

# Parent Handbook

2019-2020





## Parent Handbook

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[www.efcc.org/preschool](http://www.efcc.org/preschool)

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## Welcome From Our Preschool Director

Welcome to our Emmanuel Faith Preschool,

Thank you for entrusting us with your precious little ones. We are excited to have a new preschool at Emmanuel Faith Community Church and look forward to what the Lord has planned for this program.

We are here for you as you prepare your little ones for the next stages in life and to support their spiritual growth and love for the Lord! We recognize parents are their child's first and primary teacher and are excited to continue and support the learning process you have started. Our staff is ready to share God's love with your children and to support their overall development through exciting, interactive, age-appropriate activities, songs and exploration.

We understand that each child develops at his/her own pace, so it's important to individualize instruction, so all children are successful, now and later in life.

I'm looking forward to a wonderful year together!

Blessings,

Jessica Feliciano

Preschool Director

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## **Welcome from Our Lead Pastor**

Thank you for entrusting your little ones to us! We want to invite you and your family to experience our loving community in both the Emmanuel Faith Preschool and the many ministries of our Church. We pray that you and your family will find a home here with us.

I'm looking forward to meeting you personally.

Dennis Keating [churchinfo@efcc.org](mailto:churchinfo@efcc.org)

## Preschool Mission Statement

The mission of the Emmanuel Faith Preschool is to partner with parents and families to guide preschoolers to know the love of Jesus Christ while experiencing a high-quality, developmentally appropriate, biblically based education in a loving, safe and nurturing environment.

'Let the children come to me. Don't stop them!

For the Kingdom of God belongs to those who are like these children. I tell you the truth, anyone who doesn't receive the Kingdom of God like a child will never enter it.

Then he took the children in his arms and placed his hands on their heads and blessed them."

*Mark 10:14b-16 NLT*

## Ministry Values

Emmanuel Faith Preschool Ministry Staff believes that:

- Each child is lovingly designed by God for a purpose.
- A strong biblically based, age-appropriate learning environment enables each child to develop mentally, physically, spiritually, socially, and emotionally.
- Through age-appropriate experiences, all children will develop an appreciation of play, learning, grace, truth, their own value, the value of others, and most importantly, the overwhelming love of God.

Emmanuel Faith Mission Statement: Honoring God by Living like Jesus

# Philosophy

Emmanuel Faith Preschool is an extension of Emmanuel Faith Community Church's ministries with Christian values that are shared in age-appropriate ways throughout our curriculum. We believe that the love and example of Jesus Christ is experienced through others, and we strive to show this love and acceptance to children and their families. Our preschool is a safe, high quality, nurturing environment for children to learn and grow in every area of their development.

## The Importance of Play

Play is a primary context for learning and is a very important part of a child's development. Through play children learn to interact with the world around them, use their creativity, develop their imagination, build curiosity, use critical thinking, learn problem-solving skills, as well as develop physical, cognitive, social, emotional, fine and gross motor skills. While involved in play, children are learning to interact with others, observe adult role models, make new friends, explore how things work, develop pre-reading skills, listen to music, share, be creative through art work, learn to share an adult's attention, and many other learning experiences inspired through play. That is why play is a very important part of our curriculum: Play helps children to develop essential skills they will need later in life.

## Location

We are located in a southeast Escondido in Emmanuel Faith Community Church's new Children's Center. We have fun, spacious classrooms, large playgrounds and nurturing staff in a faith-based environment. We are committed to serving families of the church and the entire North Inland community.

## Registration Information

Emmanuel Faith Preschool operates part-day classes (with an option of 2, 3 or 5 days) 8:30-11:30 a.m. with an optional hour for "Lunch Bunch" and additional activities, and a full-day classroom 7:00 a.m.-5:00 p.m. (Times are subject to change from year to year.) Our registration policy strikes a balance between parents' wishes, current preschool attendance, and our paramount goal: Meeting our students' educational needs. To achieve this goal, the Preschool Director must make choices each year about proper/fair placement. In-House and Open Enrollment (described below) provide the framework for the placement process.

The registration window for currently enrolled, returning students, their siblings (In-House Registration) is February 1 - March 1, 2020. The registration window for Open Enrollment is March 2, 2020 until filled.

### Age of Admission

Emmanuel Faith Preschool accepts children between the ages of 2 years 9 nine months and 5 years old. Children must be 2.9 years old by September 1 of the current academic year. Our program encourages overall good hygiene practices, including toileting and hand washing. All students are expected to be bathroom trained unless there are extenuating circumstances. If your child is not toilet trained, please discuss this with the director. Upon arriving to the classroom parents are to sign their child in and assist their child in washing their hands prior to participating in activities.

### Non-discrimination Policy

Emmanuel Faith Preschool will open admission to children of any race, color, and national or ethnic origin. Programs and activities are made available to all enrolled.

## Pre-Registration Process

The first step is to complete the preregistration application online [www.efcc.org/preschool](http://www.efcc.org/preschool). Filling out this form does not guarantee your child a spot. There are several key factors we will be looking at in placing children into classes. At the close of each registration window, students will be placed until capacity is reached. Acceptance Letters will be sent via email with further instructions on securing placement and completing the enrollment process.

The Director places students into classes based on several key factors:

1. First and foremost, the well-being of the school, student body and teachers are considered. This includes special attention to things such as, boy/girl ratios, age, toilet trained, separation of students when deemed to their benefit, separating or keeping twins and triplets in the same class (based on input from doctors, parents and teachers), etc.
2. Listing first and second choices is required when filling out the registration form, and it must be understood that returning students are not guaranteed their preferred choice.
3. When forms for returning students are not turned in during the In-house Registration window, those students will then be included in the Open Enrollment process along with new students applying to the school.
4. The registration fee must be paid within 2 weeks of Acceptance in order to secure placement. Completed enrollment packet including a copy of immunizations and completed physical must be turned into the preschool office prior to the first day of school.
5. If you do not receive placement initially, or if you prefer/require a different time frame, please email us at [preschool@efcc.org](mailto:preschool@efcc.org) to put your child's name on the appropriate wait list. Thank you for your respect and understanding of the process.

## In-House Enrollment

Priority is given to families of Emmanuel Faith Community Church (who are verified by attendance in our database) and returning families. Families will receive an email to verify their intent to re-enroll. After receiving the acceptance letter, parents will submit \$185 non-refundable registration fee and complete the enrollment packet by August 1st. This demonstrates intent to return the following school year and guarantees placement.

## Open Enrollment

Open Enrollment occurs after the In-house Enrollment window closes. Families will receive an acceptance email indicating their class placement. After receiving this email, parents will submit \$185 non-refundable registration fee and complete the enrollment packet by August 1<sup>st</sup>.

## Enrollment Forms

1. Listed below are the Enrollment Forms provided in your confirmation email due August 1<sup>st</sup>.
  - a. Physician's Report, which should include the following medical and developmental information:
    - Records of the child's immunizations
    - A description of any disability, sensory impairment, developmental variation, seizure disorder, or emotional or behavioral disturbance that may impact adaptation to child care
    - An assessment of the child's growth
    - A description of health problems or findings from an examination or screening that need follow-up

- Results of screenings: vision, hearing, dental, nutrition, developmental, tuberculosis, hemoglobin, urine, lead, etc.
  - Dates of significant communicable diseases (e.g., chicken pox)
  - Prescribed medication(s), including information on recognizing, documenting and reporting potential side effects
  - A description of current acute or chronic health problems under or needing treatment
  - A description of past serious injuries that required medical attention or hospitalization
  - Special instruction to the caregiver
- a. Child's Preadmission Health History - Parent's Report
  - b. Consent for Emergency Medical Treatment
  - c. Parent Consent for Administration of Medications
  - d. Identification and Emergency Information
  - e. Notification of Parent's Rights
  - f. Personal Rights
  - g. Admissions Agreement & Acknowledgement form
  - h. Statement of Faith

## **Tuition**

The first month's tuition is due on August 1<sup>st</sup>. The registration fee and first month's tuition are non-refundable. Tuition is due on the 1st of every month, with late fees issued after the 6th of every month.

Emmanuel Faith Preschool offers Full-day and Part-day programs, including an additional hour for Part-day programs called "Lunch Bunch." Lunch Bunch is an extension of Part Day and offers

time for children to further develop social skills with peers while engaging in conversation and additional classroom activities. See tuition chart below.

### Days and Hours of Operation

Emmanuel Faith Preschool	Monthly rate			Hours
	2 days	3 days	5 days	
Full Day	-	-	\$735	7:00 a.m.-5:00 p.m.
Part Day	\$275	\$375	\$525	8:30-11:30 a.m.
Part Day w/ Lunch Bunch	\$305	\$425	\$600	8:30-12:30 p.m.

### Fee Schedule

Preschool tuition is due on the 1st of each month and is considered late on the 6<sup>th</sup> of each month. For your convenience, we have divided the entire year's tuition into equal monthly payments, regardless of attendance days within the month.

A \$25.00 late fee will be charged to your account if payment is received on the 6<sup>th</sup> or after.

A \$25.00 fee will be assessed for returned checks. Two returned checks will require that future payments be made using a credit/debt card or cashier's check.

### Program Withdrawal

You may withdraw your child from the program at any time; however, a 30-day written notice must be provided to the Preschool Director. You will be responsible for paying the 30 days of tuition if you withdraw your child from the program without 30-day written notice.

There is no credit given during the regular school year for absences, illnesses or vacations.

## Holidays/In-service Days

Emmanuel Faith Preschool will closely follow the Escondido Union School District Calendar. Our Part-day program will end June 4, and Full-day program operates year-round.

Part Day		Full Day	
August 14	First Day of School	August 14	First Day of School
September 2	Labor Day	September 2	Labor Day
November 11	Veterans Day	November 11	Veterans Day
November 25-29	Thanksgiving Break	November 28-29	Thanksgiving Break
Dec. 23-Jan. 3	Winter Recess	Dec. 23-27	Winter Recess
-	-	January 1	New Year's Day
January 20	Martin Luther King Day	January 20	Martin Luther King Day
February 14-17	President's Day	February 14-17	President's Day
April 6-10	Spring Break	April 6-10	Spring Break
May 25	Memorial Day	May 25	Memorial Day
June 4	Last Day for Part Day	-	-
-	-	July 3	Fourth of July
-	-	August 7	Last day for Full Day

For your convenience, we have divided the entire year's tuition into equal monthly payments, regardless of attendance days.

# Program Description

## Part Day

Session will include large and small group time, indoor activities/exploration, outdoor activities/exploration, snack, daily opportunities for spiritual growth and chapel (twice a month). Chapel will consist of praying, singing and a Bible story.

## Full Day

Session will include multiple large and small group opportunities, indoor activities/exploration, outdoor activities/exploration, rest time, snack (morning & afternoon), daily opportunities for spiritual growth and chapel (twice a month). Chapel will consist of praying, singing and a Bible story. Lunch is provided by parents. Children need to bring a clearly labelled lunch box with their name clearly marked on the outside.

## Nap/Rest Time

Children staying after lunch are required to take a nap/rest. It is a Title 22 Regulation that programs offer a rest or nap without distraction or disturbance from other activities at the center. It's a good way for children to let their body relax and rejuvenate, especially after all the morning activities.

Each child will be provided a cot for nap/rest time. Please make sure your child has a blanket, fitted crib sheet and, if desired, one small stuffed animal or pillow. Please bring the freshly laundered sheet and the blanket to and from school each week in a pillowcase or bag. Please label all items with your child's first and last names. Bedding will need to be taken home on Friday and returned on Monday. If bedding is forgotten a \$2.00 fee will be charged to launder.

## Snacks and Lunch

Emmanuel Faith Preschool will provide snack daily for children enrolled. During the school day all children will have morning snack around 10:00 am. Children attending our full-day program will be given an afternoon snack around 3:00 pm.

Lunches will be provided by parents in a labelled lunch box. Please pack healthy foods for lunch. In order to maintain proper ratios in the classroom staff cannot leave the classroom to heat lunches. Please pack a lunch that can be kept at room temperature or include an ice pack if lunch needs to maintain at a cooler temperature.

Good food choices for lunch include a protein, vegetable, fruit, grain and dairy. Please include something to drink. Water is best, but other choices may include milk or 100% juice. Please do not send soda, candy or gum to school.

## Birthdays

We thank and praise God for the children in our care and love celebrating birthdays! Please notify teachers if you plan to bring a special snack for your child's class that day. We are sensitive to children with allergies, so no nuts please. Snack suggestions may include but are not limited to: muffins, fruit, cookies, brownies, cheese and crackers, fruit and cheese, or cupcakes. This is also a great time to consider donating a book in your child's name to the class for the occasion. Parents are welcome to join us at a convenient time for this special celebration. Party invitations can be distributed at school as long as the entire class is invited.

## Clothing

Please dress your child in comfortable, washable clothing. They will be using messy materials such as paint, glue and play dough. Please bring a labeled zip lock bag with a seasonally appropriate change of clothing on the first day of school, including extra socks and underwear.

Extra clothes are important in the event a child spills juice, gets overly wet during outside water play, or has a toileting accident. Closed-toe shoes are required. No flip flops or sandals allowed. If it becomes necessary for a child to change clothing, privacy is provided, and we will do all we can to save the child from embarrassment. Please mark all removable clothing with your child's name (sweaters, coats, hats, boots, etc.).

Please replace clothing as it gets used. Clothes will be returned at the end of the year.

Please help your child toward independence in dressing by selecting clothing he/she can manage independently.

Expensive or special jewelry is not appropriate, and Emmanuel Faith Preschool will not be responsible for replacing any lost items.

## Share items/Toys

Each room is well equipped with age appropriate toys. We ask that the children limit bringing toys to school to those for "Share Time." As the year progresses, help your child select an appropriate item, as the monthly theme warrants, to help develop thinking and decision-making skills, as well as reinforce something being taught (colors, shape, etc.). Books, tapes, and even family members are good sharing items, too. Be sure your child remembers to bring the "item" home that day. **WAR TOYS, GUNS, MODERN WEAPONS, OR VIOLENT-TYPE TOYS ARE NOT ACCEPTABLE AT SCHOOL.** Do not bring toys from home unless it is "share day."

# Discipline

## Child Guidance

The goal of Christian early education discipline is to disciple (teach) by guiding not by punishing. Early educators' disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful.

Children are given age-appropriate boundaries and guidance that allows them to feel safe, loved and accepted. Educators understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. This includes intervention strategies that model for children (and families) skills that enable them to be successful in learning and life.

Our discipline policy is that children may not be disruptive to our teaching or to the children's learning, safety or development. Teachers will be using strategies from the teaching pyramid to support positive behavior in the classroom. Children will begin to work out solutions and problem solve. We use positive reinforcement strategies, encourage respect for others and teach children to be kind and gentle. In some instances, a "take a deep breath" period may be necessary for a child to have a quiet space to relax and then talk with a teacher. If the child exhibits unsafe or dangerous behaviors, the child may need to be removed from the classroom. We never use corporal punishment to address discipline concerns and follow the NAEYC Code of Ethics as well as Title 22 requirements.

Plan to redirect behavior concerns:

- For the first instance of disruptive behavior: The teacher will talk with the child about the behavior. The child may be redirected to a different activity.
- For the second instance of disruptive behavior: The child will be moved to another area in the classroom to "take a break/time away" from the space where behavior was escalated. When the child is ready, the child can rejoin the activity.
- For the third instance of disruptive behavior: The child will be brought to the Directors office to talk about the choices the child has made. The Director and child will find a solution to the behavior issue.

If the child has further difficulty, the parent will be contacted for suggestions on how to make the child's day the best one possible. The Director will work with the parents to establish a behavior plan that meets the needs of the staff, family and child.

If the behavior plan doesn't work, the parents and Director will meet to discuss appropriate placement and next steps.

It is important children's behavior doesn't disrupt the learning of others. If the behavior is unsafe, parents will be called to pick up their child. It is our expectation that the children in our care will learn to be kind and gentle with their hands, words and hearts.

## **Communication**

There is a Licensing board in the entry for all parents to view when desired. The Licensing board contains information such as our Center license, list of staff, Emergency Disaster Plans among other important documents. There is also a parent board in each classroom where you can find the current calendar, daily schedule and lesson plans. Please make it a habit to check the board for important posted information. You will receive weekly/monthly emails from your child's teacher or the Preschool Director as an additional form of communication.

We are committed to providing you information in a timely manner that is easy to understand. The teachers will write notes as needed in your child's folder. We may need to contact you during the day, so please keep your cell phone charged and turned on while your child is at school.

Parents who have questions, comments or concerns about their family's involvement with the school, policies, school procedures or tuition, please contact the Preschool Director.

Our goal is to greet you and your child each day and have a short chat with you. If you need to give the teacher specific information, it's best to give her a note and briefly convey the message. If you would like to have more time to speak with the teacher, please schedule a conference. We would be happy to speak with you at a mutually agreeable time. Please make sure to keep your contact information current so you receive communications. We also have a website, [www.efcc.org/preschool](http://www.efcc.org/preschool), where you can access the Parent Handbook, school calendar, contacts and general information.

## **Operational Policies**

### **Attendance**

Please notify the school if your child is unable to attend and for how long. We appreciate knowing whether your child is sick or absent for another reason. Notify us immediately if your child has a communicable disease such as chicken pox, measles, streptococcal infections, pink eye, pediculosis (head lice), scarlet fever or whooping cough. The Director will notify parents if other children may have been exposed.

### **Arrival and departure**

Preschool name tag: When you arrive in the morning, please print out your child's preschool name tag in the foyer of the Children's Center. (NOTE: the name tag does not sign your child in for the day). When you arrive in your child's classroom please make sure a teacher is present and is ready to accept child. Please do not drop children off before the start of the class to ensure teachers have the appropriate time for prepping for the day and the environment is ready for children.

## Sign In and Sign Out

According to Title 22 Regulations, we are not legally responsible for your child until he/she has been signed in and received by the teacher. Community Care Licensing requires that all children be signed in and signed out each day. THIS REQUIREMENT MUST BE MET WITH A FULL SIGNATURE, NOT INITIALS, and the person picking up must be least 18 years old. In addition, no child will be released without authorization by the parent or guardian. Please keep the emergency form in our office up-to-date, as we must have written authorization for changes of this nature.

Children become anxious and unsettled if you are not there on time. If you are detained and cannot pick your child up on time, please make arrangements for one of your authorized emergency contacts to pick your child up. If you must send someone not on the list, an emergency phone call is enough. We will confirm the call before releasing the child. We will get a message to your child, so he/she won't be alarmed when you do not come for him/her. Proof of identification with a photo ID will be required for an authorized person to pick up your child.

## Absences and Illnesses

Emmanuel Faith Preschool is not able to provide care for children when they are sick. Please do not send your child to school when they are feeling ill or have a fever of 100 or above. If your child will be absent from class, please notify the school before 9:00 am.

If your child becomes ill while at school, you will be contacted immediately. If you cannot be reached, the persons listed on your emergency card will be contacted. We expect that you will pick up your sick child promptly (within 30 minutes).

To ensure your child has completely recovered, we ask that you keep your child home for a full 24 hours after his/her temperature has returned to normal and your child is symptom free.

Please keep your child home if:

Your child is not able to participate in regular classroom activities

Your child complains of not feeling well, coughs uncontrollably or cries inconsolably

Your child has an infection of the eye, skin, or upper-respiratory system

Your child has diarrhea

Your child is vomiting

Your child has a runny nose with green or yellow discharge that is not allergy related.

Your child has head lice

Your child has chicken pox or any other contagious disease

Emmanuel Faith Preschool staff will conduct a daily health check of each child before the child is admitted for the day. This is to ensure that the child is ready for a day at school.

Tuition credits or schedule changes are not given due to absences or illness.

## **Injuries/Emergencies and Medications**

### **Injuries**

If your child is injured while at school and needs immediate medical attention, we will call 9-1-1.

If necessary, paramedics will transport your child to the nearest hospital for treatment.

Parents will be contacted as soon as possible. The Director or other staff member will accompany your child to the emergency room and remain with your child until a parent arrives.

If school is closed due to an emergency situation that occurs after school hours (i.e. fire, earthquake) please check the website for details, [www.efcc.org/preschool](http://www.efcc.org/preschool).

If an emergency occurs during school hours, all children will remain at school and parents will be called immediately. If our campus becomes unsafe, parents will be notified of the relocation site. Teachers will remain with the children until parents arrive.

When a child gets a minor injury, a teacher will clean the wound with water, apply a bandage if necessary and give lots of T.L.C. and will write an "Ouch" report for you to read, sign and return. If the injury is to your child's head, we will call you to let you know.

## Medication

When a child needs medication to be given while at school, please give the medicine to the Director. Prescription medicine must be in the original container with the doctor's name, child's name and prescription number. Over the counter medication must be accompanied by a written note from the parent signed and dated, stating dosage amount, why the child needs the medicine and when it is to be given to the child. At the appropriate time we will administer the medication and document the time and dosage. Upon request we will give you a copy of the medication chart.

## Allergies

It is the responsibility of the parent to inform the school director of any allergies, hypersensitivity to drugs, antibiotics, bee stings, foods, physical limitations (hearing, vision) or chronic illness. This information must be given in writing as well as verbally. Any other health factors should be recorded on the application and kept on file in the school office. The Director will communicate this information to the teachers.

## Sunscreen

Sunscreen is now considered a medication under Title 22. Therefore, it needs to be

administered through the office. A prescription is required for us to apply sunscreen to your child. If you would like sunscreen to be applied to your child while at school, please bring the doctor-prescribed sunscreen to the office and fill out a parent consent form. Also, the doctor must provide written medical instructions for the sun screen. (Please refer to the medication section above for complete information).

NOTE: Parents are encouraged to send their child to school with sunscreen already applied.

## School Safety

Safety is important to us at Emmanuel Faith Preschool. Our Children's Center was designed with safety in mind. Glass doors leading to the classrooms will be kept locked during business hours unless being monitored by staff. All exterior gates will be locked from the outside to keep strangers from entering the premises. If parents arrive and the glass doors are closed, they need to see the Preschool Admin and show I.D. to get buzzed in.

Our school is licensed by the State of California, Department of Social Services, Community Care Licensing Division. Licensing program analysts have the right to come in and inspect the school at any time. They also have the right to talk with and interview children when necessary.

## Emergency Preparedness

Emergency drills will be conducted in compliance with state standards. Emergency drills include: Fire, Earthquake and Intruder. In the event of an emergency, we will have emergency food and water for your child.

## Summary

We are excited for the 2019-2020 school year at Emmanuel Faith Preschool and what the Lord has planned for our students, families and staff! If you have any questions or comments please feel free to contact us via email at [preschool@efcc.org](mailto:preschool@efcc.org) or stop by the preschool office.