

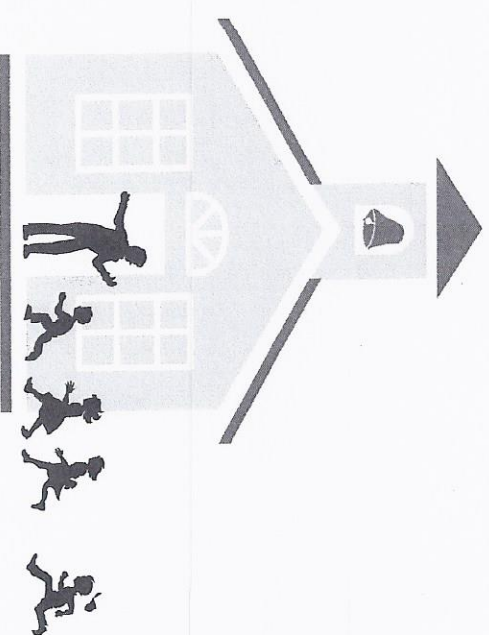
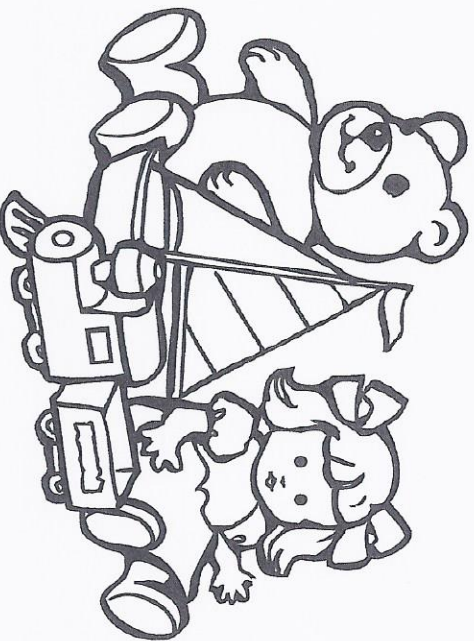
Community Congregational Preschool

Preschool

Tel-(619) 420-2046

Fax-(619) 427-0514

www.chulavistachurch.org



Parent Handbook

**Non Profit Preschool
License by the State of
California**

www.chulavistachurch.org

General Information

Clothing: Please send your child in comfortable play clothes! Sand, paint, water, chalk, mud, playdough and markers are a part of our curriculum. Please keep a complete change of clothes in your child's cubby. Be sure to clearly label your child's sweaters, jackets and sweatshirts - you will be glad you did.

Snacks & Lunch: The preschool provides a nutritious mid-morning and mid-afternoon snack. If your child stays for lunch, please send his/her lunch in a lunch box or paper sack. The preschool will provide juice or milk at lunch time. If you wish the preschool to provide lunch for your child, there will be an additional charge. Because we do not have the facility for cooking hot lunches, usually lunch will consist of sandwiches, mini-pizzas (or other foods that can be heated in a microwave, etc.), fruits and/or vegetables and a drink. **NO NUTS PLEASE!** We are a nut free school. Thankyou.

Discipline: The environment at CCP is designed to be positive, promoting self-esteem, self worth and an awareness and respect for others. Each child is treated with dignity and respect. We model the kinds of Christian behavior that we value and promote. Discipline is done through gentle, positive redirection and firm values. Teachers establish firm, clear expectations consistent with children's development and they help children learn problem-solving skills and self control.

Transportation: Transportation to and from school is the responsibility of the parents. If you need or wish to car pool, we will be happy to publish your request in our monthly newsletter and/or place an ad on the parent bulletin board.

Hours

7:30 or 8:00 - 9:00 A.M. Optional Morning Care
9:00 - 12:00 Regular Enrichment Program
12:00 - 1:00 Optional Lunch Hour
1:00 - 4:00 P.M. Afternoon Program

Full Time Care(7:30 to 5:00 or 8:00 to 4:00)

Ages

Children 2 years through 5 /6 years of age

Calendar

Community Congregational Preschool is open from July 2013- to June 2014. We observe the same holidays and vacation periods as the Chula Vista Elementary School District Calendar. We also offer for an additional fee, a optional Summer Fun Program in June & July, and Fun Camps during the Breaks and Holidays through the year.
Dates and fees (TBA)

Tuition

Tuition is payable in advance. The first payment is due on the opening day of school and subsequent payments are due on the first day of each month thereafter. Monthly tuitions remain the same during holiday and vacation periods. June is 1/2 tuition price.



COMMUNITY CONGREGATIONAL PRESCHOOL

sponsored by
**Community Congregational
Church**

United Church of Christ

276 F Street

Chula Vista, California 91910

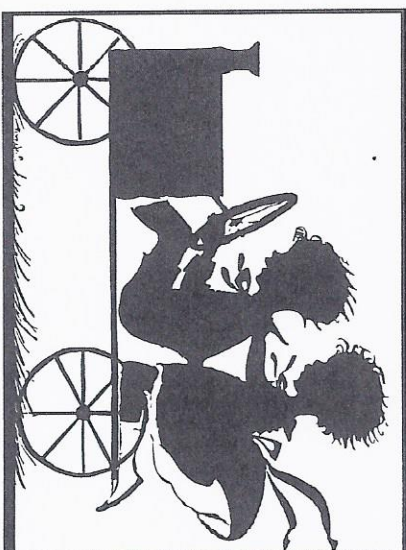
tel-(619) 420-2046

Fax-(619) 427-0514

Kim Appleget

Director

www.chulavistachurch.org



PHILOSOPHY

Our commitment is to the children. We shall provide an early childhood program which is a safe and nurturing environment that will promote the physical, social, emotional and cognitive development of the whole child.

Community Congregational Preschool is open to all children regardless of race, religion, or national origin.

Community Congregational Preschool is licensed by the State Department of Social Welfare - Community Care Licensing.

Goals

- * To respect each child for the unique individual he/she is.
- * To provide each child with unconditional love, understanding and acceptance.
- * To always provide developmentally appropriate curriculum.
- * To assist parents in understanding their child's growth and development.
- * To provide and encourage social development through experiences of sharing, taking turns and interacting with other children in the group.
- * To provide an atmosphere that will foster the understanding and acceptance of people from various ethnic and/or cultural backgrounds.
- * To provide teachers who will be facilitators in preparing an environment which will offer stimulating, challenging materials and activities for the children.
- * To allow children to learn through play.

We believe that our tuition rates are as fair as possible for the quality of the program here at CCP. However, without the additional income from fundraising activities, we would not be able to make our budget. The larger and more expensive items such as furniture, tricycles, art center, etc. would not be possible without these additional funds.

Termination

The school has a two-week mutual notice period to terminate enrollment. You must give two weeks' notice prior to canceling enrollment. CCP does not refund for vacations, registration fee, or the last two weeks of enrollment.

Enrollment of your child may be terminated if a determination is made that the child is not ready to benefit from the program.

Non-payment of tuition will be grounds for cancellation of enrollment.

Welcome

We welcome you and your child to the Community Congregational Preschool!

The Community Congregational Preschool is sponsored by the Community Congregational Church of Chula Vista.

Community Congregational Preschool is open to all children regardless of race, religion, or national origin.

Our Preschool offers a developmentally appropriate enrichment program. It is our goal to provide your child with many opportunities to learn and grow. Our staff creates a supportive and nurturing environment, one in which each child can learn in his/her own unique style. The children will also learn to be a part of a larger community where respect, dignity and tolerance for every individual will become part of the daily routine.

Please feel free to visit our school! You never need an appointment and we look forward to building a relationship with you and your child. We feel very honored to be a part of your lives and we know that parents' interest and involvement in the school helps to make children feel secure in bridging that gap between home and school. We value your input.

Philosophy

Our commitment is to the children. We shall provide an early childhood program which is a safe and nurturing environment and which will promote the physical, social, emotional and cognitive development of the whole child.

The curriculum is designed to reflect each child's developmental age while affirming his/her individual approach and learning style. Children learn through open-ended, hand-on experiences. CCP provides a child-centered environment in which children are actively encouraged to learn through play.

Community Congregational Preschool is licensed by the State Department of Social Welfare - Community Care Licensing.

Goals

To respect each child for the unique individual he/she is.

To provide each child with unconditional love, understanding and acceptance. To develop self-help skills through daily routines.

To always provide developmentally appropriate curriculum.

To promote respect for others through cooperation skills, cultural awareness and problem solving skills.

To assist parents in understanding their child's growth and development. This includes providing parents and caregivers an opportunity to participate in the preschool program, provide information about the development of children

Tuition

Tuition is payable in advance. Tuition is calculated on an annual basis and broken up into equal payments to = 4 weeks of school and June at half price. The first payment is due on the first day of school.

Subsequent payments are then due on the first of each month. There will be no refunds for illness or vacation periods. Make up days for same are not available as our classes run full. Occasional days may be added only when there is a space available in your child's class.

Community Congregational Preschool follows the same calendar as the Chula Vista elementary school.

Please be sure to read your Business Agreement and Operating Policies. Tuition rates, late charges, etc. are explained on those forms.

Community Congregational Preschool is a non-profit organization.

Fundraising

Community Congregational Preschool has only one ongoing fundraising activity that we ask everyone to participate in. Ralphs, and Vons uses a card system that credits our school. Register your card on e-scrip.com.

Health

Only well children should attend school. We are required to follow California State Health Regulations. We may not admit children with infectious diseases or any of the following symptoms:

1. A cold less than three days old.
2. Red throat, swollen glands, earache.
3. Fever (Child's temperature must be normal for 24 hours before returning to school).
4. Unexplained rash or skin eruptions.
5. Diarrhea or vomiting (at least 24 hours from the last episode of vomiting and diarrhea before your child returns to school).
6. Signs that a child is not well (drowsiness, headachy, lethargic or especially cranky).
7. Head lice or nits (eggs).

If your child becomes ill at school, it is your (the parent's) responsibility to see that your child is picked up as soon as possible. It is the responsibility of each parent to ensure that there are alternative arrangements available in the event that you cannot pick up an ill child.

The preschool will not accept responsibility for administering any medications.

Your child is required to have a Physicians' Health Evaluation and an Identification and Emergency Information Sheet kept in his/her file. These forms are included in your enrollment packet.

Please inform the Director if your child has been exposed to any contagious disease.

and promote confidence in parents and caregivers. To provide and encourage social development through experiences of sharing, taking turns, and interacting with other children and the group. Children will often encounter different conflict situations in their lives. The teacher's role at CCP is to help each child understand and guide children into peaceful resolutions. Children will learn to solve their own problems when given this kind of freedom and guidance and also will learn how to get along in a group as well as gain self respect.

To provide an atmosphere that will foster the understanding and acceptance of people from various ethnic or cultural backgrounds.

To provide teachers who will be facilitators in preparing an environment which will offer stimulating, challenging materials and activities for the children.

Curriculum

Our curriculum is based on hands-on experiences. Children learn by doing!! Our schedule includes both teacher initiated and child initiated activities. Our teachers are facilitators who prepare environments which will offer stimulating and challenging activities and materials.

Art experiences, music, literature, dramatic play and manipulatives are part of every day's activities. Our schedule provides a balance of active and quiet activity times. Children are encouraged to experience!

Parents

Parent participation is a vital part of our program. We encourage you to share any special hobbies, musical talents or occupations you may have with us and the children. We respect parents as their child's primary caregiver and encourage open communication between CCP and parents. We believe that parents' ideas and knowledge are a valuable contribution to this program.

Our preschool offers a Parent Participation program for those parents who would like to assist at the Preschool. A current TB test must be on file with the Preschool and parents wishing to participate must attend an orientation session.

For your information, a monthly newsletter and calendar of special events are distributed at the beginning of each month. The newsletter will inform you of any upcoming events and/or information. *We encourage you to read the newsletter every month.*

Our goal is to establish a strong bond between Parent, Child and School. As Parents and educators, we understand that you may have questions regarding children's growth and behavior, learning techniques, discipline techniques, etc. We are here to assist you in any way we can. We value the information you share with us and treat it with strict confidentiality.

Parent conferences are offered during the spring of the year, however, conferences can be arranged at any time during the year when it is mutually convenient.

Attendance

Our program hours are from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m. We offer full time care from 8:00 a.m. to 4:00 p.m., and extended care from 7:30 a.m. to 5:00 p.m. We also have an optional lunch hour from 12:00 noon to 1:00 p.m. a school lunch can be bought for \$3.00.

Please try to be prompt. If a child arrives late, it may be difficult for him/her to join the group's on-going activities. Also, a child feels very uncomfortable when she/he is picked up late.

Your child will be released to those persons listed in her/his file! If you need to change (add or delete) names, please let us know as soon as possible.

Special Support

There may be times when a child's behavior calls for special intervention. These cases may be handled in the following manner:

1. The child's behavior will be documented.
2. Staff will do everything possible to develop a plan to meet the individual needs of the child.
3. The child's parents will be called in for a conference with the Director and teachers to discuss and enlist the parents' input and assistance. Referral to appropriate professionals may be suggested.
4. The Director or parents may make a decision based on the above information to suggest alternative childcare.

The school may terminate your child's enrollment if your child is having emotional or behavior problems which harm other children or interfere with others' participation in the program. This will occur only after the steps outlined above have been tried.