



**First Discoveries  
Christian Preschool**

*Developing attitudes for success!<sup>SM</sup>*



*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***

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# **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.

## 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.

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.

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.

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 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, they feel confident to move up to short phrases and 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 play-ground 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	Explore and Discover: Indoor Activities + Emergent Curriculum
11:00 - 11:45	Explore and Discover: Outdoor Activities + 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	Spanish Immersion: 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.

- Picture Day in Fall & 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.

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. Families will be notified with an invitation when it's appropriate to attend. 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 in any of our programs 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 need to be observed for readiness before allowed to start. If you are unsure about your child's readiness for our program, please ask for Teacher Terry so a readiness observation can be scheduled.

Our program 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 will be done in a "first come - first serve" basis.

Breakfast is served 8:30 - 8:45 a.m. Children signed up for our optional breakfast must arrive no later than 8:45 a.m. in order for them 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 3:00 p.m. to all children including Kindergartners who start their day with us for our Spanish Immersion Program.

# First Discoveries Christian Preschool

• 2017 •

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
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22	23	24	25	26	27	28
29	30	31				

## February

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12	13	14	15	16	17	18
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26	27	28				

## March

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## April

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## May

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28	29	30	31			

## June

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## January

- 
- 2 No School - New Year's Break
  - 3 Back to School
  - 16 School Closed - Martin Luther King's Day!
  - 30 to 31 Priority Enrollment - **75% Off Registration**

## February

- 
- 1 to 3 Priority Enrollment - **75% Off Registration**
  - 6 to 10 Priority Enrollment - **50% Off Registration**
  - 13 to 17 Priority Enrollment - **25% Off Registration**
  - 14 Valentine's Day - Children may share valentines. Optional.
  - 20 to 24 No School - Winter Break - Child care available when 5 children enroll.

## March

- 
- 1 Open Enrollment for all families. All spaces released.

## April

- 
- 14 School Closed - Good Friday
  - 17 to 21 No School - Easter Break - Child care available when 5 children enroll.

## May

- 
- 5 Picture Day - Students arrive promptly by 9 for class & individual photos. Sibling pictures available upon request. Purchase online after viewing. Graduates take their Cap & Gown picture today if they've pre-ordered it.
  - 12 Mother's Day Tea - All children and Mommies are invited 10-11 am
  - 29 School Closed - Memorial Day

## June


- 
- 9 Waffles with Daddy - All children and Daddies are invited 9-10 am today.
  - 12 Rehearsal with graduates at Bayside Christian Church 9:30-10:45
  - 13 Minimum Day - Last Day of School
  - 14 No School - PreKindergarten Graduation - **CONGRATULATIONS!**
  - 15 & 16 School Closed - Teacher in Service
  - 19 to 23 Gardening Week!!
  - 26 to 30 Friendly Bugs Week!


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





# First Discoveries Christian Preschool

• 2017 •

 School Closed

 Child Care Only (min. 5 children)

 School Event

 Minimum Day (1pm)

## July

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## August

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## September

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## October

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29	30	31				

## November

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## December

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## July

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4 School Closed - Independence Day!  
 3 to 7 Summer Camp: Farm Animals!  
 10 to 14 Summer Camp: Creative Art Week!  
 17 to 21 Summer All About Sports Week!  
 24 to 28 Summer Water Week!

## August

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7/31 to 4 Summer Camp: Jr. Chefs Week!  
 7 to 11 Summer Camp: Crazy Science Week!  
 11th Minimum Day the last day of Summer Program  
 14 to 18 School Closed - Scheduled Maintenance  
 21 Back to School!

## September

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4 School Closed - Labor Day!  
 5 to 8 **Spirit Week!**  
 Tuesday is Pajama Day. Wednesday is Crazy Hair/Hat day.  
 Thursday is Everybody's Birthday Day. Friday is Costume Day!  
 29 Minimum Day - Teacher In Service

## October

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2 to 6 Parent/Teacher Conferences  
 27 Harvest Festival - All families invited 9:45-11 am

## November

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10 School Closed - Veteran's Day  
 22 Minimum Day  
 23 to 24 School Closed - Thanksgiving Holiday

## December

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22 Minimum Day - Merry Christmas!  
 25 to 29 School Closed - Christmas Break

*Minimum days incur after hours late fee rate after 1pm. Please make arrangements for your children on the days we are closed.*

# First Discoveries Christian Preschool

• 2018 •

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

## January

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## February

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## March

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18	19	20	21	22	23	24
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## April

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22	23	24	25	26	27	28
29	30					

## May

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## January

- 
- 1 to 5 No School - New Year's Break
  - 8 No School - Teacher In Service
  - 9 Back to School
  - 15 School Closed - Martin Luther King's Day!
  - 29 to 31 Priority Enrollment - **75% Off Registration**

## February

- 
- 1 & 2 Priority Enrollment - **75% Off Registration**
  - 5 to 9 Priority Enrollment - **50% Off Registration**
  - 12 to 16 Priority Enrollment - **25% Off Registration**
  - 14 Valentine's Day - Children may share valentines. Optional.
  - 19 to 23 No School - Winter Break - Child care available if at least 5 enroll.

## March

- 
- 1 Open Enrollment for all families. All spaces released.
  - 30 School Closed - Good Friday

## April

- 
- 2 to 6 No School - Easter Break - Child care available if at least 5 enroll.

## May

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

## June

- 
- 8 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
  - 12 Minimum Day - Last Day of School
  - 13 No School - PreKindergarten Graduation - **CONGRATULATIONS!**
  - 14 & 15 School Closed - Teacher in Service
  - 18 to 22 Gardening Week!!
  - 25 to 30 Friendly Bugs Week!

*Calendar is subject to change. Any changes will be confirmed via email. No changes will 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.

### 2017-18 MONTHLY TUITION AND FEES *(effective June 19<sup>th</sup> 2017-June 12<sup>th</sup> 2018)*

Tuition at First Discoveries is computed on an Annual basis. All scheduled holidays, in-service days and vacations have already been factored in and deducted from the annual tuition amount. If an Annual Payment is not the best option for your family, you may choose our Monthly Payment Plan through FACTS Management, Co., which divides the annual payment into the months that your child will attend (*4 weeks minimum*). Fees are shown here as monthly for your convenience.

All students must 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 at First Discoveries Christian Preschool.

<b>3-6 Year Old Children</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
• FULL DAY DISCOVERY PROGRAM . . . . . 9:00 a.m. to 6:00 p.m.	\$ 1,196.00	\$ 741.00	\$ 519.00
• MORNING DISCOVERY PROGRAM . . . . . 9:00 a.m. to 1:00 p.m.	\$ 837.00	\$ 533.00	\$ 407.00
• SPANISH IMMERSION PROGRAM . . . . . 3:00 p.m. to 6:00 p.m.	\$ 596.00	\$ 382.00	\$ 281.00
<b>2-Under 3 Year Old &amp; Children Requiring Toilet Learning Assistance</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
• FULL DAY DISCOVERY DAY PROGRAM . . . . . 9:00 a.m. to 6:00 p.m.	\$ 1,249.00	\$ 770.00	\$ 537.00
• MORNING DISCOVERY DAY PROGRAM . . . . . 9:00 a.m. to 1:00 p.m.	\$ 891.00	\$ 567.00	\$ 432.00
• SPANISH IMMERSION PROGRAM . . . . . 3:00 p.m. to 6:00 p.m.	\$ 644.00	\$ 416.00	\$ 300.00

- ~ **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.
- ~ **Registration Fees:** are \$125.00 for Summer Camps, \$250.00 for the School Year, and \$350.00 if you enroll for both Summer Camps and the School Year, this is a yearly fee. Sibling discount does NOT apply.
- ~ **Sibling discount:** 10% off the second child and 14% off the third child from monthly tuition.
- ~ 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 \$65/month for 2 days; \$85/month for 3 days; and \$135/month for 5 days. Children may arrive at 8:30 to eat breakfast without additional Extended Care fees. Sibling discount does NOT apply.
- ~ **Last Month Deposit:** Your annual tuition is due at enrollment, however if you choose our monthly plan, your annual tuition will be divided into the months you plan to attend. The last payment is your deposit and is collected at enrollment. If your child is withdrawn before contracted time ends, deposit will NOT be refunded. If a student needs to be moved from one program to another within the same school year, the deposit difference is due at time of the change to reflect the new program. The deposit will **NOT** be refunded for a lower tuition program. Changes are contingent upon space availability.
- ~ Parents will be given a 30-day notice if any fee increase is instituted.
- ~ **Extended Care Times:** start when signed in/out before or after the start of the program your child is enrolled in.

- ~ **Extended Care Fees\***: 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\***: Depending on the schedule you need, the cost is \$92 for an Extended Day (7:30-6). \$87 for a Full Day with Breakfast (8:30-6). \$82 for a Full Day (9-6). \$62 for a Basic Day with Breakfast (8:30-1). \$57 for a Basic Day (9-1). \$37 for Spanish Immersion (3-6). Because it's impossible to predict how many children will be using this option, we ask that when 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.
- \*Extended Care & Additional Day fees are authorized by parents via electronic signature at sign in/out station & are collected automatically via FACTS.*
- ~ **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. You must sign on our paper log the next day for the day you missed. See detailed grace periods and special considerations on page 16.
  - ~ **Weekly Enrollment in Summer Camp**: Please enroll at least a week in advance so we can schedule the staff necessary to ensure a happy and relaxed atmosphere for the children. Snacks and lunch is provided daily. If you are interested in weekly enrollment, our summer registration fee will be \$20 per week or \$125 for all 8 weeks. The weekly tuition will be \$405 per week for a full day (9-6) / \$282 per week for a half day (9-1). If you need earlier start times, just let us know so we can accommodate your early mornings with Extended Care.
  - ~ **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 \$50 (between 8-1) and full day for \$77 (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 8am and close at 6pm for Child Care. There is no food service during these days, so your child must have breakfast at home and bring their own snacks and lunch. **No Peanut or Tree Nut products.**
  - ~ **Refund Policy**: **DEPOSIT IS NOT REFUNDABLE and is ONLY APPLICABLE to the LAST MONTH CONTRACTED, provided written notice is submitted to us at least 2 weeks before the 1st day of the last month in which your new last day is, ie. if last day is May 12th, instead of June 12th, notice is due April 15th.** Any portion of a month used is considered a full month. To maintain accuracy **VERBAL NOTICES ARE INSUFFICIENT.** Annual tuition and payment plans are set to cover 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. For children under 2.5 a "Not Ready" Refund is available. See page 14th for more details and options if your notice is late.
  - ~ **Vacation Credit**: Each child is entitled to a week vacation after being enrolled for six months. Vacation credit is not cumulative and starts over each school year after graduation, days must be taken in the same week, and requested by email 2 weeks before it starts. If the vacation is longer than 1 week, you have the option of withdrawing the child and re-enrolling if there space available or pay tuition to save your space. In the event of a long illness, parents may request vacation credit.
  - ~ If you should chose to withdraw a child for an extended vacation or other reason, **follow refund/early withdraw policy.** We cannot guarantee a spot will be available should you choose to return. If you decide to return, (and there is a spot available),

- you will be required to pay the enrollment fee again, or you can continue to pay the full tuition for the time you are out to guarantee your spot upon your return.
- ~ Tuition fees are based on the child's enrollment contract in the program, not on their attendance. No discounts or make up days or 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. Parents must have sufficient funds for all Extended Care and Additional Day fees.
  - ~ 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.
  - ~ 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 in the form of 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 be permitted to attend school until your account is reconciled to date.
  - ~ A courtesy notice of the second attempt may be sent out by FACTS, however, your account is due and payable whether or not you receive a notice. Future payments will continue to pull and be payable on their original regularly scheduled dates.
  - ~ **Returned Check Fee is \$50** for every check that is returned to our bank. After 2 returned checks, only cash-based 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 a e-mail to our e-mail "learning@firstdiscoveries.org" indicating the dates you need the statement. For your convenience, our Tax ID is at the end of this handbook.

## REFUND & EARLY WITHDRAWAL POLICY

**Your deposit is non-refundable, please consider this before enrolling, and it's only applicable to your child's last month from the last day on our calendar**, ie. if the last day is June 12th, the last month would be May 12th to June 12th. **In order to comply with quality staffing, we can not make exceptions. You may withdraw early, provided written notice is submitted to us at least 2 weeks before the month of your new last day begins**, ie. if last day is May 12th, instead of June 12th, notice is due

April 15th. Any portion of a month used is considered a full month. Annual tuition and payment plans are set to cover 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. When the school receives written notice 2 weeks prior to the 1st day of the last month where your new last day is, we will cancel your FACTS agreement and deposit will be applied to their last month. Your child will continue to be enrolled and your tuition will continue to be withdrawn from your account until written notice is received. If you need help request an appointment.

If your written notice 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 at the same time you submit your late written notice if you feel you have special circumstances that prevented you from submitting your notice in time. 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. We will notify you if you qualify and how much you qualify to receive in a few days. If you've paid in full you'll be refunded for the first full month that starts after 2 weeks after we receive your notice. We secure our staff a month in advance; no refunds will be given if your notice is received less than 7 days before their last month starts.

A "Not Ready" Refund is available with written notice only if received in the 1st week of attendance for children under 3. If you are not sure if your child or you are ready for preschool, we encourage a "trial day" before you enroll. Trial days fee equals Additional Days. 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.

### **EARLY DROP-OFF & LATE PICK-UP FEES**

**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.

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 8:45-9am of free play time. Due to staffing regulations, please do not drop off your child(ren) more than 15 min. prior to 9am, unless previously arranged. Any one dropped off before 8:45 will automatically be enrolled in Extended Care and billed the corresponding fees. Parents agree that any person with your authorization to pick up or drop off your child may approve extended care fees and additional days at the time of signing in or out.

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 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 will then receive an invoice later with a credit card payment option, or an option to do nothing and we'll schedule the payment through FACTS. If you don't have a FACTS account, payment is due the day of the service. Your account is expected to have enough funds to cover extended care and additional day fees.



- **Early Drop-Off Fees** before 9 pm: 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. Start time for 9am Program, but children may arrive during our transition period, which starts at 8:45 am. Any child that arrives earlier than 8:45 am without advance notice will automatically be enrolled in morning extended care with a \$30 per day charge.

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. So that help the scheduled teachers perform their duties with the children present. Allowing your children to join the group and you stand by the sign in kiosk is not acceptable and will automatically enroll your children in extended care. Parents are responsible for signing in on time. In the past parents have asked the morning teacher if it's okay to drop off early, Teachers are instructed to receive any children dropped off early as long as there is enough staff for them. **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 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 the schedule you need, the cost is \$92 for an Extended Day (7:30-6). \$87 for a Full Day with Breakfast (8:30-6). \$82 for a Full Day (9-6). \$62 for a Morning with Breakfast (8:30-1). \$57 for a Morning only (9-1). \$37 for Spanish Immersion (3-6). Because it's impossible to predict how many children will be using this option, we ask that when 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. Excused Late Pick Ups request must be submitted via email within 48 hours of the missed pick up time from the parent requesting to waive the fee and it should include the reason why they feel it should be waved. If the reason is not listed above, please submit your request within the time allowed and the Administrators will review the request and inform the parent if it qualifies as excused or if fees are due.

## 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 is available. Only basic information will be entered into the system, and since not all those authorized on your emergency form consistently pick up your little one, we will only supply a code for those you choose to add. If you need assistance, please let us know.

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 will NOT 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 around that time, so **between 12:50 and 1:04 please come inside only when you are ready to pick up your child, and don't wait in the entryway.** This will help us have 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!**

### 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.

Please know that 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. According to the CDSS, there is no valid excuse not to sign in/out your child. It takes a minute and it should be a priority for all parents. **A fine of \$7 will be charged for each missing signature on their child's attendance record.**

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.

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. 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.

**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 24 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.

## 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 and we have additional staff members to care for the children. 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, we can also schedule times for you to come in and participate in your child's class. Our Exploration and Discovery time is perfect for helpful parents who want to play and learn with their children.

## 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 our website: about us -> administrators and teachers.

## 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. *(1 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 possibly 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.

### 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.

### CAR SEATS & 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. **Car seats, back-packs or overnight bags are NOT storable at our school.**

**Do not leave car seats at the school.** We have limited space on our entry way, 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. Our staff cannot

separate from the group to put away and take out car seats for parents, our 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 large bags obstruct other students from their jackets, please help them succeed by exchanging any belongings outside of our school. Thank you!

## 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.** 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*). **New law** states that if your child is on a catch-up schedule with their immunizations they may conditionally enroll with a Temporary Medical Exemption, which is required for attendance. A temporary or permanent medical exemption is a simple written statement signed by their physician stating your child is not getting or is on schedule to get immunizations. Due to the medical history of \_\_child's name\_\_, she should not have the following immunizations: \_\_list all the missing immunizations\_\_. This Medical Exemption is Permanent / Temporary valid until \_\_date it expires\_\_. Doctor Signature and information. Bring the letter to the school or the doctor could scan it (with their signature) and send it to us by email. For more information visit: <http://www.shotsforschool.org/laws/conditional-admission/>

## INCIDENTAL MEDICAL SERVICE

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 Incidental Medical Service Plan signed by a child's doctor and parents be in their file for all prescription medications and all over the counter medications.** A note will be attached to your child's file if an Incidental Medical Service is provided for your child. The Incidental Medical Services Plan 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 the refrigerator in the kitchen area.

**To request an Incidental Medical Service Plan:** Written instructions to be supplied from the child's physician (*to include dosage, frequency and specific directions of how to administer medication, side effects and what to do, expected results, time frame to see them and what to do with unexpected results*). The letter of 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 physician's 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 will include:

- 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.

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, you must make an appointment with the director and your child's doctor or specialist must create an Accommodation Plan, which may include but not be limited to a Plan of Management and/or a Plan of Action while they are in our care at school. Conditions that might affect the health of a 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 at time of enrollment will cause their enrollment to become invalid and for safety, the child will be withdrawn immediately.

## **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.



**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 your child reacts in an unusual way to commonly childhood illnesses, for your child's safety, you must disclose this at enrollment with a doctor's instruction letter on how to handle such reactions and an Accommodation Plan is needed to attend.

## **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 any emergency that might occur during your child's time with us. 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 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 call you to inform you of the status. Please know that our number one priority is always the children's health and safety. Thank you for your help.

## **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. We start the celebration with Prayer for the child. 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 if your schedule allows it, parents and family

members are always welcome to join us! Because of our nutrition policy, and our interest in always providing healthy foods at the school, we cannot accommodate any type of birthday cake or cupcake. However, the children will enjoy either frozen gogurt, popsicle, jello, or chocolate pudding served after their lunch as a special treat.

Though unnecessary, some parents like to bring goody bags to the children, to minimize sweets and avoid choking hazards, please substitute them with ONE educational product such as a mini book, a fun pencil, stickers, etc. For safety, the item must be suitable for children for under 3. We thank you in advance for your cooperation.

## 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 web site's Parent Page and at the school.

Daily vegetables, 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. During meal times we sit with the children and share with them about their interests and things that matter to them. In this age of increases in childhood obesity and type 2 diabetes, we feel it's our responsibility to teach moderation and nutrition to the children. Please understand that our ultimate goal in this area is that the children will learn about what goes into the foods they eat and why some foods are good for them and why some aren't, so that they will be able to make healthy choices for themselves when they go to elementary school, and hopefully the rest of their lives.

## FOOD ALLERGIES

Our school is a PEANUT AND TREE NUT FREE facility. In order to keep children with food allergies in the school safe, we do NOT allow food from outside in the school. This rule has NO exceptions. We need to know of any food allergies a child has so that we may take the necessary precautions with the meals we provide for them while they are in our care. You must also provide us with emergency medication and the steps to take should an accidental exposure occur. We will take every precaution we can to prevent any exposure, however it is impossible to completely eliminate all possible allergens from the school—so please know that we understand this and take this responsibility very seriously.

First Discoveries Christian Preschool serves breakfast, lunch, morning and afternoon snack, daily to all the children enrolled. Our menu is set for all students and no exceptions are made. *Dietary accommodations may be made with a doctor's detailed note* for the medical reason for the request. In the necessity for the administration of incidental medical services, such as Epi-Pen or Inhalers, the following is needed (*see Incidental Medical Services Plan on page 18*).

## 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.

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 every year. Children learn to identify the baby caterpillars and carefully play around them so that they are able to complete their cycle

and fly away happily. Gardening vegetables is also a wonderful experience your child will enjoy. They plant cherry tomatoes every year, they water them and snack on them while they play outside, and sometimes we harvest so many we eat them at lunch! Children will explore planting other herbs, vegetables and flowers as part of their outside experience.

Safe play is very important. A designated individual conducts daily inspections of the playground and sand area. An inspection log is maintained at all times. 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 (walk instead of run) and redirection. The goal is to help 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 affect the people around them in a positive or negative way. We do not 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.

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 week 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 a child or 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.

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.



## 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.

## 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 need at least 1 child-size blanket each week for their nap. Please do NOT send a full size blanket or pillow. If your child is used to napping with a small special toy or blanket, please include it with their bedding. 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.

Blankets must be brought in on Monday and taken home on Friday to be laundered. 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. It is important to communicate your child's nap needs, ie. pacifiers, soft toys. 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.

## 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 its other 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.



## 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.

## 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: Coppertone WaterBabies. 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. So we have chosen Coppertone Water Babies since it's the most commonly used. Each child will still use their own bottle, but the ingredient list will stay constant. Thank you for your understanding. If you are interested in this, please bring a small bottle labeled with your child's name and the signed medical form available on our website under Registration forms.

## SHARING TIME or SHOW AND TELL

Please leave toys, books, etc. at home. In the past, we have found that most young children like to bring things from home but may not like other children to use them. We therefore ask that you do not bring any personal items from home. Exceptions can be 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.

Please be sure to label everything they bring to the school. The school cannot be responsible for lost toys or items. Toys are okay to bring to the school, 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 please guide them as they choose. When you arrive with your child and their choice for Sharing, please walk them into the big room and make sure they place it on the "sharing spot", the shelf in front of the teacher's chair near the calendar. Only items in the sharing spot will be shared. 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" (*Thursday & Friday*), which will be placed in the "sharing spot". A small stuffed animal may also be brought for nap time, which must remain at the school for the week.

## 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.

### **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. Also remember to pick up your child's artwork or projects in their folder every day.

### **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.

### **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.

### **HOMEWORK**

Children 4.5-6 years old are given a few pages a week to work on at home. 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.

So let your 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. The homework assignments is optional for all 4.5-6 year olds. There is an additional fee for those interested in participating in that program.

### **ATTENDANCE**

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, we ask that you **please wait until 9:30, so circle time is not interrupted** for the class. 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.

### **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.

### **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.

### **CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

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.

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. Teacher

Araceli is our Montessori lead teacher. Teacher Maria is our cook and also works together with Teacher Araceli at leading our Spanish Immersion program.

Our assistants are equally wonderful with your children. Teacher Teresita and Teacher Courtney is working on her masters in Child Psychology and helps our PreK group during jobs. 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  
www.fdc.org  
learning@firstdiscoveries.org

Teacher Terry's cell phone is available on the Parent Page, please use this for emergencies or if you need to connect with us before picking up your child. Any non emergency notices or questions are best sent by email. We don't use text for school related issues. Please call us and let us know if you sent us an email with instructions for someone else that will pick up your child.



### **SCHOOL LICENSE INFORMATION**

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

### **TAX-ID INFORMATION**

Child care may be tax deductible. You may request a statement from the school by email. Allow a week to process your request.  
Tax ID #: 26-0298478



## 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.

We provide:

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

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

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

The Children's Health Council: [www.chconline.org](http://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](http://www.lpch.org/healthLibrary/ParentCareTopics/index.html)

Community Health Partnership: [www.chpscc.org](http://www.chpscc.org)

The mission of the Partnership is to expand access to health services for the medically under-served, encourage prevention and health promotion through service, education and advocacy. The Partnership is committed to developing affordable health services that meet the needs of our diverse multi-cultural community.

Parents Action For Children: [www.iamyourchild.org](http://www.iamyourchild.org)

Information about early childhood development and resources for parents and caregivers, including the first three 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](http://www.family.org/parenting)  
Wisdom for raising children in today's culture.

Plugged In: [www.pluggedinonline.com](http://www.pluggedinonline.com)

Plugged In is a Focus on the Family publication designed to help equip parents, youth leaders, ministers and teens with the essential tools that will enable them to understand, navigate and impact the culture in which they live.

Meals Matter: [www.mealsmatter.org](http://www.mealsmatter.org)

An online meal planning aid and nutrition information for parents, with recipes and customized plans.

Speech-Pathology: [www.speech-pathology.org/pathologists/resources/speechchart.php](http://www.speech-pathology.org/pathologists/resources/speechchart.php)  
An online speech therapy resource of ideas for parents.



## 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 .....	4
PRAYER .....	4
CURRICULUM .....	4
MULTICULTURAL ENVIRONMENT .....	6
SCHOOL'S DAILY SCHEDULE .....	6
SCHOOL EVENTS .....	7
PROGRAMS OFFERED .....	7
JAN-JUN 17 CALENDAR .....	8
JUL-DEC 17 CALENDAR .....	9
JUL-DEC 18 CALENDAR .....	9
CALENDAR .....	11
MONTHLY TUITION AND FEES .....	11
REFUND POLICY .....	13
EARLY DROP-OFF & LATE PICK-UP FEES .....	14
SIGN-IN/OUT PROCEDURES .....	15
MISSED SIGNATURES AT SIGN IN/OUT .....	16
OPEN DOOR POLICY .....	17
STAFF .....	17
PARENT/TEACHER RELATIONS .....	17
DRIVEWAY AND PARKING LOT USE .....	18
CAR SEATS & BAGS .....	18
HAND WASHING AND DAILY HEALTH CHECK .....	19
IMMUNIZATIONS .....	19
INCIDENTAL MEDICAL SERVICES .....	19
HEATH & SAFETY .....	20
MEDICAL & DENTAL EMERGENCIES .....	22
EMERGENCY DRILLS AND PROCEDURES .....	22
BIRTHDAY POLICY .....	22
NUTRITION .....	23
FOOD ALLERGIES .....	23
PLAYGROUND .....	23
BEHAVIOR .....	24
TOILETING .....	26
NAP TIME .....	26
CLOTHING .....	26
PHOTOS .....	27
SUNSCREEN .....	27
SHARING TIME / SHOW & TELL .....	27
FIELD TRIPS .....	27
HOMEWORK .....	28
STAYING INFORMED .....	28
FAMILY CONNECTIONS .....	28
WHAT YOU CAN DO AT HOME .....	28
ATTENDANCE .....	29
CLASS ROSTER AND SCHOOL LITERATURE .....	29
ABUSE AND NEGLECT POLICY .....	29
DEPARTMENT OF SOCIAL SERVICES .....	29
ADMINISTRATION & STAFF .....	29
SCHOOL CONTACT INFORMATION .....	30
SCHOOL LICENSE INFORMATION .....	30
SCHOOL TAX-ID INFORMATION .....	30
LAST THOUGHTS .....	31
PARENT RESOURCES .....	32
INDEX .....	33