



The Pines Christian Preschool Handbook

Introduction

This handbook is written for the parents and students of The Pines Christian Preschool, known hereafter as PCS. It outlines some of the school's policies/procedures and provides general information about the school. PCS is a non-profit Christian preschool devoted to educating children. We provide quality Christian childcare at a reasonable price. In addition to our extended hours, we provide free meals and snacks. PCS has a rich heritage, continuing the ministry begun in 1955 by The Western Avenue Baptist Church to serve children of all Christian denominations.

Purpose

PCS has been organized to help educate the whole child spiritually, mentally, socially, physically, and emotionally. We believe children are valuable and a duty-demanding gift God gives us. We must develop the whole and complete person, body, mind, and spirit. For this to be done, it is essential to use the Bible. We believe each child is unique and should have every opportunity to develop their potential as God leads them.

Philosophy

Our philosophy acknowledges and respects the God-given uniqueness of each child. It also supports the belief that a child's strong self-esteem comes from experiencing success within an age-appropriate environment, enhanced by a rich, stimulating curriculum. Our curriculum engages children's learning in all developmental areas while allowing for individual differences in learning styles. We encourage creativity through a variety of play-based experiences. Our overall goals for the children in our program are to build strong self-confidence and self-esteem and to develop the whole child by emphasizing social and emotional development and independence. Our program covers:

Development of Self-Confidence and Self-assurance

- Positive identity and self-worth
- Trust
- Empowerment to make good choices
- Taking initiative
- Mastery of self-control (emotional regulation)
- Expressing creativity in speech, dance, art, etc
- Willingness to take risks and work through making mistakes
- Feeling autonomous and self-reliant (identity development)
- Expresses needs, feelings, and ideas in an appropriate manner

Development of the Whole Child

- Social/Emotional skills
- Communication skills
- Language development
- Physical skills: balance, small motor skills, fine motor skills, large motor skills
- Intellectual abilities/Cognitive skills
- Creativity

Development of Social/Emotional Skills

- Problem-solving and conflict resolution
- Learning empathy for others
- Cooperative play and teamwork
- Developing trust in peers and adults
- Belonging to and participating in groups
- Learning how to lead and also to follow
- Expressing feelings verbally
- Developing good listening skills – not interrupting
- Learning how to be a friend and sharing friends
- Having fun!

The Values and Goals Used to Implement Our Philosophy

- Maintain a safe, supportive, and stimulating environment
- Facilitate learning through play
- Respect children's uniqueness by recognizing & celebrating each child's differences and how they learn
- Developing an attitude that says "YES" to exploring, experimenting, and trying new things.
- Encourage having fun with friends and being a child!
- Emphasis on the "process" (which is immersion by "doing") rather than the "product"
- Model empathy and compassion while using positive language
- Encourage children to take risks and try new things
- Help children make good choices
- Keep a sense of humor and create laughter
- Provide a "child-centered program" that evolves from the interest of the children as well as successfully planned and implemented units
- Cultivate a curriculum that is continually developed and revised to ensure a variety of developmentally appropriate experiences for children that cover the four main learning styles: Auditory, Kinesthetic, Visual, Reading, and Writing

Sample Schedule

09:00 - 09:15	Worship with music and Flag Salutes
09:15 - 09:30	Bible and Circle Time
09:30 - 10:00	Letters and Language Development
10:00 - 10:20	Nutrition Break
10:30 - 11:00	Numbers and Counting
11:00 - 11:30	Skill Development (art, coloring, craft, group activity)
11:30 - 12:30	Lunch and Recess
12:30 - 02:30	Nap Time (1:00 – 2:15 older students)
02:30 - 03:00	Recess

Schedules vary by class. Please see the bulletin board in the office for specific class information.

Meals and Snacks* (See Menu Sample)

Snacks and lunch will be provided daily by the preschool. Children with restricted diets are encouraged to bring their snacks and lunches. All allergies are to be listed on the emergency card and kept current with any changes. *Meal schedule and availability vary by campus

Breakfast (7:30-8:00)	Waffles and Bacon	Bagel and Cream cheese	Cereal and Juice	Eggs and Bacon
Morning Snack (10:00)	Apple slices	Carrots and Ranch	Bananas	Celery and Cheese
Lunch (11:30-12:30)	Turkey sandwich Carrots and Chips	Taco, Rice, Beans	Corndog, Baked French fries	Fish sticks, Rice, Corn
Afternoon snack (3:00)	Animal crackers	Chicken salad sandwich	Goldfish crackers	Fruit snacks

Newsletters

Announcements of all special events, school news, and meetings are made in the monthly menu and weekly newsletters. Notices will be posted in the foyer, and current copies are available in the office.

Communicating Concerns/Parent Concerns

Concerns raised by parents or guardians about their child's classroom experience should be resolved as quickly as possible. Parents/guardians are urged to discuss their concerns directly with the head teacher when they arise. Please call to set up a time to meet after school hours. If the problem is not resolved at this level, the parent/guardian should discuss the matter with the Director. School policies are established for the good of the center, and due to staffing and facility limitations, not every student will benefit from PCS. Students who require assistance beyond our scope of expertise will be asked to find a more suitable program.

Parent Conduct

Our campus is a safe environment. Every adult is expected to conduct themselves professionally at all times. If you see an issue that we are not aware of, please let us know, and we will take care of it.

Reprimanding someone else's child is not acceptable. **Smoking is not permitted on campus at any time. Dogs are forbidden on campus at all times.**

Registration and Admission

PCS does not discriminate in student acceptance based on race, ancestry, gender, religion, or disability. While reasonable attempts will be made to accommodate all children, acceptance into PCS does not guarantee future care.

General Child Behavior

To preserve our students' and staff's safety and well-being, we reserve the right to refuse acceptance, discontinue, or withdraw services to non-compliant or disruptive individuals or children, with or without notice. If PCS or its staff determines that the level of care, resources, or services provided to a family or a child presents a hardship to PCS or its staff, or infringes on the rights, safety, and well-being of children or staff in our care, your student will be asked to leave. Facility constraints, incompatibility with groupings, maturation, aggressive behavior, excessive late payments, or nonpayment of tuition are grounds for suspension and/or termination of services.

Attendance and Reporting Absences

Attendance is taken daily in each classroom. When parents leave on vacation or business without their children, they should give the head teacher a note indicating the dates of the absence and the name of the person responsible for their children during their absence.

Arrival and Greeting/Signing-In and Out

The arrival time for the basic day is between 8:30 am and 9:00 am. Students will not be accepted after 9:30 am (appointments being the only exceptions), to avoid disrupting other students and to ensure each student receives the full benefit of our services. Signing in and out daily is mandatory. It is a legal transfer of custody and is required by law. Parents are responsible for ensuring their children are signed in and out as required by the California Department of Social Services. Fines and penalties charged by the CDSS will be transferred to the parents who failed to sign in or out. When a student is removed without signing out, we have no record of custody transfer, and **your child is considered "missing"**. A fee of \$10 will be assessed for each incident, so please ensure that you sign-out your children every day.

Dismissal

Half-Day students should be picked up promptly at 12:30 pm unless enrolled in the school-day program, which ends at 3:30 pm. No child will be released to any person other than his or her parent without written authorization.

Bringing Things to School

Children need to leave personal toys at home. If a child needs a "comfort" item (such as a blanket or stuffed animal), it must fit into a cubby. Children are asked to keep that item in their cubby during school hours.

Birthdays

Birthdays are special events. Parties are a welcome addition to our day. Parties need to be approved and planned out a week in advance (primarily due to allergy and food sensitivity issues). All parties must be all-inclusive to every student in the class.

Discipline

Discipline consists of the adults' direct and indirect actions to help children develop socially acceptable behavior and make good choices. Effective, positive discipline maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long-term goal of guidance is inner self-control. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions, and take responsibility for their behavior. Most behavioral issues will be dealt with at school. We will utilize "Time Outs" when deemed necessary. In some cases, we may remove privileges such as special playtimes and events if the situation requires it. Parental involvement may be encouraged and essential in cases of severe and/or persistent disciplinary issues. Physical punishments, withholding food, and degrading students are not permitted. Parent-teacher conferences may be necessary to address some behavioral problems. For the good of the center, we reserve the right to expel students who are unresponsive to needed behavioral changes.

Biting

Biting is taken very seriously. If a child bites, he/she will be immediately dismissed for the day. Parents of all parties involved will be notified. Repeat offenders will require termination of service.

Playground

The playground rules must always be followed, as safety is our highest priority. Students who cannot follow the playground rules will be excluded from free play times if their conduct is deemed unsafe to themselves or their fellow students.

Field Trips

Children may take field trips to various points of interest throughout the program year. A permission slip will be sent home in advance of each outing. Please return this form promptly.

Attire

We do not have a formal uniform at Pines Christian Preschool. However, we require each child to be dressed appropriately for class each day. For your child's safety & ability to fully participate in all activities, we ask that you follow these clothing guidelines:

- Do not send your child to school in open-toe or open-back shoes. This includes flip flops, clogs, or slip-on sandals. Tennis Shoes are the most appropriate shoes for school.
- Do not send your child to school in overalls or shirts that snap at the crotch. These are too difficult for the children to manipulate in a rush to the bathroom!
- Please do not send your child to school in extra special clothes - they may get dirty!!
- Girls wearing dresses or skirts to school must wear shorts underneath. Also, they may not wear heeled shoes.
- Children must be prepared for the weather (both hot or cold) - be sure to bring a jacket, hat, etc. as needed. We plan to go outside every day unless it is wet. (We may have special rain play days, but they will be posted in advance.)
- Please label everything!

Tuition Billing

Upon acceptance to the preschool, a non-refundable registration fee of \$150 is required. Once you begin paying tuition, your financial commitment is established and included in staffing, food, and snack costs, as well as material purchases. Because of these budgeting requirements, we cannot accept "periodic students." After acceptance, you are financially committed to regular payments regardless of attendance. Students enrolled in our program who have not attended (or paid) for two weeks or longer will be dropped from the roll unless prior arrangements are made. See the current Rate Sheet for specific fees. Special exception: Students can take four weeks of vacation without attending school each year. A \$50 weekly "holding fee" will be charged in place of the regular tuition during these four weeks. Students who require more than four weeks off will be dropped from the roll and must re-enroll if space permits (paying the \$150 registration fee) when they return.

Change of Enrollment Status

Enrollment in the program is for one academic year from mid-August to mid-June. Parents will be asked in February of each year if they wish to continue through the summer. If it becomes necessary for you to withdraw your child from the program during the year, you must provide 30 days' notice. Tuition responsibilities beyond the 30 days will be forgiven.

- February – registration for current students opens for both Summer and Fall sessions
- March – registration for new students opens for both Summer and Fall sessions

We encourage parents to register for both sessions simultaneously since the Fall session has limited space.

Additional Policies

Before beginning school, children must be ready to separate from their parents and interact positively with other children and adults. A child who cannot adjust socially may be asked to withdraw and apply for admission later. Any advanced tuition fees paid will be refunded. At this level of education, academic goals are secondary to the whole child's development.

Immunization Requirements

To attend childcare, children must have the following immunizations outlined below by age. Parents must present their child's Immunization Record as proof of immunization.

Age when Admitted	Total Number of Doses Required of Each Immunization
18 months – 5 years	3 Polio 4 DTaP 3 Hep B 1 Varicella
Required ONLY	On or after 1st birthday: 1 Hib* 1 MMR

DTaP = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hib = Haemophilus influenzae, type B vaccine Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine Varicella = chickenpox vaccine

Immunization Exemptions

Please use the link below for current information regarding immunization exemptions.

<https://www.shotsforschool.org/laws/exemptions>

Reference

Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

Health & Safety Policies

State law requires that each child have an updated immunization record and physical exam (LIC 701) on file. Your child's health is an essential part of his general well-being. We need to be aware of any physically limiting or potentially life-threatening conditions that may cause your family harm if improperly handled.

Observable Symptoms

If your child has any of the following observable symptoms, he/she should not be sent to school.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch(es)
- Unusually colored urine/stool
- Headache or stiff neck
- Vomiting
- Loss of appetite
- Severe itching of body or scalp
- Temperature 100 degrees or above

Your child may not return to school for at least 24 hours if a parent called for illness pick up. With uncontrolled diarrhea, vomiting, or fever, the student must be recovered 24 hours without medication. Please report all communicable diseases (strep. throat, chickenpox, pink eye, hand, foot & mouth disease, etc.) to the school office. Students exposed to an infectious disease will receive an "exposure notice" that explains the disease's symptoms and requirements to return to school. Your child will remain anonymous. For the center's safety, students with rashes, unusual spots, and infectious diseases must present a doctor's readmit slip before returning to school.

Lice

Please report any head lice cases to the office staff as quickly as possible. Students with suspected head lice cases will be sent home for treatment. Students must be free of nits before returning to school. Students who have head lice or nits will not be allowed back into class until cleared by staff. Please refer to the Head Lice Information Sheet available in the office.

Medications

Medication should be given at home before and after school whenever possible, provided this meets with the physician's approval. Children are not to handle or transport medicines in any way. Any pupil regularly receiving medication should have the drug noted on the child's emergency card and emergency form and should be updated as needed. All medication must be in the original prescription container with the pharmacy label, including the date dispensed, physician's name, student's name, medicine, and medication administration instructions. Medication will only be issued as directed on the container. No over-the-counter medications will be given. Please fill out LIC 9221 for any medications left for dispensing.

First Aid

The school office is equipped to handle all minor ailments and injuries. Parents will be notified and asked to come for the child if they exhibit any of the following: injury requiring further treatment or if they observe a temperature above normal, nausea or vomiting, severe headache, or evidence of an infectious disease. In the event of a health emergency, the following procedure is followed:

1. The parents are notified. If they are unavailable, the person listed as a contact on the child's record is notified.
2. If no emergency contact can be located and the child needs further emergency care, a school employee will take the child to the hospital.
3. 911 will be called in the event of a major emergency.

Emergency and Disaster Information/ Emergency Procedures

In case of a disaster, such as a major earthquake or a prolonged power outage, children will be supervised at the school site until a parent or emergency contact person picks up the child. The school has adequate food, water, and necessities to survive on campus for a week. Earthquake and fire disaster drills are held throughout the year, and the children are familiarized with all emergency procedures. First aid and emergency supplies are stored on campus and in the classroom in case of an emergency.

Accurate emergency information must be on file for each child from the first day of school. Should a child become ill or have an accident, parents or persons listed on the emergency form will be contacted. A current copy of the Emergency Action Plan is available in the office.