



Parent Handbook

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“Where Every Child Makes A Difference”

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Welcome

Dear Parent/Guardian:

Welcome to Calvary Preschool! It is our pleasure and privilege to share in the growth and development of your child. We are here to provide the best possible care and early education for your child. Our program offers the opportunity for learning through play and planned activities each day. We are proud of our enriched program; our spacious and well-equipped facilities; and our qualified teachers and staff.

Calvary Preschool is an outreach of Calvary Presbyterian Church of South Pasadena, California. It was established in 1959 as a ministry of the Church in service to children and families of the congregation and community. The main purpose of the Preschool is to provide a quality Faith-based, developmentally-appropriate program for children of preschool-age. Calvary Preschool aligns with the Reformed theology of the Presbyterian Church (USA) but also believes in providing a loving, nurturing, Christian environment where all children can develop at their own rate in their own way as a child of God.

We have prepared this **PARENT HANDBOOK**¹ to acquaint you with our program. It should answer most of your questions about our philosophy, our policies and our daily operations. Please become familiar with this handbook and refer to it often. Please note that the statements in this handbook are, of necessity, in condensed form. This handbook is not intended to state all the conditions and situations that may arise. Please bring any questions, comments and concerns to the Director at any time.

Calvary Preschool reserves the right to modify, supplement, revoke, suspend, terminate, revise and interpret any provisions of this handbook, at any time with or without notice.

We have many new experiences and activities to introduce to your child that will be fun, educational and rewarding. We will make every effort to inform you of your child's activities and development at Calvary Preschool through our weekly preschool reports, our daily classroom summary of activities, parent-teacher conferences, and special family events. This cooperation and communication between the home and school is a core belief at Calvary Preschool and one that we believe is integral to your child's progress.

We look forward to having your family join our family! We hope you have a wonderful experience at Calvary Preschool.

Sincerely,

Molly Spragg
Director

¹ For the purpose of this handbook, "parent" is defined as any person living with a child who has responsibility for the care and welfare of the child.

Mission Statement

Calvary Preschool is dedicated to providing children with a safe, nurturing environment that allows them to embrace diversity and grow socially, emotionally, creatively and intellectually at their own pace.

Our Beliefs

- We believe in supporting the child's social-emotional development as the utmost importance at Calvary Preschool. We believe positive character development, peer relationships, and self-assurance provides an individual an excellent foundation for academic learning outcomes.
- We believe that all children should develop a positive self-esteem and self-worth, therefore, our main goal is to connect with your child. Our goal is to embrace each child's unique personality and welcome them into the classroom. We believe self-esteem is gained through acceptance; therefore, our goal is creating a sense of belonging into the classroom environments.
- We believe that all children should develop enjoyable relationships with a variety of children; therefore we encourage the development of positive social interactions and friendships.
- We believe that all children should express emotions appropriately; therefore we model, encourage, and guide the children through the process of communicating and demonstrating emotions and feelings in a safe nurturing environment.
- We believe that all children require structure and routine to allow them to feel safe. Our goal for each classroom is to provide and maintain a scheduled routine to ensure safety, connection, and a sense of belonging.
- We believe in positive discipline through soft firm tones and gentle affirmations to allow a child to feel safe. We believe interactions with each child should be face-to-face, and often holding a child's hand. We believe redirecting a child to another activity or a quiet area will allow a child to safely regulate their emotions to then, communicate the concern. We believe creating and maintaining boundaries allows a child to feel safe. We believe teacher and parent partnerships through daily communication is necessary for positive discipline.

ENROLLMENT PROCESS AND POLICIES

Admission Policy

Calvary Preschool is dedicated to providing excellent nurturing care and education for young children ages 2 years nine months to 5 years of age. In order to ensure that all children have equitable access to, and opportunity to participate in and benefit from, high-quality curricular and enrichment activities, Calvary Preschool does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. We welcome children with special needs and practice inclusion to the fullest extent possible. We understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and plan to implement those accommodations in consultation with parents and specialists. We will also work as a team to support and implement the recommendations of an Individualized Educational Plan (IEP) as necessary.

Enrollment Process

Per State of California Licensing there is a formulated calculation to determine the maximum number of children per room; this information is used in placing children into the classrooms. Calvary Preschool maintains a waiting list of families throughout the year. The waiting list is organized fairly by the application date of submission, as well as the birthdate of the child. The enrollment process begins in January for Priority Registration.

The following qualify for Priority Registration:

- Calvary Presbyterian Church Members *(must be active members for a minimum of 3 months)*
- Presbyterian Church Members
- South Pasadena Unified School District Teacher or Administrator
- Current Calvary Preschool Family with siblings*
- Previous Calvary Preschool Family with siblings*
- Immediate Relative (sister, brother, wife, husband, mother, father) of Previous Calvary Preschool Family

*It is the parents' responsibility to inform Calvary of the sibling(s) and enrollment needs during Priority Registration.

Priority Registration families must submit \$100 Registration Fee (non-refundable) by February 1 to secure a placement for the school year. For Priority Registration there is a maximum of 48-hour decision to enroll. If there is no communication after several attempts on behalf of Calvary Preschool, the application will be placed on the waiting list.

The next step in the enrollment process is to place children by age into the designated classrooms. Registration Fees (non-refundable) of \$150 must be then submitted to secure a placement for the school year. For all new families entering Calvary Preschool there is a maximum of 72-hour

decision to enroll. If there is no communication after several attempts on behalf of Calvary Preschool, the application will be placed at the end of the waiting list.

The final step in the enrollment process is submitting the signed contract, "Tuition Agreement" by August 1, as well as submitting the tuition fees according to the specified Tuition Agreement. The Tuition Agreement serves as a binding contract between Calvary Preschool and the families in agreement of enrollment, program, and tuition fees for the school year. If the Tuition Agreement and/or fees are not received by August 1, a courtesy call will be made to the family; if there is no response or communication from the family, the application will be placed at the end of the waiting list. The Director may approve late submission based on family extenuating circumstances.

Calvary's enrollment begins in September. Mid-year enrollment does not occur unless prior approval from the Director.

Enrollment Forms and Required Documents

The California Department of Social Services' licensing regulations stipulate that all children entering Calvary Preschool must have the following forms completed and signed before the first day of attendance unless otherwise noted:

- ❖ Physician's Report – Child Care Centers (LIC 701) – within 30 days of enrollment
- ❖ Child's Preadmission Health History – Parent's Report (LIC 702)
- ❖ Consent for Emergency Medical Treatment (LIC 627)
- ❖ Parent's Rights (LIC 995)
- ❖ Personal Rights (LIC 613A)
- ❖ Identification and Emergency Information (LIC 700)

Some of these documents must be updated annually. The Director will inform you of specific due dates. Failure to provide any of the above documents by the date requested will result in immediate termination from Calvary Preschool.

In addition to the forms above, Calvary Preschool requires the following information and/or forms completed and signed before the first day of attendance:

- ❖ Copy of the child's current immunizations (must be up to date for enrollment)
- ❖ Calvary Preschool Admission Agreement (last page of Parent Handbook)
- ❖ Calvary Preschool Family Enrollment Information
- ❖ Calvary Preschool Application
- ❖ Calvary Preschool Health and Social Services Assessment
- ❖ Copy of Parent's driver's license or other acceptable photo identification (must be current; no expired document will be accepted)

It is important that Calvary Preschool maintain current and accurate records on each child so that parents can be contacted in case of an emergency. The above listed forms must be kept current at all times. This information includes address, home and work telephone numbers, work location and names of at least two authorized persons to pick up your child. Your child's current immunization record must be received prior to or at the time of enrollment and must be kept current at all times.

It is your responsibility to notify the Director of any changes. Failure to do so may result in termination of services.

It is the responsibility of the enrolling parent or legal guardian to accurately complete and sign all enrollment forms and keep the information updated as needed. By signing the enrollment forms, the enrolling parent or legal guardian is also certifying that they have legal authority for the child. California law is clear that parents who have joint legal custody have equal access to all information regarding the child including enrolling the child and making changes to the enrollment information. Court orders are required to prevent a parent or legal guardian from certain activities such as picking up the child or visiting the child at Calvary Preschool. We reserve the right, however, to prohibit individuals from being at Calvary Preschool if the health and safety of any child or staff is threatened or compromised.

Tuition

Calvary Preschool is a 501 (c) 3 not-for-profit corporation that receives its funding through tuition as the main source of income for and, we rely on these fees to assure that we can continue to provide quality early education and care for your child at the most affordable rates possible. The cost of nutritious snacks is included in your weekly fee. Tuition fees are subject to change at any time with a 30-day written notice.

Since full and timely payment of tuition is critical to our ability to maintain our operations, we would like to outline our policies and procedures regarding the payment of fees to Calvary Preschool, as follows:

- ❖ Tuition is billed a month in advance. Tuition is due on the 1st of every month. Tuition may be sent to Calvary Preschool by mail, but must be received by the due date. Tuition drop-box is located outside the Preschool Office.
- ❖ Tuition may be paid by personal check, money order, and cash, payable to Calvary Preschool. Credit cards may be used at the on-line parent portal only. Returned checks will be subject to a \$25.00 returned check fee. If a check is returned, you will be notified and will be expected to obtain a money order for the original check amount plus the returned check fee. If this occurs twice, you will be required to pay your weekly tuition with a money order. Checks will not be accepted as payment.
- ❖ Tuition may be paid up to three months in advance. Tuition may not be paid in installments or on later days of the week unless prior approval by the Director.
- ❖ Tuition is charged Monday through Friday, including Holidays and Staff In-Service days when Calvary Preschool is closed. The exception is Holiday Break and August In-Service, both of which the All-Day program is not billed.
- ❖ There is a 20% sibling discount. The discount will apply to the second child enrolled.
- ❖ There is no reduction in the weekly tuition amount if your child is sick or on vacation. Payment of your tuition assures that your child's place in our program is maintained during his or her absence.
- ❖ If your child is ill or the family is going on vacation, Calvary Preschool should be notified so that your child's place in the program is maintained. An absence of five (5) consecutive

days when Calvary Preschool has not been notified will result in immediate termination of enrollment. All outstanding tuition and fees will be due immediately.

- ❖ If your child is not picked up by the time Calvary Preschool closes at 6:00 p.m., a late fee of \$15.00 for each ten minute period (or portion thereof) will be charged.
- ❖ Parents are responsible for the weekly tuition until Calvary Preschool has been notified that you plan to discontinue enrollment. If you wish to withdraw your child from the program, you are required to notify the Director by giving a written notice **at least two (2) weeks in advance of your child's intended withdrawal from Calvary Preschool or pay tuition equal to two weeks.**
- ❖ Calvary Preschool reserves the right to discontinue services if tuition and any late fees are not paid in a timely manner as detailed above.
- ❖ Calvary Preschool may accept a reasonable repayment plan from the parent(s) for payment of delinquent fees. Family may continue to receive services for the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan. If parent does not comply with the repayment plan, services will be immediately terminated.

Refund Conditions

There are no refunds for the weekly tuition. Please refer to the above stated policy, which requires at least two weeks written notice to discontinue your child's enrollment.

All-Day and Half-Day Programs/Hours of Operation/Closures

The **All-Day Program** hours of operation are 7:00 A.M. to 6:00 P.M., Monday through Friday. Calvary offers an All-Day Program for 2 days (T/TH), 3 days (M/W/F), or 5 days (M/T/W/TH/F).

The **Half-Day Program** hours of operation are 8:50 A.M. to 11:45 P.M., Monday through Friday. Calvary offers a Half-Day Program for 2 days (T/TH), 3 days (M/W/F), or 5 days (M/T/W/TH/F).

The Half-Day Program offers the following add-on options for before and after care:

- ❖ Early Drop-Off offered Monday through Friday from 7:30 A.M. to 8:50 A.M for an additional \$10 per day.
- ❖ Need extra time? Calvary Preschool offers various opportunities for children in the Half-Day Program to stay longer to enjoy enrichment activities. Extended Lunch Programs are available from 12:00 P.M to 3:30 P.M. for additional fees between \$15-30, depending on the pick-up times. The Extended Lunch Programs will be held in Classroom 10 and taught by Calvary's Teachers and Support Staff. Parents may pick-up anytime during lunch programs, however, rates will apply for the full class. **Late charges after 3:30 P.M. are \$10 per 5 minutes.**

Calvary will be closed for the following Holidays and Staff Training (refer to the academic calendar)

- ❖ Labor Day
- ❖ Last week in August for Staff Development In-Service Training
- ❖ Mid-October 1 day for Staff Development Training
- ❖ Veteran's Day

- ❖ Thanksgiving and Friday following Thanksgiving Day
- ❖ Christmas Holiday Break
- ❖ 2-3 days in January for Staff Development In-Service Training
- ❖ Lincoln and Washington's Birthday
- ❖ Spring Break in accordance with SPUSD calendar (for Half-Day Program only)
- ❖ Good Friday close at 12:00 noon
- ❖ Memorial Day
- ❖ 4th of July
- ❖ Parent-Teacher Conferences (refer to academic calendar and section, "Parent Involvement" page 21)

Once your child is enrolled in the designated program and days of choice there may be preferences to switch days, program, or to switch days and program. Requesting to switch to an alternate day or program occurs by submitting the request in writing to the Director. The request may or may not be granted due to enrollment capacity. However, the request will remain on a wait list as capacity becomes available. Calvary Preschool strongly encourages families to firmly decide on a program and remain in the designated program. If there is a request to switch to another program or day, and the request is granted, it is Calvary's policy to remain in the new program for the remaining of the school year, and therefore no further requests will be granted.

Daily Schedule

A regular predictable schedule helps children build friendships with adults and children. To better support their intellectual development they need uninterrupted and predictable time to explore learning materials as well as participate with peers in large and small group activities planned by the teachers. In order for a child to fully experience and benefit from the program and curriculum, parents are asked to bring their children on time and pick them up on time. A daily schedule is posted in each classroom and a copy is available upon request.

All children must be dropped off by 10:00 AM to fully experience our program, curriculum, and classroom structured routine. Calvary Preschool will not allow a child to attend after 10:00 AM, unless prior approval from the Director.

OUR PROGRAM AND CURRICULUM

Accreditation by the National Association for the Education of Young Children (NAEYC)

Calvary Preschool is proud to be accredited. Early childhood programs accredited by the National Academy of Early Childhood Programs—NAEYC’s (National Association for the Education of Young Children) accreditation department—have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and have been found to be in substantial compliance with the Criteria. The criterion addresses all components of a high-quality early childhood program:

- ❖ Interactions among teachers and children,
- ❖ Curriculum,
- ❖ Relationships among teachers and families,
- ❖ Staff qualifications and development,
- ❖ Administration,
- ❖ Staffing,
- ❖ Physical environment,
- ❖ Health and safety,
- ❖ Nutrition and food service, and
- ❖ Evaluation.

A copy of the Criteria can be obtained from NAEYC’s Academy (www.naeyc.org).

Our Curriculum

Calvary Preschool provides an educational program designed to meet the needs of the whole child. This program is based on the knowledge that young children are active learners involved in a process that uses all their senses as they work, and play with people and materials. Professionally trained Teachers and Staff plan activities and arrange stimulating learning environments which are appropriate for the different developmental stages of a child’s life.

Our curriculum is built around ideas of interest to the children. Each day there are opportunities for all children to explore materials and create meaningful experiences. This is what comprises an “**Emergent Curriculum**”. The activities *emerge* from the daily life of the children and adults in the program, particularly from the children’s own interests; it reminds us that spontaneity always has a place in the environments where young children play and learn. Nevertheless, as the word *curriculum* conveys, there is also Teacher planning and facilitation in such environments; it is not a “free-for-all” – there *is* a curriculum.

Our curriculum at Calvary Preschool is based on the premise that children learn by doing. We believe that your child will discover and learn by making the decisions needed to work through an activity, rather than being told exactly how to accomplish a task. As a result of this process-oriented approach, you will find that no two-art projects look the same, for example, and your child will discover many individual approaches to accomplish a task; thus, your child will not be asked or required to complete activities in a specific manner. Rather, we support the interest of each child,

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helping them to grow in their social-emotional and cognitive skill development through hands-on experimentation with materials and concepts.

Our **Emergent Curriculum** provides opportunities in several basic areas:

- ❖ **Language and Literacy**—children are encouraged to talk, sing, listen, or otherwise use language and experience written material. Examples are flannel board stories, books, dramatic storytelling, dictations and puppet play.
- ❖ **Mathematical Thinking**—children are encouraged to develop a sense of number and quantity. Examples are activities that include counting, determining more or less, larger or smaller, how many, recognizing patterns and shapes and developing a sense of time awareness.
- ❖ **Scientific Thinking**—children focus on the world they know and understand. Knowledge grows from the child’s innate need to discover. Examples are measuring, comparing, using the five senses, questioning, predicting and analyzing results.
- ❖ **Social Studies**—children explore the roles of relationships in their world. Examples are dramatic play, block building, recognizing similarities and differences in people, families and professions, and understanding the reasons for social expectations.
- ❖ **Personal and Social Development**—children are encouraged to develop a self-concept and self-control through interacting with others, problem solving, and conflict resolution.
- ❖ **Physical Development**—includes large and small motor development, and an understanding of personal health and safety.
- ❖ **The Arts**—encourage children to express their creativity through art, self-expression, music, and dramatic play.

The day is a blend of child-initiated and Teacher-initiated activities including group time, free choice times, outdoor play, appropriate meals, snacks and rest times.

The **Evidence of Learning Outcomes** will include the following in each classroom:

- ❖ Curriculum webbing displays of a topic and coordinates of the learning areas, such as language/literacy, mathematical thinking, or physical development.
- ❖ Photographs of the children participating and engaging in projects, small group work, experiments, or other related learning experiences.
- ❖ Quotes from the children
- ❖ Individual or group work
- ❖ Projects throughout the classrooms

Programming

Calvary Preschool has many wonderful traditions and special events throughout the year that all children and families will be invited to attend. The events may include Parent-Orientation Night, Halloween Sing-A-Long & Parade, Thanksgiving Feast Chapel, Christmas Program & Potluck Lunch, Snow Day, Literacy Week, NAEYC Week of the Young Child, Trike-A-Thon, Open House, Mother’s Celebration Tea, Donuts with Fudge, 4th of July Sing-A-Long & Parade, Graduation, and

Camp Calvary (summer Half-Day program). Calvary welcomes all families to attend the family friendly year round events.

Staff Qualifications and Ratios

Calvary Preschool's staff is composed of professionals trained in Early Childhood Education. It is important to select the employees with the best education and experience. All of our Teachers meet or exceed qualifications as required by California Licensing. Most of our staff has their Associate's or Bachelor's degree. Many of our staff has their Child Development Permit issued by the State of California's Commission on Teacher Credentialing.

All staff is fingerprinted for submission to California's Department of Justice (DOJ) who then completes a criminal background check. Prospective staff is not allowed to work with children until we have received clearance from the DOJ.

The ratios represent the greatest portion of the day. At certain times of the day, such as when children and staff are entering and departing the center, the ratios may increase or decrease slightly, but are still within state Licensing requirements (1:12 for 2-5 years of age).

Calvary Preschool is licensed to operate by the California Department of Social Services, Community Care Licensing Division and California Department of Education, Child Development Division.

Staff Development Program

Calvary Preschool supports the professional development of its teaching staff through a formal incentive program. Teachers who complete a minimum of 30 hours per year of approved training opportunities (workshops, seminars, conferences, programming collaborations, reflections, etc.) and develop a plan to use what they learn in their classrooms are eligible to receive a financial incentive at the end of the year. This program is supported by Calvary Preschool and is overseen by the Director.

Calvary Preschool encourages Teachers to continue their training at the college level, as well as provides two In-Service training sessions each year. Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teacher practices so that they may better serve young children.

Communication Systems

Open communication is vital to your child's successful experience at Calvary Preschool. We have an open door policy. Parents are welcome visitors at any time; however, we recommend making arrangements with your child's teacher to maintain classroom routine and efficiency. We welcome your comments, suggestions and concerns. Several communication channels are established so we encourage you to take advantage of these or make additional suggestions.

Parent Board

This bulletin board or information area is used for information such as curriculum, menus, daily schedules, and general announcements. There is a parent board in each classroom as well as bulletin boards throughout the Calvary Campus. Some classrooms also use a dry erase board to communicate the highlights of the day to families.

Preschool Weekly/Daily Reports

Daily reports provide feedback to parents on their child's eating, sleeping, potty/use of toilet, and activities their child participated in that day. For the younger classrooms, the report will be provided daily during the months of September and October, and then the report will be a weekly report.

Parent File

Each family has a parent file located in their child's classroom. Communications from the program, teacher notes, or Scholastic Book order forms can all be found in your parent file or in your child's cubby. Your child's art and other projects may also be found in your file or child's cubby. **Please make every effort to check your file and your child's cubby on a daily basis.**

Program Updates and Reminders Monthly Newsletter

The Director emails an electronic newsletter with programming information, updates, reminders, and other related information. They contain important information such as special events, general classroom news, and announcements. These will be emailed to email addresses provided on the enrollment forms.

Face-to-Face Conversations

It is always helpful for Teachers to know when major changes happen in a child's life. These changes could include a family death, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, etc. Children often are worried about these incidents but do not know how to express their concerns. The child's behavior may be affected. We are better able to assist your child when we are aware of these changes in the home. Staff is available and open to your comments and suggestions. We are here for you and your child, so do not hesitate to communicate with them frequently. Please check with the Director as to the best times for extended conversations.

Parent-Teacher Conferences

Parent-Teacher Conferences are offered twice a year. More information regarding these conferences can be found on page 20 in the section on "Parent Involvement."

Early Intervention Program

Calvary Preschool believes strongly that the early detection of possible learning and behavior problems is important. Many children are able to overcome mild to moderate behavior and learning disabilities when discovered at an early stage and appropriate activities are initiated.

Calvary contracts services with a local Psychologist that collaborates with the Director and Teachers for observations and Parent-Teacher Conferences if and when an area of development

needs to be addressed. It may become necessary to place a child and family on a behavior contract so that when a child's behavior is excessive, or causes an immediate threat to the health and safety to them, to the other children or to staff, the parent will be contacted and expected to pick up the child within a specified amount of time. Failure to abide by the behavior contract agreement, or unwillingness to agree to a behavior contract, will result in termination from the program.

Health and Safety

Children are expected to be in good health and able to participate in the planned activities. Calvary Preschool has several policies and procedures that are strictly followed for the health and well-being of each child in the program. Please read these carefully and talk to the Director if you have any questions.

Health Information Required

Current immunization, TB records, and a physical examination are required to be on file for each child.² Failure to provide required health information will result in termination from the program.

Daily Health Check

Your child's health status will be checked each day by the teacher. This health check may be informal; however, if your child appears to be showing signs of illness, he/she may not be admitted into the program that day.

These daily health inspections allow staff an opportunity to check each child for any potential illness. It also allows time for communication between parents and staff to discuss how the child has been feeling and whether there has been an exposure to any contagious diseases.

When doing the daily health check, we are looking for signs of illness such as, but not limited to, the following:

- ❖ Unusual behavior (Examples are crankiness, pain, discomfort, very sleepy, the child may not "look or act like themselves", or doesn't appear well enough to participate in routine school activities)
- ❖ Fever over 101 degrees
- ❖ Skin that is flushed, pale or unusually warm to the touch
- ❖ Sores on any part of the body that are open, have fluid in them or appear infected
- ❖ Unexplained skin rash, especially when accompanied by fever or behavior changes
- ❖ Red eyes with white or yellow discharge and/or crusty eyes
- ❖ Sore throat with fever and swollen glands or mouth sores with drooling
- ❖ Itchy scalp, or (during a lice outbreak) nits
- ❖ Excessive coughing
- ❖ Runny nose—a child with a runny nose (green, yellow or clear) should only be excluded if they also appear ill, are too sick to participate and/or have any other symptoms that they need to be excluded for.

² "Current" is defined as within 30 days from the child's enrollment date.

A child should NOT attend if they have the following:

- ❖ Any illness that prevents the child from participating comfortably in activities.
 - Your child’s Teacher makes the decision about whether a child is participating comfortably relative to the staff’s ability to provide care.
- ❖ Any illness that results in a greater need for care than the staff can provide without compromising the health and safety of the other children.
 - Your child’s Teacher makes the decision about whether staff can care for the child without putting the other children at risk.
- ❖ The child has any of the following conditions, unless a health care professional³ has found that the child can be safely included in the program:
 - **Blood in stools** not explainable by dietary change, medication, or hard stools.
 - **Chickenpox (Varicella-Zoster)**, until all sores have dried and crusted (usually 6 days).
 - **Diarrhea**, defined by two or more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, inability to use the toilet. Children with diarrheal illness of infectious origin generally may be allowed to return to the program once the diarrhea goes away. Exceptions are:
 - Children with diarrhea caused by *Salmonella TYPHI* must stay at home until 3 stool cultures test negative and the health department clears the child’s return.
 - Children with diarrhea caused by *Shigella* or *E. coli 0157* must stay home until 2 stool cultures test negative, and the health department approves the child’s return.
 - **Fever** (above 101 degrees orally, above 102 degrees rectally, or 100 degrees or higher axillary (armpit or forehead), accompanied by behavior changes or other signs or symptoms of illness.
 - **Head lice (Pediculosis)**, from the end of the day until after four full days of treatment.⁴ Refer to Calvary’s Lice Policy.
 - **Hepatitis A virus**, until 1 week after beginning of illness, jaundice (yellow skin and eyes), or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
 - **Herpes simplex lesions.**
 - **Impetigo**, until 24 hours after treatment has been initiated.
 - **Measles**, until 4 days after onset of rash.
 - **Mouth sores with drooling**, unless a health care provider or health department official determines that the child is not infectious.
 - **Mumps**, until 9 days after onset of parotid gland swelling.

³ Throughout this manual, “health care professional,” “health care provider,” or “physician” means the child’s pediatrician, not a family member who is a physician, and not the physician of another family member.

⁴ Please contact your health care professional if you have any questions regarding appropriate treatment.

- **Persistent abdominal pain** that continues more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Pertussis**, until 5 of the 14 days of appropriate antibiotic treatment has been completed.
- **Pink eye** – Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of pink eye without pus, exclusion shall be required only if the health authority recommends it.
- **Rash with fever or behavior change**, until a health care provider determines that these symptoms do not indicate a communicable disease.
- **Rubella**, until 6 days after onset of rash.
- **Scabies**, until after treatment has been completed.
- **Shingles** (herpes zoster), if the rash cannot be covered up.
- **Strep throat or other streptococcal infection**, until 24 hours after initial antibiotic treatment and cessation of fever.
- **Symptoms and signs of possible severe illness**, including:
 - Sluggishness that is more than expected tiredness.
 - Uncontrolled coughing.
 - Inexplicable irritability or persistent crying.
 - Difficult breathing.
 - Severe wheezing.
 - Other unusual signs for the child.
- **Tuberculosis**, until a health care provider or health official states that the child is on appropriate therapy and can attend the program.
- **Vomiting** – two or more episodes of vomiting in the previous 24 hours – until vomiting stops or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration.

Once at Calvary Preschool, if a child develops any of the above illnesses or symptoms, the parent or other authorized persons will be called and may be required to pick up the child within one hour of time.

Please remember that staff is making judgment calls regarding potential illnesses and they are not medical personnel. They look at each child's case individually and are sensitive to the fact that family members need to go to work and school. Exclusion from Calvary Preschool is to protect your child as well as the others within the program. If there is a disagreement between the parent and staff member regarding exclusion, please refer to the Director.

Plan ahead:

- ❖ Parents should keep emergency phone numbers current
- ❖ Make plans for who will care for your child if they are too sick to attend Calvary Preschool or need to go home unexpectedly

When your child is sick, please be sure to promptly notify Calvary Preschool office staff of their diagnosis and treatment. Also notify them if your child has a contagious disease or has

been exposed to one. Such reports are treated with confidentiality. When necessary, the Director will need to notify families at Calvary Preschool of a potential exposure to a contagious disease.

Guidelines for Returning to School

Children may return to school as long as none of the aforementioned symptoms are present. Children who are prescribed antibiotics, in any form, are required to be on the medication for a period of 24 hours prior to returning to school. Children must be fever-free for a period of 24 hours (without the use of medication to reduce fever) before returning to school. A permission to return to school note from the Physician is required for:

- ❖ Pink eye or conjunctivitis
- ❖ Contagious looking rashes e.g., scabies, impetigo, scarlet fever
- ❖ Strep throat or mouth sores with drooling
- ❖ Hepatitis in family
- ❖ Meningitis in family
- ❖ Any child that has been sick for three (3) or more consecutive days
- ❖ Any time a child is hospitalized or has a procedure done as an “outpatient” basis

Calvary Preschool has the right to request a permission to return to school note at any time it is in the best interest of the program. Calvary Preschool also reserves the right to exclude a child with signs of illness even if a permission to return to school has been obtained. If you felt it was serious enough to seek medical assistance, please remember to ask for a permission to return to school note while still at the Physician’s office. A permission to return to school note needs to be from the child’s primary physician or their medical group partner and not from a family member who is a physician.

Injuries

The staff work very hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls, occur while in care. Calvary Preschool staff will tend to minor injuries that can be adequately dealt with by using soap, water, antiseptic solution, ice and bandages. Please note that a signed consent form must be on file for the application of antiseptic solutions such as but not limited to Bactine or Neosporin. An Ouch Report will be completed to inform you of the type of injury, location on the child’s body, how the injury occurred, where the injury occurred, treatment and the child’s reaction to the injury. Please note any injuries to the head or face, a call to the parent will be made immediately. In such cases, it will be recommended for the parent to decide on medical care and treatment.

If your child becomes injured while at Calvary Preschool, these steps will be followed:

1. The seriousness of the injury will be assessed.
2. First-aid will be administered.
3. If necessary, parents will be contacted.
4. Persons listed on your emergency form will be contacted if we are unable to contact you. **It is essential that you notify Calvary Preschool if you are not going to be at your regularly scheduled work or training site, and leave an alternate phone number.**
5. Arrangements will be made to have the child taken to the office if necessary.
6. You or the person you designate (must be on emergency form authorizing them to pick up) must pick up your child as soon as possible (within an hour) if you are called.

7. After a medical evaluation and/or treatment are administered, please contact Calvary Preschool to inform us of your child's status.
8. A return-to-school note from the physician treating your child must be provided when your child returns.

While our Teachers are extremely vigilant, sometimes it is possible for a minor injury to go unnoticed, especially if the child does not react to it or does not communicate it to his/her Teacher. Should this occur, please bring it to the immediate attention of your child's Teacher and the Director.

Medications

Parents are strongly encouraged to give medications to their children at home. However, if it is necessary for your child to receive medication while at Calvary Preschool, the following will apply:

Prescription Medication

- ❖ Container must have the original pharmacy label listing the child's name, physician's name, name of medicine, issue date, dosage, expiration date, and directions for administration and storage.
- ❖ Correct and clearly marked dosing instrument (dosing syringe, cup, etc.) must be provided. Teachers will NOT use teaspoons or measuring spoons or any other measuring instrument to administer medication.
- ❖ Container should be child resistant.
- ❖ Medication must be prescribed in the United States.
- ❖ Medication must be for the current illness.

Non-prescription Medication

- ❖ Must be in the original container which gives directions for safe use, expiration date, list of active ingredients, name and address of manufacturer, and be labeled with the child's name and date.
- ❖ Dosage instructions and reason for receiving medication from a Physician must accompany the medication. Physician's dosage must be in accordance with instructions on label.
- ❖ Correct and clearly marked dosing instrument (dosing syringe, cup, etc.) must be provided. Teachers will NOT use teaspoons or measuring spoons or any other measuring instrument to administer medication.
- ❖ Medication must be for the current illness.

If your child needs to receive medication during the day, inform your child's Teacher and give the medication to them. Parents will need to complete a Medication Consent Form (available in the office) for all medications (prescription and non-prescription). Parent's instructions on the consent form must be in accordance with the instructions from the Physician. If the consent form is incomplete, medication will not be administered and parents may have to return during the day to give medication until the form is completed. The Medication Consent Form is only valid for three (3) months. A new form needs to be completed whenever there is a change, i.e., dosage, or the form is three (3) months old. Medications can only be given to the child indicated on the label. Twins and siblings cannot share medications! Parents may ask their Pharmacist to dispense a second labeled medication container for school. Children may not bring self-administered medicines to Calvary Preschool, i.e., pain relievers, cough drops, vitamins, eye drops.

Medication dosage instructions need to be from the child's primary physician or their medical group partner and not from a family member who is a physician.

Medical Treatments

If your child is required to have one of the specific allowable treatment procedures, such as a Nebulizer, Epi-pen, or blood glucose monitoring, while in care, you will be asked to complete additional permission requirements, plus demonstrate for staff the proper use of the treatment. You may be asked to review with staff every four to six months as may be needed.

Sunscreen

It is strongly recommended that children wear sunscreen to prevent sunburn. Parents should apply sunscreen of SPF 30 or higher before children come to school. Staff will reapply sunscreen before going outside in the afternoon if the parent signs a consent form and supplies a bottle labeled with the child's name. Expired sunscreen will not be used. Sunscreen will not be shared among children.

Lotion

If your child requires lotion (for example, during the dry winter months), parents should apply lotion before children come to school. Staff will reapply lotion if the parent signs a consent form and supplies a bottle labeled with the child's name and written instructions for application. Lotion should be fragrance free. Lotion will not be shared among children.

Allergies

If your child has been diagnosed with allergies, you must notify the Director. We must have a statement in writing from your child's Doctor describing the specific allergy, any special precautions, emergency procedures, or medical treatment equipment your child may require.

If your child has any food allergies for which substitute foods or beverages are required, you must provide a statement from the child's Doctor stating the nature of the allergy and what substitutions are necessary. Parent or guardian must supply the substitution for food or beverage items.

Emergency Information

Your child will be instructed on emergency procedures in case of fire or an earthquake while at school. S/he will participate in regular fire drills and learn other rules of safety. In the event of an emergency or natural disaster, staff will continue to care for your child until such time as you or your authorized representative can pick up your child. Calvary Preschool has sufficient food and water and other supplies to take care of children and staff for up to three days. Staff has disaster/emergency training. At all times at least one staff member on duty has been trained in Infant/Child CPR. In any kind of natural disaster, as long as our program has been determined to be safe, all children will remain on site unless an injury requires release to an emergency medical facility. In the event of an evacuation, signs will be clearly posted at Calvary Preschool giving destination of evacuated children. Only adults previously authorized on the emergency forms will be able to sign out children.

Emergency Center Closure

Calvary Preschool may close or delay opening if the following conditions are present:

- ❖ Natural disaster which prevents use of the facility,
- ❖ Room conditions prevent adequate ventilation and breathing,
- ❖ Disruption of utilities which prevent meeting the nutritional needs of the children or natural light is diminished to be a risk to children and staff,
- ❖ Presence of live wires,
- ❖ Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water.

Calvary Preschool follows the South Pasadena Unified School District for all evacuations or emergency plans. Parents will be notified immediately via email of such evacuations or lock down. During a lock down, all classes will remain in their designated classrooms and all doors will remain locked. Each classroom contains emergency supplies and equipment, as well as restroom use. Parents will *not* be able to pick up or enter the classrooms during a lock down. Once Calvary Preschool receives clearance from SPUSD, parents will be notified immediately via email.

Nutrition

Snacks served at Calvary Preschool are planned, prepared and served following the Child and Adult Care Food Program guidelines. Calvary provides AM and PM snack, as well as the milk at lunch. Parents are required to pack a healthy nutritious lunch daily for your child in the All-Day Program and/or Extended Lunch Programs. Please note refrigerators and microwaves are not available, so we recommend using a thermos for hot foods and a cold pack to keep items cold. Each classroom contains water stations.

Weekly menus are available and posted on the parent bulletin boards in each classroom and around the Calvary campus. Menus reflect nutrition guidelines for children as developed by the United States Department of Agriculture (USDA). In many cases, our meals exceed the recommended guidelines. Calvary Preschool reserves the right to make adjustments to the menu as needed.

Meals are served family style in each classroom. A Teacher is present and adequate time is given for eating and pleasant conversation. Children are encouraged to serve themselves and try all foods, but are never forced to eat. Every effort will also be taken to ensure that children do not overeat. Active involvement in food service, table set-up and clean-up is included to facilitate the development of social skills. Refer to your child's classroom for the specified meal times.

If your child has any food allergies for which substitute foods or beverages are required, you must provide a statement from the child's Physician stating the nature of the allergy and what substitutions are necessary. This includes milk substitutions. Parent or guardian must supply the substitution for food or beverage items.

Parent Involvement

Calvary Preschool wants parents to feel involved and knowledgeable concerning their child's experience within our program. You will be notified of Calvary's traditions and special events such as holiday parties, Trike-A-Thon, Fall Carnival, Parades, or other fun events. Please plan to attend!

Parent-Teacher Conferences

Parent-Teacher Conferences are offered twice a year. It is encouraged for both parents (even if separated or divorced) to attend the conferences to ensure information shared and discussed is connected between the child's home and school environments. During the conferences, the teacher will share of the child's progress, development, and provide samples of their learning experiences at Calvary. The conference is usually 30 minutes or less. Conferences may also be scheduled as needed at the request of the parent or Calvary Preschool during the year to discuss your child's progress. The conferences are held on specific days, refer to the Academic Calendar, in which your child's class is closed. However, if you need child care, there is a child care option on site. The child care option is only available during the designated parent-teacher conference time slot. Refer to your child's teacher or Director for more information.

Parent Committee

We encourage you to serve on our Parent Committee. The purpose of the Parent Committee is to support Calvary and participate in solutions or innovations that help the program reach its goals. Our Parent Committee is also active fundraisers for the program, as well as volunteers during special events such as our Fall Festival, Trike-A-Thon Fundraiser, Potlucks, and other special events. If you are interested in serving on this committee, please inform the Director.

The Parent Committee has Co-Chairs, which consists of 2-3 parents that work directly and interactively with the Director. They serve as liaisons between the Room Parents and Director to mainstream communication and organization throughout the school year. Each classroom will have 1-2 Room Parents, which represent the leadership of communication and organization for each classroom. All parents interested in joining the Parent Committee, Room Parent, or Co-Chairs is volunteering of time. Calvary Preschool greatly appreciates any and all time from our parents; it is also a wonderful way to connect with other parents and families within the Calvary community.

Parent education meetings, workshops and/or special family involvement activities are scheduled throughout the year. Attending the Parent Committee meetings on the first Friday of each month at 9:15 (refer to Academic Calendar) will provide highlights of upcoming events and/or family related activities between Calvary Preschool and Calvary Presbyterian Church.

Ways Parents and Teachers Can Work Together

1. Talk with your child about his/her day at school. Read to your child.
2. Tell the Teacher, what your child likes— special foods, games, things to talk about.
3. Show your child you are happy about all the new things he or she is learning to do by displaying his/her artwork or special projects and talking about them at home.
4. Share your ideas or concerns about the children's activities with the staff. Tell us what you like or don't like.
5. If you have some time and talent to share such as singing, drawing, carpentry, etc., please let us know. Parent speakers are welcome.
6. Tell us how we can help you with your child. You are encouraged to request a conference at any time.
7. Special programs on a variety of topics of interest to you and other parents will be held throughout the school year. If you want to know more about an area (i.e., children's toys, discipline, or how children learn to read), please let us know.
8. Encourage your child to dress and feed him or herself, to the best of their ability. Invite your child to help you at home (i.e., cooking, setting the table).
9. Attend scheduled parent conferences and meetings.
10. Join us for walking trips, special activities or meals.
11. Share your culture and ethnic background with us. We want to learn about, and appreciate, you and your child.

OTHER POLICIES, PROCEDURES AND GUIDELINES

General Policies

Sign In and Out

It is a California State Licensing requirement that each child must be signed in and out by a parent or authorized parent representative every day. Failure to do so may result in termination of services. Calvary Preschool uses electronic sign in and out through a tablet. Each classroom has a tablet, as well as the office. Each parent, guardian, or family member from the consent emergency forms is provided a specified number code. The designated number code is used when signing in and out. Any tablet may be used for signing in and out.

Children will be released only to those authorized persons (at least 18 years old) designated on the Emergency Form. Picture identification will be required. The name on the identification must match the name on the Emergency Form and the picture must match the person presenting it. A photocopy of the identification card will be taken. Children will not be released to anyone who cannot confirm their identity with proper identification. It is the parent's responsibility to notify office personnel of any changes on the Emergency Form. You may update this form at any time. We will ask you to update the form at least once a year. We do not accept any notes or phone calls from parents stating that someone not on your Emergency Form will be picking up your child; they must be listed on the Emergency Form. NO EXCEPTIONS!

State law requires that all children under the age of eight (8) must be secured in a car seat or booster seat in the back seat. Children under the age of eight (8) who are 4'9" or taller may be secured by a safety belt in the back seat. Never leave any child alone in the car no matter how short the time! It is not only unsafe, but also illegal.

Confidentiality

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program.

The California Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department also has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Appropriate identification from the Department will be obtained prior to the interview.

Written consent is required if parents want Calvary Preschool to share information regarding their child to another agency (school district, health provider).

Child Abuse Reporting

All Calvary Preschool staff is mandated by California law (California Penal Code 11165.7) to report cases of suspected child neglect and/or abuse (physical, emotional, and/or sexual) immediately to a child protection agency. Child Abuse law considers discipline that result in bruises and any other injuries caused by spanking to be a form of child abuse. If you need information about disciplining

your children or assistance with other parenting issues, please see the Director to get information for information and/or referrals to appropriate services.

Adult Conduct

It is the goal of Calvary Preschool to maintain a safe, caring, respectful environment for children, staff and parents. Unacceptable behavior will not be tolerated. Unacceptable behavior includes, but is not limited to, the following:

- ❖ Use of abusive or offensive language including, but not limited to, harassment, sexual harassment, threats, yelling, rudeness and profanity.
- ❖ Theft or damage to property.
- ❖ Physical or verbal abuse of children, staff or other parents.
- ❖ Defiance of authority.

Alcoholic beverages, illegal drugs and smoking are prohibited on the Calvary Preschool's premises. No child will be released to anyone who appears to be intoxicated or under the influence of drugs.

Parents, children and staff are expected to maintain a respectful relationship with each other. Parents demonstrating any of the above unacceptable behaviors may be terminated from the program.

It is not appropriate for parents to approach other parents or children to address an incident that happened at Calvary Preschool. Parents must deal with such concerns through the Teacher or Director.

1. If an incident occurs, the parent will be asked to leave the premises.
 - a. The parent will be required to meet with the Director or Member of the Calvary Preschool Board in order for the child to remain in the program.
2. Continuation in the program will be determined on a case-by-case basis depending on the severity of the incident.
3. If the family continues in care, another such incident will result in termination from the program.

We request that parents do not use any form of corporal punishment, such as spanking, striking, jerking, shaking, etc., with their child while on Calvary Preschool's premises.

In addition, the Education Code, State of California provides that "any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by fine not exceeding one hundred dollars (\$100.), by imprisonment in the county jail for a period of not more than 10 days, or both."

Clothing

Active play is very important to your child's overall development. Your child will regularly participate in "messy" activities such as painting, cooking, sensory activities, etc. Expensive, dressy clothes are not appropriate as clothing will become soiled as a result of our normal activities. Sturdy, washable and comfortable play clothes that are easy for little hands to manage are appropriate and help children to become self-sufficient. Play shoes that are low-heeled, lace-up or have Velcro closure, closed toe, and a rubber sole are recommended. All sandals must have a back strap. Please note, shoes are required at all times (even during nap/rest time) for safety; exceptions to outdoor play at the sand yard, shoes may be removed to enjoy the freedom of play in sand and water exploration.

We reserve the right to restrict a child's activities or offer them alternative clothing if it is determined that a child is inappropriately dressed.

Mark all clothing with your child's name. Staff will encourage children to take care of their belongings; however, we cannot be responsible for lost or damaged items including clothing, books, games or toys. Lost and Found is located along the fence in between the Calvary Office and Classroom 9. Please help your child learn to take care of his/her belongings.

Parents must provide an extra set of seasonal clothing, including underwear and socks, in case of accidents or spills. An extra pair of shoes is optional. If your child needs a change of clothing and they do not have any available, your child will be changed into extra clothing supplied by Calvary Preschool.

Weather

Children are outside virtually on a daily basis. Children should come to school wearing appropriate clothing for the season in order for them to be comfortable while outdoors. Children will be encouraged to wear their jacket/sweater/sweatshirt, but they will not be forced to keep it on while they are actively playing. On days of extreme temperatures (cold or hot) the amount of time outside may be reduced, but nonetheless, children will still spend some time outdoors. On days of poor air quality (AQMD index of unhealthy or higher), children's active outdoor activities will be restricted.

Toys

Please help your child keep toys at home. Security objects such as a favorite stuffed animal are an exception and are welcome, although they will remain in the child's cubby until naptime. Books and items related to the current unit of study are encouraged at any time; just check with your child's Teacher before bringing them in. Please mark these items with your child's name. **Toy guns, swords, and other weapons are not allowed at Calvary Preschool.**

Calvary has designated "Share Day" in which items from home are encouraged to share with their class. You are strongly encouraged to help your child find something that ties in with the current unit theme or has educational value to bring on this day. No commercialized or branded toys for Share Day.

Birthdays

A child's birthday is a day of celebration for some families and we will be happy to help make this a special occasion at Calvary Preschool. Children start talking about their birthday weeks ahead of time, telling the Teachers, "It's going to be my birthday." Treats may be brought into the classroom to share and enjoy. Please no birthday decorations, candy, or soda. Birthday Party invitations may be distributed, but we encourage an invite to all children in the classroom to support inclusion.

Visitors

All visitors to Calvary Preschool need to sign in at the office. Any visitors to see children need to show their picture identification and be listed on the Emergency Form as an authorized individual.

Staff members who receive visitors will be asked to meet their visitor in the office or be accompanied by a Calvary Administrator.

Parking

Free parking is available on Oxley, Fremont, Mound, and El Centro, the surrounding side streets of Calvary Preschool. Calvary Preschool families are ***not*** permitted to park in the Fremont shared parking lot of Calvary Presbyterian Church and local businesses. Parking Fees of \$25 will be charged and possible towing if parked in Fremont/Calvary Presbyterian Church parking lot.

Entering & Exiting the Center and Mobile Phone Free Zone

When entering and exiting Calvary, we ask parents to have responsibility for their children, enrolled or otherwise, and keep their children with them while they walk through the campus. Parent's adult visitors should also remain with parents.

We respectfully ask that you finish your mobile phone conversation before entering our campus or wait until you exit our facility to begin your conversation.

Court Orders and Other Legal Actions

We understand that families may undergo legal difficulties and/or be involved in legal actions that involve their children. Our policies do not allow Calvary Preschool staff to make copies of forms and other documents or provide testimony, verbally or in writing, about any child involved in a legal action, unless subpoenaed by court order. Designated personnel on our Calvary Preschool Board may review subpoenas and direct staff accordingly. It is not in the best interest of any child for Calvary staff to act with partiality to one parent or the other. If you should have any questions, please speak with the Director.

Discipline and Guidance

The goal of Calvary Preschool's discipline policy is to assist children in developing emotional regulation and self-discipline through respectful interactions that support children's emotional growth. The early years are a time of immense cognitive, physical and emotional growth for young children. Young children are still egocentric, meaning they still think mostly of their own needs and wants as opposed to the needs of others. Because of this, it is not unusual for young children to use physical or verbal aggression in an attempt to get their needs met. It is our job as the adults in the environment to guide children through this time by setting clear limits and following through appropriately and consistently. Staff help children understand the expectations for reasonable behavior by discussion, example and by redirecting children to an appropriate activity. Gradually, children are helped toward self-control and a sense of pride in their ability to care for themselves and each other.

The "Rules"

In our environment there are three basic rules, or behaviors, that need to be stopped by adults:

1. Physical aggression is unacceptable
 - Hitting, slapping, pinching, spitting, scratching
 - Throwing objects at others
2. Willful destruction of school property is unacceptable
 - Ripping books
 - Breaking toys
3. Engaging in activities that the Teacher has determined may be physically or emotionally harmful to themselves or others
 - Teasing, name calling or threatening language
 - Using equipment in a dangerous way

This list is not meant to cover every eventuality that may occur. It is important that the adults in the environment manage each case individually.

Procedures for Dealing with Unacceptable Behaviors

If a child has a specific unacceptable behavior that persists over time, the following procedure will be followed:

- ❖ The Teacher will attempt to help the child change the behavior. Methods may include redirection, positive reinforcement, and choices between acceptable behaviors. If the behavior continues to be disruptive to the classroom environment, further action will be taken, including parent conferences, observations, consultations, and referrals. If the behavior continues, and is a detriment to the program, the child may be removed from the program.

Corporal punishment, such as spanking, striking, jerking, shaking or any other humiliating or frightening experiences is strictly prohibited. If a child is in danger of hurting him/herself and is seriously out of control, the staff may physically hold the child in a manner which keeps him/her and others safe until the child has regained some measure of composure.

Biting

Periodically, outbreaks of biting occur in Infant and Toddler programs, and *sometimes* among preschoolers. This is an unavoidable result of young children in group care. Biting, however unfortunate, is a natural occurrence, not something to blame on children, parents, or Teachers. There isn't a quick and easy solution.

Children bite for a variety of reasons: Repeated biting becomes a pattern of learned behavior that is often hard to stop because it achieves results: the desired toy, excitement, and attention. We make every effort to stop the behavior and balance our commitment to the family of the biting child with that of other families. Parents of children who are doing the biting will be informed of incidents and actions being taken by the staff to prevent further incidents.

Procedure for Bites

1. Comfort and TLC (Tender Loving Care).
2. Wash with soap and water.
3. Antiseptic solution (if signed consent form is on file) and ice on bitten area.
4. Parents will receive an injury report.
5. Parents will be notified by phone if skin is broken.
6. We will not disclose the name of the biter.

Sexual Harassment

Calvary Preschool is committed to creating and maintaining an environment where all persons who participate in our programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the Calvary Preschool community should be aware that Calvary Preschool is strongly opposed to sexual harassment, and that such behavior is prohibited both by laws and by Calvary Preschool policy. Calvary Preschool will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to address behavior that violates this policy. Individuals who commit sexual harassment are subject to action up to and including termination of services, the filing of criminal charges with the proper authorities, and liability through civil litigation as well.

Grievance Procedure

We feel communication between parents and staff is important in achieving and maintaining a high quality program. It is our sincere desire to work with the parent, to hear concerns, and to address them in a timely manner. We encourage parents to have informal daily communication with their child's Teacher to maintain an open channel at all times.

If you have a complaint, we ask that you try to work it out first with the staff member most closely involved. If you still feel that your concerns are not addressed and an issue remains unresolved, please request a meeting with the Director, who can be contacted at the Preschool Office. If you still feel that your concerns are not addressed, please request a meeting with the Calvary Preschool Board Chair at the Calvary Presbyterian Church.

Termination Policy

Calvary Preschool reserves the right to exclude a child and/or family when it is in the best interest of the program. Reasons for termination may include, but are not limited to:

- ❖ Chronic non/late payment of fees.
- ❖ Excessive absences.
- ❖ Family knowingly misleads Calvary Preschool by providing misinformation for child or family records.
- ❖ Safety and/or Health Concerns (Child or Calvary's best interest).
- ❖ Failure to follow policies and procedures that govern the operation of Calvary Preschool.
- ❖ Failure to comply with State regulations and guidelines.
- ❖ Failure of parent(s) to work in a cooperative effort with Calvary Preschool to address children's unacceptable behaviors, including agreement to a contract or the contract's conditions.
- ❖ Failure to maintain a current, accurate list of at least two persons to call in case of emergency.
- ❖ Calvary Preschool is unable to meet the physical, social or emotional needs of the child.
- ❖ Parent or parent's authorized representative interacting with staff in a manner that is considered to be threatening, either verbally or physically, or harassment, sexual or otherwise, by parent or parent's authorized representative.

Calvary Preschool Admission Agreement/Parent Handbook Receipt

Date: _____

Please initial each agreement:

I understand that the Department of Social Services has the authority to interview children or staff, to inspect and audit child or center records without prior consent. The Department has the authority to observe the physical condition of a child, including conditions that could indicate abuse, neglect or inappropriate placement.

I agree to pay the established tuition required for services based on Calvary Preschool rates for such services. I understand that I will receive notice of any change in fees thirty (30) days prior to the date when such changes are in effect.

I grant permission for my child (ren) to use all of the play equipment and participate in all of the activities of Calvary Preschool.

I agree to abide by the standards for adult conduct as outlined in the Parent Handbook.

I understand that my child will be discontinued after five consecutive days of absence, if I have not contacted the Director. Further, I understand all the termination policies as outlined in the Parent Handbook.

I acknowledge that I have received the Parents Rights Form (LIC995) and the Personal Rights Form (LIC613A) from Community Care Licensing.

I hereby certify that all information I have supplied is true and correct and Calvary Preschool has the right to verify all information provided. I understand that my child may be excluded from attendance at Calvary Preschool if I do not comply with the terms outlined in this Admission Agreement.

I have received a copy of the Calvary Preschool Parent Handbook dated June 2019. I have read all policies of the handbook and this form and agree to them. I understand that failure to follow these policies may lead to termination of services.

All of my questions have been answered satisfactorily.

Child's Name

Parent/Guardian Signature

Director's Signature