community Care Licensing if any serious incidents occur per the timeframe dictated by DSS.

## **SAFETY**

### **SAFETY DRILLS**

We are required by the State Fire Marshall to have monthly fire drills. Each session will practice a fire drill. Brightly colored ropes are used to help guide the children to their designated locations on the schoolyard. In addition, the children will be introduced to our earthquake safety and drill program and also a lockdown drill. Please be sure to return the white emergency card given out orientation to your child's teacher, asap.

### **EMERGENCY PLAN**

This is to inform you of the procedures that will be used by the school in the event of a major earthquake or other emergency.

1. At the first sign of an earthquake, teachers will issue the "drop" command.
2. Students will regularly drill on proper drop and evacuation procedures.
3. Students will evacuate to a central emergency assembly area and be supervised until a parent or other authorized person arrives to pick up the student(s).
4. DO NOT PANIC! Remain calm. Our attitude greatly influences how our children cope

### **RETENTION OF STUDENTS AFTER EMERGENCY**

In the event of major destruction, all students will be kept at school until they can be released to their parents or other authorized person. We have prepared emergency provisions for your child.

### **STUDENT PICK-UP PROCEDURE AFTER EMERGENCY**

All school gates will be **locked**. We will not begin releasing students until we have accounted for everyone. Then, the classroom sign-out procedure will be followed.

### **REUNION AREA (CHURCH COURTYARD)**

Parents and **only authorized persons** may come to this gate to request pick-up of their child(ren). Please make arrangements with other parents for pick-up if you work outside the home.

The main goal is to release students to **authorized persons** as soon as possible. After the student has been requested for pick-up, a runner will go to the student's teacher and bring the student to the **reunion area**. The parents or person requesting will sign out on the attendance sheet and then take the child from school.

**NOTE: IF THIS AREA IS INOPERATIVE, OTHER REUNION SITES WILL BE DESIGNATED.**

Please do not call the school after an earthquake. We understand your concern for your child, but these lines must be kept clear for emergency use. When you are discussing earthquake procedures at home with your child, please assure him/her that the adult in charge will take care of them. We are prepared to meet the needs of your child for an extended period of time, if necessary.

It is our responsibility to inform you that there is a T Mobile cell tower on the church campus. It is on the north side of the campus next to Heil Ave.

## **PLAYGROUND SAFETY RULES:**

**For the safety of your children, the following activities are NOT allowed at CUMC Preschool.**

structure: jumping to second bar on monkey bars  
jumping from top of structure ladders  
head first down the slide...feet first **ONLY** down slide

swings: jumping off  
children must hold on with both hands at all times

playhouse: jumping from top of stairs  
throwing toys, dishes, dolls, furniture

bike area: bumping bikes, trikes, wagon  
riding on a towed trike  
children must sit on wagon

sandbox: throwing sand  
jumping off Hippo

## **SNACK/NUTRITION:**

**IF YOUR CHILD HAS A SERIOUS FOOD ALLERGY, PLEASE PROVIDE INDIVIDUAL SNACK FOR HIM/HER.**

### **Snack Information**

A mid-session snack is served. We ask each family to provide a **nutritious** snack and a drink for the whole class (usually 12 children) typically averaging once every four to six weeks. The teacher will discuss snack and your child's snack days with you at orientation and you will be given a snack information sheet that includes information on any allergies that need to be considered. Allergies that must be considered will be posted beside the snack calendar on the hall bulletin board.

When providing snacks for the class, two food groups must be represented and we ask that you send enough of the **same** snack, for everyone in the class. We highly recommend water for your drink as juices tend to be full of sugar. Water is not a food group, however, so two food groups must be included with water. Example of two food groups would be: cheese and crackers, fruit and cheese, yogurt and pretzels. We ask you to save chocolate foods for treats at home. Please provide utensils, plates and cups (5 oz) when needed. **We discourage sending individual containers of juice as squeeze bottles, boxes or pouches.** We will follow the FDA recommendation and **do not serve juices that have not been pasteurized.** If you are bringing snack that needs to be refrigerated, there is a refrigerator in the office. Please label your snack with your child's room number if you put it in the school refrigerator. There are tape and markers for labeling on the office counter. **ALSO, PLEASE DO NOT SEND GLASS CONTAINERS.**

Nutritious snacks are highly encouraged – fresh is best! Please avoid foods containing large amounts of sugar, salt or excessive food additives and preservatives. A “peanut free, chocolate free” snack must be sent for any class with a peanut allergy.

***If your child has a serious food allergy, please provide individual snack daily for him/her.***

There is a refrigerator in the office. Label your snack if you use it. Tape and markers for labeling are on the office counter.

<b>Ideas:</b>	<b>crackers</b>	<b>fruit</b>	<b>drink</b>	<b>dairy</b>
	pretzels	apples	water	cheese
	graham	bananas	milk	yogurt
		oranges	fruit juice	cream cheese
	Wheat Thins	dried varieties		
	Gold Fish	applesauce ( <b>grapes are discouraged</b> )		

### **Popular combinations:**

crackers & spread (cream cheese, soft cheese)  
sliced apples with spread  
cheese slices and crackers  
quartered tuna sandwiches  
fruit pieces and crackers  
wheat bread and butter  
quartered egg salad sandwiches  
tortillas & grated cheese  
non-sugar coated cereal & milk

**Suggested snacks for birthdays:** pizza, ice cream treats, muffins, rice krispie squares, yogurt & sprinkles, chicken nuggets ~ also ~ you can use birthday plates, napkins and cups to make it festive.

### **MISCELLANEOUS INFORMATION:**

#### **CLEANING POLICY:**

We use unscented, biodegradable, non-toxic cleaning products and least-toxic disinfecting and sanitizing products. When disinfectants and sanitizers are required, they are used only for their intended purpose and in strict accordance with all label instructions. We use chlorine bleach only when and where it is required or recommended by state and local authorities. We use it prudently and never use more than necessary. We do not use aerosol sprays of any kind in the classrooms. We use only non-toxic art supplies. We recycle all paper, cardboard, glass, aluminum and plastic bottles. We keep our garbage covered at all times to avoid attracting pests and to minimize odors.

#### **DICIPLINE:**

The staff uses positive redirection to help children learn to take turns, share, cooperate, make good choices and problem solve. Rarely is a “time out” used unless a child is emotionally out of control and needs time to regain composure.

When a child is behaving in an unsafe manner towards himself or others, the child is made aware of this situation with a gentle hand on the shoulder, eye contact or verbal guidance, and then redirected toward the proper behavior. When peer conflict occurs, peer interaction and problem solving behaviors are taught to the children by teacher intervention, modeling and encouragement. If a child is out of control, there will be removal to a safe place until self control is regained and the child is ready to contribute positively to the group. The teacher or director will contact the parent if a situation occurs. Each of these interactions should end on a positive note so that learning can occur.

CUMC Preschool reserves the right to dismiss a child if the child is continually abusive to other children, staff or property, endangers their safety or the safety of others, is habitually unresponsive to adult direction, or if the school is unable to meet the needs of the child and/or parents or guardians. If a situation or problem occurs, a

conference will be scheduled and a behavior plan will be established between the parent and the preschool to correct the situation. If the plan does not succeed, the preschool will give a one-week notice of dismissal.

## **BATHROOM POLICIES:**

While we request that kids be potty trained before starting school, we realize it is not developmentally realistic that all children will be. We expect accidents. We suggest children who are still toilet learning send in extra pull-up's and a change of clothes in their bucket and we will take care of accidents. There may be times when we will have to call the parent to come in and take care of an extra messy situation.

Toileting is handled with patience and understanding, allowing the child to handle his/her own needs whenever necessary. Make sure your child is dressed in clothes that can be easily taken down and pulled up. Children will be reminded but not forced to use the toilet. Hand washing is strictly enforced.

All children will be accompanied to the bathroom by an aide, teacher, or the director. The adult will be present in the bathroom to assist if needed.

## **PHOTOGRAPHS:**

We try to capture that "Kodak Moment" so you can see your child in action at school. Photos are displayed in the classroom and hall. At the end of the school year, you will receive some of these pictures to keep. **You are invited to take pictures at school to record a special event, however pictures taken at school *MAY NOT* be posted on social media if children, other than your own, are in the picture.**

**Picture Permissions:** If you do not want your child photographed, please contact the office. If you do not fill out the paperwork, we will assume that we can use pictures taken at school for publicity and on our website and social media sites (facebook and instagram).

Photos are not a part of the school budget and teachers pay for developing pictures with their own funds. If you would like to help offset this cost, you can donate directly to your child's teacher.

## **BIRTHDAYS:**

The school acknowledges each child's birthday in a special way, but preschool is not an appropriate place for a party. Please follow the school's guidelines and serve a nutritious snack. Please, **DO NOT** send cake or cupcakes with lots of frosting. Invitations to parties may be passed at school in the buckets or class file **if every classmate is invited.** However, to insure invitations get to the proper destination, we suggest they be mailed.

## **SHARING:**

Except for items that help ease your child's transition from home to school, we ask all toys and belongings be left at home or in the car. Never send anything so precious that you or your child would be disappointed if it was broken or lost. We cannot be responsible for items brought to school. We prefer children share books, natural science items or those related to the teacher's curriculum. **ABSOLUTELY NO GUNS, WAR TOYS, SUPER HERO OR OTHER TOYS OF DESTRUCTION** will be allowed.

## **CLOTHING:**

Clothes for preschool need to be comfortable and sturdy for active, messy play, yet simple to take off/put on when using the restroom. To foster independence, we recommend clothing that allows for easy manipulation. Elastic waist pants and shorts work best. Remember to label everything that can come off your child and to send a change of clothes in the bucket daily.

**Shoes:** Please do not send your child in jellies, sandals, slip-on ‘Ballerina’ shoes, shoes with heels, platform shoes, roller shoes or boots. Wearing these can cause injury and are not suitable for your child’s active day at CUMC Preschool. For his or her protection, children need rubber soled shoes or sneakers. Shoes need to be the appropriate size. Remember, children love to run, jump and climb and need to wear the appropriate footwear to ensure their safety.

## **COMMUNICATION**

We cannot emphasize enough the importance of communication. We will do our part to inform you of significant dates and information through our website, our newsletters, your email addresses, text blasts, flyers in the buckets/classroom files and messages on the three parent information boards and classroom boards. *But, you must do your part and read it!!* If you carpool, or have another person transporting your child, ask them if any pertinent information was posted on the classroom board.

By these means of communication, you will be made aware of all the exciting happenings at CUMC Preschool. If you have not received a newsletter by the 5<sup>th</sup> of the month, stop by the office for a copy, or find it on the website. Your family is a very important part of our educational team. Feel welcome to come into the office or call anytime you have a question or concern. Communication is so important.

## **CHILD ABUSE OR NEGLECT:**

Section 11166 of the Penal Code requires any childcare custodian who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report the known or suspected instance of child abuse to the Director or Child Protective Services immediately. This simply means as mandated reporters, we are to report to the police and social services if we suspect there has been abuse done to a child. Should you have difficulty in providing for your child’s emotional, physical needs or safety, you are encouraged to ask for help. Contact the Director for local community resources that can offer assistance.

## **DEPARTMENT OF SOCIAL SERVICES**

The Department of Social Services has the authority to interview children or staff and to inspect and audit child and childcare center records without prior consent.

## **FUNDRAISING/WAYS YOU CAN SUPPORT CUMC PRESCHOOL**

From time to time, we will have a fundraiser. Fundraisers help to enhance our overall program through the purchase of equipment, materials, or books for our classroom libraries, and for staff trainings and the updating of our facility. All fundraisers are optional and while you are not required to participate in any fundraiser, we work hard to make them fun and useful to you and your family.

**TILE WALL** Your family can be a part of our growing tile wall. Stop in the office for information.

## **Goals and Objectives for 2 ½ - 3 ½ Year - Olds**

CUMC Preschool focuses on a developmentally appropriate curriculum with a wide range of social and early childhood education objectives for our 2 ½- 3 ½ year-old preschoolers. CUMC Preschool takes pride in offering a nurturing environment that's supportive and encouraging. Our preschool's early childhood curriculum helps children grow in a distinctive setting through exploration, problem solving and expressive play. Below is a list of early childhood education goals and objectives for our 2 ½ - 3 ½ year-old preschool students. Our program will provide opportunities for growth in all areas, but realize that each child develops at his or her pace and some children may not master all goals.

### **Physical Development (Small and Large Motor)**

- Enjoys exploring with many art materials
- Uses art media effectively
- Demonstrates hand-eye coordination (puzzles, stringing beads)s
- Holds pencil and crayon correctly
- Fine motor development (cutting, coloring, pasting, painting, threading, pouring, molding, sorting, collaging, buttoning, zipping)
- Shows dominant hand
- Learns to communicate and master bathroom needs effectively
- Handles clothing without assistance
- Large motor development (running, hopping, jumping, balancing, catching, galloping, skipping)

### **Language Development and Reading Readiness**

- Begins to recognize colors and alphabet letters
- Develops a larger vocabulary through stories and discussion
- Participates in oral discussions
- Knows own name, the teacher's name, and some classmates names
- Speaks clearly
- Speaks in sentences
- Recognizes first name
- Recognizes many upper case letters
- Knows 6 basic colors

### **Math Readiness and Science**

- Counts orally to 10
- Recognizes the numbers 1 -5
- Recognizes basic geometric shapes (circles, squares and triangles)
- Enjoys experimenting
- Shows an interest in the world around him/her
- 1 - 1 Correspondence
- Begin to identify simple patterns (A, B, A, B)
- Seriates (small to medium to large)
- Understands concepts empty/full, more/less
- Sorts accurately

### **Social-Emotional Adjustment and Personal Habits**

- Learns to adjust to new situations
- Enjoys being at school
- Can separate from parent/caregiver with minor difficulty
- Gets along with other children
- Has positive self-image
- Follows directions and classroom rules

- Shows respect for own and others belongings
- Willing to try new activities
- Develops caring attitude
- Communicates verbally with adults and children
- Willing to share and take turns
- Listens attentively
- Follows directions
- Puts forth effort
- Cares for materials

## **Goals and Objectives for Pre-K**

CUMC Preschool focuses on a developmentally appropriate curriculum with a wide range of social and early childhood education objectives for our 4 - 5 year-old Pre-K children. CUMC Preschool takes pride in offering a nurturing environment that encourages positive relationships and celebrates the uniqueness of each child. Our preschool's early childhood curriculum helps children grow in a distinctive setting through exploration, problem solving and expressive play. Below is a list of early childhood education goals and objectives for our 4 - 5 year old Pre-K students. Our program will provide opportunities for growth in all areas, but realizes that each child develops at his or her pace and some children may not master all goals.

### **Social-Emotional Development**

- Enjoys being at school and can separate from parent/caregiver with minor difficulty
- Gets along with others (peers and adults)
- Has positive self-image
- Illustrates increasing self-control and independence
- Shows respect for own and others belongings
- Willing to try new activities
- Able to cope with unexpected situations
- Develops caring attitude and learns to express sympathy
- Communicates verbally with adults and children
- Willing to share, take turns and/or cooperate
- Demonstrates age-appropriate self-help skills
- Assumes responsibility
- Follows 3-4 step directions
- Listens attentively
- Puts forth effort
- Shows organizational skills and cares for materials

### **Physical Development (Small and Large Motor)**

- Enjoys art projects and exploring with many art materials
- Holds pencil and crayon correctly and uses them comfortably
- Holds scissors correctly and uses them effectively. (structured cutting program)
- Draws lines and circles
- Paints and draws with some design
- Increased Fine Motor Development: cutting, coloring, pasting, painting, threading, pouring, molding, sorting, collaging, buttoning, zipping
- Shows dominant hand
- Crosses mid-line

- Demonstrates eye-hand coordination
- Increased Large Motor Development: Climbs easily; actively runs, jumps, hops, throws, catches, balances on one foot, gallops and skips; learns to pump legs when swinging

### **Language Development and Reading Readiness**

- Develop literacy skills through language-rich/print-rich environment
- Develops a larger vocabulary through stories and discussion
- Recalls a story and is able to answer open ended questions
- Recognizes and prints first name
- Participates verbally in circle time and classroom discussions
- Speaks clearly and in complete sentences
- Copies shapes and letters
- Recognizes majority of upper and lower case letters
- Beginning to identify sounds with letters
- Rhymes simple words and participate in singing songs
- Listens to and comprehends books/enjoys and values reading

### **Math and Science Readiness**

- Counts to 20
- Recognizes numbers 1 -20
- Recognizes 6 geometric shapes (circle, square, rectangle, triangle, oval, diamond)
- Identifies and completes simple patterns
- Seriates in 5 parts (small to large)
- 5 part sequencing (order of events)
- Beginning to understand relationship between abstract numerals and what they represent in concrete terms (calendar; number line; counting by 10's)
- Enjoys experimenting and shows an interest in the world around him/her
- Practices observation skills and gains experience making predictions based on observations
- Increased awareness of effect humans have on environment and other living things

*\*Upon completion of reading this Parent Handbook, please sign the paper in your orientation packet stating you have read the CUMC Preschool Parent Handbook and then turn it into the office.*