



Train up a child in the way he should go,  
and when he is old, he will not depart from it.

Proverbs 22:6

# Parent Handbook

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1409 W. 182<sup>nd</sup> Street, Gardena, CA 90248  
Office: 310.324.9736 / Email: [gardenaoffice@sfpreschool.com](mailto:gardenaoffice@sfpreschool.com)

## Shepherd's Fold Preschool Administrative Policies

### Admission, Enrollment, and Withdrawal

Children ages 2 to 5 years may be enrolled in our preschool. Children are accepted on a first-come, first-served basis. A waiting list will be created as needed.

To be enrolled in Shepherd's Fold Preschool (SFP), the following must be completed:

1. Registration Application
2. Rate Schedule and Financial Agreement
3. Student Emergency Card
4. Statement of Faith
5. Bounce House Permission Slip and Liability Release
6. Photo/Video Disclosure
7. Termination Policy
8. Consent for Emergency Medical Treatment (LIC 627)
9. Signed Personal Rights (LIC 613A)
10. Signed Parent's Rights (LIC 995)
11. Identification and Emergency Information (LIC 700)
12. Child's Pre-admission Health History (LIC 702)
13. Signed and completed Physician's Report (LIC 701)
14. A copy of your child's updated Immunization Record
15. Pay the required fees (non-refundable registration fee and first week/month tuition)

**A two-week notice is required for withdrawal from the preschool.**

### Child Abuse Reporting

Any teacher who has reason to believe that a child in the school is the victim of any form of child abuse is required by law to report that suspicion to the local law enforcement agency or the Department of Social Services.

### Classroom Visitation

Parents are welcome to observe their child's classroom. However, please do not interrupt the teacher or take their time if they are occupied with the children. Please come to the office before going into the classroom.

### Discipline

Discipline is an important part of early childhood training. Obedience to those in authority is the standard our Lord has set for us. A child will be placed in time out when necessary. Stickers, praise, and special treats are used to reinforce positive behavior. It is important that parents reinforce positive classroom behavior at home to help children adjust to group learning.

### Dress Code

Clothing that displays slogans or pictures of action figures, superheroes, or any kind of violence is not permitted. Clothing should be comfortable, play clothes that encourage self-help. Sneakers or rubber-soled shoes are required. Open-toe shoes, sandals, or Crocs are not permitted.

### Change of Clothes

A complete change of clothes (for emergency use) must be left at the school, including socks. Extra clothing needs to be in a labeled zip-lock bag.

### Labeling

Label all jackets, sweaters, bowls, cups, sheets, and blankets. Anything that is brought to the school needs to be labeled.

### No Backpacks

We do not have space for backpacks. Please use a labeled zip-lock bag that fits in your child's cubby.

### Home Toys

Home toys should be kept at home unless the teacher instructs otherwise for "Show and Tell."

### Birthday Celebrations

Birthdays are very special and important for children. You may celebrate this special day at school. Please discuss with your child's teacher the appropriate time for the celebration. Keeping it simple is advisable.

### Holiday Celebrations

Each classroom celebrates holidays throughout the year. Harvest is celebrated in place of Halloween. No costumes or other Halloween decorations are used in this celebration. We focus on God's creation and provision for His children. Christmas is celebrated as the birthday of Jesus. Easter is a celebration of new life through the death and resurrection of Jesus Christ.

### Illness

Children with a green runny nose, colds, fevers, communicable diseases, diarrhea, vomiting, or other signs of illness need to be kept at home to recover. Your child will need to be fever-free (without the use of fever-reducing medicine) for 24 hours before returning to school.

*Please report any contagious diseases your child contracts to the Director as soon as possible.* Children recovering from a contagious disease need a physician's release to return to school. If a child becomes ill during the school day, parents will be notified to pick up their child as soon as possible. If we are unable to reach a parent to pick up your child, the first person listed on the emergency card will be called to do so.

**If your child will not be attending school due to illness or other reasons, please notify the school before 9:30 am.**

### Breakfast

Children may bring breakfast to school from 6:00 am to 8:30 am. No breakfast after 8:30 am. Breakfast brought after this time will need to be put away until our first snack at 9:30 am.

### Lunch and Snacks

Lunch and snacks are included in the tuition. If you want to send a snack or lunch to school for your child, please note that candy, sodas, and other sugary items are not permitted. Gum is also not allowed at school.

**PEANUTS IN ANY FORM ARE NOT PERMITTED**

**All food allergies must be in writing and given to your child's teacher. Please include the severity of the allergy.**

### Medication

All medications and sunscreen must be given directly to the child's teacher or the Director. Medication/sunscreen cannot be placed in the child's cubbies. A medication release form must be filled out and signed before medicine/sunscreen can be administered/applied to your child. If possible, please arrange your child's medication schedule so that taking a dose at school will not be necessary.

**Epi-pens & inhalers: A doctor's form that includes instructions and dosage is required.**

### Rest Time

Children take a two-hour nap daily. A fitted crib-size sheet and blanket are required to fit on the cot and are stored in a bag after nap. They are to be taken home each Friday, laundered, and returned on Monday. (Bulky blankets and large pillows are not permitted.) Label all bedding with your child's name.

### Change of Information

The Director should be notified as soon as possible of changes in information that affect your child, such as a change of address, home, or work telephone numbers. This is very necessary so that, in case of an emergency, you can be contacted easily.

### Procedures and Routines

Our daily program balances activities designed to help your child grow socially, academically, and spiritually. Our curriculum is designed to guide children through new learning experiences and expose them to basic preschool concepts. We want to emphasize each child's feelings of success, uniqueness, and belonging in a safe and loving environment.

### Tuition and Fees

All tuition and fees at SFP are determined each year by the administration.

### Family Discount Rates

Special tuition discounts are given to families with more than one child attending SFP. The children must be legal siblings and live in the same household to receive the family discount.

### Late Payment Policy and Fees

We strongly encourage our preschool families to carefully budget for the prompt payment of their tuition. Our operation and ministry depend on consistent tuition income.

Weekly tuition is due on Mondays, and monthly tuition is due on the 1st of each month. You can pay tuition online on the Brightwheel website, or at the school office by cash, check, or money order. Checks are to be made out to Shepherd's Fold Preschool.

1. Weekly tuition not paid by Tuesday will incur a \$20 late fee.
2. Monthly tuition not paid within 5 days of the due date will be charged a late fee of \$65.
3. There will be a \$30 charge for all returned checks.
4. After 2 returned checks, all tuition must be paid with cash or money order.
5. Refunds or credits will not be given for time missed during the week.
6. Full tuition is due on the week that a holiday or school closure occurs.
7. No refunds or fees will be issued for withdrawals, absenteeism, or termination of enrollment.
8. Late pick-up charges of \$10 per beginning quarter will be charged starting at 6:01 pm.
9. A child will not be allowed to attend school if tuition is delinquent for 10 days.
10. Please give the school 2 weeks' written notice before withdrawing your child from SFP.
11. It is necessary that the Director be informed if your child will not be attending school for any length of time, so they will not be taken off the roll.

### Arrival and Dismissal

School hours are from 6:00 am to 6:00 pm. Tuition rates are based on the predetermined hours of a child's attendance, as outlined in the "Rate Schedule & Financial Agreement."

Children may arrive at school as early as 6:00 am. However, it is important that they arrive at school no later than 9:30 am to begin their classes. The arrival cutoff time is 10:00 am. If your child will be late due to an appointment, please call the office to inform us so that your child can be included in the lunch count. Additionally, we strongly encourage you to notify us if your child will be absent from school. This way, the teacher can prepare any missed classroom work, ensuring your child stays up to date with their class.

All children must be picked up by 6:00 pm. After this time, late fees will apply. The fee is \$10 for every 15 minutes late, starting at 6:01 pm. This fee should be **paid in cash** to the teacher on duty within a week of the late pickup.

### Sign In and Out

An adult (18 years or older) must sign your child in and out each day.

### Days Closed

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Teacher's In-Service (2 days around Labor Day)
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

### Fundraisers

We have several school fundraisers each year. While fundraisers are not mandatory, everyone's participation is greatly appreciated.

### Cell Phones

Your child needs your full attention when you are dropping them off and picking them up from school. **NO CELL PHONE CONVERSATIONS INSIDE SCHOOL.**

## **Behavior Management and Disenrollment**

### Parent, Provider, and Visitor Conduct Policy

SFP is committed to creating an environment where employees, volunteers, parents, children, providers, or any other person who comes to SFP is always treated with respect and professionalism. In the event that any client or non-client engages in any type of unacceptable conduct towards an SFP employee, client, or volunteer engaged in SFP business, SFP will deny, suspend, or terminate services.

For purposes of this policy, "unacceptable conduct" includes, but is not limited to, any of the following:

- Making false or malicious statements about any SFP employee, volunteer, or SFP and its services through any means, including verbal, electronic, or written communication.
- Cursing, swear words, or other abusive or vulgar language directed towards an SFP client, employee, or volunteer engaged in SFP business.
- Yelling or speaking with an aggressively raised voice.
- Immoral conduct or indecency on SFP premises, including inappropriate/offensive clothing.
- Deliberate or repeated violations of security procedures, safety rules, or parent handbook policies, such as noncompliance with admission agreement drop-off/pick-up times.
- Attempting to interfere with an SFP employee or volunteer in the performance of their duties at any time.
- Any other act which endangers the safety, health, or well-being of another.

SFP reserves the right to disenroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program. Our priority is to provide quality care and early education for all children enrolled in our program, but on rare occasions, it may be necessary to disenroll a child. Some of the reasons for involuntary dismissal might include:

- Failure to adapt - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even after parents and staff have made efforts to integrate them, the child may be disenrolled so their parents can find alternate care.

- Aggressive/disruptive behavior - If a child is aggressive or hurtful to others, or if a child's behavior is disruptive to the classroom, SFP will make every attempt to guide the child in respecting others and behaving in a socially acceptable way. If these behaviors continue, the child may be disenrolled in the best interest of the other children enrolled.
- Failure to pay tuition - SFP reserves the right to immediately disenroll any child whose tuition is not paid per SFP's policies.
- Abusive/disruptive behavior by parents - SFP reserves the right to disenroll any child whose parents behave in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child, or other parents/children in the center as outlined in SFP's Conduct Policy.