First Discoveries
Christian Preschool

Developing attitudes for success!℠



When I feel successful I try new things, and I keep trying until I succeed!

HANDBOOK FOR PARENTS

"YOUR WORD IS A LAMP TO MY FEET, AND A LIGHT TO MY PATH." —Psalm 119:105

2177 Cottle Avenue, San Jose, California 95125 | Phone 408.625.3773 | Fax 408.625.3774

learning@firstdiscoveries.org | www.fdcp.org

WELCOME TO FIRST DISCOVERIES CHRISTIAN PRESCHOOL

Thank you for making the decision to enroll your child here at First Discoveries Christian Preschool. We take seriously the fact that you could have chosen any other preschool for your child. We appreciate the opportunity to serve your family by caring for your child(ren) in your absence. We will strive to provide the care for your child(ren) that you give in your home. Our goal is to share the love of God with all the children under our care and for you to have peace of mind, that while you are away, your little one is being cared for in a safe, nurturing and fun environment! First Discoveries Christian School faculty are called by Jesus Christ, qualified, professional, and motivated servants, dedicated to the educational and spiritual growth of children.

As we take on the joy and responsibility to care for your children, we pray daily that the Lord will show us and guide us as we nurture them. We daily bring the Living Word to students in order to lead them into a personal relationship with Christ. We diligently equip them with the educational, spiritual, social and physical tools needed to become Christian leaders; and we faithfully pray that they carry their faith in Christ to every place God leads them.

OUR MISSION

Our Mission is to provide an advantageous educational environment for each child 2.5 to 7 years old. Our responsibility is to offer a safe and joyful avenue for children to grow and develop positive attitudes that will enable them to reach their true potential. We do this by exploring and discovering with them a part of their world each day; as well as showing each child how they all can succeed in their educational journey individually. By providing multiple opportunities to succeed for children and valuing their effort gives them the confidence and courage to pursue ongoing lifelong accomplishments.

OUR GOALS

Our over-all, long range goal at First Discoveries is to reach out to as many children as possible and empower them to expand and prosper in the Kingdom of God. At the same time, we desire to give the children the very best educational foundation in all areas of their life according to age and ability-spiritually, mentally, physically, emotionally, as well as socially.

We are determined to share with your child(ren) and family an unwavering passion for Jesus, superior academics, a distinctively Christian curriculum, character building principles, classic moral training (manners), warm and nurturing environment, social skills and self-reliance development.

CODE OF ETHICAL CONDUCT

First Discoveries Christian Preschool holds high standards of ethical conduct. We are committed to respect the dignity, worth, and uniqueness of each individual, child or adult. We will respect and embrace diversity in children, families, and colleagues. We base our work on knowledge of how children learn and develop. We recognize that children and adults achieve their full potential when given trust and treated with respect; and that children are best understood and supported when we learn about their family, culture, and community. We appreciate childhood as a unique and valuable stage of the human development and support the bond between the child and family during the time the children are in our care.

STATEMENT OF FAITH

Our Statement of Faith embraces the foundational truths upon which we base all other beliefs.

- We believe that the Bible is divinely inspired and is the revealed will of God. (2 Timothy 3:16; 2 Peter 1:20-21; Deuteronomy 4:1-2)
- We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19, Deuteronomy 6:4, Matthew 3:16-17, Corinthians 13:14)
- We believe in the deity of Jesus (John 1:1, 14) (Isaiah 9:6), His virgin birth (Isaiah 7:14), His sinless life (Hebrews 4:15), His miracles (Acts 2:22), His atoning death through His blood shed on the cross (Romans 5:8-9), and His burial and bodily resurrection on the third day (Hebrews 1:3, Ephesians 1:19-20). We believe in His second coming in power and glory. (Mark 13:26-27, John 5:24, John 5:28-29, Daniel 12:1-2)
- We believe that repentance from sin and acceptance of Jesus Christ as Lord and Savior is the only way to salvation. (John 3:3, Acts 16:31, I Peter 1:23,25, Titus 3:6)
- We believe in the ministry of the Holy Spirit through the exercise of His power in believers today through His gifts. (Romans 8:16, John 14:26, Luke 12:12, I Corinthians 1:12,13, Acts 1:8, 2:4,12)
- We believe in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life and they that are lost unto judgment. (John 5:28-29) Therefore, we hold to the practice of water baptism and the regular taking of communion. We believe that these serve as a demonstration of our living faith in Christ. (Matthew 18:19)
- We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers. (Isaiah 28:19, Matthew 8:16-17, Mark 16:18, John 5:14))
- We believe the only way possible to live the Christian life is by God's power within us. So we seek to practice daily dependence on God's Spirit to enable us to do what is right. (Philippians 2:13, Ephesians. 5:18)

The statements above integrate the basis on which all Christian training is established at First Discoveries Christian School. The specific classroom emphasis and reaching will vary according to the experience and maturity of the students. We strongly emphasize the love of Jesus. Remember that Jesus loves you very much and so do we in His Name. That is the purpose of First Discoveries Christian School existence; to love, to give and to serve you and your children to the very best of our ability with His help.

By enrolling your child at First Discoveries Christian Preschool, you are agreeing that your child will respect Christian teaching and practices without disruption in a spirit of unity, harmony and love.

ANTI-BIAS STATEMENT

We believe that for a school community to be truly healthy, it must be guided by the values of multicultural inclusion, respect, and equality. The school welcomes children regardless of race, national origin, language, gender, or religion.

OUR PHILOSOPHY

We have a sincere love for children, and a commitment to partner with families in educating their children to prepare them emotionally, intellectually, socially, physically, and spiritually. We believe that every child is a unique and special gift from God,

and should be encouraged to progress at his or her own rate of speed toward enriched experiences. We encourage children to explore and discover God's amazing world as they develop their self-image, establish friendships, and experience the excitement of learning. Our school strives to provide families and their children with a strong educational and Biblical foundation to guide them in their developments. By basing our education on the Bible, we're teaching our students to look at the world around them from a different perspective. We're teaching them not just to succeed in their world, but to transform it.

We believe that children learn through active exploration and discovery from their environment and that they love and best learn from meaningful, hands-on, play based activities. Every area of our school is designed to create an environment of love and trust where children can grow to the full potential that God intended for them. The learning environment is carefully planned to allow freedom to be creative, as well as stimulate healthy curiosity in the child. However, limits will be set to help the child learn about safety and develop a respect for property and the rights of others. Through planned and emergent activities, we help children naturally work to refine their skills that help them become more independent and capable. We believe that God has given each child unique abilities and given the opportunity to pursue them; each child will discover his (her) unique gift. We are honored to be a part of that discovery.

PRAYER

As a Christian school, we rely on our Father in heaven, and pray daily. The children and the teachers pray as a group at the start of the day, before lunch, during Bible class and any time the child accepts prayer if they are not feeling well, are struggling with some kind of conflict or if they got hurt. If you have any prayer requests or praise reports for your family, please let teacher Terry know, or leave her a confidential note. All prayer requests are confidential. The prayer list is updated weekly.

CURRICULUM

First Discoveries Christian Preschool offers a rich, extensive curriculum that fosters within the child a love for learning at an early age. Our curriculum also supports early literacy through developing beginning reading skills such as learning letters and phonics and immersion in a print-rich environment. The structure of the class fosters development of self-discipline and concentration, writing, mathematical applications and many other areas using hands-on materials; as well as appreciation for history, biology, zoology, geography, geology, music, literature, and art. The children then can work by themselves or with a friend and they choose their work from among the self-correcting Montessori materials displayed on open shelves. At First Discoveries all school toys and supplies are viewed as "materials for development."

Our curriculum helps ensure that the daily schedule will allow the children to assimilate as much knowledge and skills as they are capable, at their individual level of development, through the effective use of time and materials. It offers opportunities for children to learn through play and through structured activities, individually and in groups, according to their developmental needs and interests. We support children's expression and engagement in art, music, dance and drama. We encourage skills in make-believe play. Our curriculum encourages your child to use planning skills, creativity, and imagination. These activities also help your child acquire concepts and information leading to a fuller understanding of their immediate world, assume roles and problem solve through make-believe situations. Children build persistence skills and sustained attention.

During Bible Time, Christian values and stories are shared with the children with the VeggieConnections (VeggieTales' Bob and Larry) curriculum, felt stories, songs, videos and other group activities. We emphasize the love that God has for each child, how they are all made special and that He is always with them. Bible truths and prayer are a part of our day. We encourage the children to share prayer requests and support them in their spiritual development. We give each child opportunities fostering and developing children's healthy spiritual, social and emotional growth through the development of friendships, self-regulation skills, empathy, and the ability to resolve conflict in positive ways.

During discovery time the children may choose to participate in an optional activity that one of the teacher has planned, or they may choose to play in any of our 3 play rooms: "Pretend (Dramatic Play) Room, Block (Building Play) Room or Reading (Puzzles & Books) Room". The teacher's activities can be about music, science, cooking, art and more. We currently follow the ScienceStart! Curriculum for all the hands-on activities. We start with a topic and supply related materials and the children experiment with it for themselves through emergent and planned projects. Children are natural scientists—they have an "inborn sense of wonder". We support this natural curiosity through observation, the use of simple tools, the opportunity to try their ideas, and the use of basic scientific terminology and vocabulary. Science encourages your child to explore, respond to questions, make discoveries, apply information and find more than one solution to a problem. At First Discoveries, children are encouraged to develop their own ideas of "what" is happening and "why" through a process of exploration and discovery—hence our name.

Outside, we provide each child equipment, space, and practice of skills, for the support of their large-motor (large muscles) skills development, balance and coordination. The children plant and help take care of the garden. As the child develops his (her) gross and fine motor skills they also refine their senses. The children will begin to discriminate sounds, visual images, tastes, smells and textures. During this free interaction with each other, they also improve their problem-solving abilities and social skills. We put a lot of thought into our outdoor learning areas, several different areas enrich their day and support their appreciation for nature, and foster a love for our planet and ignites a desire to be a good steward of the world that God has made.

We interchange English and Spanish during the day to introduce or reinforce the children's Spanish at their own level. Children who already know Spanish are welcome to use it, and those who are starting to learn will get the benefit of both languages. This is an individualized approach to teaching a second language. We have found that when children experience the introduction of a new skill without too much frustration, they are more open to it, and they feel better about themselves and their ability to learn it. As they learn small words, little by little they discover that they CAN speak Spanish.

Our Spanish Immersion program starts at 3 when the children wake up and have "merienda" or snack. During these 3 hours the staff will interact in Spanish as much as possible, without completely taking away English to maintain a comfortable atmosphere for our students who are just beginning to be exposed to the language. If we feel the children would benefit from hearing what was said in English, we add it, and then we say it again in Spanish. We do this to minimize frustration and keep the interest of the children. We open this program also to children in Kindergarten as an after school program. With the use of props and body language, songs, activities, stories, games and conversations, the children quickly pick up the language.

We end the day by offering the children ample time to explore new interests in our beautiful outdoor classroom. The children may choose to engage in sensorial, art, or science outdoors, check on their own vegetable garden, play in the sand or on the playground structures, or ride tricycles. Because of the size of our yard, we alternate sides to better monitor the children.

MULTICULTURAL ENVIRONMENT

At First Discoveries Christian Preschool we believe strongly in building positive identities and a respect for all cultures by including diversity in the children's environment. Families are the most important source for us to learn about the culture of each child. We want to help children accept, understand, and value their rich-and varied world. We offer many opportunities to bring your culture into the classroom. You could bring an interesting book to share about your culture, or teach our students a special song or dance from your country, or if you like, you could do a special cultural cooking project. Please let us know if you would like to participate in any of these activities or if you have an idea of your own.

SCHOOL'S DAILY SCHEDULE

7:30 am	School Opens for Extended Discovery Program
7:30 - 8:30	Explore and Discover: Indoor Activities + Emergent Curriculum
8:30 - 9:00	Breakfast + Potty Time
9:00 - 9:30	Group time: Prayer, Songs, Circle Time, Phonics, Sharing *(Th/Fr)*
9:30 - 10:30	Montessori Job Time *(Child Selected)*
10:30 - 11:00	Discovery Time: Indoor Hands-On Activities + Emergent Curriculum
11:00 - 11:45	Outdoor Activities *(alternating sides)* + Emergent Curriculum
11:45 - 12:00	Potty Time + Wash Hands + Prepare for Lunch
12:00 - 12:30	Lunch
12:30 - 1:00	Bible Time
1:00 pm	Departure from Basic Discovery Program
1:00 - 3:00	Potty Time, then Nap Time
3:00 - 3:30	Spanish Immersion: Snack + Potty Time
3:30 - 4:00	Spanish Immersion: Circle Time - Spanish Vocabulary
4:00 - 5:00	Outdoor Activities + Emergent Curriculum
5:00 - 6:00	Spanish Immersion: Indoor Activities + Music
6:00 pm	Departure from Full & Extended Discovery Programs/School Closes

(Schedule subject to change to better serve the children and the curriculum)

SCHOOL EVENTS

First Discoveries has events scheduled throughout the year *(subject to reschedule check current calendar)*. Some of them are:

- Picture Day in Spring [all attend]
- Parent Conference [in October]
- Harvest Festival [in October]
- Mother's Day Tea [in May]
- Waffles with Daddy [in June]
- Graduation & Rehearsal [PreK only]

Because of our Christian beliefs, our school does **NOT** celebrate Halloween. COSTUMES ARE NOT APPROPRIATE, nor allowed at school that day. Valentine's Day is a wonderful time to show appreciation for friends. Children may give a valentine or card *(safe for under 3 yrs old)* to each of their friends during "Sharing" *(show and tell)*. Children will bring their treats home so that parents can help them decide what is okay to eat and what is not. Pencils, cards, stickers, etc. are appropriate. To help your little ones pass out their cards independently, please DO NOT write their friends' names on the cards. Usually we have 30 students/day.

We partner with **Willow Glen Music School** for professional Early Music Awareness classes twice a month, alternating Wednesdays & Thursdays. On the weeks we don't have music class, we partner with **Willow Glen Middle School** for a wonderful Reading Buddies program on Mondays with very nice 6th and 7th graders who come to our school to read to our little ones. Kids love it!

Celebrate with your little one and their families their achievement with a Graduation ceremony and family reception in June. Cap & Gown, snacks, cake, goody bags are included. The cost is $45 or $25 if your little one will use a sibling's cap & gown.

Events are only for children enrolled in the program. Parents are not required to attend all events. We encourage you to attend without siblings so you can focus on your little one. Parents agree to inform the school in writing if their child is not to be photographed or videotaped.

PROGRAMS OFFERED

- FULL DISCOVERY PROGRAM ~ 9:00 a.m. to 6:00 p.m.
- MORNING DISCOVERY PROGRAM ~ 9:00 a.m. to 1:00 p.m.
- EXTENDED DISCOVERY PROGRAM ~ 7:30 a.m. to 6:00 p.m.
- SPANISH IMMERSION PROGRAM ~ 3:00 p.m. to 6:00 p.m.

Extended Care from 7:30 a.m. cost is determined based on the days your little one enrolls in at $20/day averaged in the year.

First Discoveries will enroll children 2.5 to 6 in our exemplary programs one year at a time. Children already enrolled wanting to add or switch days have priority over new students when a space opens up. We open at 7:30 a.m. and close at 6:00 p.m.

Children can register at First Discoveries at any time, provided there is space in the program you want to enroll in. It's our goal to help all children to be successful in our program, and although occasionally we enroll children 2 to 2.5 years old, they must attend a Trial Day to be observed for readiness before allowed to start. If you are unsure about your child's readiness for our program, please schedule a Trial Day at least 3 weeks before their first day, and the space will be assigned after our feedback is given.

Our program runs year round *(see calendar)* and School Year runs from mid August through mid June each year. Because we need to staff according to attendance, our hours are not negotiable. We will continue enrollment throughout the year until we have reached full capacity. Then, a waiting list will start. Enrollment is done in a "first come - first serve" basis.

Breakfast is served 8:30 - 8:45 a.m. Breakfast is served no later than 8:45 a.m. in order for children to have enough time to eat and start class in time at 9 am. Lunch is served at 12:00 p.m. and a healthy snack will be provided at 10:15 a.m. and 3:00 p.m. to all children.

First Discoveries Christian Preschool

• 2018 •

School Closed | Child Care Only (min. 5 children) | School Event | Minimum Day *(1pm)*

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July

4	School Closed - Independence Day!
2 to 6	Jr. Chefs!
9 to 13	Farm & Pets!
16 to 20	Water Splash! Bring a labeled bathing suit and towel!
23 to 27	Creative Art!
30 to 31	All About Sports!

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

1 to 3	All About Sports!
6 to 10	Crazy Science!
10th	Minum Day - Last day of Summer Program
13 to 17	School Closed - Scheduled Maintenance
20	Back to School!

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

3	School Closed - Labor Day!
10 to 14	**Spirit Week!**
	Monday is Everybody's Birthday Party day! Tuesday is Pajama Day!
	Wednesday is Crazy Hair/Hat day! Thursday is Favorite Sports Team Day!
	Friday is Costume Day!

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

5	Minimum Day - Teacher In Service
9 to 12	Parent/Teacher Conferences
26	Harvest Festival - All families invited 9:45-11 am

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

9	School Closed - Veterans Day
21	Minimum Day - Thanksgiving Break
22 to 23	School Closed - Thanksgiving Holiday

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

21	Minimum Day - Christmas Break
24 to 31	School Closed - Christmas Break

Minimum days incur after hours late fee rate after 1 pm. Parents make arrangements for your children's care based on this calendar.

First Discoveries Christian Preschool

• 2019 •

School Closed | Child Care Only (min. 5 children) | School Event | Minimum Day *(1pm)*

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

1 to 4	No School - New Year's Break
7	No School - Teacher In Service
8 to 26	Family ReEnrollment - Save Your Space Returning Students & Siblings
26	**Last day to save a space for Returning Students & Siblings**
21	School Closed -Martin Luther King's Day!
28 to31	Priority Enrollment - **75% Off Registration**

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			

February

1	Priority Enrollment - **75% Off Registration**
4 to 8	Priority Enrollment - **50% Off Registration**
11 to 15	Priority Enrollment - **25% Off Registration**
18	Open Enrollment for all families.
14	Valentine's Day - Children may share valentines. Optional.
18 to 22	No School - Winter Break - Child care available if at least 5 enroll.

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

15 to 22	No School - Easter Break - Child care available if at least 5 enroll.
19	School Closed - Good Friday

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

10	Mother's Day Tea - All children and Moms are invited 10-11 am
27	School Closed - Memorial Day

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June

7	Waffles with Daddy - All children and Dads are invited 9-10 am today.
11	Rehearsal with graduates at Bayside Christian Church 9:30-10:45
	& Minimum Day - Last Day of School: Pick up at 1pm
12	No School - **PreKindergarten Graduation** - **CONGRATULATIONS!**
13 to 14	School Closed - Teacher in Service
17 to 21	Gardening Fun Camp!
24 to 28	Friendly Bugs Camp!

Calendar is subject to change. Any changes will be confirmed via email. No changes can be made to accommodate work schedules.

CALENDAR

Calendar is set for the school year in January, and is subject to change. Changes will be sent by email. Parents are encouraged to make alternate arrangements in advance for the days that we are closed if needed. Tuition already has taken into account holidays, minimum and teacher in service days or school breaks. There are no make-up days for any days already marked as closed.

2018-19 MONTHLY TUITION AND FEES *(effective June 18th 2018 - June 11th 2019)*

Tuition at First Discoveries is computed on an Annual basis. All scheduled holidays, in-service days and breaks have already been factored in and deducted from the annual tuition amount. Our calendar of the year is available in advance, parents choose the days that work best for their family, however if days that carry more holidays are selected, no additional discounts can be given.

Available spaces are assigned to students whose families that are ready to take the steps needed to enroll. **Agreement to all financial and school policies here is the first step to begin the enrollment process.** ***In order to protect transparency, if you have questions about any of our School Policies, you must note your questions in the "Have Questions?" section in your application. Terry, our Director, will address all questions during your enrollment appointment. If no questions are noted, parents agree that they have carefully read, fully understand and agree to honor all school policies as described on the current Handbook for Parents. No exceptions.***

3-6 Year Old Children	**5 Days**	**4 Days**	**3 Days**	**2 Days**
• FULL DAY Discovery Program . . . . . .9:00 a.m. to 6:00 p.m.	$ 1256	$ 1017	$ 778	$ 545
• MORNING Discovery Program. . . . . .9:00 a.m. to 1:00 p.m.	$ 879	$ 719	$ 560	$ 427
• SPANISH IMMERSION Program . . . . . .3:00 p.m. to 6:00 p.m.	$ 626	$ 513	$ 401	$ 295

2-Under 3 Year Old & Children w/Toilet Learning Assistance	**5 Days**	**4 Days**	**3 Days**	**2 Days**
• FULL DAY Discovery Program . . . . . .9:00 a.m. to 6:00 p.m.	$ 1311	$ 1061	$ 809	$ 564
• MORNING Discovery Program. . . . . .9:00 a.m. to 1:00 p.m.	$ 936	$ 765	$ 595	$ 454
• SPANISH IMMERSION Program . . . . . .3:00 p.m. to 6:00 p.m.	$ 676	$ 557	$ 437	$ 315

Note: All students must be able to stay with the group and participate independently during group activities to attend, including nap time and toilet training. Constant one-to-one supervision for one particular student is not available. Trial Days are available.

~ Parents will be given a 30-day notice if any fee increase is instituted.

~ **Extended Day:** 7:30-8:30 a.m. cost is an average determined based on enrollment: days attending x $20 ÷ months enrolled.

~ **Registration Fees:** are non-refundable $20 for each week or $140.00 for all 8 Summer Camp weeks, $275.00 for the School Year, and $375.00 for both Summer Camps and the School Year together. Depending when you enroll, this is a yearly fee.

~ **Priority & Family Enrollment Discounts:** To maintain the integrity of our Enrollment process, **Priority & Family Enrollment discounts will remain active while your child attends.** Early withdrawal renders the discount inactive and the amount discounted is due in the form of an Early Cancellation Fee. There is no fee to withdraw early without a discount at enrollment.

~ **Sibling discount:** 10% off tuition the second child. Does not apply for any other school fees.

~ New applicants please pay $25 for an **Emergency Kit** at time of enrollment, this is a one time fee. Sibling discount does not apply, however siblings may pass down their kit after graduation, as long as it has not expired.

~ **Breakfast Option:** is $80/month for 2 days; $100/month for 3 days; $120 for 4 days and $140/month for 5 days. Children may arrive at 8:30 to eat breakfast with their friends.

~ **Tuition Payment Options:** Parents may pay **in full** at enrollment, or choose a **payment plan**. When you choose a monthly payment plan for the School Year your annual tuition is divided into 10 payments *(pg. 10)*. Summer camp is added to any payment plan as needed in July and August. Students enrolled in only 4 weeks or less in Summer Camp pay their tuition in full at enrollment; and students enrolled in only 5-8 weeks of Summer Camp, may split their tuition into 2 payments in June and July.

If you enroll in Summer Camp and School Year, your payments will be: School Year Non-Refundable Deposit scheduled in June, Summer Camps Tution scheduled in July and August, and School Year Tuition scheduled in September to May. If you enroll in School Year only, your payments will be: School Year Non-Refundable Deposit scheduled in June and School Year Tuition scheduled in September to May. If you enroll in Summer Camp only, your payments will be: Summer Camp Non-Refundable Deposit scheduled in June, Summer Camps Tuition scheduled in July.

Deposit: If you have a payment plan, **the first of those 10 payments is called your Deposit and it's scheduled in June and it's applied to the last month.** ***Your Deposit is considered a Non-Refundable Down Payment given to the school in advance to support the intention to complete the school year; and we will guarantee a space for your child until the last day of the school year on our calendar.*** In order to secure a space in advance, parents agree that the latest you can cancel enrollment is April 15th of the calendar year in which their school year begins. **After April 15th your Deposit cannot be cancelled;** and **must be paid possibly for no services received** in order to cancel your payment plan. **No Exceptions. See Early Withdraw Policy on page 13 for options.**

~ **Extended Care*:** Early Drop off or Late Pick up automatically enrolls students in Extended Care. Between 7:30 am and 6:00 pm fees are $2.00 per minute up to $20/hour with advance notice or $30/hour without advance notice. School closes at 6:00 pm. Fees increase after closing to $3.50 per minute up to $100/hour. As before, for the safety of our students, Child Protective Services will be called after 6:30 pm if parents don't contact us.

~ **Additional Days*:** Cost is $95 for an Extended Day (7:30-6). $90 for a Full Day with Breakfast (8:30-6). $85 for a Full Day (9-6). $65 for a Basic Day with Breakfast (8:30-1). $60 for a Basic Day (9-1). $40 for Spanish Immersion (3-6). Please call or email ahead to confirm that we have space that day, as any spaces open will be given out on a first come-first served basis.

** Sign In/Out Kiosk keeps track of Extended Care and Additional days. Parents must approve fees on the Kiosk in order to Sign In/Out. If payment isn't submitted within a week for Extended Care/Additional Days, parents authorize FDCP to schedule the cost in your FACTS agreement.*

~ **Missed Sign In/Out Signature Fee** of $7 will be charged every time a signature is missing from your child's attendance record. **Parents are responsible to take a minute of their time to ensure that their child is properly signed in/out EVERY DAY** as it is required by state law. Sign our paper log the next day of the day you missed to avoid a $7 fine. See details on page 16.

~ **Weekly Enrollment in Summer Camp Only:** Enroll a week in advance so we can schedule the staff necessary to ensure a happy and relaxed atmosphere for the children. Breakfast, snacks and lunch are provided daily. If you are interested in weekly enrollment, our summer registration fee will be $20 per week or $140 for all 8 weeks. The weekly tuition will be $405 per 5 day week for a full day (9-6) / $305 per 5 day week for a half day (9-1). If you need to start earlier, enroll in Extended Care. Last day to cancel Summer Camps is May 1st; after that it can't be cancelled, refunded, nor transfered to another week. No exceptions.

~ **Child Care Only:** Our calendar is set every January for the following school year. Changes can not be made to our calendar to accommodate parent's needs. Parents are responsible to make arrangements for the days the school is already scheduled to be closed. Since scheduled school breaks (see calendar) are not included in your tuition, we have created two simple choices if you need child care. Half day for $60 *(between 8-1)* and full day for $85 *(between 8-6)*. A minimum of 5 children are needed for this service, and children must be signed up in advance. Parents who sign up and do not cancel by date indicated are responsible to pay for all the days that you signed up even if they don't need the service later. **Child Care cost cannot be transferred**

to any other day of the year. We open at 8 am and close at 6 pm for Child Care. There is **no food service during child care days**, so your child must have breakfast at home and bring their own snacks and lunch. **No Peanut or Tree Nut products.**

~ Tuition fees are based on the program your child is enrolled in, not on their attendance. ***No discounts or make up days are given for holidays, minimum days, teacher in service days or school breaks.*** Scheduled closed days are already factored into the annual tuition and were already excluded from your tuition. Each day is treated separate so days may be added or released.

~ One **Annual Payment** may be made payable by cash or check to First Discoveries Christian Preschool. No discount is applied.

~ **Monthly Payment Plan** is available through automatic draft with agreement with FACTS Management Co. Tuition, which is automatically withdrawn from your checking, savings or credit card account on the 5th of each month. Parents must agree to pay FACTS their enrollment fee for the service they provide and convenience fees associated with credit card or debit card option, if they choose it.

~ **Vacation Credit:** Students have a guaranteed space in the program and term they enroll in, so payment plans may not be paused for long vacations. ***No refunds, discounts or make ups are given for days not attended.*** However, each child may request a 25% Vacation Credit on their Tuition for days missed during a calendar week vacation after being enrolled for 6 months. The student needs to be out for that week, days must be taken in the same week and they cannot include scheduled closed days. Vacation Credit is not cumulative and starts over each school year in summer camp. Request must be submitted by email or link on Parents page online at least 2 weeks before vacation starts. If your vacation is longer than 1 week, you have the option to withdraw your child and re-enroll if there is space available; or pay tuition to save your space. In the event of long illness, parents may request their yearly vacation credit. If you chose to withdraw a child for any reason, parents must follow the **Early Withdraw Policy**. We can't guarantee a space will be available when you return. In order to re-enroll a new Registration Fee is due unless an Intent to Return Agreement is signed by parents and the director *(available if student returns the same school year)*.

~ **Early Withdrawal / Refund Policy: DEPOSIT IS NOT REFUNDABLE and is ONLY APPLICABLE to the last month your child enrolled in. Once your child has started to attend: To apply your deposit to an earlier month and withdraw early you must submit an EARLY WITHDRAWAL REQUEST 3 weeks before the last scheduled payment. If you paid in full, we will refund you starting with the first full month after 3 weeks from your notice. Before your child has started to attend: Last day to cancel Summer Camps is May 1st. After May 1st, Summer Camp weeks can only be gifted. Last day to cancel your School Year Deposit is April 15th. After April 15th your Deposit cannot be cancelled or refunded;** and must be paid possibly for no services received in order to cancel your payment plan. **If you paid in full, it's deducted from your refund. Discounts applied to Registration Fees when enrolling become inactive if your child withdraws early and are due as an Early Cancellation Fee in order to cancel your agreement with us.** ***Early withdrawal form can be found in our Shutterfly Class Site.***

~ A **Returned Payment Fee from FACTS plus a $25 fee from the school** will be assessed each returned Payment Attempt. *Please* ***come to us if you are struggling to meet your financial responsibilities with a proposed solution*** *so we can discuss options.* If a **payment is unsuccessful**, FACTS will attempt another payment on the next payment date 15 days later. If we receive payment the next day, the school's $25 late fee will be waived. Parents must contact FACTS directly to discuss returned payment fees. Should you have **2 unsuccessful payment attempts** through FACTS, you shall be placed on a mandatory monthly payment plan with money order or cashier's check. These are due on the 1st of the month so your child can attend school. If no payment is received, your child will not attend school. Your account is expected to be reconciled to date within a week to maintain enrollment. If we don't hear from you by then, your child's space might be released to another student on waiting list.

~ Your account is due and payable whether or not you receive a notice. Future payments will be collected on scheduled dates.

~ **Returned Check Fee is $50** for every check that is returned to us. After 2 returned checks, only cash payments will be accepted.

~ If the school decides to seek collection of any past due amount, the parent agrees to pay, to the extent permitted by law, First Discoveries Christian Preschool's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.

~ The opportunity of attending First Discoveries Christian Preschool will be denied to any student whose parents or guardians fail in their financial obligations. First Discoveries Christian Preschool reserves the right to deny attendance to students whose accounts have overdue balances. Any student's account with a history of late payments, or issued deadlines on a payment plan, may be asked by the administration to pay tuition and fees in full for the year.

~ **Proof of Payment for Tax Purposes** from FACTS are reflected in your bank statements and in FACTS online account information. Statements are generated only upon request. Please send an email to learning@firstdiscoveries.org indicating the date range you need the statement for. For your convenience, our Tax ID is at the end of this handbook.

REFUND & EARLY WITHDRAWAL POLICY

In order to provide quality care to your little ones with a low ratio and fun activities, we schedule our staff and purchase all supplies a month in advance. Therefore, we require advance notice to any requests for a cancellation or refund. There are no exceptions without special circumstances, which are evaluated in a case by case basis. Please read carefully and ask questions before enrolling.

Once your child has started to attend: To apply your deposit to an earlier month and withdraw early, parents must submit an **EARLY WITHDRAWAL REQUEST 3 weeks before the scheduled payment you want to cancel.** We'll confirm your child's new last day. If you paid in full, we'll **refund starting with the 1st full month 3 weeks after your notice is received.** Minus any fees.

Before your child has started to attend: Last day to cancel Summer Camps is May 1st. After May 1st, Summer Camp weeks can only be gifted. ~The child you are gifting it to, must apply for enrollment and be accepted before being able to receive the gift. **Last day to cancel or request a full refund on your School Year Deposit or Annual Tuition is April 15th** of the calendar year your school year starts in. Minus any fees. **~ After April 15th** your **Deposit cannot be cancelled or refunded;** and **must be paid possibly for no services received** in order to cancel your payment plan. **If you paid in full, it's deducted from your refund.**

Discounts applied to Registration Fees become inactive if your child withdraws early and are due as an Early Cancellation Fee in order to cancel your agreement with us. ***Early Withdrawal Form is in our Shutterfly Class Site.***

If your Early Withdrawal Request is received late you have 3 options: **1)** Delay your child's last day and apply the deposit to the following month. **2)** Withdraw your child and release your claim to the deposit. No refunds. **3)** Request a partial refund with special circumstances that prevented you from submitting your notice in time on your Early Withdrawal Request. Your request must include the reason your written notice is late and why you feel you should receive an exception. We will review your request and determine if it qualifies for an exemption that is fair to other families who have turned their notice in time or have been turned away. We will notify of our decision within a week. **4)** Apply your deposit to summer camps or gift it to someone to attend summer camps as *noted above, provided there is space.

We strive for a positive first experience! Children under 2.5 years old must attend a Trial Day to confirm that they are comfortable with our routine and transitions. Trial days fee equals Additional Days. ***At FDCP, all students are expected to participate independently during group activities to attend, including nap time and toilet training; and be willing to stay with the group without running off. Constant one-on-one supervision for one student is not available.*** If your child is ***under 2 1/2 years old*** and are unsure if they are **Ready** for school, you may schedule a Trial Day for us to observe and give you feedback. Feedback is given

within a week with our recommendation. If we cannot recommend they start yet, you may give them some time and schedule a second trial day. Since we are saving a space for your child, and possibly turning away other students if we are full, if you don't schedule a Trial day and your child is not ready, your deposit is non refundable, but it can be applied to a later month when your child is ready. **In order to enroll and save a space for your child more than a month in advance, parents agree to the 10 month payment plan and payments collected before their trial day are Non-Refundable (including Deposit) regardless of readiness.** Only payments after their first trial day may be cancelled if withdrawn.

FAMILY & PRIORITY ENROLLMENT

We appreciate your trust in us, thank you! Returning Students who enroll during Family Enrollment may receive a special Family Discount on Registration Fees *(code and application can be found on our Shutterfly Class Site)* the link and expiration date will be on our Parent page in December. The process must be completed by the expiration date to receive the discount. New Students on our Priority Enrollment list will receive a special Priority Enrollment Discount on Registration Fees when they enroll during the assigned dates listed at www.fdcp.org. Discount codes will be emailed before Priority Enrollment begins to those in the list.

To maintain the integrity of our Enrollment process, Priority Enrollment Discounts are reserved for students who complete the term in their application. If you receive a **Priority Enrollment discount** when you enroll, it **will remain active in your account as long as your child completes the program they were enrolled in.** In the event of an **Early Withdrawal Request** *(requesting cancellation of a payment plan or a refund),* **any Discount applied and received to Registration Fees becomes inactive and the discounted amount is due as an Early Cancellation Fee.** If you paid in full and received a Priority Enrollment discount, the **Early Cancellation Fee will be deducted from your refund**. If you enroll during Priority Enrollment, the **last day to withdraw with a refund or cancel your payment plan and Deposit is April 15th. If your Early Withdrawal Request form is submitted after April 15 your deposit cannot be cancelled and it must be paid within a week in order to cancel your payment plan.**

EXTENDED CARE

Our school hours are set to accommodate our families and staff. To help all our little ones' transition to school, we have a 15 min. window of time between 8:45 am - 9 am of free play time. Due to staffing regulations, students arriving early or leaving late will automatically be enrolled in Extended Care. Sign In/Out Kiosk keeps track of Extended Care and Additional days. Parents must approve fees on the Kiosk in order to Sign In/Out. If payment isn't submitted within a week for Extended Care/Additional Days, parents authorize FDCP to schedule the cost in your FACTS agreement.

Extended Care: Is any time we care for your little one that extends beyond our initial agreement. Morning Extended Care starts when signed-in before 8:45 am for those enrolled in the 9:00 am program and before 8:30 am for those enrolled in the Breakfast program. Afternoon Extended Care starts when signed-out after 1:05 pm for those enrolled until 1 pm and for all after 6 pm.

Everyone's time is valuable, so please make arrangements to have your child picked up on time. We understand that there may be times when incidents arise causing your child to have to be at school late, and we want to help if we can. If you know you might need to be late to pick up your child, please let the school know ahead of time so that we can have the staff required by law in place to accommodate.

When a child is at school beyond their program we will extend their care and parents are responsible to pay for the extended care at the rate of $2/minute during business hours and $3.5 after hours; and with a cap of $20/hour with advance notice and $30/hour without advance notice. You are responsible to bring in any Extended Care fees once you sign in/out and agree to the fee. If payment is not brought in, parents authorize FDCP to schedule payment on their FACTS agreement. If you don't have a FACTS

account, payment is due the day of the service. Parents agree that any person with your authorization to pick up or drop off your child may also approve extended care fees and additional days at the time of signing in or out.

- **Early Drop-Off Fees**: Between 7:30 am and 6:00 pm fees are $2 per minute up to $20/hour with advance notice or $30/hour without advance notice. Children starting at 9 am may arrive during our transition period no earlier than 8:45 am. Any child that arrives before 8:45 am is automatically be enrolled in morning Extended Care. If you happen to accidentally arrive early at school and want to avoid additional fees, **you must stay with your child** until their program starts to avoid extended care fees. Allowing your children to join the group while parents wait to sign in will automatically enroll your children in extended care. In the past parents have asked the morning teacher if it's okay to drop off early, teachers are instructed to receive children dropped off early as long as there is enough staff for them without explaining policy as parents are informed here. **Extended care fees still apply.**

- **Late Pick-Up Fees after 1:00 pm**: Due to the sensitive nature of "Nap Time", and the staff required to watch children who are not picked up on time, there will be a Late Pick -Up Fee of $2.00 per minute up to $20/hour with advance notice or $30/hour without advance notice; so please be prompt when picking up your child from our Basic Discovery Program. Please be considerate with the children that are trying to sleep by exiting the school shortly after pick up time and keeping your conversations to a minimum and soft voice until you are outside. It's not appropriate to stay and wait for a child that is drawing after 1 pm and Late Pick-Up fees will apply after 1:05. Remind your little ones that it's time to go, our 1 min. timer may come in handy to let them know when it's time to go. The little ones are trying to relax and sleep thank you for your help.

- **Late Pick-Up Fees after 6:00 pm**: Please be sure to call and let us know if you are unavoidably delayed and for how long so we can adjust our janitorial service. School closes at 6:00 pm. Fees increase after closing to $3.50 per minute up to $100/hour. After 6:31 PM, if we are unable to contact parents or alternate, we are required to contact Child Protective Services.

- **Additional Days:** Depending on your need, the cost is $95 for an Extended Day (7:30-6). $90 for a Full Day with Breakfast (8:30-6). $85 for a Full Day (9-6). $65 for a Morning with Breakfast (8:30-1). $60 for a Morning only (9-1). $40 for Spanish Immersion (3-6). $65 to extend a Morning only to a Full Day (1-6). If you need to add a day to your child's program, to please call or email ahead to confirm that we have space that day, as any spaces open will be given out on a first come-first served basis.

- **Excused Emergency:** As servants for Christ, we want to love and support your family in difficult times, therefore we will excuse 1 hour of Extended Care without fees to make arrangements during a death in the family or a family funeral, auto accidents direct or indirect involvement, and unavoidable breakdowns (flat tire, dead battery, etc.). Always call the school to let us know you are coming late so we can schedule staff to care for your child. Parent must request a waiver of the late pick up fee via email within 48 hours of the missed pick up time and it should include the reason why they feel it qualifies as excused.

SIGN-IN/OUT PROCEDURES

We have an attendance record for each child enrolled. To fulfill legal requirements, it is necessary for each parent to sign in and sign out each day. Our electronic system will record the time for you, as well as record any extended care and additional days. The system can produce a report which shows the students in attendance and shall be available for review by the State Department of Social Services. To encourage accountability, a fine of **$7 will be charged for each missing signature** on an attendance record.

Parents sign-in/out by selecting their user name and entering their pin#. You will set up your own pin#, signature and tag to access your child's profile. People that consistently pick-up or drop-off your child will require their own pin# and signature. In the event that our sign-in/out kiosk is down an alternate manual log must be signed in/out. Only basic information will be entered into the system. We will only supply a code for parents and anyone requested by email. Please request assistance if you need it.

Please give us advance notice if someone you have listed as authorized to take your child from the school is picking up your child. Only people in the emergency contact list will be allowed to pick up your child. The person will be required to show picture identification upon coming for your child until we get to know them. Authorization in writing (email) is required for anyone not on your emergency list. **Verbal permission over the phone is not legally sufficient. The names MUST be in writing, or we can NOT legally release your child.** An example email would look like this: ***I authorize "full name of the person picking up" to sign out on my behalf today, "write the date"; and to pick up my child, "write your child's name", please release them to him/her.*** Make sure their ID matches the name in your authorization and call us to let us know as we might not have received the email.

Our entry-way is small and many parents are signing out at that time, so **between 12:50 and 1:04 please come in only if you are ready to pick up your child, and don't wait for them to color in the entryway.** This gives us a better view of the area to monitor the children who are leaving, waiting for parents, going potty or getting ready for nap. **For safety keep the door closed!**

If your child is experiencing Separation Anxiety, we can help! We expect and understand that young children may have a hard time separating from their parents *(and vice-versa)*. The staff is trained in making this transition as easy as possible for both the child and the parent. We ask parents to say a prompt, friendly goodbye and establish *(and maintain)* a consistent "separation routine" to help children make an easier separation and use our 3 minute timer. We are confident that when we partner together we can help your child adjust to this transition. Tips for this normal experience are available in our Class Site.

MISSED SIGNATURES AT SIGN-IN/OUT

We must have either an electronic or a manual signature for signing in/out every day. **Parents and authorized adults on your child's profile are responsible to take a minute of their time to ensure that the child is properly signed in/out EVERY DAY.** Our system will show "DONE" as confirmation that your child was signed out properly.

We are dedicated to provide the highest standard in care for our students, which includes following all laws and regulations. Signing your child in and out is a legal requirement that authorizes us to care for your little one for that time period and, when you pick up, acknowledges the transfer of care back to you. Not signing in or out can result in citations, legal and financial penalties for our preschool and it could put our license at risk. There is no valid excuse not to sign in/out your child. **A fine of $7 will be charged for each missing signature on their child's attendance record**. Parents signing in/out siblings simultaneously on their electronic profile will incur only one $7 fine on the first time, standard fines per child, per signature will begin after that.

If you forget to sign out, you are required to return to the school as soon as possible and sign out on the alternate manual log. This log is on a clipboard on or under the counter by the kiosk. If you notice that the kiosk is asking you to sign-in at pick up time, your child wasn't properly signed-in that morning. You may sign-in and then sign-out right after, then send us a kiosk message explaining what time you dropped them off so we can correct their attendance record. Please ask for assistance if needed.

Parents have the option to set their sign in/out email notification settings to "always", "never" or "only if it's not me" who is signing my child in/out, and our electronic system will respect your settings. Therefore, our system can ONLY notify parents if their email "always" accepts notifications. * By choosing anything other than "always", you are declining "pending sign-out" notifications and you might miss out on the grace period. Alternatively, parents can request to opt out of our electronic system and sign in/out manually every time to visually keep track of all their signatures. The fine applies to both forms of signing in/out.

"Always" grace! If your profile is set to "always" you will receive a "pending sign-out" notification the day your child is not signed in/out properly. You'll then have a day of grace, without incurring a fine as long as you manually sign out the next day that the school is open, regardless if your child is scheduled to attend that day ~no exceptions.

Special Considerations for Seniors: Grandparents and great grandparents have an extra day of grace and there is no fine, as the responsibility is passed on to the parents to correct it and manually sign out the next day that their child attends.
Special Considerations for Infants: Parents caring for infants during sign-out have an extra day of grace and there is no fine as long as they manually sign out the next day that their child attends.

Note: In fairness to all families, we can't make exceptions. However, we want to love and support your family, so if you feel your situation should receive special consideration, request a **Special Circumstance Waiver** by email within 48 hours of receiving the notice. **No extensions to the grace period can be granted without a special circumstances waiver request after an electronic notice sent from us**, so please consider carefully how you'll set up your profile's email notifications. We will invoice fines once a month. It is our hope that all children may have accurate records with this one last opportunity to avoid the fine.

HAND WASHING AND DAILY HEALTH CHECK

Please daily help your child wash their hands upon entering our school. Children wash hands before and after we eat, before any cooking activity, and after using the bathroom or blowing their nose. In addition, the morning teacher will conduct a simple health check each day to ensure your child's well being. Please help us by keeping your child at home if you suspect that your child is not feeling well. While regular attendance makes school a happier and more comfortable experience for your child, as does prompt arrival, a child who is not feeling well will not enjoy his day at school.

A child with excessive runny nose, persistent cough, or if they had a fever, diarrhea or vomited in the last 24 hours should stay home to prevent the spread of disease. Please report any communicable disease to us. A note is posted alerting parents so that they can watch for symptoms in the children. And, if necessary keep them home. It is the program's legal responsibility to report any suspected incidence of child abuse and keeping health and social service records current for every child.

IMMUNIZATIONS

All children must comply with State Immunization requirements before their first day of school - no exceptions. The requirements are: Polio - 3 doses; Hep B - 3 doses; MMR - 1 dose *(on or after 1st birthday)*; DTP - 4 doses; Varicella - 1 dose; Hib - 4 doses *(or 1 on or after the 1st birthday)*. For more information visit: http://www.shotsforschool.org/laws/conditional-admission

New State Law allows a child on a catch-up schedule to ***enroll conditionally*** with a ***Temporary Medical Exemption***. This is required for attendance. A temporary or permanent medical exemption form is available on our website. A simple written statement signed by your child's physician is also acceptable as long as it states the child's name, the list and doses of immunizations that are missing, and a clear statement if the Medical Exemption is Permanent or Temporary and the date of expiration. Bring the letter to the school with their Physician's Report during you Enrollment Appointment.

INCIDENTAL MEDICAL SERVICES FOR DIFFERENT NEEDS

Our school is licensed and regulated by the California Department of Social Services, and we are allowed to provide non-medical care and supervision to our students under California Law. Under our license and the applicable regulations, we can only provide services for children we are qualified and capable of caring for. We are committed to explore all options presented to us and make an individualized assessment about whether we can meet our student's needs. To request accommodations to be considered for a child to attend our school or if your child reacts in an unusual way to commonly childhood illnesses, we require **Medical Instructions for Incidental Medical Services** for your child completed by their physician; as well as **an Incidental Medical Services evaluation appointment** within 1 week of enrolling is required, so we can determine if we are a good fit for your child's needs.

These instructions must address all medical conditions that might affect their experience while in our care. It must include what triggers the condition, what remedial steps are required to prevent it, symptoms to look for what treatments are require, what is the expected response to the recommended treatments, how to identify improvement and what to do if they don't respond as expected. Submit the assessment within a week of enrolling. An Incidental Medical Services Evaluation appointment is required.

If your little one has dietary limitations, parents must **schedule an Incidental Medical Services Evaluation appointment within a week of your application.** Dietary Accommodations Request, and Action Plan/Medical Instructions are required for the school to consider a request to avoid or replace any item on our menu or treat list. We can hold your space for a week before an evaluation, if you need more time, your child space will be released and you may re-enroll when you are ready to submit the complete medical assessment by their physician, provided we still have space.

We prefer not to administer any medications while a child is in our care. However, we do realize that sometimes it is necessary to do so for the health and welfare of your child. **State regulations now require that a *Medical Instructions for Incidental Medical Service Plan of Operation* and an *Incidental Medical Service Plan of Operation* be signed by a child's doctor and parents for all prescription medications and all over the counter medications.** The Incidental Medical Services Plan of Operations and any changes made to such Plan will be submitted to the Department of Social Services immediately. All non-refrigerated medications will be stored in a safe box out of the reach of students. All medications requiring refrigeration will be stored in a safe box in our refrigerator in the basement. Please see required forms below for any medication kept at our school:

Request an **Incidental Medical Service Plan Evaluation** appointment on our Register page *(left side Red section)*. If your child requires medication at the school on "as needed" basis, they will need **Medical Instructions for Incidental Medical Services (FDCP_MI4IMSPO)** completed and signed by your child's doctor and the **Incidental Medical Services Plan of Operations (FDCP_IMSPO)**. In case of food sensitivities or allergies that request dietary accommodations bring in the **Dietary Accommodations for Food Allergies (FDCP_DAR4FAS)** and **Sensitivities and the Incidental Medical Services Plan of Operations for Food Allergies (FDCP_IMSPO4FA)**. If your child's allergies require that we keep Antihistamine and Epinephrine at the school, bring the **Parent Consent for Administration of Medications (LIC9221)** together with the medication in the original box. The Medical Instructions must have the prescribing doctor's phone number, doctor actual signature, and/or their official office stamp. If a change in dosage occurs, a new label must be obtained. Parents are responsible for bringing new dosage and new medical instructions. Parents are required to provide a completed and signed **Parent Consent for Administration of Medications** *(LIC 9221)*.

Prescription and Over the Counter Medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. All staff will need to be trained to administer the above-mentioned medications in accordance with dosage and directions provided by the child's physician. Professional training of the school staff will be provided by the parents. Training may include but it's not limited to:

- Medication administration.
- Safety procedures *(use of gloves and washing of hands before and after medication is administered)*.
- Disposal of used, disposable administration devices and empty medication containers.
- Cleaning and sanitization of used administration devices.
- Storage requirements for refrigerated and non-refrigerated medications.
- Documentation of medication administration.

Because children's needs can vary, all staff will need to be trained to recognize your child's specific symptoms and to administer their prescribed or over the counter medications in the event of a medical emergency. This include *(but is not limited to)*: asthma

attacks & allergic reactions. If a child requires administration of the above-mentioned Incidental Medication Services, then the child's parent or authorized representative will be notified by telephone immediately following the treatment. In the case of Epi-Pen administration EMS 911 and the child's parents will be called.

In the event that we need to administer Incidental Medical Services for any medication, Epi-Pen or Inhalers; staff will record each dose administered with date, time and staff signature. An Unusual Incident Report LIC624 will be completed and submitted to the Department of Social Services. Used Epi-Pens will be returned to their original case and packaging, placed in a sealed plastic bag and returned to parents. Parent will be asked to replace it the next time the child attends school. In the event of a disaster, one of our teachers will be responsible for retrieving the medications. These medications will remain in the possession of a trained teacher in charge in an emergency situation. All forms can be downloaded from our Register page at www.fdcp.org.

DIETARY LIMITATIONS & ALLERGIES

First Discoveries Christian Preschool serves breakfast, lunch, morning and afternoon snack daily to all children enrolled. In order to serve all 30 students, our meal program cannot be altered. Our menu is set for all students and no exceptions are made. Our school is a **PEANUT AND TREE NUT FREE** facility. In order to keep children with severe peanut/tree nut allergies in our school safe, **foods that cannot be cleared as "peanut/tree nut free" (with a label) are not allowed into our facility. No exceptions.**

If your little one has any dietary limitations or food allergies, parents must **schedule an Incidental Medical Services Evaluation appointment within a week of your application.** Dietary Accommodations Request, Safety Report & Acknowledgement Form and Action Plan or Medical Instructions are required for the school to consider a request to avoid or replace any item on our menu or treat list. If 2 weeks pass after you enroll and we don't hear from you, your space will be released and you may re-enroll when you are ready to submit the complete medical assessment by their physician. Please know that this is for your child's safety.

We have 1 teacher that cooks for all 30 students and staff, so we cannot accommodate customized menus. We may offer the replacements if they are easily purchased in the stores we currently use; or parents may also bring in the replacements, provided they are in an unopened box with the product's original label so it can be cleared as a peanut/tree nut free product. During meals, we will take reasonable precautions to prevent any exposure and show them the foods that are for them, however given the size of our group and the fact that each our teachers have a group of 7-8 students we cannot accommodate separate eating areas, nor one-on-one monitoring during meals. As you are well aware of, one of the most common ways a child is exposed to allergens is by sharing food form other children. This is very hard to prevent at their age, especially in a large group setting. Also, know that since we prepare food that use many ingredients for the other students, parents accept the fact that ***all our foods may contain traces of everything listed on our menu and special treat list and that the food their child is allergic to will be served to all other students around them.***

Submit one Action Plan/Medical Instruction Form **for each allergy or sensitivity** *(food, insect, etc)*; and include what triggers the allergy, what remedial steps are required to prevent a reaction, symptoms to look for, what treatments are required in the event of a reaction, how they are expected to respond to the recommended treatments, how to identify improvement and what to do if they don't respond as expected. Emerency medication for allergies and consent forms must be submitted at your appointment.

NUTRITION

Included in your tuition are a morning snack at 10:15 a.m., a balanced lunch at 12:00 and an afternoon snack at 3:00 p.m. for all the children attending school. Children signed up for our optional breakfast must arrive no later than 8:45 a.m. so they have enough time to eat and start class in time at 9 am. Our menu is posted in our website's Parents page and at the school. Veg-

etables, fruits and whole grains are provided daily. We also provide the children with nutrition education at their level during their meals and class activities, so that they can learn to choose healthy foods by themselves. Milk (1-2%) is served with every meal and water is always available to the children. We sit with the children and eat family style. Our ultimate goal is to model healthy eating so they learn to make healthy choices for themselves as they grow. Special occasions or yearly activities allow for a ***Special Treat List:*** Popsicles, GoGurt, Pudding, Sugar Cookie, Chocolate, Flavored Frosting, Sprinkles, Cupcake, Brownie, Jello, and Food Coloring to be served by the school. *Foods that cannot be cleared as "peanut/tree nut free" are not allowed into our facility.*

HEALTH & SAFETY

Preschool is for children who feel well. The supervising teacher may exclude any child who appears ill. We expect parents to call or email the school when their child must stay home due to illness and advise us of any contagious condition. The school assumes the parents will use wisdom and discretion when their child has experienced a communicable disease. Please inform the school so we can take the necessary health actions with the school equipment and notify other families of exposure. Please know we act in the best interests of the children and families we serve, and check all children to be sure they are well each morning upon arrival at school, so please don't bring your child sick to school, even if you've lowered a fever with medicine, keep them home.

You may NOT bring your child to school when:

- The child has or had a fever of 100° or above within the last 24 hours.
- The child has not been feeling well and has a temperature of 99° or above within the last 24 hours.
- The child has had a loose bowel movement or has vomited within the last 24 hours.
- The child's eyes have a non-clear mucus discharge or pink eye. The child must be treated with Prescription drops for 24 hours or wait until the eye infection has completely cleared before returning to school.
- The child's nose has a non-clear or consistent mucus discharge. If due to allergies, we require a doctor's note confirming it is allergies before returning to school.
- The child has persistent cough or runny nose that would make it difficult to participate comfortably in school activities.
- The child has a rash.
- The child has lice/nits.
- The child has been awake for a long period of time during the night.
- The child exhibits any other symptoms of a contagious disease.

Your child must be symptom free without medication for 24 hours before returning to school - no exceptions. It is imperative we have current contact information on file, both for yourself and for individuals authorized to drop off/pick up your child. Please ensure that your emergency contact list includes at least 2 individuals who are available and within reach to contact in the case of an emergency. If the parents do not answer their phone, we will leave a message and will proceed down the list until we contact someone with authority to pick up your child. If your child had an unknown rash or other unidentifiable symptoms, they must be symptom free for 24 hours or have a doctor's clearance before returning to school. It is your responsibility to find alternate care for your child when he/she is sick.

First-aid will be administered for minor injuries. An Accident or "Ouch Report" will be completed and parents will be notified. Our standard recommendation will be that the child be seen by his or her family doctor as soon as possible. In the case of a head injury of any kind, our policy is to call the parent. In any situation that is beyond our first aid/CPR training, 911 will be called for a professional evaluation. Communicable diseases such as Chicken Pox, Measles, Scarlet Fever, etc. must pass the contagious stage given by a doctor before the child returns to school.

If the school detects the child may not be ready to return, the parent must get a re-admittance slip from the doctor. Contagious illnesses like conjunctivitis (pink eye); hand, mouth and foot disease; or any disease with a discharge, the child may return once a doctor determines that he/she is not contagious and doesn't have any open sores or discharge that may spread the disease, and the parent brings in a re-admittance slip from the doctor.

If a child happens to get lice, please do not react to it as if they were the plague. It happens in the best of schools. We have found we must have strict rules in order to get rid of lice. If we notice it in school, come and pick up your child and treat them, as well as everyone in the household. If you find lice at home, please inform the school right away and wash all clothing and bedding and vacuum the carpets as well to stop the lice from spreading. Comb out all nits *(cut some out if necessary, one hair at a time)* **All nits must be out before your child returns to school.**

For minor injuries such as scratches, scrapes, or bumps, we will treat the accident by gently washing with water and/or applying ice to the area. If necessary a band-aid will be applied. The incident will then be logged. If the child had a head injury, the parents are always called. A follow up with the doctor is recommended. If the teacher detects a physical or emotional problem, i.e. eyes look feverish, child complains of pain or classroom response seems different than usual, we will call parents to pick up their child, take their temperature and if there is one, the child will rest in the Reading Room to wait to be picked up within the hour.

Because no child is to be left in the classroom alone while the teacher(s) need to be out on the playground with the rest of the children, if a child is not physically well enough to participate in both indoor and outdoor programs, he (she) must be kept out of school until they recover. It is imperative that parents respond to phone calls immediately concerning their sick child. In addition to their own discomfort, they can expose other children or adults. If no responsible adults can be reached 911 will be called.

MEDICAL & DENTAL EMERGENCIES

Parent's authorization is necessary for us to contact the child's physician and/or dentist to proceed with any emergency medical or dental procedure. This is part of the emergency contract agreement. In the case of a dental emergency that is not life threatening, the dentist listed on the emergency card is called immediately and the parents are called immediately after. We will proceed to follow any instructions the dentist has provided until parents come to pick up the child. If we fail or experiences difficulties in contacting parents and treatment beyond our CPR/First Aid training is necessary; or in case of any life threatening emergency EMS 911 will be called immediately. Ambulance and hospital bills will be paid by the parent. **If you change your address or phone number, please inform the office of this information in writing.**

EMERGENCY DRILLS AND PROCEDURES

Fire drills are conducted once a month at different times during the day, so the children can practice what to do at any given time—regardless of what they are doing. Our teachers are trained to care for your child during emergencies. Every teacher is trained in CPR and First Aid. In addition, all staff members have been trained in health supervision, dental health, personal hygiene, fire/earthquake safety, playground safety, infectious disease, environmental safety, abuse and neglect reporting. We have fully stocked emergency backpacks in the event of an emergency. In every classroom clear disaster routes are posted by the door.

In case of a severe disaster that forces us out of our building. The teachers will help the children to get out of the building, we will gather at our "Bridge Garden" by Cottle Avenue and assess the situation from there. If we are forced to stay out of the building and we are unable to stay inside the fenced area, we will take the children next door to Bayside Community Church. The children will wait here under the safety of our staff until reunited with you or your appointed representative. Parents, please do not jam

the phone lines with calls concerning your child, it will only jam our line for emergency calls out and take away a valuable staff member that will greatly needed to help take care of your child. Please understand—pray, don't panic and do try to get here as soon as you can get through. In the event of an emergency we need to tend to the children first, and once we are in stable we will contact Emergency personnel and agencies first, and then we will contact you to inform you of the status.

BIRTHDAY POLICY

We believe that a birthday is a special day in the life of a child. It is a reminder that they are a reward and gift from the Lord for all of us who know them. It is a day to celebrate their life. Birthday celebrations will be scheduled only on your child's birthday right after lunch. The Birthday Child counts and puts candles and decorations on a Birthday Ring. We then sing "Happy Birthday" to them and they blow out the candles. They get a "Birthday Sticker" and we have a special treat that day. You do no need to attend the small celebration, but parents and family members are always welcome to join us! The children will enjoy a frozen yogurt. Though unnecessary, some parents like to bring goody bags to the children, to minimize sweets and avoid choking hazards, items must be suitable for children under 3 and without names, easily placed on a tray by the kiosk. Sorry, no balloons.

PLAYGROUND

Our play areas are open only when First Discoveries Christian Preschool staff members are supervising. Children can only play on our outside area under the supervision of a teacher. Shoes must always be worn outside at all times, so please choose shoes that work well with sand so your child will not be taking them off due to sand getting in *(as it happens with crocs)*.

Children are taught to always ask teacher before they eat any of the leaves planted at the school, since some of the herbs and vegetables the children plant are for eating, and some are just for decoration. The children are allowed to cut and play with all the flowers in the school, except for the milkweed in our Butterfly garden, which serves as nursery for the Monarch butterflies. Our tire & tree border around the Willow tree serves as a nursery for Lady bugs. Children learn to identify baby caterpillars and Lady Bug larvae and carefully play around them so that they are able to complete their cycles. It's such a sweet gift from our Lord.

Safe play is very important. Teachers conduct daily inspections of our outdoor play and sand areas. The playground equipment and the play areas are checked daily; and necessary repairs are made to assure children's safety. For safety and insurance limitations, **only enrolled students may play and only when a teacher is supervising their play**.

BEHAVIOR & LIMIT SETTING

At First Discoveries we strive to provide a safe and loving environment in which children can learn, grow and reach the full potential that God intended for them. Every child needs to feel loved, accepted and respected. In order for us to accomplish this, we must incorporate a system for teaching children discipline. We do this through love, logic, behavior management and careful observation. As teachers, our goal is to partner and reinforce the parental goal, which is to train children in the way they should go. Proverbs 29:17 says "Discipline your son (daughter), and he (she) will give you peace; he (she) will bring delight to your soul."

Our approach to discipline and conflict resolution is grounded in a respect for children, the development of self-esteem and the building of problem-solving skills. Using affirming guidance and positive direction, teachers help children understand the limits of appropriate behavior in a classroom setting. Interventions are focused on helping children understand the consequences of their behavior, reminding them of acceptable alternatives and redirection, helping children build self-control and develop autonomy.

We teach children to respect others. The children may not use hands, feet, teeth or any other part of the body for hurting others. If your child bites another, we will call you and you must take your child home for the day. We believe this sends a clear message

to the child that we are working in partnership to address the problem. We help the children learn that words are very important, and that words can also affect friends. We don't allow name calling, put-downs, or anything that would hurt someone's feelings.

We teach children to respect your environment and use care when using school materials. With the teacher's help, the children are expected to help to put away what they have played or worked with and no throwing or breaking toys with the intent of destroying property is allowed. The children will practice with the teachers every day and are never expected to do something beyond their level of ability. We clean up family style to promote cooperation and practice together how to organize the toys.

In solving interpersonal conflicts, teachers guide children in recognizing each other's needs and point of view and in coming up with acceptable, workable ideas to solve the problem. The goal is to help children develop the skills to be successful social negotiators and to rely on non-violent means of resolving their conflicts. It is important to give children an opportunity to problem-solve on their own. By jumping in too soon with the solution, adults teach children to rely more on adult authority than their own resourcefulness in solving problems. Our teachers will try to build empathy in an aggressive child by pointing out the other child's tears or hurt feelings. We will talk about forgiveness and how Jesus has forgiven all of us. We will pray with the children if they are open about the situation and help them bring closure so they can move on.

Our behavior scaffolding process shows children what is unacceptable behavior and what is acceptable behavior and teaches them much needed skills to do better. The child is always accepted and loved, but the behavior is the one that needs to change. By separating the behavior from the child, we share the love that God has for all of us, regardless of our sins. 1st John 4:10 says "This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins."

A peaceful environment is one of our core values, we will diligently teach our students the skills they need to be able to solve their problems with skills rather than with behaviors. Parents will support the school's efforts by maintaining active communication. For situations that are disruptive or disrespectful to classmates or teachers, the steps we will use are the following:

1. Communicating with the child(ren) about the incident: Problem solving guidance techniques will be applied to help two or more children solve their problem themselves. If children accept prayer, we pray with them. If not, we respect their wishes.

2. Observation when the undesired behavior occurs to understand what is causing it and try to connect with the child to help them grow. Most of the time when children misbehave there is an underlying cause, a skill that they need to learn, or a positive way to cope with a particular situation. When we address these and help them learn new social and emotional skills, the undesired behavior is replaced by a newly found self control and positive self esteem. Sometimes children act out because they themselves are angry or hurt, we hope to help those that hurt as much as those that are hurt. God loves all the children and He wants them all to know that. *(Matthew 19:14)*

3. Re-direction of the child(ren) and/or separation from the problem areas: If the steps above fail, a teacher may ask the child(ren) to play in another room or wait with Teacher Terry until they are ready to use appropriate behavior. We do not use "time out," but rather allow the children to choose to rejoin the group when they are willing to use appropriate behavior.

To the best of our ability, First Discoveries Christian Preschool is committed to identifying and guiding children and families through behavior issues on a case-by-case basis. Love and logic practices encourage the child to be fair, to respect property, and to assume personal responsibility and responsibility for others. Parents are encouraged to partner with us in helping their child understand our policies. If all efforts to correct the behavior have failed in the school, we will meet with the parents of the child and a plan-of-action will be decided upon for home and school. Because of their age, we also know that some of our students might be exhibiting certain behaviors because they simply lack the skills to handle a situation differently. So, when unacceptable behavior is repeated often, we partner with the parents in finding the "root" or cause of the behavior. Once this is exposed we

can teach the children a more appropriate response and after an established process of repetition and logical consequences the children reach a point of success in their own self control and behavior.

Our school does not offer one-on-one care, so for the safety of all, it's important that our students are able to manage their own behavior and respond to our limit setting independently. Conditions that might affect student while in school must be disclosed before enrolling to allow for proper evaluation. Omitting or minimizing any student needs that could impact their experience, health or safety will cause their enrollment to become invalid and, for their safety, the child might be withdrawn immediately. First Discoveries does not believe in or allow the use of corporal punishment of any kind at any time under any circumstances. We will not tolerate anyone verbally, mentally, emotionally or physically abusing children in our care.

Parents agree to cooperate with teachers and support the school in its efforts to help a child learn to modify any behavior that is considered by the director as aggressive, constantly disruptive or unsafe. They shall partner in a plan of action mutually agreed upon by parents and teachers for a maximum of a month. If no plan or time frame can be agreed upon, or reasonable efforts do not significantly reduce the undesirable behavior, then for the health of the program and the other children, we will assume that our school cannot meet the needs of their child. There will be a 2 weeks notice to the family to find a new facility that may be more suitable to their needs or wants and continued enrollment will be denied.

As our school's goal is to promote the physical and emotional well being of each child in our care, situations consistently endangering children will not be permitted. We reserve the right to decline continued enrollment to a child at any time for any reason not prohibited by law, if in the sole judgment of First Discoveries Christian Preschool such student's parents or guardians are uncooperative, dishonest, abusive to the staff, or who in our sole opinion will not be satisfied with the school's best efforts.

TOILETING

Part of any child's early development is learning to use the toilet. At First Discoveries Christian Preschool we are interested in working together in partnership with parents to achieve this goal. Our school is not set up for diaper changing. For that reason, any children that we enroll must have experience with using the toilet and in the late stages of learning how to go when they need to and be out of diapers at home to avoid confusion. **Help your child be more successful by dressing them in easy to take off clothes for school**: no onesies, skinny jeans or pants with buttons or overalls. Please remember to bring in an extra set of clothes in case of accidents. Any dirty clothing will be bagged and hung on their hook for you to pick-up that day. Please be sure to replace the clothes the next day. Do **not bring your child in diapers** to our school, they cannot successfully practice this way.

Children who are toilet training may attend and enroll while they are in pull ups, have consistent accidents, and are practicing wiping after a bowel movement; once they are independent in their toilet needs their tuition will be lowered. Please bring in Pull Ups *(not Easy Ups)* if your child is toilet training. We will work with the children and their families as they practice how to "listen" to their body in a smooth, natural part of their development. Our bathrooms are equipped with child size toilets. We have time set aside in our schedule to go to the bathroom before we go play outside. If you need any additional guidance with your child stage in potty training we can provide you with helpful literature.

CLOTHING

Children need to participate freely and safely in all program activities; therefore, we ask that you send your child in comfortable clothes that can be "spilled on" and that they can freely play outside in the dirt. Children should be dressed in self-help clothing they can manage with minimum help. Easy to remove pants please! Children need your help to be successful with toileting. If your little girl wears a dress, she will be more comfortable wearing something more than thin underwear (shorts are fine). In

winter, children should always have a sweater or jacket at school. Closed toe shoes please! Since the children ride tricycles, sandals, although they are cute, are not suitable for children at preschool. Toes can get scraped and bruised.

Please put your child's name on all clothing and school items in permanent ink, very clearly. The school is not responsible for items that are left on the school premises. If we find a jacket without a name it will be placed on the Lost & Found basket, available to you daily. Unclaimed clothes left in our lost and found will be donated. Bring at least 1 change of clothing. Extra clothes must be kept at school in case of accidents. Include underwear, pants, tops and socks folded in a zip-lock bag with the child's name on it *(name should also be on garments)*.

If your child gets wet or has an accident, the soiled or wet clothes will go home in a bag, which will be hanging on their hook. Return clean clothing the next day *(in a new labeled zip-lock bag)* for the next emergency use. Keep track of seasons and replace your child's emergency clothing as the weather changes.

NAP TIME

Children attending full time, must participate in nap or quiet rest time between 1-3 pm. Children will nap in our large rooms, with the shades down as to minimize the light, and with soft music. Teachers will sit with the children during nap. **Your child will be provided a mat, sheet and blanket, so no need to bring anything else**. If your child is used to napping with a small soft toy or small pillow, please give it to teacher on Monday so she can put it away. If your child uses a pacifier for nap, please disclose this at time of enrollment to discuss options and bring it to their first day to help in their transition.

If your child doesn't nap, please let us know, so we can explain their options. All children must have quiet time in the nap room as teachers must stay with the group. Please communicate your child's nap needs, so we can help them. Our teachers make reasonable efforts to help students, but when children are not able or willing to **quietly** rest, the school may determine that continuing in full day is not a good fit. If you need to pick up your child early, please do so before or after nap to not disrupt their rest. Since children need quiet rest time at this age, we will not prevent or keep a student awake or wake them up before the nap time ends.

SHARING TIME (aka SHOW AND TELL)

Leave all personal items at home. We spend many hours preparing our classrooms to foster independence and sharing and want your child to reap the benefits of our school setting during hours of attendance. Toys are not allowed in school unless they are for "Sharing". A small stuffed animal may also be brought for nap time, which must remain at the school with their mat for the week. Please do not leave toys in their folder. Exceptions are made for pacifiers for nap time only as they transition to sleep without it.

"Sharing" or Show and tell" activities are fun, but also they provide an opportunity to develop expressive language as children learn to create and construct language. As children share items or ideas, they extend their language and their vocabulary increases. These skills are the foundation for effective communication both orally and in writing. Sharing also enhances the self esteem and self confidence of the speaker, as they share something of themselves with one another, they gain confidence in becoming the focus of the group's attention and interest. "Sharing" is on Thursdays and Fridays.

Label everything they bring to the school. We cannot be responsible for lost toys or items. Toys are okay to bring for sharing as long as they don't fall into the following categories: No: toy guns, swords or toys that are against Christian ethics or are of a violent nature like Superheroes that fight, i.e. Bart Simpson, Ninja Turtles, Pokemon, Power Rangers, Star Wars, Transformers, Power Puff Girls, Batman, Spiderman, etc. It's sad for us and the children when they bring something that is not allowed and we have to tell them they can't share it, but it is necessary in order to help us keep a peaceful atmosphere in the classroom. So

guide them as they choose and, when you arrive, walk them into the big room to help them place it on the shelf. Only items in the sharing shelf will be shared, so don't leave them in a backpack or folder.

SUNSCREEN

You may apply sunscreen to your child before coming to school each day. If you would like us to apply sunscreen to your children, please complete and sign the Parent Consent For Administration Of Medications form [LIC 9221]. Because of possible skin allergies we will only use one kind of sunscreen: **Tom's Baby Sunscreen**. The teachers sometimes need to apply it to several children and we cannot have a variety of brands that may affect some children in a negative way. The only brand we can apply is **Tom's Baby Sunscreen Lotion**. We assume this brand is safe for your child when you bring it to our school with the Consent form, but if you are unsure, we suggest you try it in advance at home or ask their doctor for advice. Each child will still use their own bottle, but the ingredient list will stay constant. If you are interested in this, please bring a small bottle labeled with your child's name and the signed Consent form available on our Register page.

CAR SEATS, STROLLERS & BAGS

All our students are expected to always ride in an age appropriate car seat. We reserve the right to cancel enrollment if a parent fails to use a car seat when transporting his or her child. California state law requires kids to stay in a booster or car seat until they are 8 years old or 4 feet 9 inches tall. If you are struggling with only one car seat, let us know so we can look for a donation.

We have limited space on our entry way or sidewalks inside our fence, and we need every inch for the children, especially when we come in from outside we have 30 little ones walking through, hanging jackets, washing hands. So **please car seats, strollers, back-packs or overnight bags are NOT storable at our school, as we cannot take responsibility for it.** Our staff cannot separate from the group to put away and take out car seats or move strollers for parents. Your little ones need all of us to focus on them at all times. Hooks are designed for your child's **jackets only**. Back packs and bags obstruct other students from their jackets, please help them succeed by exchanging any belongings outside of our school. Please contact us if you have an emergency, we might be able to help for that.

DRIVEWAY AND PARKING LOT USE

Emergency vehicles must always be able to gain access to our school. Please never stop or park along the driveways on the left or right side of the school. Please park only in parking spaces in the parking lot directly behind our school. Enter the school through the back gate and back door and sign your child in and out every day. To ensure the safety of all children and adults as pedestrians and passengers please drive slowly in the driveway. When walking with your child from the parking lot always hold their hand and do not allow them to run to the school or to the car. Cars backing up cannot see a small child behind them, but they can see you holding their hand. Under NO circumstances leave a baby or sleeping child in the car alone while you come in to pick up your preschooler.

HOMEWORK

Children 4.5-6 years old may enroll in our PreKinder program. Integrated into the program are homework books. This is to help them get a routine started before they enter Kindergarten. We hope you work with your child every time for a small amount of time every day. Spend between 10-15 min. a day on homework and no more. The books we use are fun for children, and we have found that many children want to do more. However, the purpose of the homework is to get the children used to spending a little time at home with you, so that when they enter Kindergarten they have an easier transition. The cost is $65/year.

So, let you child know ahead of time that he(she) will be doing no more than 2 pages a day. This will help them have a goal in mind as they work. The exercises are not meant to be hard or frustrating. If the homework seems too hard for your child or he(she) gets frustrated—STOP, and let the teacher know so that the homework can be adjusted to your child's level. Every child works at their own pace, so do not rush your child, and take as long as necessary to complete the assigned pages. Please keep us informed on how they are doing. There is an additional fee for those interested in participating in that program.

WHAT YOU CAN DO AT HOME

It's helpful to start establishing rituals now. Set aside a short time, ten to fifteen minutes a day, to talk to your child about their day. When you pick them up or during dinner when the whole family is together so everyone can join in the fun. This interest shows the children that what they do is important to you and it encourages them. We have found that children enjoy talking about their day, so ask them questions like "What was your favorite thing today?" or "Did you do something new today?" It's also important that you read at least 15 minutes a day to your child every day. We suggest reading to them before bed because children can benefit from the downtime before sleeping, but any time is perfect, as long as it works for your family. Celebrate your child's accomplishments-even the small ones.

FIELD TRIPS

So far, the only scheduled field trip we have is for the Graduation Rehearsal. That field trip and any other will ALWAYS have a separate permission slip that parents will be required to sign if their child is to participate. Children with no permission slip for a particular field trip will remain at the school. Field trips are an activity that demand more supervisory personnel that we have, so parents will be asked to come as Chaperones. For safety, adult Chaperones may NOT bring siblings during a Field Trip they are supervising. We adhere to specific adult-to-child ratios to ensure a safe, fun experience for all: one adult to no more than four children, although our goal is 2 children for every adult. It is important that adult chaperones help supervise and monitor the behavior of the children they are assigned throughout the event. Field trips will be scheduled only during school hours. The Director and Teachers will take every effort so that our field trip is well supervised and safe.

PHOTOS

From time to time we may take photos and video of the children during school activities for inclusion in our school ads or literature, web site, brochures and our year end keepsake DVD's. Please inform the office in writing if you do not want your child to be a part of these. One of the parent's email will be granted access by making them a member of our Shutterfly Class Site, that parent can then add the other parent's email. This email list is also used to send out reminders of school events and important dates. You may also view and purchase these photos from our Shutterfly photo gallery found through our web site's Parent Page.

ATTENDANCE

Tuition at First Discoveries is computed on an Annual basis. All scheduled holidays, in-service days and breaks have already been factored in and deducted from the annual tuition amount. Our calendar of the year is available in advance, parents choose the days that work best for their family, however if days that carry more holidays are selected, no additional discounts can be given. Your enrollment is based on the program you registered in, not in attendance. Any portion of a month used is considered a full month. Yearly contract includes from the first to the last day of school based on our calendar. ***No refunds, discounts or make ups are given for days not attended, but you may add days if we have space and give us prior notice.***

Attendance is taken at major transitions such as going outside and coming back in; during and after emergency evacuations or drills; and before and at the end of field trips. If you pick up your child early, please make sure that you make eye contact with the

teacher so that they are aware of it, as well as Sing-In/Out on our kiosk. **See sign in/out policy.** If you are contracting with 4Cs, you must follow their requirements, as well as the school's. Contracted time must begin no later than 9:00 am, so as to not interrupt the flow of the classroom. If you know you will be late, **please wait until 9:30, so circle time is not interrupted** for the class.

CLASS ROSTER AND SCHOOL LITERATURE

Each school year parents ask for a School Directory of classmates to arrange play dates, birthdays and other special social events. You can find the class roster in our Shutterfly class site. Call us or e-mail us if you wish NOT to be included. We also occasionally include photos of our students working and playing in our school environment in brochures, web site, newsletters, and advertisements. We'd be happy to send you the picture your child is in! All other pictures may be ordered on our class site in Shutterfly. Please also let us know in writing if you DO NOT want your child pictured in First Discoveries Christian Preschool literature, Facebook page or web site. The directory may be found on our web site's Parent Page. Ask the director for access information.

FAMILY CONNECTIONS

We welcome your questions, suggestions and any concerns you may have. We hope to build a good relationship with you, so that together, we can care for your children as best we can—in all areas of their lives! We have a library of books on parenting and prayer that parents may check out of our library and bring them back when you are finished reading them. We care about you and want to help, please submit any issues or requests in a kind email explaining your special circumstances so we can evaluate.

STAFF

First Discoveries Christian Preschool's teachers are both warm and supportive, while allowing each child to become independent and confident to make their own choices. As a Christian School, we pray daily that the Lord will show us and guide us as we nurture our students. Our teachers help foster child interaction, individuality, independence, discovery, and exploration of ideas. Each teacher is fully qualified by the state, certified in Pediatric CPR and First Aid, and trained in Health and Safety for Children. You may find teacher names and profiles on ***"Get to know our loving teachers"*** on the Parents page in our website: www.fdcp.org.

PARENT/TEACHER RELATIONS

We believe that families are of primary importance in children's development. Because the family and our teacher team have a common interest in your child's well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and our program to enhance your child's development. We strive to:

- Develop relationships of mutual trust and create partnerships with the families we serve.
- We welcome family members and encourage them to participate in the program as "helpers" and during special class activities and celebrations. Please ask the Director about volunteer options and requirements.
- Listen to families, acknowledge, and learn from families as we support them in their task of nurturing children.
- Respect each family and make an effort to learn about its structure, culture, language, customs, and beliefs.
- Acknowledge families' child rearing values and their right to make decisions for their children.
- Share information about each child's education and development with families and help them understand and appreciate their children's early childhood years based on child development knowledge and research.
- Help family members enhance their understanding of their children and support their continuing growth as parents.
- Provide families with opportunities to interact with program staff, other families, community resources, and professional services in order to build support networks.

- Inform families of and, when appropriate, involve them in policy decisions.
- Always inform families of and involve them in significant decisions that affect their child.

Parents, if there is a situation that is happening at school that concerns you, please do not talk with another parent concerning the issue, but send a kind email request to consider your special circumstances so we can address the issue with you. *(I Timothy 5:13)* We desire to serve you the very best we can, with the help of Jesus. Thank you for your support, understanding and cooperation. You are greatly appreciated.

Talk with the teacher directly and tell them the problem in a serene manner; we always desire to improve. And together we can come up with a solution. We all make mistakes in life, and we try to troubleshoot, but even so, periodically things slip through that could have possible been prevented. Other things happen due to children just being children. We appreciate you letting us know the problem. We want to get on to the solution as soon as possible. At the same time, if you are happy with your child's progress or simply appreciate your child's teacher—let them know. Knowing what is working well with the children helps them plan new activities. They work hard to help your children be the best that they can be, and it always brightens their day to know that their work is appreciated.

Teachers are unable to speak with parents while on duty. This includes playground supervision and teaching time. Remember that their first priority is the safety of the children, and they can't take their attention away from them. Teachers do find that a note from home, an email is the most efficient means of communicating that you would like to have a conversation, your child's teacher will call at a later time. You can also set up an appointment on our website. If there is an urgent matter concerning your child that you need to discuss with us, or need to inform us of an authorization email for a person picking up, call us right away.

STAYING INFORMED

One of the parent's email will be granted access by making them a member of our Shutterfly Class Site, that parent can then add the other parent's email. This email list is also used to send out reminders of school events and important dates. You can also find the school roster and contacts for all students here. We use this email method often, so please give us an email you check often so you don't miss out on any important announcement. Our Calendar will help you plan ahead for any school events or breaks. There are announcements on a banner at the bottom of the sign in/out kiosk, so please read them as they change often; and take a moment to look around to keep yourself informed. We post notices and reminders on the outside and inside of our door. The school is not responsible for reminding parents of events or deadlines. Please pick up your child's artwork from their folder.

ABUSE AND NEGLECT POLICY

It is our program's policy to report suspected child abuse or neglect. All teachers are required to report all suspected incidents of child abuse, neglect or both by family members, staff, volunteers or others to the appropriate local agencies. Teachers who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation or other disciplinary action unless it is proven that the report is malicious.

OPEN DOOR POLICY

At First Discoveries Christian Preschool we have an open door policy. We welcome all parents at all times. We can plan our activities to allow for your participation if you call ahead and let us schedule your visit, but if you are interested in just dropping by to see your child's class in action please do not hesitate. If you do choose to visit us without prior arrangement, please remember that the teachers must keep all their attention on the children at all times, and cannot sit and talk to you unless your visit is

previously arranged. We will make every effort to incorporate your visit into our planned day of activities, but sometimes it might not be possible and we will ask you only to quietly observe. If you would like to volunteer, Discovery time at 10:30 is the best time.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Our school is licensed and regulated by the California Department of Social Services, and we are allowed to provide non-medical care and supervision to our students under California Law. Under our license and the applicable regulations we can only provide services for children we are qualified and capable of caring for.

By law, the California Department of Social Services has the authority to interview children or staff and to inspect and audit child care records without prior consent. The licensed shall make provisions for private interviews with any child(ren) or staff member and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect or inappropriate placement. Notice of a visit form the Licensing department of Social Services will be posted on the inside of our door for 30 days.

ADMINISTRATION & STAFF

We encourage parents to take a minute once in a while and get to know your children's teachers. The founders of First Discoveries Christian Preschool are Terry Beckett, Educational Director; and her mother Rose Gemmell, Administrative Director. Teacher Terry's cell phone is available on our Shutterfly Class Site, you may call or set a phone appointment on our Parents page online. **Please communicate with us via phone or email.** **We ONLY use text for emergencies.**

We are blessed with an amazing staff, who genuinely cares for young children and love to give the best of themselves to your little ones. Teacher Cristina Covarrubias is our Acting Director in their absence and leads the PreKindergarten Program working closely with Teacher Genesis. Teacher Araceli is our Montessori lead teacher and works with both Teacher Teresita and Teacher Maria with our youngest group during jobs. Teacher Maria is our cook and also works together with Teacher Araceli at leading our Spanish Immersion program. Our entire staff work as team with all our students, as well as, to improve curriculum, prepare a nurturing and stimulating environment, and continually assess your child's success.

SCHOOL CONTACT INFORMATION



First Discoveries Christian Preschool
2177 Cottle Avenue, San Jose, CA 95125
Ph: 408 625 3773 | Fx: 408 625 3774
Main Website: www.fdcp.org
Class Website: 1stdiscoveries.shutterfly.com
Email: learning@firstdiscoveries.org

SCHOOL LICENSE INFORMATION

First Discoveries Christian Preschool is licensed in by the California State Licensing Department of Social Services.
License #: 434408891

TAX-ID INFORMATION

Tax ID #: 26-0298478 | Request a statement by email, and please allow a week to process your request.

LAST THOUGHTS

We, here at First Discoveries Christian Preschool, treasure the opportunity to serve you and your children. Your child is only young once, and their early years are so critical. We value the privilege to share with you in helping to guide your child these very impressionable years of your child's life. Children are the most sensitive to learning between birth and 5 years of age than any other period of their life.

Dr. Montessori says, *"A child may not learn all they are exposed to, but granted they cannot learn what they have not been exposed to."* We all learn best by experience, which is why we have a great deal of areas for the children to explore and discover. Through fun activities and exciting discoveries, the children also develop a love for learning; which gives such a tremendous boost during the most critical years of a child's life.

We are committed to give your child the very best early education experience available. You will find that First Discoveries' individualized approach to learning will bring opportunities for success every day. So daily we strive to provide your little ones with:

1. **Qualified personnel**—Staff that genuinely cares about your child, and realizes that young children enjoy learning, and can learn much more than most adults give them credit for, when exposed to it in a repetitious, hands-on manner (Level of materials presented, depends on age and growth of the child). Each child feels successful. A loving staff, yet firm in discipline. (Children deserve love and discipline. It is unfair to any child to not receive both of these in balance)

2. **A well rounded curriculum**—A great amount of equipment, learning areas and materials for children to gain wonderful, basic skills giving them a very good, solid educational foundation, yet having fun as they learn. The program involves creative free play, fine and gross motor skills development, dramatic play, emergent play and structured Montessori work time which includes practical life, sensorial, pre-math, math, reading readiness, reading, language, geography, zoology, science experiments, and art (all based on age and ability).

3. **Genuine desire to bless your child's life**—with nutritional meals, reading buddies, music classes and so much more!

4. **Christian ethics, truths, prayer and moral values, all Biblically based**—Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old, he will not depart from it." We care about children's academic and physical development as much as we care about their character development, healthy moral values give a child a feeling of success and stability in his (her) life, as well as, help them make good choices and have healthy relationships as they grow.

We have a great desire to serve you and your children with the help of our Lord. And if you choose to enroll your children here, we'll be honored to share these growing years with your family.

In His Love,



Rose Gemmell & Terry Beckett

Founders,
First Discoveries Christian Preschool

PARENT RESOURCES

First Discoveries Christian Preschool will collaborate with service agencies, organizations and the business community to expand resources to meet some of the needs of today's parents. We are always looking for ways to increase support to families and streamline access to community services. The school will contract with several community service providers. As a result, families can choose the providers, services and resources they feel will best meet the concerns and priorities they have identified for their child.

Community resources are identified to offer enriching learning experiences and create opportunities for parents to connect with each other. The following list is meant as a guide for parents in search of resources. We are dedicated to support and strengthen the family unit, If you are in need of further assistance please don't hesitate to ask the directors Terry or Rose.

~ Tips for **Separation Anxiety** are listed on our Topics section in our Shutterfly Class Site and "Parents" page at www.fdcp.org

~ Tips for **Emotional Regulation** we have found helpful: "The Kids' Guide to Staying Awesome and In Control: Simple Stuff to Help Children Regulate their Emotions and Senses" // *by Brukner, Lauren* & "How to Be a Superhero Called Self-Control!: Super Powers to Help Younger Children to Regulate their Emotions and Senses" // also *by Brukner, Lauren*

~ **Love & Logic:** Positive Parenting Solutions — https://www.loveandlogic.com/parents

~ **Commonsense Media** - on the web or an app they rate apps, movies, games and more giving you more information about them.

~ Lighthouse Optometric Vision Performance Center, **Dr. Bradford G. Murray**, O.D., Director: www.drbradfordmurray.com
1556 1/2 Meridian Avenue, San Jose, CA 95125 — (408) 445-2105

~ http://www.dummies.com/relationships/raising-children/potty-training-for-dummies-cheat-sheet/
The best resource we have found for **toilet training questions or issues**. We highly recommend the full version of this book.

~ https://www.first5kids.org/resources-and-tools/parent-resources
Many resources and ideas for the **first 5 years of your child's life** to help support you in your role as your child's first teacher.

~ The Children's Health Council: www.chconline.org
650 Clark Way, Palo Alto, Ca. 94304 — (650) 326-5530; Español (650) 688-3650

~ Parent Information and Resource Center at Lucille Packard Children's Hospital: (650) 497-8102
Parent Care Topics: www.lpch.org/healthLibrary/ParentCareTopics/index.html

~ Parents Action For Children: www.iamyourchild.org
Information about early childhood development and resources for parents and caregivers, including the first years of a child's life, brain research, parent questions, lists of books and other resources, and advice from experts.

~ Focus on the Family: www.family.org/parenting
Wisdom for raising children in today's culture.

~ Meals Matter: www.mealsmatter.org
An online meal planning aid and nutrition information for parents, with recipes and customized plans.

~ Speech Concerns: https://childdevelopmentinfo.com/development/speech-language-goals-in-preschool
As teachers, we cannot diagnose your child, but here is an online resource for preschool speech and language goals.

INDEX

WELCOME TO FIRST DISCOVERIES CHRISTIAN PRESCHOOL . . . 2
OUR MISSION . . . 2
OUR GOALS . . . 2
CODE OF ETHICAL CONDUCT . . . 2
STATEMENT OF FAITH . . . 3
ANTI-BIAS STATEMENT . . . 3
OUR PHILOSOPHY . . . 3
PRAYER . . . 4
CURRICULUM . . . 4
MULTICULTURAL ENVIRONMENT . . . 6
SCHOOL'S DAILY SCHEDULE . . . 6
SCHOOL EVENTS . . . 7
PROGRAMS OFFERED . . . 7
JUL-DEC 18 CALENDAR . . . 8
JUL-DEC 19 CALENDAR . . . 9
CALENDAR . . . 10
MONTHLY TUITION AND FEES . . . 10
REFUND & EARLY WITHDRAWAL POLICY . . . 13
PRIORITY ENROLLMENT & EARLY WITHDRAWAL FEES . . . 14
EARLY DROP-OFF & LATE PICK-UP FEES . . . 14
SIGN-IN/OUT PROCEDURES . . . 15
MISSED SIGNATURES AT SIGN IN/OUT . . . 16
HAND WASHING AND DAILY HEALTH CHECK . . . 17
IMMUNIZATIONS . . . 17
INCIDENTAL MEDICAL SERVICES . . . 17
DIETARY LIMITATIONS & ALLERGIES . . . 19
NUTRITION . . . 19
HEALTH & SAFETY . . . 20
MEDICAL & DENTAL EMERGENCIES . . . 21
EMERGENCY DRILLS AND PROCEDURES . . . 21
BIRTHDAY POLICY . . . 22
PLAYGROUND . . . 22
BEHAVIOR & LIMIT SETTING . . . 22
TOILETING . . . 24
NAP TIME . . . 24
CLOTHING . . . 25
SHARING TIME OR SHOW AND TELL . . . 25
SUNSCREEN . . . 26
CAR SEATS & BAGS . . . 26
DRIVEWAY AND PARKING LOT USE . . . 26
HOMEWORK . . . 26
WHAT YOU CAN DO AT HOME . . . 27
FIELD TRIPS . . . 27
PHOTOS . . . 27
ATTENDANCE . . . 27
CLASS ROSTER AND SCHOOL LITERATURE . . . 28
FAMILY CONNECTIONS . . . 28
STAFF . . . 28
PARENT/TEACHER RELATIONS . . . 28
STAYING INFORMED . . . 29
ABUSE AND NEGLECT POLICY . . . 29
OPEN DOOR POLICY . . . 29
DEPARTMENT OF SOCIAL SERVICES . . . 30
ADMINISTRATION & STAFF . . . 30
SCHOOL CONTACT INFORMATION . . . 30
SCHOOL LICENSE INFORMATION . . . 30
SCHOOL TAX-ID INFORMATION . . . 30
LAST THOUGHTS . . . 31
PARENT RESOURCES . . . 32
INDEX . . . 33