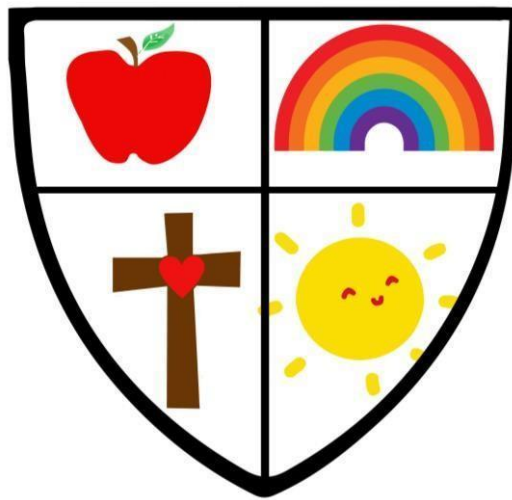


Parent Handbook

St. John's Preschool
5555 Clayton Road Clayton,
Ca. 94517
Phone: (925) 672-8855
E-mail: stjohnspreschoolclayton@gmail.com

St. John's Preschool Tax Identification Number:
State of California Child Care Licensing number: 073408290



Dear Parents,

Welcome to St. John's Preschool! We are looking forward to having your child at St. John's this year.

The purpose of this handbook is to answer questions that parents might have regarding our preschool.

If you have any questions or concerns, please call the preschool at (925)672-8855 between 6:30am and -6:00pm, or send an email to: stjohnspreschoolclayton@gmail.com

Sincerely,

Tonya Dean
Director

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Mission Statement

To establish a complete preschool and day care facility for all of God's children.

To provide a quality program that is age appropriate and focuses on the "whole child" during their developmental process.

To promote love and acceptance for all in a Christian environment.

Our Philosophy

We believe in the "discovery method" of learning. Children are active learners. We provide experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Children learn through play and through their interactions with teachers and other children.

Our children are seen as God's creations that are a gift to us to share our knowledge of Early Childcare Education in activities that support the child's individual development. Our teachers serve as positive role models and provide care that is supportive, nurturing and responsive to each child's individual needs.

We believe that parents (those who care for the child outside of school, whether they are a parent, grandparent, aunt, uncle, cousin or loving friend) are the most important people in the life of a child. We want parents to feel welcome to share in the total school experience. We encourage parents to visit often, attend weekly chapels, special events, volunteer for field trips and help out on "work party" days. With the staff, parents and children working together, we set the foundation for the beginning of your child's education.

Who We Are

Our preschool is a part of the Outreach Program of the local Episcopal Churches, St. Michael's (Concord) and St. John's (Clayton). St. Michael's has been in existence since 1979, and as the need for childcare was recognized, our preschool here at St. John's was established in 2020 to help serve the needs of the families in Clayton and Concord. In the effort to help enrich and care for the young children of the community, St. John's strives to create and maintain an atmosphere that fosters the healthy spiritual, emotional, intellectual, social, and physical growth of each child. We acknowledge that learning is enhanced in an environment that encourages sharing, caring, laughing, questioning, risk taking, growing, and playing.

We are a private preschool. We are licensed to care for 58 children; 2 years old up to 6 year old. We provide both full and part time care 2 -5 days a week. We offer an outstanding Pre-K Program Classroom placement is determined by the following factors: date of birth, individual readiness and

space availability. *Note: A new California law, as of 2011, states that children who turn 5 after September 1 are not eligible to enter kindergarten until the school year following their fifth birthday. This is considered when determining which class a child is assigned to at St. John's.*

Our staff exceeds the academic qualification we are committed to hiring educationally qualified teachers who are personally and professionally devoted to exceptional care, welfare, and quality education of our children required by California licensing regulations. In addition, our teachers are CPR and first-aid certified. More importantly, they are enthusiastic and enjoy their work with children. This is reflected in the positive environment they create for the children. Each teacher must pass a fingerprint background clearance check through the State of California as well as through the Episcopal Diocese of California.

The Program

Hours of Operation

The Preschool is open between 6:15 am and 6:00pm, Monday through Friday. We are open year-round excluding major holidays. Please see the section titled Closure Dates and Holidays for a list of days that the school is closed.

Education

Classroom teaching happens from 9:00 a.m. to 12:00 noon. This is what we call the “preschool portion of the day.” Your child will get maximum benefit from preschool when he or she is present for the entire program.

Curriculum

Curriculum is structured to be appropriate for the age level of the students in each class. Listed below are examples of the types of daily activities that children experience at St. John's:

Christian Education

- Grace before meals
- Chapel is once a week either 9:30 or 10:00, depending on age of child
- Bible stories and songs
- Open invitation to attend any of St. John's Episcopal The Holy Spirit Church services

Prayer

Prayer is a part of the daily activities at St. John's. The children say grace together before they eat, and may pray together at other times during the day. For grace we pray:

"Heavenly Father, be our guest and let this food to us be blessed. Amen"

Chapel

Once a week, the children have Chapel time. This is a 20 - 30 minute session usually held in the Fireside Room or Church. Topics may vary. Parents are welcome to observe and participate.

Curriculum

Each classroom offers these centers according to the child's appropriate age level.

Science Center

- Exploration of the Natural World
- Cause and Effect
- Observation and Investigation Inquiry
- Experimentation and Documentation

Math Center

- Counting (Rote and Rational)
- Geometry (involving Shapes)
- Measuring
- Classification (sets that evolve into adding and subtraction)

Language Development

- Expressive (speaking)
- Receptive (listening)
- Beginning Reading Skills

Fine and Large Motor Development

- Spatial skills
- Writing skills
- Using whole body exercises

Art Exploration involving

- Music
- Dance/Movement
- Dramatic Play
- Using various mediums to create (with paint and collage)

Self Help Skills

- Safety and staying safe
- Hygiene practices
- Feeding self and Dressing

Music

- Singing
- Listening to music
- Hands on with instruments

Art Experiences

- Painting
- Collages
- Play dough
- Coloring
-

Natural Developmental Order

As a child develops the ability to focus and learn changes. Each teacher designs classroom activities that are age appropriate. Preschool is a critical time when very young children focus on play-based, hands-on readiness activities and build their foundation for lifelong learning

Please see hand out on age related activities used in classrooms.

Field Trips

Occasional walking field trips are taken throughout the year. Parents will be notified in advance of all trips and outings. Parents are encouraged to join the class for field trips. To ensure the safety of all the children and to enhance their enjoyment of the experience, we ask that escorting parents follow these guidelines:

- Siblings may accompany a parent with prior approval of the director.

- Teachers consider parents to be a part of the team and ask that they follow directions in assisting the children
- We ask that parents keep their attention focused on the children and not on adult conversation
- Parents may take pictures as the time and conditions permit
- Cell phone usage is discouraged during field trips

Thank you for your understanding in helping to make all field trips successful and pleasurable for your child and their classmates.

Special Events

There are numerous special events planned on campus. We strongly encourage parental/family involvement on these occasions. If an activity is planned for a day that your child is not scheduled to attend, your child is welcome as long as a responsible adult is present. If you would like to celebrate your child's birthday here at school, please notify your classroom teacher and or the director. Any food brought in will need approval.

Daily Schedule

6:30-9:00	Arrivals and welcomings free choice in classrooms
9:00-9:30	Morning Snack
9:30-12:00	Class time – Inside or Outside includes snack, curriculum, circle time and free exploration
Noon-12:30	Lunch time
12:30	Preschool morning session pick-up
12:30-1:00	Prepare for rest time, potty and story time
1:00-3:00	Rest time
3:00-3:30	Wake up and snack time
3:30-6:00	Inside/outside play time and an afternoon project

Schedules may vary according to class. Please check with your child's teacher for their classroom schedule.

How to Help Your Child Prepare for School

Talk about school with your child. Discuss positive experiences that are waiting for him or her. Listen to your child. Discuss concerns that he or she is expressing. Encourage your child and be reassuring. Establish good routines for eating and sleeping. Establish a good communication link with your child's teacher so that you are informed about your child's progress.

What to Bring on the First Day of School

An Extra Change of Clothes (Please label everything)

- Socks
- Pants
- Shirt
- Underwear
- Extra shoes
- Water bottle
- Small blanket for nap time

Other Items needed for full day children

Following nap items MUST fit In a large pillow case labeled with child's name:

- Small blanket and, or Small stuffed toy (if desired)

Other items needed if your child is in diapers

- Diapers
- Wipes

Emergency Kit

The Required items by State licensing requirements are as follows. :

Water and snacks

Flashlights

Emergency contacts binder

Diapers wipes

Solar blankets

First aid kit etc.

Saying Goodbye

Separations are sometimes difficult, especially at the start of preschool. Starting the day in a positive manner will help assure a good day for your child. Here are some suggestions:

Develop a reassuring goodbye routine for each day. For example, find a teacher for your child to say “good morning” to or a favorite activity your child likes to begin the day with, then give a warm hug good-bye and leave with confidence. Having a consistent routine is very important. Before leaving the school, talk with your child about what he/she is going to do and the teachers and children who will be at school. When changes in routine occur, please keep the staff informed so they can help your child settle. Let teachers help you by taking your child in their arms if this will help. Please don’t hesitate to call the preschool after you have left to check on how your child is doing.

Enrollment & Fees

Admission Criteria

The following criteria must be met before a child is accepted for admission:

- The parent(s) or guardian(s) must complete a tour of the facility and meet with the Director
- Each child’s needs must be discussed with the Director to insure proper classroom placement
- All required forms (listed below) that are reviewed by the Director during the pre admissions meeting, ***must be completed and returned prior to the first day of school*** Keep.
- Physical must be turned in within the first 30 days of attendance. IF not turned in on the 30th day, the child may not attend the program until form is turned in.
- Covid policies and guidelines

- [Admissions agreement](#)
- [ID & Emergency Information](#)
- [Form](#)
- [Pre-admission Health History](#)
- [Physician's Report](#)
- [Copy of Immunization Record](#)
- [Consent for Medical Treatment](#)
- [Parent's Right Statement](#)
- [Personal Rights Statement](#)
- [California](#)
- [Emergency Cards](#)
- [Behavior Policy Form](#)
- [Illness Policy Form](#)
- [Disaster Policy Form](#)
- [Photo Release Form](#)
- [Walking _____ Field _____ Trip](#)
- [Permission](#)
- [Form](#)
- [Family Participation Form](#)

Waiting List

In the event that you are interested in enrolling your child here at St. John's and there are no spots available, your child will be placed on the waitlist.

Waitlist are based on the following priorities:

1. Siblings of current families
2. Family members of church members
3. Current availability
4. Schedule/ Needs
5. Former families
6. All others

If you are called regarding an upcoming opening, you have 24 hours to confirm the spot and 48 hours to pay the registration fee.

Enrollment Fees

Children ages 2 years old through first grade entry will be accepted for enrollment. The registration fee is \$100.00 and will reserve a place for your child. This is a non-refundable fee. Each family will be assessed an annual supply fee of \$120.00, which is payable every September. This fee is prorated for families starting throughout the year.

Multiple Child Discount

A tuition discount will be provided for each additional child enrolled from the same family.

Tuition Payments

Monthly tuition fees are due on the first day of each month. A five day grace period will be allowed for payments, after which the account will be considered late. A 10% late fee will be applied at such time. The account will be considered delinquent if unpaid by the 10th of the month. If tuition is not paid by the 10th of each month, the child will be unable to attend school until the tuition balance is paid.

Semi-monthly tuition fees are due on the first and fifteen day of each month. A three-day grace period will be allowed, after which the account will be considered late. A 10% late fee will be applied at such time. The account will be considered delinquent if unpaid after the 8th or 22nd of the month. If tuition is not paid by the 8th or 22nd of each month, ***the child will be unable to attend school until the tuition balance is paid.***

If a tuition check is returned from the bank, the amount of the check plus a \$30 return check fee will be due immediately.

See Attachment Tuition Schedule. This schedule may change. Parents will be notified one month before any change.

Family Participation Program (FPP)

This program requires that each family participate in at least 20 hours of school supported activities within the school year (August-July). The FPP is intended to offset operating and maintenance expenses thus keeping tuition fees low. Examples of support activities are: volunteering for field trips, maintaining the preschool play yard, assisting with set-up and cleanup for school events. Hours are tracked by signing the sign-up sheet. If you opt-out of the program, or are unable to complete your 20 Family Participation Program hours within the school year, a fee of \$10.00 per uncompleted hour will be assessed. This fee is payable by the end of August or last day of enrollment, whichever occurs first.

Additional Hours and Days of Attendance

Please note that additional attendance of any type must be pre-approved by the Preschool Director to ensure that there are sufficient teachers to meet our required child/teacher ratio.

Failure to meet the required ratios exposes the school to the risk of a citation and fine by licensing authorities.

We ask that you call one week in advance for any extra days, so that we can try our best to accommodate you. In case an emergency arises and if we have coverage and space we can take the child if staffing is available.

Provided the extra hours or extra days have been approved by the Director, they will be charged at a daily rate by prorating the monthly tuition.

Late Pick Up

Late fees will be applied after 6:00 P.M. for full time students or after 12:30 P.M. for preschool session students. The fee of \$1.00 per minute will be charged. These late fees are paid to the teachers. Payment at pick up or before following days drop off to compensate them for staying beyond their normal working hours. After the **THIRD** late pick up violation fees will be doubled. *Excessive late pickups will result in dismissal from the program at director's discretion.*

Policies & Procedures

Non-Discrimination Policy

St. John's Preschool does not discriminate on the basis of race, religion, color, national and ethnic origin in the administration of its admission policies, daily activities or educational policies.

Reporting Absences

If your child is going to be absent, please notify the preschool as early as possible. If your child is ill, please notify the Preschool as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.

Vacation Policy

If you go on an extended vacation then you would pay half tuition for the month to hold your space. This will need to have prior approval.

Change of Schedule

Any change of schedule must be requested in writing at least one week in advance and approved by the Director. A request for change will be approved based on the availability of teachers and class schedule.

Withdrawal

A parent or guardian must give a 30-day written notice before decreasing their child's enrollment or forfeit the difference in tuition rate.

Custody and Visitation

From time to time, issues arise that require the release of a child to the appropriate parent or legal guardian. Please list any custody or visitation restrictions on your enrollment forms and provide the Preschool Director with legal documentation supporting these restrictions. We will strictly adhere to the instructions provided in such legal documents. Please provide updated legal documents as changes are made.

Closure Dates and Holidays

A school calendar will be provided at the beginning of September. Our scheduled closure dates are published annually. Additional copies are located at the parent sign-in area.

Note: If New Year's Day or Independence Day occurs on a Thursday, the school will also be closed on the Friday following the holiday. If it falls on a Tuesday, school will be closed on Monday

No discounts or schedule changes are given for holidays and closure dates that fall on your child's regularly scheduled day.

Clothing

We strongly encourage you to dress your child in "play clothes" for school. Some of our activities may get messy and we want your children to be comfortable while they play and learn. For safety and comfort, children should wear rubber-soled shoes. Flip-flops and shoes without backing are not permitted.

Important: Label all clothing with your child's name in permanent marker. Please check the lost and found periodically for missing items. At the end of the month unclaimed items will be donated to charity.

Potty Training and Diapers

We work closely with parents on an individual basis on potty training. We do accept children who are not potty trained into our program. Parents must provide diapers and baby wipes as needed.

Each child's potty training needs are considered on an individual case basis. When you are ready to potty train your child we will work with the family on making a potty training plan for your child.

Bathroom/Clothing Accidents

All children must bring a complete change of clothes in a labeled Ziploc® bag. Parents should label all clothes and the bag with the child's name. If your children use these clothes, please send a new change of clothes the next day that they are at school. Children are more comfortable in their own clothes. We do have extra school clothes that we can send your child home in the event that your child has run out of clothes. These will need to be laundered and returned to the school. If there are no clothes available, you will be called to either bring clothes for your child or pick them up in a timely manner.

Birthdays

Birthdays may be celebrated at school. If you want to have a party for your child at school, please notify your child's teacher and the Director a week prior to the event and allergies according to the child's classroom will be discussed. Do not bring food items to the classroom unless this discussion has occurred. We have a No Peanut policy. All items must be approved prior to bringing to the school. Without prior approval, items may not be served.

Emergency Contacts

For your child's security, please be sure to provide us with at least two emergency contacts and keep their numbers updated on the emergency card as changes occur.

Child Pick-up Authorization

You must inform the school if someone other than a parent is going to be picking up your child. On the emergency card, please list all persons who are authorized to pick up your child. They must present a photo I.D. if we do not know them. No child will be released to any person not authorized by a parent. State law prohibits us from accepting authorization over the telephone. However, we will accept an email from you. This is for your child's safety. Additionally, anyone who picks up a child must be at least 18 years of age.

Student Record Updates

Whenever there are changes or additions to the information originally provided on your registration form, please stop by the office to make changes. This is important regarding the telephone numbers where you can be reached while your child is at school. In an emergency, it is important to reach parents quickly.

Naptime Policy

Rest Time

All children will be required to rest. Depending upon age, children are expected to rest quietly or engage in quiet activities, allowing those who would like to sleep the opportunity to do so. Parents please bring a small blanket. Parents will provide a pillowcase with the child's name and label. Bedding bags are to be taken home and laundered every Friday or the last day of your child's school week, or more frequently if necessary. If you forget your child's bedding, school bedding will be provided at a cost of \$5.00 per week.

In our effort to maintain your child's naptime supplies in a safe, sanitary manner, we ask that you follow the guidelines below:

Parents Must Provide

On Monday (or the first day of the week) please bring a blanket in your child's bedding bag.

Drop Off of Naptime Supplies

On Monday (or first day of school for the week), place your child's naptime supplies in their classroom.

Laundering of Naptime Supplies

On Friday (or last day of school for the week), take your child's naptime supplies home to be washed.

Discipline

St. John's Preschool operates on the premise that young children are never "bad". The types of inappropriate behavior most often seen are usually the result of the child's level of development. Our goal is for children to become self-disciplined. We use the following methods to help teach and role model appropriate behavior and problem solving:

1. Redirecting inappropriate behavior
2. Encouraging children to use their "words"
3. Talking about feelings
4. Assisting in the care of another injured child
5. Using logical consequences
6. Promoting developmentally appropriate rules
7. Giving plenty of time for children to complete tasks
8. Providing a well-balanced program
9. Using "time in which the teacher spends time with the child helping them through the situation. We also use shadowing where a staff member will shadow children and help them as needed. When inappropriate behavior cannot be resolved by the other methods listed above.

Under no circumstances is corporal punishment ever used. If inappropriate behavior cannot be resolved, a conference with the Director may be necessary. At that time, a course of action will be discussed. If these measures do not help the situation, your child will be given a two-week notice of disenrollment.

Biting and Behavior policy

Biting is a common occurrence with some two year olds as they develop and learn to voice their frustration in situations. Also, a child may become more challenging in their behavior as they develop and are gaining their autonomy. There may be times when biting becomes excessive as a way for your child to handle situations. Your child's safety and well-being are important to us, we have implemented a 4-step biting and not in control of their body or behavior's Policy. Although we understand that biting and not being in control of their body or behavior may be a part of some children's development, we feel it is necessary to explain our policy concerning biting / not being in control of their body or behavior. Children's confidentiality is important so

parents will be informed their child has been bitten or hurt but the name of the other child will not be given.

STEP 1: You will be informed through an incident report, which will explain what happened. At that time, we will ask you to speak with your child about the incident. The Director of St. John's Preschool will evaluate the incident, the classroom and the supervision.

STEP 2:) You will receive an incident report and the Director of St. John's Preschool will counsel you and give you literature and referrals to help you handle the situation at home, and let you know how we are dealing with the situation at school.

STEP 3: If the two previous steps are proving to be ineffective, you will be expected to pick up your child from the center and not return until the following day. (failure to pick up child in timely manner will lead to your child being suspended an additional day)

STEP 4: You meet with the director and are given resources and referral programs in the county to assist you in finding additional programs and services. You will then be given a termination notice of date for your childcare services here at St John's.

Health/Safety and Security

Parking

Please *do not* park in the red zone. For the safety of our children, this is reserved for emergency vehicle use *only*. Please drive slowly in the parking lot, entering and exiting carefully. No transportation is provided by the school, parents are responsible for getting their child to, and picking up from school.

Arriving and Departing the School

When the school opens and attendance is low, children are gathered together in one room or on the playground before they move to their respective classrooms. After morning snacks the children are taken to their classrooms.

For the safety of all children, please keep your child with you from the time you pick them up until you get them into the car. Please wait for a member of the Preschool staff to acknowledge that you are dropping off or picking up your child and do the child's Health Check.

Signing In and Out

State law requires that children must be signed in when brought to school and signed out when picked up. Signatures must be your full legal name, no initials please- it MUST be legible. The school can be **fined** if you are only initialing or not signing your full name. Only those who are on an Emergency card can pick up a child. Must be 18 years of age and have a Federal ID or State ID with a picture on it. **You will be called back to sign your child in or out.**

Security Doors and Gates

Our exterior doors and gates are locked. Please don't admit anyone you don't know. Please notify a teacher if someone needs to be let in. Please remember to latch each door and gate as you enter and exit the building and playground.

Emergency Procedures

We schedule emergency drills monthly. We have developed an emergency evacuation system designed to meet the needs of our center.

Evacuation plans are posted in each classroom. In the unlikely event that our center is severely damaged or declared unsafe, all children will be evacuated to a safe distance from the building, where we will await your arrival. The Director will attempt to notify you as soon as possible.

Emergency Disaster Plan

In the case of any sort of emergency, accident, weather condition or earthquake, the goal of St. John's Preschool is to be prepared to meet the physical needs and psychological support of the children and staff.

Responsibilities

School - The school will retain responsibility of all children on the premises until they are released to a parent, guardian or other designated person or until they have been transported to an official evacuation center. Selected staff will remain with the children until all children have been reunited with their families. Any relocation site's name and address will be posted.

School Employees - All employees will remain on premises as designated by law. Each employee has their designated emergency duties and may not leave until given official permission by the Director or acting Director.

Parents - Parents should listen to radio/television for progress reports on the disaster.

We will also be following official instructions via radio. If you are able to reach the school without danger to yourself or without interference with disaster workers, you should pick up your child. Remember children will only be released to parents, guardians or to other designated persons on their emergency card.

In Case of Fire

St. John's preschool staff will perform the following 4 steps:

Save lives - Evacuate any person in immediate danger

Sound alarm

Report fire

Evacuation of children

As soon as a fire is discovered, an orderly evacuation of the building will begin as practiced in our monthly fire drills. The building will be checked to assure that all children are out

Step 1 : Evacuate to designate space in the parking lot. From there if needed we will evacuate to a safer location.

Our evacuation site is on the far side of Clayton Road. Parents will be informed as to the evacuation site that is being used. All children and staff will be accounted for, children reassured and first aid administered, if needed. The building will not be reentered until given permission by fire officials.

Contain fire - Staff will use a fire extinguisher if it's safe. The designated staff will close all doors, windows and shut off electricity and gas

In Case of Earthquake

During an earthquake

Staff will shout "Duck and Cover." Children will follow instructions as practiced in earthquake drills every month. Staff will do the same.

After an earthquake

All staff will check their group for injuries. All adults will verify they are safe by voice. Designated staff will check all areas of the building and conduct a safety check. Classes/groups will calmly walk to our prearranged evacuation site in the parking lot.

At evacuation site

All persons will be accounted for, reassurance will be given to the children and staff will begin their emergency duties. These duties include a command person, supply person, first aid person, and morale persons. Staff emergency jobs are listed on the Emergency Care and Disaster Action Plan form posted in the preschool hall.

In Case of Power Outage

The staff will have the children “freeze” where they are until alternate lighting can be obtained. Each classroom has an emergency supply box that includes flashlights. If power failure occurs in the daytime and weather is nice, we will transfer all activities to the playground. If it is very hot outdoors, we will find the coolest possible area where there is shade. We will utilize emergency supplies to keep children comfortable. Children will be reassured. In the event that the power is out prior to the 6:30am start time, the school will be closed. Do not bring your child to school. If you are unsure if the school’s power is out, please call first. If the power is out for more than an hour, the emergency will be assessed. If it is decided that the school will remain closed, parents will be phoned. If phones are out, we will remain on site and follow all official emergency instructions via radio, TV, etc.

In Case of Flooding

If it is safe to remain in the building we will do so, unless ordered to evacuate. If the grounds are flooded, we will wait for official assistance. Emergency supplies will be used to keep the children comfortable. Children will be reassured. If assistance is not forthcoming, we will move the children to the highest possible location.

In Case of Tornado

If there is sufficient warning, children can be picked up by their parents. Children who are at school during the tornado warning will be kept indoors and follow county guidance. Care will be taken to stay out of the path of debris. Children will be reassured. Emergency supplies will be used as needed.

Any Other Emergency

We will follow the instructions provided by the Community Warning System, Police, or other officials. We will reassure the children. We will stay inside the building or evacuate as the situation dictates. Emergency supplies will be used as needed.

Health and Nutrition

Illness

It is inevitable that children get sick. Preschool aged children have the highest incidence of communicable disease. Making the decision that a child is too sick to attend school can be a complex one. All children must be checked in with the teacher prior to a parent's departure each day. At this time the teacher will ensure that the child is free from obvious signs of illness. State regulations prohibit us from admitting any child too ill to participate in *regular daily activities*.

If you will be keeping your child home from school due to an illness, please notify the office, so that we may advise other parents accordingly. Should your child be exposed to a contagious illness at school, a notice will be posted so that parents are made aware of symptoms (child and family identity will always be kept confidential)..

Sick at School - Sending a Child Home from School

Should a child get sick at school, he/she will be isolated and the parent will be notified. An authorized person must pick up the child within one hour.

Listed below are the guidelines that will be followed when determining whether a child needs to be sent home due to illness during the day: (The Director has final say if the child is being sent home)

- Diarrhea one time accompanied by a fever of 100.4 or higher
- Diarrhea two times in one day even without a fever of 100.4 or higher
- Vomiting one time accompanied by a fever of 100.4 or higher
- Vomiting two times in one day even without a fever of 100.4 or higher
- Runny nose, cough and fever of 100.4 or higher
- Excessive cough, runny nose or discharge with color, excessive crying or lethargic
- Rash (not including heat or food allergy)
- Head Lice or Nits (may return when the child is Nit free) lice policy about privacy

If your child has a fever or symptoms of an illness not stated above (lethargy, pale, flushed, stomach pains, etc.) the staff will contact you and discuss whether or not your child needs to go home.

*Remember that the preschool must consider the health of other children in our care!
The Director has the final say if the child stays or goes home.*

After an Illness

When a child returns after being home sick, the child must be checked and cleared by a member of the staff.

Listed below are the guidelines that should be followed when determining whether a child is able to attend school after an illness:

Chicken Pox

The child must stay home for 6-10 days after the initial outbreak, or until all the lesions are crusted and dry.

Pink Eye Infection; Consult a Doctor

If the child has a *bacterial* infection, the child must stay home, and if on medication prescribed by a licensed physician, for 24 hours.

Strep Throat, Tonsillitis

The child must stay home, and if on medication prescribed by a licensed physician, for 24 hours.

Ear Infection

The child must stay home and if on medication prescribed by a licensed physician, for 24 hours.

Hand-Foot-Mouth

The child must stay home for 3-7 days, until vomiting and/or diarrhea have subsided, and rashes and sores are healed.

Lice

We have a "NO NIT POLICY". This means an infested child cannot return to school for 72 hours, and only with the parent's assurance that all treatment measures have been taken and that the child is Nit free. When returning to school the child must be inspected by a staff member before their parent can leave. If any Nits are found, the child must return home for another 72 hours to follow up.

Fever

A child with a fever of 100 degrees or higher will be sent home immediately. The child must stay home until fever free (without the use of a fever reducer) for 24 hours. (We will follow county and State guidelines as they are mandated)

Vomiting

The child must stay home for 24 hours without vomiting.

Diarrhea

The child must stay home for 24 hours without diarrhea.

Coughing

If a child is coughing uncontrollably, we will ask the parent to take the child home.

Fifth Disease “Slap Cheek”

The child must stay home until fever free for 24 hours (without the use of a fever reducer).

Rash

If a child has a rash, the parent will be asked to take the child to a doctor to diagnose it. If it is not contagious, the child may return to school with a doctor’s note clearing the rash.

COVID/ EPIDEMIC

Parents must notify the school if a child or member of the household has tested positive or is quarantining. We will follow all Federal, State, and local guidelines. We must follow whatever has the stricter guidelines for quarantine, isolation, and mandated closures. Parents will be kept updated through calls, emails and Remind app.

Medication Policy

Medication will be administered if prescribed by a physician. This includes ointments and diaper rash creams. Medication must be brought to school in the original bottle or container, with the prescription label attached. It must always be given to a staff member and should not be placed in a child’s lunch bag, pants pocket or cubby. A written request from the parent or guardian is required. Non-prescribed medicine will not be administered unless a physician request form is

complete. For the school to administer any medication you must fill out the medication plan that will be provided to you before you can leave medication on site, you also must train staff on how to administer the medication and side effects to look for. This is mandated by Community Care Licensing.

** St John's Preschool takes no responsibility for any reaction caused by the ingestion of prescribed medication.*

Inhalers and EpiPen

An inhaler or EpiPen will be administered if prescribed by a licensed health care provider. It is the parent/guardian responsibility to supply the medication and equipment and to keep daily emergency contact information up to date. If medication becomes expired while the child is in our care, it will be given back to the parent/guardian for proper disposal. An *Incidental Medical Services Plan* form MUST be completed by a physician before any medication is administered. This is a state regulation. Forms are available for download on our webpage. A plan and training must be made with the director and kept on file for medication to be left on site.

Prescribed Antibiotics

If a child is prescribed antibiotics for an illness, he/she must have taken the correct dosage for a full 24 hours before returning to school unless there is a doctor's note stating it is safe for the child to attend school. This rule applies ***if and only if*** the illness is not contagious or infectious.

Accident/Illness Procedures

If your child is involved in an accident or suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency (consistent with your requests set forth in the *Identification and Emergency* form that you completed at registration) to provide the necessary special care that your child needs.

In the case of an emergency, and if we cannot make contact with your or your designated emergency contact, St. John's Episcopal Day Preschool, in its sole and unlimited discretion, shall seek any necessary treatment, including, but not limited to, calling 911. The parent(s) or guardian(s) are responsible for any and all expenses incurred, in the event that this course of action becomes necessary.

Health and Nutrition Policy

1. Each month a menu of the daily foods provided in our facility will be posted for parents to view and distributed on the Remind app with the newsletter. Please be sure to review the menu. We have a No Nut policy here at St John's.
2. All food brought from home must be pre-approved by the Preschool Director.
3. Upon enrollment, a daily schedule of all meal times will be given to each parent or guardian. Meals and or snacks are provided every 2-3 hours during operational hours.
4. Snacks and meals are presented using a family style setting. This allows children to share in conversation and eat within a scheduled allotment of time.
5. Children are given the responsibility of expressing how much they want and to express when they are full. This is done under the supervision of the teacher.
6. Teachers instruct children in the proper use of child-sized utensils, furniture and dishes. This assists children in learning how to serve themselves. Each class teaches these age appropriate skills to successfully accomplish these tasks. We encourage your child to use these skills at home.
7. If a child has special needs, meals can be planned to accommodate their needs. Please speak with the Director if you have any questions regarding special dietary needs.
8. When planning meals, each child's ability to chew, swallow and to feed themselves is taken into consideration.
9. Teachers sit with the children at all snack and meal times to model appropriate mealtime behavior. Teachers will assist children when needed.
10. For celebrations, events and holiday parties, parents are strongly encouraged to provide healthy food and drinks, especially fruits and vegetables. For questions, please see the Director.
11. Children always have access to safe drinking water and are encouraged to drink water throughout the day.
12. Fat free milk, or 1% is served at all meals and at a variety of snacks. Soymilk will be provided for children who are allergic or lactose intolerant.

13. A doctor's note confirming all food allergies must be submitted at time of enrollment.

14. For any questions or concerns, please see the Director.

Physical Activity Policy

1. A copy of the classroom weekly or monthly lesson plan will be available to each parent and or guardian.

2. Children are never denied physical activity or play as punishment.

5. A safe environment will be provided for all children. All activities and equipment are age appropriate for all children in our facility.

6. Multimedia is used for educational purposes only. No movies or videos over 30 minutes will be played without prior consent from the Preschool Director.

Reporting Child Abuse

St. John's Preschool wants the best for all the children and families. The preschool has a moral and legal responsibility to report any case of suspected child abuse. In suspected abuse and neglect cases no evidence will be excluded on grounds of confidentiality including preschool records. Although St. John's Preschool staff is not obliged to do so, we may speak with parents prior to notifying the Department of Social Services.

Family Involvement and Communication

Open Door Policy

Parents are always welcome. We encourage you to visit at any time. Open communication between the parents and staff is important, and so is your input. Please feel free to discuss any questions or concerns you may have regarding the preschool with the Director at any time.

Parent Communication

Teachers attempt to communicate with parents at the end of day and through the Remind app. You will receive a monthly newsletter containing information on activities, field trips and special events. Additional memos will be distributed as needed. Please note that it is your responsibility to read all communications carefully. The information contained is of great importance to you and your child.

Lesson Plans

The teacher of each classroom will post either weekly or monthly lesson plans. Lesson plans will provide information on activities children will be doing that week or month.

Back to School Night

Curriculum, teaching methods, evaluation format, schedules and guidance techniques will be discussed at Back to School night at the beginning of the year. This is an evening for you to get to know your child's teacher.

Student Evaluations

Student evaluations are provided for all children. The teachers schedule student evaluations twice a year, once in the fall and once in the spring. The purpose of the evaluations in preschool is to monitor each child's progress in all areas of the child's development. The evaluations help us to meet both the current and future needs of the child. Parent-teacher conferences are available upon parent request.

St. John's also offers parent-completed screening tools called *Ages and Stages Questionnaires-3* and *Ages and Stages Questionnaires: Social-Emotional*. This is completed at the time of enrollment by the parents or a month after the child is enrolled.

St. John's Preschool Tuition

5555 Clayton Road Clayton, CA 94517

Phone: 925-672-8855

Rates Effective 2/01/223

Registration Fee (Non-Refundable)	\$100/child
Annual Supply Fee (Non-Refundable/Due Sept 1st/Prorated at Enrollment)	\$120/child
Earthquake Supply Kit	\$25/child

FULL DAY STUDENTS - RATE PER MONTH

(Hours between 6:15 am and 6:00 pm - Includes All Meals)

Days per Week	First Child	Each Additional Child
5	\$1123	\$1014
4	\$1009	\$910
3	\$847	\$764
2	\$660	\$593

6 hour rate (anything over 4 hours but in a 6 hour spot)

Days per Week	First Child	Each Additional Child
5	\$946	\$853
4	\$852	\$770
3	\$718	\$650
2	\$556	\$504

PRESCHOOL MORNING SESSION STUDENTS - RATE PER MONTH

(Hours: 8:30 am to 12:30 pm - Includes Morning Snack and Hot Lunch)

Days per Week	First Child	Each Additional child
5	\$760	\$686
4	\$702	\$634
3	\$582	\$525
2	\$473	\$426

Extra Day Charges (Consult Director)

Full Day	\$60	Per Hour	\$30
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Parent Acknowledgement

Please sign below to acknowledge that you have Received and have fully read the Parent Handbook, including all policies and procedures.

Student's Name _____

Parent/Guardian Signature _____ Date _____