

## PRESCHOOL HANDBOOK

We are grateful that God has brought us together for the nurturing of your child. It is our sincere desire that your child has a wonderful experience while at our school. We know the Lord will bless us as we work together for the benefit of your child.

The Bible teaches us that children are a treasure unto the Lord, and are loaned to parents for their care and nurturing. Parents appoint those who teach and care for their children. We will do our best to be worthy of such an appointment.

### FACILITY PROGRAM DESCRIPTION

The program of the Bundy Canyon Christian Preschool has been established to provide an educational experience in a warm and friendly atmosphere for children from ages 2 to 5. It is an outreach of our community.

This service has grown from a sincere love for children and out of a desire to help in the proper development and adjustment in our modern world. By providing an educational experience in a happy, loving and Christian environment, we hope to aid in the social, spiritual and emotional development of each child.

The preschool is licensed under the authority and supervision of the Riverside County Department of Social Services.

### DAILY PROGRAM

The daily program includes reading readiness, math concepts, stories, creative art, science and health, all of which provide for an educational experience of lasting value in physical, social, intellectual and emotional development. Our goal is to provide a loving, happy and positive atmosphere that is safe from danger and unnecessary stress.

The preschool is open Monday through Friday, from 6:00 A.M. to 6:00 P.M. You may not, under any circumstance, leave your child at the door before the preschool is opened. Parents or their authorized adult representative will be responsible for delivering the child onto the preschool property and directly into the care of an authorized school staff member. In addition, they will be responsible for signing the child in and out on the proper form each day.

Parents/guardians may be required to return to the school to sign their child in if it is not done.

Children may leave the premises only when accompanied by an authorized adult person whose name has been recorded by the parent or guardian, on the official Identification and Emergency Information form as being an authorized person to

take the child from the facility. This person must produce identification if requested. Children will not be allowed to leave without prior written authorization from the parent/guardian. If someone other than the parent is going to pick up a child, their name must be on file in the office. Phone calls without written authorization will not be accepted.

All children must be picked up by 6:00 P.M. Children picked up after 6:00 P.M. will be charged a \$5.00 fee for each 15 minutes thereafter.

### DEVOTION TIME

We will be sharing Bible stories and songs, praying and learning Bible verses as part of our daily routine.

### NUTRITION

Nutrition is a very important part of our program. A nutritious snack of juice or milk, and crackers, fruits, vegetables, and/or protein will be served during mid-morning (9:30 A.M.) and afternoon (3:00 P.M.). Sack lunches are to be provided by parents. We do offer hot lunches on Wednesdays for an additional fee. Please be sure to provide your child with a nutritious breakfast before coming to school. This is important for the well-being of your child for the remainder of the day. We are not equipped to serve breakfast. Also, please do not send too many "sweet treats" with your child.

### REST TIME

Mats are provided for your child during rest time. Your child will need a crib sheet to cover the mat and a small blanket to cover your child (See Preschool Supply List). Please do not bring over-sized blankets and/or large sheets due to space limitations in the cubbies. Your child's bedding must be taken home each Friday to be washed and returned on Monday. Please label all bedding with your child's name.

### EXTRA CLOTHING

Please provide the preschool with an extra set of clothing for your child. Please put your child's extra clothing in a zip-lock bag and label all clothing (See Preschool Supply List).

### MISCELLANEOUS SCHOOL POLICIES

Children should be close to being potty trained to attend preschool. If they are having consistent accidents, parents must provide diapers and will be charged an additional fee of \$4.00 per day.

Please do not send your child with lunches that need to be heated in the microwave. Sack type lunches only.

Please do not send your child to school with toys from home as they may get lost or broken.

### RULES OF DISCIPLINE

Corporal punishment, humiliation, or frightening techniques are never used, nor is punishment ever associated with food or toilet training.. disciplinary problems are prevented or handled in the following manner:

1. Redirection to avoid a problem.
2. Recognition for positive achievement.
3. Time-out if a child cannot cope with the situation, or needs to calm down.
4. If a problem exists that is serious or consistent, parents will be contacted for help. Children may be excluded from the program for serious or consistent behavior problems, including but not limited to, behavior of violence and aggression.

### ADMISSION POLICIES

You will be required by Riverside County Department of Social Services, and school policy to complete, sign, and return the following forms, which are provided in the enrollment packet, before your child can be admitted:

- A. Identification and Emergency Information form.
- B. Physician's Report which must be completed and signed by your child's physician within 30 days of enrollment.
- C. Parent's Report of Child's Pre-Admission Health History form.
- D. Parent's Authorization for Emergency Medical Treatment form.
- E. Enrollment Agreement form.
- F. Parent's Rights form.
- G. Child Abuse Prevention pamphlet.
- H. Sign-in Sheet acknowledgment letter.
- I. Emergency Card (Yellow).

*Your child's Immunization Record is also required.*

### PLEASE NOTE

All children regardless of race, color, or religion may apply for admission.

Morning and afternoon snacks and drinks are provided.

Preschool Fees (Tuition) are due each Monday in advance of the week attending. Please note that fees are charged according to your enrollment schedule whether your child attends or not. If you need to adjust your child's attendance schedule, please contact the office in advance. Children will be excluded if payments are not made on-time.

We observe all National Holidays. Please see Enrollment Agreement and School Calendar for non-operational days. If your child's regularly scheduled day falls on a National Holiday, you will be billed for that day, however, your child may attend on an unscheduled day as a makeup day and you will not be charged for that day provided you write "make up day" on the sign in sheet.

A two (2) week notice in writing is required when a child is withdrawn from the preschool or tuition will be charged.

Tuition Payments (Preschool Fees): Please see Enrollment Agreement and Rate Sheet.

#### PARENT ACKNOWLEDGMENT

Please sign below and return this page/portion only to the Office with your child's enrollment papers.

*I have read and understand the procedures and guidelines of Bundy Canyon Christian Preschool.*

Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_