

Shepherd's Fold Preschool- 2020

Preschool Handbook

For further information, please contact:

Ms. Yessi

Preschool Director

1350 W. 25th Street

San Pedro, CA 90732

Phone: (310) 833-3340

Website: www.sfpreschool.org

Introduction- This handbook was written for the parents and students of Shepherd's Fold Preschool. It outlines some of the school's policies/procedures and provides general information about the school. SFP is a non-profit Christian preschool devoted to the education of children. We provide quality Christian childcare at a reasonable price. In addition to our long hours we provide complimentary snacks. The school is established to serve children of all faiths, races and denominations.

Purpose

SFP has been organized to help educate the total child spiritually, mentally, socially, physically and emotionally. We believe children are a valuable and duty demanding gift of God. We must develop the whole and complete person, body, mind and spirit. In order that this be done, it is essential that the Bible be used. We believe that each child is a unique individual and should have every opportunity to develop his own potentialities as God leads.

Philosophy

Our philosophy is one that acknowledges and respects the God-given uniqueness of each child. It also supports the belief that a child's strong sense of self-esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences. Our overall goals for the children in our program are: a strong sense of self-confidence and self-esteem, development of the whole child with emphasis on social/emotional and independence. Specifically, these issues:

Development of Self-Confidence and Self-esteem

- Positive identity and self-respect
- Trust
- Empowerment to make choices
- Taking initiative
- Mastery
- Expressing creativity
- Willingness to risk
- Feeling autonomous and self reliant
- Expressing needs, feelings and ideas

Development of the Whole Child

- Social/Emotional skills
- Communication skills
- Language development
- Physical skills
- Intellectual abilities/Cognitive skills
- Creativity

Development of Social/Emotional Skills

- Problem solving and conflict resolution
- Cooperating in play and work
- Developing trust in peers and adults
- Belonging to and participating in groups
- Becoming a leader and a follower
- Expressing feelings
- Developing good listening skills
- Making friends, being friends 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 and celebrating each child's individual differences
- Create a trusting, predictable environment
- Development of an environment that says "YES" to exploring, experimenting,
- Discovering, having fun with friends and being a child!
- Emphasis on the "process" (which is the immersion in the "doing") rather than the "product"
- Use of positive language
- Model empathy and compassion
- Encourage children to take risks
- Help children make a balance of choices
- Keep sense of humor and create laughter
- Provide a "child-centered program" which evolves from the interest of the children as well as successfully planned and implemented units
- Cultivate curriculum that is continually developed and revised to insure a variety of developmentally appropriate experiences for children

Curriculum

The school has a rich and broad curriculum including:

- Reading
- Writing
- Science
- Math
- Cooking
- Art
- Music
- Outdoor play
- Group time
- Large motor skill building
- Dramatic play
- Block area
- Small group learning activities

Sample Schedule

9:00 - 9:15 Flag Salutes and Circle Time

9:15 - 9:30 Bible

9:30 - 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 - 1:30 Nap Time

1:30 - 2:30 Environment

2:30 - 3:00 Recess

Communication

Parent Concerns

Concerns raised by parents or guardians involving 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 the concern surfaces. Please talk to the head teacher or call to set up a time to meet after school hours. If the concern is not resolved at this level, the parent/guardian should then 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 SFP. Students who require assistance beyond our scope of expertise will be asked to leave the program.

Parent Conduct

Our campus is a precious environment. Every adult is expected to conduct themselves in a professional manner at all times.

Newsletters

Announcements of all special events, school news and meetings are made in the monthly newsletter/menu. Current copies are available in the office.

General Information

Registration and Admission

SFP does not discriminate on the basis of race, ancestry, gender, religion, or disability in determining acceptance of students. While reasonable attempts will be made to accommodate all children, acceptance to SFP is not a guarantee of future care.

To preserve the safety and well being of our students and staff, we reserve the right to refuse acceptance, discontinue or withdraw services to non-compliant or disruptive individuals or children, with or without notice, if SFP or its staff determine that the level of care, resources or services provided, family or child present a hardship to SFP or its staff, or infringes on the rights, safety and well being of other children in our care. Facility constraints, grouping incompatibility, maturation, aggressive behavior, excessive late payments or nonpayment of tuition constitute grounds for suspension or termination of services.

Arrival and Greeting

Arrival time is between the hours of 8:30 and 9:00 am. Signing in and out daily is mandatory and is required by law (a legal transfer of responsibility). Parents are responsible to ensure 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 of sign.

Dismissal

Half Day students should be picked up promptly at 12:00, unless they are enrolled in the full day program, which ends at 3:30 p.m. Parents are required to sign their child out when they pick her/him up. *No child will be released to any person other than his or her parent without written authorization.*

Meals and Snacks (Menu Sample)

Children on restrictive diets are encouraged (and may be required) to bring their own lunch.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 7:00-7:30					
AM Snack 10:00	Cheese and Crackers	Sliced Apples	Carrot Dippers	Celery and Apple Butter	Oranges
Lunch Time 11:30					
Afternoon Snack 10:00	Cheese Sandwich and Milk	Ham Sandwich and Juice	Fruit and Milk	Turkey Sandwich and Juice	Crackers and Milk

Discipline

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long-term goal of our discipline policy 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 own behavior. Most behavioral issues will be dealt with at school. We will utilize timeouts for inappropriate behaviors that are intentional. In extreme cases we will also remove privileges like special playtimes and events if the situation requires it. For serious and/or persistent disciplinary issues, parental involvement might be encouraged and necessary. Physical punishments, withholding food, and degrading students is not permitted. Parent/teacher conferences might be necessary to curb some behavioral issues. 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 remainder of the day. Parents of all parties involved will be notified.

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 persons responsible for their children during their absence.

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.

Snack

Healthy snacks will be provided daily by the preschool. All allergies are to be listed on the emergency information card and kept current with any and all changes.

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.

Field Trips

Children may have 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. Your child will not be permitted to participate without the signed slip. All children must be properly restrained in car seats/booster seats that follow legal age and weight requirements.

Please refer to the Child Passenger Safety Law handout in the back of this handbook.

Playground

The playground rules must be followed at all times as safety is our highest priority. Students who are unable to follow the playground rules will be excluded from free play times if their conduct is deemed unsafe to themselves or their fellow students.

Attire

We do not have a formal uniform at Pines Christian Preschool however we do 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.
- Do not send your child to school in bulky boots or shoes that are difficult to run, jump or cross your legs in.
- 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 wearing a belt or hard to button pants. (Elastic waist pants are best!)
- 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 stockings and/or shorts underneath. Also they may not wear dressy, heeled shoes.
- All children must be prepared for the weather - be sure to bring a jacket, hat, gloves or anything else that you would like your child to wear outside. We plan to go outside on every class day, unless wet!

No Smoking/No Dogs

Smoking is not permitted on campus at any time. Dogs are forbidden on campus at all times.

Tuition Billing

Upon acceptance to the Preschool, a non-refundable registration of \$150 is required. Once you begin paying tuition, your financial commitment is established and is calculated into staffing costs, food and snack costs, and material purchasing. Because of these budgeting requirements, we are not able to accept "periodic students". After acceptance, you are financially committed to regular payments regardless of attendance. Students who have 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 current the Rate Sheet for specific fees. Special exception- Students are allowed to take three weeks of vacation each year. During this three-week period, a \$50 weekly "holding fee" will be charged in lieu the regular tuition. Students who require more than three weeks off will be dropped from the roll and will be required to reenroll (paying the \$150 registration fee) when they return.

Change of Enrollment Status

Enrollment in the program is for one school year. In September of each year parents will be asked if they wish to continue for the following year. If it becomes necessary for you to withdraw your child from the program during the year, a 30 days notice is required. Tuition responsibilities beyond the 30 days will be forgiven.

Additional Policies

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

Health & Safety Policies

State law requires that each child have an updated immunization record on file. Your child's health is an important part of his general well being. We need to be aware of any physically limiting or potentially life threatening conditions, which 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 over 99 degrees

Please keep your child home for at least 24 hours after either vomiting or having a fever, and report all communicable diseases (strep. throat, chicken pox, pink eye, slap cheek etc.) to the school office. Students who have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease, and requirements to return to school.

Immunization Requirements

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

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

EXEMPTIONS The law allows (a) parents/guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to choose medical exemptions from them. The back of the blue California School Immunization Record has instructions and an affidavit to be signed by parents who want a personal beliefs exemption.

Rash

For the safety of the center, students with rashes, unusual spots, and communicable diseases may be required to present a Dr's readmit slip prior to returning to school.

Lice

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

Medications

Whenever possible the medication should be given at home before and after school, providing this meets with the physician's approval. Children are not to handle or transport medication in any way. Any pupil who is regularly receiving medication should have the medication noted on the child's emergency card and emergency form, which 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, medication and instructions for administering the medication. Medication will only be administered as directed on the container.

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 the student exhibits any of the following: injury requiring further treatment or observation, temperature above normal, nausea or vomiting, severe headache, or evidence of a communicable disease.

In the even of a health emergency the following procedure is followed:

1. The parents are notified. If they are not available, the person listed as an available contact on the child's record is notified.
2. If no emergency contact is can be located and the child needs further emergency care, the child will be taken to your family doctor or hospital in the company of a school employee.
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 provisions of food, water, and necessities to survive on campus for an entire 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 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.

By signing the Parent Handbook you hereby acknowledge and accept the policies of Pines Christian School

Name _____ Date _____

Name _____ Date _____

Date when received	Required forms
	Admission Agreement signed and dated
	Notification of Parent's Rights (LIC 995E)
	Personal Rights (LIC 613A)
	Consent for Medical Treatment (LIC 627)
	Identification and Emergency Information - Child Care Centers (LIC 700)
	Child's Preadmission Health Evaluation (LIC 701)
	Child's Preadmission Health History - Parents' Report (LIC 702)
	California School Immunization Records ("blue cards", PM 286) OR Written statement from parent(s) or authorized representative exempting child from medical assessment, immunizations, and treatment because of adherence to a religious faith that practices healing by prayer or other spiritual means; or physician's statement that immunization is not indicated.
	Authorizations for dispensing medication, signed by each child's authorized representative.
	Documentation required for health-related services (e.g., blood-glucose monitoring and nebulizer care).(LIC 9166)