

PARENT HANDBOOK



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PENINSULA COMMUNITY CHURCH PRESCHOOL

MISSION STATEMENT

Peninsula Community Church Preschool is dedicated to providing an enriching and stimulating developmental, age-appropriate academic learning environment emphasizing Christian values and principles.

OUR PRESCHOOL PHILOSOPHY

We believe each child progresses at his/her own rate. Children learn through visual, auditory and kinesthetic activities. Children learn with concrete examples and hands-on experiences. Therefore, we provide a wide variety of experiences for our preschoolers. We introduce new concepts and consistently reinforce them.

We believe learning should be natural and fun as well as challenging. We introduce and review learning skills such as colors, shapes, cutting, coloring, sequencing, and patterns. Phonemic awareness and letter recognition are introduced. The emphasis is on introducing skills and guiding the child through the preschool program at his or her own individual pace. Our Pre-Kindergarten program includes reading readiness (Zoo Phonics) and hands-on math experiences.

We believe it is important to develop the “whole child”. We provide an environment that builds a child’s self-esteem. Our preschool environment also gives children opportunities for problem solving, group interaction, sharing, listening, taking risks and making good choices.

We encourage children to grow physically, mentally, emotionally, socially and spiritually. We provide experiences in each of these areas including chapel time with Bible stories and songs.

STAFF

Our teachers are well-trained professionals who have a love for children and a joy of teaching. They are dedicated, experienced and trained in Early Childhood Education. Each teacher meets the California State licensing requirements. Teacher tenure ranges from 6 to 15+years.

We, at Peninsula Community Preschool, wish to be helpful to our families and loving at all times. If you should have questions or concerns about our program, you are encouraged to talk with the teachers and/or director. We have an “open door, visit any time” policy.

PARENT VOLUNTEERS

We encourage parents to participate in a variety of ways at our preschool. Setting up the playground in the morning, planning field trips, special events, working in the classroom or completing tasks at home for teachers help build a partnership between school and home. We value these relationships!

PROGRAMS

Children of all cultures and faiths are welcome at Peninsula Community Church Preschool. Children are placed in classrooms according to age, experience, needs and group balance. Group sizes vary according to age and room size.

School hours are 9:00 am to 12:30 pm or 9:00 am to 2:00 (which includes the afternoon enrichment program). Optional early care hours are 8:00-9:00 am.

Office hours are 9:00 am to noon Tuesday through Thursday.

EARLY CARE (8 – 9 am)

Early care is an optional part of our program. If you wish to participate, you need to sign-up in advance. At least a 12- hour notice is required to have adequate supervision. This opportunity is limited to six children each morning. Please make sure the early care teacher is aware of your child's arrival. Please do not leave your child unattended. If you wish to cancel, please give the office at least a 12-hour notice.

Enrichment Classes (1:00-2:00 or optional pick-up times of 1:00, 1:30 or 2:00): The enrichment classes which include Spanish instruction, art, science and reading readiness are offered to our children enrolled in the 5-hour program or on a daily sign-up schedule. The children work in small groups. These classes are limited to 15 children. The teacher/child ratio is 1:8.

These enrichment classes are an optional part of our program. You may sign up the morning you wish your child to stay. There is no advance notice needed. This is offered as an opportunity for our preschoolers and may be cancelled if too few children are participating. Out of courtesy to our staff, please be on time to pick up your child.

The charge for early care and any enrichment opportunities is \$3.00 per half hour. We will charge a late fee if the parent arrives after the designated pick up time. A late pick-up fee of \$1.00 per minute will be charged after the designated pick-up time. Please call if you know you are going to be late.

2-year old Program: The children must be 2 to begin their preschool experience at our school. They do not need to be toilet trained. They may start the school year in diapers. We will change the children when they soil themselves. This class is offered 2 days or 3 days a week from 9-12:30 pm. The teacher/child ratio is 1:4.

3-year old Program: The children must be 3 by Dec. 2. This class is offered 2, 3, 4, or 5 days~ 9-12:30 pm or 9-2:00 pm. The teacher /child ratio is 1:7.

4-year old Program: The children must be 4 by Dec. 2. This class is offered 2, 3, 4, or 5 days a week from 9-12:30 or 9-2:00 pm. The teacher/child ratio is 1:8.

MUSIC TIME

We believe music is a universal language bringing together children of different cultural backgrounds. Music also provides many learning opportunities to enhance a child's coordination, concepts in reading and math as well as a love for music in rhythms, beat and expression. Our program includes music provided by a trained music teacher in a classroom setting. Children also participate in group singing, finger plays and music and movement with their classroom teachers.

CHAPEL TIME

Chapel time is monthly in the sanctuary with a Pastor(s) of Peninsula Community Church. The purpose is to introduce the children to church etiquette, prayer and praising God. Chapel time emphasizes the pillars of character through God's love and God's word. We discuss responsibility, sharing and caring about others. Chapel time is based on the preschool curriculum, *Exploring God's World*.

SNACK TIME AT PRESCHOOL

Snacks are provided by the preschool families. Families will take turns bringing simple, easily prepared snacks consisting of two food groups. A comprehensive list of possible snacks is available. A snack schedule is sent home monthly so that families know when it is their turn. The children love bringing snacks for their friends! PLEASE BE MINDFUL OF HEALTHY SNACKS. Due to licensing regulations, we can not have any home-prepared snacks.

LUNCH TIME 12:00-12:30.

Children should place the CLEARLY LABELED lunch box or bag in their cubby each morning. At lunch time, children eat in their classrooms with their teachers. Our goal is to encourage the children to maintain good eating habits and table manners. Children are not allowed to share food with friends. We will send home any uneaten food so you will know what your child is or is not eating. We ask that you pack your child a nutritional lunch with the amount you know he/she will eat. Two to four items are plenty for their lunch at this age. A good sample lunch would be the following: half of a sandwich, cut-up piece of fruit, granola bar and a small drink (preferably water). Please do not send candy. It will be removed from the lunch. Also, please do not send food that needs to be warmed up.

PEANUT AND NUT POLICY: Since we are a peanut free school, we require families to send no snack or lunch items that contain peanut/nut products. (Please read labels carefully.) Children with these allergies show extreme allergic reactions not only to ingesting peanuts but also to touching them or inhaling their aroma. Cross-contamination is a serious issue. In other words, if a child eating a peanut butter cracker touches a toy and the faucet and then a child with a peanut allergy touches the toy or faucet, he/she may have a serious reaction.

BIRTHDAYS

Wondering about how to celebrate your child's birthday in the classroom? We know birthdays are special! We prefer that parents continue to choose a snack from the suggested list we provide like vegetables and dip, fresh fruit, cheese cubes, or finger sandwiches. Additional choices for birthday snacks may include pudding cups, yogurt push ups, or Dixie cups (orange sherbet or vanilla ice cream). We celebrate your child's special day with candles, singing, and other birthday fun. Birthday activities vary from class to class.

Parents may provide festive party plates and/or napkins. PLEASE DO NOT bring cakes or cupcakes to school. Check with your child's teacher in advance so arrangements can be made for a "special date" for the birthday child. Please do not pass out party invitations at school. We will supply you with addresses for mailing. (Refer to the school directory.) You may want to donate a birthday book in your child's name to our school library. Sign his/her name in the book and wrap it in birthday wrap. Your child's teacher will read it to the class to celebrate your child's special day.

REGISTRATION / ADMISSION

A parent and child are requested to visit the program before enrolling in the preschool to become acquainted with the facilities, staff, and program, and to receive a brochure and forms. All forms must be completed, and telephone numbers must be current before leaving your child the first day of school.

A \$100.00 non-refundable registration fee is paid each new school year (\$75.00 for returning families). Early registration is encouraged to ensure placement in a class.

Each child must have a pre-ordered emergency kit. The fee is included as part of your registration fee. Each kit contains: 3 / 8.5 oz. boxes of water, a solar blanket, wet naps, 2400 calorie food bar and a 12 hour light stick. Please bring a family picture(s) and a letter addressed to your child to include in his/her kit.

A School T-shirt is given to each NEWLY enrolled student when all forms and the first month's tuition have been paid. Additional T-shirts may be purchased for a nominal fee.

PAYMENTS / FEES

Peninsula Community Church Preschool provides a fully-planned program, consistent care, and qualified teachers to stimulate your child's growth and development. Since it is not operated on a casual day-to-day basis, our yearly expenses are fixed; and our group sizes are limited. Tuition is based on a 9 ½ month school year (September through half of June). The amount can be paid in one lump sum or in 9 monthly payments. Tuition is paid on the 1st of each month. Your initial payment is due by the middle of July or before your child's first day of school. The remaining payments are due the first of each month, beginning in October through May. NO financial adjustment is made for vacation time or absences. All checks are made payable to PCC PRESCHOOL with your child's first and last name in the memo.

Tuition rates for 2009-2010 school year:

<u>3 and 4 year old</u>	<u>3 and 4 year old</u>	<u>2 year old class only</u>
Time: 9:00-12:30	9:00- 2:00	9:00-12:30
5-day program \$520.00	\$630.00	3-day program \$360.00
4-day program \$510.00	\$610.00	2-day program \$310.00
3-day program \$350.00	\$430.00	
2-day program \$300.00	\$360.00	

If your child cannot remain in school for a full school year, please give the school a one-month prior written notice. This security deposit is non-refundable; however, it will be applied to your last month if proper written notice is given.

A late payment fee of \$15.00 for each child enrolled will be charged to your account each week your payment is late. Payment is late after the 10th of each school month. A check returned from the bank will incur a \$25.00 fee.

SIGN IN / SIGN OUT

Sign in/out sheets are in (or just outside) your child's classroom.

All children must be signed in and out each day with a drop- off and pick-up time. You must sign in/out using your complete first and last name (no initials and legible, please). This is a California State regulation.

If you have someone other than yourself dropping off or picking up your child, please instruct that person about the sign in/out process. Forgetting to sign in or out may subject you and our school to a \$15.00 fine due to California State regulations.

ARRIVAL TIME

Teachers prepare rooms and materials from 8:30-9:00 am. Please allow the teachers to work during this time. If you come early, you and your child may play on the school patio area. Parents are asked to bring their children to the classroom by 9:15 am to be greeted each morning by their teacher. This is an important time to exchange "brief" information between the parent and teacher.

DEPARTURES

At the end of the day, children will be picked up from their classrooms. This procedure is necessary so that the teacher is aware of each child's departure. Please inform the teacher of any change in the person picking up your child. Children become concerned if they are left at the end of the school day so it is important that you return on time. For apprehensive or new children, it is comforting for them to see you be among the first to arrive. Departure time for the regular school day is 12:30 or 2:00 pm.

Important notice regarding arrival and dismissal: Please do not under any circumstances leave children unattended in your car. The sheriff may cite you for child endangerment.

FAMILY FILE BOX

Each family has a folder with your child's name, which is organized by color and classroom. All notes, newsletters, bills, and invoices to parents will be in the family files. It is the parent's responsibility to check the box each day. It is located in (or just outside) your child's classroom.

CONFERENCES

Conference times may be arranged at any time during the school year. Parents are encouraged to ask questions and discuss any challenges their child may be experiencing at school or home. However, please do not conference with the teacher at drop-off or pick-up time. Progress reports based on assessments are completed in the spring. Parents of all PCC children are encouraged to schedule a conference with their child's teacher.

HOLIDAYS

Our school generally follows the holiday schedule of the Palos Verdes Peninsula Unified School District. There will be two staff development days that will affect our school days and hours.

On the first Wednesday of each month, students will be dismissed at 2 pm promptly due to monthly staff meetings.

HEALTH POLICIES

Please notify us when your child is absent due to illness or injury.

The following are guidelines for when you should keep your child at home or when we will call you to pick up your child from school.

1. She/he is breathing rapidly, noisily, or with effort.
2. She/he has a fever higher than 100° F.
3. He/she has two or more liquid bowel movements in 24 hours.
4. He/she vomits more than once in 24 hours.
5. He/she has a persistent, hacking cough.
6. He/she has a severe runny nose that is more than usual for the child.
7. He/she has a contagious disease such as measles, chicken pox, conjunctivitis, ring worm, impetigo, mumps, or roseola. These diseases will require a physician's release for readmission.

8. He/she has head lice or nits. Even if treated with shampoo, all nits must be removed before returning to school, unless the child has a physician's release indicating there are no live nits.

9. He/she has an eye infection with a discharge, ear infection or throat infection unless on medication and approved for return by the physician.

10. He/she feels uncomfortable, is pale, irritable, listless, very tired *or* cannot fully participate in our program.

These are guidelines and when in doubt about your child's health, you should contact your child's physician. The preschool policy is to NOT administer any medications to students while they are in our care, unless there is a life threatening situation. (Allergies-Epi-pen)

Minor Injuries are treated with water, ice, bandages and reassurance. Parents will be notified of any injury with a phone call and/or an "Ouch Report".

In Case of Illness or Emergency During School Hours:

The school attempts to contact the parents or the designated person first. If they are not available, we will contact the person listed on the Emergency Information form. If necessary, we will contact the physician and the paramedics. All children should have on file at school EMERGENCY INFORMATION WITH CONSENT TO TREAT. Torrance Memorial Hospital is the nearest hospital and the one paramedics use for this area.

EMERGENCY DISASTER PLAN

The staff of Peninsula Community Preschool is prepared to continue caring for the children enrolled in the school through any disaster that might occur. Descriptions of Fire Evacuation Routes and Disaster instructions have been posted in every classroom and the office. Emergency information cards on each staff member and student are kept in the preschool office. In case of damage to the school building, everyone will evacuate the building to the church patio in front of the sanctuary. If that area is not safe, we will evacuate to the lower church parking lot down the front stairs. If those areas do not appear to be the safest place for us, we would then relocate to either the area by the fire hydrant on Crestridge Road (5640 Crestridge Road), or Ridgecrest Intermediate School (28915 Northbay Road). We will be able to obtain emergency information by telephone from the sheriff and the fire station. If the telephones are inoperable, we will get information from other church contacts. If there is a need to relocate, we will leave information noting our relocation place on the preschool office door.

PARKING

Please use our paved parking lots (upper and lower) and lower hall access for safety reasons. Please leave the closer parking spaces for mothers with babies. Avoid making U-turns on Crestridge – please drive through the parking lot instead. Please do not park in the blue handicap parking area.

STATEMENT OF DISCIPLINE

As stated in our school philosophy, the staff establishes a learning environment appropriate for each age group. We also desire to build a relationship with the parents of each child.

The staff assumes responsibility for helping children function in a group setting without hurting themselves or others or abusing property. When a child is not functioning well in a group setting, one or more of the following procedures are used.

1. Children are verbally asked to stop a certain activity and choose another one.
2. A staff member may physically remove a child from an activity and direct him or her to another one.
3. A child may be asked to sit on a chair for a brief period until he or she is able to re-join group activities.
4. A staff member may firmly place their arms around a child whose behavior is out of bounds in order to stop him or her from striking others.
5. A child's behavior would be discussed with the parent in order to get new insight and establish common goals.
6. The staff member would discuss the child's behavior with that child (and others in the group, if appropriate) and establish better ways to work and play.
7. If a child's behavior consistently disrupts the functioning of a group and the staff has used the above-mentioned procedures, the parent would be asked to either seek professional help or remove the child from school.
8. The teaching/learning environment may be re-evaluated in order to make changes that would suggest different behavior.

At no time will corporal punishment be used by anyone at our preschool.

Mandatory Reporters

The staff members of Peninsula Community Church Preschool are mandatory reporters of child abuse.

Nearest Licensing Office:

Dept. of Social Services, Community Care License Div.
6167 Bristol Parkway, Culver City, CA 90230 (License Number: #191602167)