

Preschool & Pre-K Parent Handbook

All God's Children Christian School Purpose, Philosophy, and Goals

The purpose of All God's Children Christian School is to provide a Christian atmosphere that encourages social, emotional, physical, and intellectual growth. We strive for the development of the whole child, and to present the love of Jesus Christ.

Our belief is God personally formed each child to His liking with a specific plan in mind. We see a glimpse of God's individual design reflected in the life of each child. As All God's Children Christian School educators we embrace the uniqueness of each and every child God has placed in our school.

It is the philosophy of All God's Children Christian School that early childhood should be a time of fun, exploration, and discovery. Preschool children are creative and receptive, and our staff strives to nurture and encourage these qualities in a safe, loving, and caring environment.

The goals for the students of All God's Christian School are:

- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide a safe, loving, nurturing, learning and growing environment for the child.
- To provide appropriate activities and learning experiences that contribute to the developmental needs of the child.
- To provide opportunities for meaningful learning experiences that are based on the child's individual needs, interests, and abilities that will build an important foundation for future reading, writing, math, and language skills.

1. SCHOOL POLICIES - ADMISSION

All God's Children Christian School welcomes children 2.6 years old thru 5th grade. Enrollment is determined on a first come basis for each age group. **To enroll, the student application forms must be completed and returned with the registration fee of \$100 and \$200 materials fee for a total of \$300.** These fees are **non-refundable.**

Admission requirements and enrollment procedures are as follows:

- A. Children in the preschool class will **not** be allowed to advance into the pre-kindergarten class during the school year.
- B. Classes are filled on a first-come/first served basis according to the date of receipt of the pre-enrollment agreement.
- C. If classes are filled when a parent calls, the child's name will be placed on a waiting list to fill vacancies as they occur.
- D. Parent(s) of enrolled children will be required to attend a parent orientation meeting prior to or immediately following the first day of school.

2. DAYS AND HOURS OF OPERATION

Childcare is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The preschool/pre-k is open from 8:45 a.m. to 12:30 p.m. Monday through Friday. Children in childcare will be taken to their classroom for preschool from 8:45 a.m. to 12:30 p.m. To facilitate family vacations, All God's Children will follow the holiday and intercession schedule of the Byron Union School District. A detailed calendar will be provided at the beginning of each school year. Childcare will be open during the October and March intercessions. **All God's Children will be closed during the Christmas intercession.**

3. PICK-UP AND DELIVERY OF CHILDREN

Childcare will open each morning at 7:00 a.m. The children will be taken to their classroom for preschool at 8:45 a.m. At 12:30 the childcare students will be taken back to the childcare classroom for lunch and the remainder of the days activities. Afternoon childcare for students enrolled at All God's Children is from 12:30 p.m. to 6:00 p.m. The classrooms will open for preschool every morning at 8:45 a.m. Due to licensing ratios, children not enrolled in childcare should wait outside with a parent/guardian or authorized persons until the teacher opens the classroom door at 8:45 a.m. Parent/guardian or authorized person must sign their child in upon arrival and indicate time and a **full signature.**

Parents are required to come to the classroom to pick up students. Please wait outside until the teacher opens the door and releases the students. Parents should arrive for pick-up no later than 12:30 p.m. for preschool and 6:00 p.m. for childcare. **A fee of \$1.00 per minute will be charged for each minute a child is not**

picked up after 12:35 p.m. for preschool and 6:05 p.m. for childcare. Children will be released only to the parent/guardian or authorized persons listed on the student enrollment form. Proper identification of persons the staff is not familiar with will be required. Children must be signed out with time and **full signature**.

4. TUITION

We want to be able to maintain excellent staff, facilities and equipment for the students. Timely tuition payments make this possible.

Tuition is set at an annual amount. It may be paid in full by the first day of class, whereupon a 5% discount is given. Otherwise, the tuition may be divided into ten equal installments. The first installment is due no later than the first day of school thereafter, monthly installments are due and payable on the first day of each month. Any unpaid installments more than 5 days past due are subject to a \$25.00 late fee. Returned checks are subject to a \$25.00 fee as well, and may result in a cash payment requirement. Please contact the AGC bookkeeper, Diana Dobbie, with any questions or concerns @ 513-8006 or agcschool8@gmail.com

Any account 90 days past due will be turned over to a collection agency.

****Credit Card Transaction Fee: There will be a one-time credit card transaction fee of \$100 per family, to be paid by 1st month's tuition, in order to pay tuition online via BluePay at www.agcschool.net . If you decide to pay via credit card at a later date, a \$150 credit card transaction fee will be added to your next month's invoice.

5. WITHDRAWALS

In the event a parent or guardian wishes to withdraw a child from the school, he/she must give **two weeks' written notice**. Any credit remaining after prorating the tuition will be refunded within one month of the last date of attendance. There are no refunds for absences such as vacations or illness. **If tuition is paid in full, you will receive any unused tuition less a \$500 administration fee.**

6. DISCIPLINE

Classroom and playground discipline is required in order to promote a positive learning environment. We try to talk through problems and teach the children simple conflict resolution techniques. The following steps are taken:

- A. A teacher talks to the child in a positive tone instructing the child what he/she is doing is not okay and why.
- B. If two children are involved, they are brought together to talk about what happened. Each child is given a

turn to speak without interruption.

C. Children are encouraged to use their words and not their hands, feet or other objects when someone is doing something they don't like.

D. If a behavior problem persists after the child has had two warnings, then a child will stay with a teacher holding her hand for a period of time or redirected to another activity.

E. There is NOT corporal punishment at any time. If a child becomes uncontrollable, he/she will be taken to the Director's office where the parent will be called for a conference and possible removal from the school for the day.

F. We, as a team, are very willing to work with parents on persistent problems, but it is most important that both parents and teachers work together to provide some consistency for the child. If after two conferences with the parents, the behavior problem continues and the Director and teachers feel the child is a threat to other children or to teachers, then the child will be removed from the program.

7. EMERGENCY PROCEDURES

All God's Children staff has been thoroughly trained and an emergency policy is in effect. Part of a good security plan includes keeping security procedures confidential. Accordingly, we will not share such information outside the staff. For your part of the plan, please be sure all emergency contact information on file with us is current.

Accidents: If a child is injured and the injury is minor, first aid will be administered. An injury report form will be filled out and a copy given to the parent when the child is picked up.

If a child needs medical or dental attention, but it is not an emergency, the school will contact the parent. If the parent cannot be reached, the school will contact the emergency numbers on the student enrollment form.

In case of an emergency, a staff member will call "911" and the child will be transported to the hospital by ambulance. A teacher will accompany the child. The parents and the physician will be notified immediately.

Fire: Under the direction of their teacher the children will evacuate the building quickly and remain on the school grounds with their teacher until it is safe to re-enter the building.

Earthquake: In the event of a major earthquake, parents should follow emergency instructions given by the local government. Children will be supervised by staff until they can be released to parents or authorized individuals listed

on their enrollment form. The director will remain at the school until all children have been picked up.

Temporary Relocation Site: In case of an emergency evacuation the children will be removed to the following location:

Delta Community Presbyterian Church - Main Building
1900 Willow Lake Road
Discovery Bay, CA

8. HEALTH & MEDICATIONS POLICY

The State Department of Social Services requires a physical examination when enrolling. A physician's report must be in each student's file on the first day of school. It must be updated each year and evidence given of up to date immunizations for diphtheria, tetanus, polio, measles, and a test for tuberculosis (T.B.).

If a child is ill, please keep him/her home and notify the school of his/her absence. Please don't return a child to school until they have recovered fully and are ready to resume normal activities. No staff is available to supervise children who cannot go outside during recess due to a health condition. To meet health requirements established by the Health and Social Services Organizations, parents are asked to keep the child home if the child:

- Has a fever (needs to be fever free for 24 hours)
- During the first 24 hours of taking an antibiotic
- Has a heavy nasal discharge that is not clear in color
- Has constant cough
- Suffering from diarrhea (diarrhea free for 24 hours)
- Unable to retain food or liquids (vomiting). Be able to retain food for 24 hours.
- Red throat, tonsillitis, swollen neck glands
- Red or pink eyes
- Unexplained rash or skin eruptions
- Shows any behavior that is noticeably out of the ordinary (listlessness, drowsy, headache, no appetite).

All children will be examined daily upon arrival. Children who arrive at the center sick will be sent home immediately.

Medications - Any nonprescription medication to be administered at school, such as Tylenol type pain relievers, cough syrup, hay fever medication, etc. must be in the original container and accompanied by a parent's written permission

and instructions for use.

Any prescription medication to be administered by a staff member must be in its original container and be labeled. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date, and expiration date if applicable. This information is checked when receiving the medication from the parent. An *Individual Child's Record of Medication Given* shall be filed with the child's health record. Any unused portions of the prescription drugs are returned to the parent. Medications having a specific expiration date are not used after the date of expiration.

9. PERSONAL PROPERTY/SHARE ITEMS

Each child has a cubby for his/her personal property. **Please discourage your child from bringing toys to school.** They can become lost or broken. We try to care for personal belongings; however, we cannot be responsible for damaged personal property or lost toys.

The children are always encouraged to bring share items that pertain to subjects we are currently studying, or an item that begins with our letter sound of the week. We always welcome items from nature or the Earth. Each classroom teacher will have his/her own sharing schedule and will inform you of the details at parent orientation.

10. BIRTHDAYS

Birthdays are celebrated in a special way at All God's Children Christian School. We have a Walk around the Sun ceremony. A candle which represents the Sun is lit, while the child holds a small globe to represent the Earth. The child revolves around the sun for each year of his/her life. During each revolution, we discuss what the child has accomplished. A picture from each year of his/her life makes the celebration ever more special. Parents are encouraged to attend. A special treat may be provided by the birthday child.

11. SNACK & LUNCH TIME

A nourishing snack is served to each child between 10:15 & 11:15 a.m. daily. The snack is prepared by either the teacher, assistant teacher, or an aide. If enrolled in extended care, lunch is at 12:30 p.m. Lunch is not provided by All God's Children. Children will be required to bring a sack lunch from home or you may pre-purchase a hot lunch provided by Boardwalk Grill for \$3.00 that will be served to the child at 12:30. After rest period/nap time, afternoon snack will be served in the classroom at the tables at 3:30pm. Weather permitting, lunch/snack may, on occasion, be served at the picnic tables on the playground.

12. NAP/REST TIME

All childcare children will rest after lunch. We will work with each family to determine if the child should rest, or if the family would prefer a nap for their child. Nap mats are provided. **Each family will be required to bring a child sized sleeping bag or blanket for their child to rest in or on. These will be taken home by the parents bi-weekly to be laundered.**

13. COMMUNICATION & PARENT RIGHTS

Parents are informed of the activities of the preschool through weekly newsletters. The newsletter will include weekly unit topics, class activities, field trips, and suggestions for parents.

There will be two parent/teacher conferences offered during the year, one in the fall and one in the spring. Either the parents or teachers may request an additional conference any time there is a special concern.

After being separated from your child during their time at the preschool, we encourage parents to greet the children with a positive attitude and with interest about what they have been doing during their day. This will help their initial adjustment and help them feel good about their experiences and activities at school.

We reserve the right to deny our services to anyone who refuses to conform to our policies or who engages in abusive language or conduct towards any child, parent or staff member. Parents have rights. They have the right to inspect the facility at any time. They have the right to know their children are being treated kindly, fairly, and lovingly.

14. ATTIRE

Children are encouraged to wear play clothes and **closed toed shoes** (preferably tennis shoes). **No flip flops allowed unless they have a back strap.** Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The **child's name should be placed in all outdoor clothing and other belongings** to help ensure the return of all the proper possessions and clothes. Please send an extra change of clothing each day.

*Special school logo t-shirts will be ordered for parents to purchase for their child. The staff requires all children to wear their t-shirts on all field trips.

15. SUPPLEMENTARY SERVICES & FIELD TRIP PROVISIONS

All God's Children Christian School will be taking walking field trips on occasion. Permission slips will need to be completed and kept in your child's file before he/she will be allowed to go on a walking field trip.

Field trips which require transportation will be by private vehicle. Parents and guardians of All God's Children Christian School will provide the transportation. A separate permission slip will be required for each of these field trips.

16. TRANSPORTATION

All God's Children staff members are not authorized to transport children enrolled at All God's Children except his/her own family members to and from All God's Children or on fieldtrips, even when the staff member is off duty and acting as a friend or neighbor. This is a strict policy dictated by the Delta Community Presbyterian Church Session, the All God's Children Board of Directors, and our insurance carrier.

17. ENROLLMENT FORMS

The forms listed below need to be completed before a child can attend All God's Children Christian School:

- Tuition Contract
- Child's pre-admission Health History-Parents Report
- Medical Consent
- Parents' Rights
- Personal Rights
- Physician's Report
- Immunizations Records
- Walking field trip permission slip
- Identification & Emergency Form
- Needs & Service Plan (for children with special needs)

I have read, understand, and will abide by the All God's Children Christian School Parent Handbook.

Parent or Guardian Signature

Print Name

Childs Name

Child's Grade Level

Date

January 2016