



Growing little hearts and minds in Faith, Love, and Learning

PARENT HANDBOOK

Calvary Christian Preschool
1010 North Tustin Avenue
Santa Ana, CA 92705
714.973.1768

**"But grow in the grace and the knowledge of our Lord and Savior
Jesus Christ..." 2 Peter 3:18**

Web address: calvarypreschool.info

Email address: preschool@ccschool.org

Dear Families,

I want to welcome you to Calvary Christian Preschool! We are so blessed that you have entrusted your child to be part of our school during these formative preschool years.

We aim to provide a safe and nurturing environment for your child to develop and grow spiritually, socially, emotionally, physically, and creatively as God has planned. Together with our teachers, the school, and the church, we want to serve you in the best way possible to help meet your child's developmental needs.

Our handbook has been specifically designed to explain our policies and procedures in detail. It is essential that you take the time to read the contents so that you will be informed about our school.

We as a staff have been praying for you. We will continue to pray for you as well as alongside you and your family as we strive to grow in the grace and knowledge of our Lord Jesus Christ. I have an open-door policy and look forward to working alongside you and your child to set them up for success. Please feel free to stop by and say hi, call, or send an email. We look forward to getting to know every one of you. May God richly bless you and your family as we journey together through this year.

Serving Him,

Lisa Keith
Preschool Director

P.S. Please visit our website at calvarypreschool.info

Follow us on Instagram [instagram.com/ccpreschool](https://www.instagram.com/ccpreschool) & Facebook [calvarychristianpreschool](https://www.facebook.com/calvarychristianpreschool)

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Our Mission Statement

At Calvary Christian Preschool our goal is to provide a safe, joyful, and Christian learning environment where children learn about God's love, build strong character, and develop a lifelong love of learning.

Our School Verse

2 Peter 3:18

"But grow in the grace and knowledge of our Lord and Savior Jesus Christ..."

INTRODUCTION

History of the School

Out of a love for the Lord Jesus Christ and a desire and commitment to minister to school - age children and their families, Calvary Christian School began in 1975, and the Preschool in 1976. After much thought, preparation, and prayer, the Elders appointed a School Board to oversee the program.

Today our preschool has a well-developed, quality program; an excellent facility; and a dedicated, professional staff that continues with the same high standards and spirit. Our schools minister to an ever-growing enrollment of approximately 400 children, preschool through 8th grade, from our church and surrounding communities.

Affiliation

Calvary Christian Preschool is a ministry and extension of Calvary Church of Santa Ana. The Preschool Ministry Team, under the guidance of the Church Elder Board, oversees the staff and the running of the Preschool.

Calvary Christian Preschool is a nonprofit organization, licensed by the State of California for a full and half-day program. The Ministry of Calvary Christian School serves preschool through 8th grade.

Purpose

Calvary Christian Preschool operates as a ministry of Calvary Church of Santa Ana, encompassing the beliefs of the Church as found in the Statement of Doctrine. Our primary purpose as a preschool is to help children grow spiritually, socially, physically, intellectually, and creatively in Christian surroundings as a supplement to the home environment.

Calvary Christian Preschool was founded in 1976 by Calvary Church of Santa Ana, for the purpose of assisting parents in the rearing of their children by the provision of a well-balanced program, conducted in an atmosphere of total dependence upon and commitment to God and His Word. All subjects at all levels are presented in conjunction with God's Truth.

We seek to create a nurturing environment with an educational program that is appropriate for each child's developmental level. The activities we introduce are based on the philosophy that children develop in an orderly, predictable pattern. As a result, we recognize that learning is best served through active exploration, manipulation of concrete (hands-on) materials, self-initiated projects, and guidance from teachers who pick up clues from the interests children display.

Everything a child experiences throughout the day is a part of his/her total education. In these early years, concepts of oneself and others are formed. Therefore, our focus is to create a climate in which children feel competent in what they can do and integrate life-learning skills into their daily lives.

A Christian emphasis is incorporated, appropriate to the child's level of understanding, through uplifting the Lord Jesus Christ, teaching the Bible as the Word of God, prayer, music, drama, art, and the lifestyle of the staff. The Bible speaks clearly to us concerning how essential it is to bring a child up in the principles and direction of our Lord Jesus Christ. Therefore, our focus is **"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6**

Educational Philosophy

Since our philosophy focuses on the "developmental process" of the child, we promote programs that include opportunities for growth in all areas of development. We want to encourage children to participate in diversified activities that promote gross (large) and fine motor coordination, creative expression, exploration, and interaction with the environment. Recognizing that children learn very differently than adults do, we feel children will only comprehend a concept if it is meaningful in the child's experience and development.

As a staff, we seek to learn more about effective teaching methods that will enhance meaning and experience for the child.

Religious Philosophy

The Preschool and its staff subscribe to the following:

Statement of Doctrine of Calvary Church of Santa Ana

1. We believe the sixty-six books of the Bible, consisting of all the books of the Old and New Testaments, are the written Word of God. They are a supernatural revelation from God Himself. These books are inspired, inerrant and infallible, without error of any kind in every word and concept. They are the final authority on all matters they address, and all truth necessary for our salvation and spiritual life. (Psalm 19:7-11; John 14:26; John 16:12-15; I Corinthians 2:12-16; II Timothy 3:16-17; II Peter 1:16-21; I John 2:27)
2. We believe in the Trinity. There is only one God and in the Trinity there are three eternal and coequal persons: God the Father; God the Son (Jesus Christ); and God the Holy Spirit. (Deuteronomy 6:4; Isaiah 46:9; Matthew 3:16-17; Matthew 28:19; II Corinthians 13:14; I John 5:1-8)
3. We believe Jesus Christ is one Person with two complete natures, divine and human. He is a true God and true man. Jesus is God incarnate, being born of a virgin and is completely sinless. He eternally exists as the Logos, God the Son, the second person of the Trinity. Jesus has all the attributes, characteristics, and works of God. And as such, He should be worshiped as God by men and angels. (Isaiah 7:14; John 1:1-14; John 10:30-33; Colossians 1:16-19; Colossians 2:9)
4. We believe that all people are born with a sin nature and commit sins by falling short of God's holiness and violating His commands. (Romans 3:23; Romans 6:23; I John 3:4)
5. We believe that Jesus Christ died for all people, offering His life as a substitute to atone for all sins. The salvation of any person is the work of God alone, by faith alone in Christ. All people who trust in Him as their only means of forgiveness for their sins will inherit eternal life with God. (John 3:1-18; John 6:44-69; John 14:1-6; John 17:3; Hebrews 2:9; Titus 3:47)
6. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into heaven. He is now at the right hand of God as mediator, priest, and advocate for each believer. (John 20; Acts 1:9-11; Acts 3:12-26; I Corinthians 15:12-28; Hebrews 7:25; Hebrews 9:24)
7. We believe that Heaven is a real place of eternal blessedness in the presence of God and that Hell is a real place of eternal suffering and separation from God. (Matthew 25:46; II Corinthians 5:1-10; Revelation 20; Revelation 21; Revelation 22)

8. We believe the Holy Spirit indwells every Christian and spiritually baptizes them, placing them into the body of Christ, His church, when they are saved. There is only one baptism but many fillings. Christians are commanded to be filled with the Holy Spirit for power to live a holy and obedient life for Jesus Christ. (Acts 2:38; Acts 13:52; Romans 8:14-27; Galatians 5:22-25; Ephesians 5:18)

9. We believe in the Great Commission in our own community and around the world. Jesus commands all believers to go evangelize and make disciples of all nations. We are to baptize and teach each believer all that Jesus commands in His Word. (Matthew 28:19-20; Luke 24:47; Acts 1:8; II Timothy 3:16-17)

10. We believe that all followers of the Lord Jesus are created in Him to glorify God by living holy lives and serving others in love with good works. These good works are evidence of a believer's salvation and not a means to gain salvation or favor with God. (I Corinthians 13; Ephesians 2:8-10; Ephesians 4:1-32; Titus 2:15, 14; Titus 3:1-11; James 2:17)

11. We believe Satan and his demons are real, personal beings who are fallen angels in opposition to Jesus Christ and His church. (Isaiah 14:12-17; Matthew 4:2-11; John 8:44; Revelation 12:9-10)

12. We believe in the personal, premillennial second coming of our Lord Jesus Christ. He will come for His saints and then rule with them for a thousand years on this earth. He will then establish a new heaven and new earth for all believers to live eternally in the glory of God. (I Corinthians 15:50-55; I Thessalonians 4:13-18; Revelation 19:19-20; Revelation 20; Revelation 21; Revelation 22)

13. We believe that biblical marriage consists only of the union of one biological man and one biological woman and that biblical marriage is the only legitimate and acceptable context for a sexual relationship. (Genesis 2:24; Romans 1:26-27)

POLICIES AND PROCEDURES

Admission Policies

Enrollment is open to preschool-age children of the church and community. Children must turn 2 years old by their start date. T.K. is offered for children who turn 4 years old by August.

All immunization requirements must be met before school entrance.

Application Fee of \$55.00 through FACTS (for NEW students only)

All enrollment forms must be completed and a non-refundable \$250.00 registration fee is to be paid before a child is allowed to attend.

Attendance Plans

We offer the following plans:

Full Day	7:00am-5:30pm
School Day	7:00am-3:20pm
Half Day	7:00 am-12 noon

All plans are offered Monday through Friday, holiday and summer hours and plans may vary.

Session Information

CCP follows a traditional academic schedule to provide your child with a consistent and high-quality learning environment. Classroom instruction begins promptly at **9:00 am.**

To minimize distractions and ensure continuity in teaching, we ask that all students arrive in time for our morning opening. Please note that **students arriving after 9:00 am may not be permitted to attend school for the day.**

We understand that medical appointments may occasionally cause a delay. If your child has a doctor's appointment that requires an arrival after 9:00 am, please notify the front office in advance so we can accommodate your schedule. Thank you for your cooperation in supporting our students' success.

Hours of Operation

The Preschool is open from 7:00 a.m. until 5:30 p.m. Monday through Friday. We follow a traditional "school year" calendar from August through May and offer a summer program that

runs from June through the first week of August. Please view the current school event calendar for holidays and professional development days. The Preschool will be closed for one week in August before the start of school to allow the staff to prepare for the school year.

Office Hours

Our preschool office is open Monday through Friday, 8:00 am–4:00 pm.

Our summer office hours are 8:00 am–2:00 pm, Monday–Thursday, closed on Friday.

Class Placement

The students will be placed in classes within their age range. Age ranges may vary up to 9 months. As much as possible, an equal ratio of girls and boys will be kept.

Student/Teacher Ratio

All preschool classes have a student/teacher ratio of 12:1 or lower.

Toddler Program

Our Toddler Program is for those children that turn 2 years old before or on their start date.

Please log onto our preschool website @[CalvaryPreschool.info](https://www.calvarypreschool.info) for more information including pricing.

Registration Fee & Application Fee

A non-refundable (with NO EXCEPTIONS) registration fee of \$250.00 is payable at the time of enrollment/re-enrollment. The registration fee is paid when the child enrolls in preschool; thereafter, it is payable once a year at the time of re-enrollment. The summer registration is a separate fee and varies from year to year.

A \$55.00 Application Fee is required to set up your FACTS account

Tuition Payments

All payments are made through your FACTS account.

License# 300602018 CALVARY CHRISTIAN PRESCHOOL
1010 N. Tustin Ave.
Santa Ana, CA 92705

Tax ID#
27-0416436

Extra Hours

An extra hour is \$10.00 per hour with notification prior to the day of the extra hour and \$12.00 per hour if notified the day of the extra hour or any portion of an hour. Extra hourly charges begin at 12:01 p.m. for Half Day students and 3:21 p.m. for School Day students. There may be

extenuating circumstances, which call for extra hours, and can be approved by our director; all extra hour requests must be pre arranged through the preschool office.

Late Pick-Up Policy

Late charges can be avoided by planning ahead. Late pick-up after 12:01 p.m., 3:21 p.m. and 5:31 p.m. will be billed to your tuition account. The closing teacher will determine the time for billing purposes. A record will be kept in the office of any outstanding obligations. A child with one to ten late pick-ups will pay a fee of \$1.00 per minute after scheduled pick-up time. A child with eleven to twenty late pick-ups will pay \$20.00 for every 15 minutes or any fraction thereof. A child with more than twenty late pick-ups will be subject to dismissal from our preschool per director's discretion.

Authorized Pick-up Policy

Please make sure that anyone you have given permission to pick up your child is prepared to present a photo I.D. The office will confirm with the teacher that the person is on your authorized list BEFORE your child is released. Anyone authorized to pick up must be 18 years or older and have their PIN number.

Absences/Holidays

No credit is given for illness or holidays. In addition, any family with a doctor's approved medical immunization exemption waiving the immunization requirements for their child due to medical reasons, will be obligated to pay tuition even if the child is asked to remain home from school (as per direction from public health authorities) during an extended period of time because of a communicable disease outbreak (such as measles, mumps, COVID, etc.) where no immunization protects the child from contracting the disease.

Snacks and Lunches

Each child is asked to bring a ready-to-eat lunch from home as well as two snacks. If a lunch/snack is needed, a \$10.00 fee will be billed to the child's account for the "forgotten lunch." We do not offer a lunch program. However, we can provide lunch for your child if one has been forgotten at home. If the child has allergies, we will not be able to provide lunch; the parent will be called to provide one. After the 10th forgotten lunch, the fee will increase to \$20.00 per forgotten lunch.

Allergies/Food Issues

Food allergies/issues are very serious. Therefore, if your child has food allergies/issues you must provide their daily snacks. A container of snacks must be kept in the classroom. You will also need to provide "goodies" for your child for all classroom parties. We do not serve peanuts or peanut butter.

WE ARE NOT A PEANUT-FREE SCHOOL

Withdrawal from School

As per the Admissions Agreement given to you upon enrollment, if it becomes necessary to withdraw your child from school, in all cases a written withdrawal notice will be required two weeks before the day of the withdrawal. If notice is not given two weeks in advance, you will be billed for the two weeks after the last day of your child's attendance.

Overall View of the Day

CLASS BEGINS AT 9:00 am

Group Time: Discussion of the calendar, weather, daily theme, etc. takes place every morning.

Outside Time: Free play, play-dough/clay, easel painting, swinging, crafts, water play, Motor Development, etc.

Snack: This is provided by parents and is usually eaten by 10:00 am each morning and between 2:30 pm and 3:00 pm each afternoon.

Chapel: Bible stories; Christian concepts, songs, prayer, celebrating birthdays.

Class Time: Free play, music, creative arts/crafts, blocks, books, quiet time, dramatic play, science/nature, sharing, centers, listening, stories, cognitive learning through games, etc.

Bible: Christian Concepts, stories, songs, prayer, and bible videos

Closing Group Time: Stories, sharing, music, etc.

Pull-out Programs: These may include music, fine art, and motor development.

Potty Training Program

Potty Training operates throughout the day. The individual, God-given blueprint is crucial here. Potty learning can only be accomplished when a child's neuro-muscular system has developed enough to control their bladder and bowels. Gentle guidance toward potty training will enable children to do what comes naturally when their body has matured enough for them to have total control of their bowels. We consider the beginning of potty training when the child shows interest in using the restroom. We guide, help, and encourage their own initiatives to use the restroom. We do not put pressure on the child to use the toilet.

The following is our definition or standard by which we measure completely potty trained:

- The child can recognize his/her body's signal that a trip to the restroom is going to be needed, without adult help.

- The child is able to control both his/her bowel and bladder thereby making the trip to the restroom without soiling his/her clothing.
- The child does not wear pull-ups or any other specialty garments to aid his/her training.
- The child experiences less than two incidents of soiling himself/herself per month.
- No adult reminder or assistance is needed to complete a successful trip to the restroom.
- The child can clean him/herself after a bowel movement.

It is the parent's responsibility to provide pull-ups daily. A \$5 fee for each pull-up provided by the preschool will be charged to your child's account. Pull-ups are to be worn and brought to preschool. Please use the "HUGGIES LEARNING DESIGNS POTTY TRAINING PANTS". In a group care situation, children need to be able to be changed without removing socks, shoes, and clothing. To facilitate learning the skill of "pulling up", our children are asked to pull up their pants after a fresh pull-up is put on.

Baby Wipes

For each child who wears pull-ups, parents will provide packages containing approximately 80 wipes. The staff will let you know if the amount should vary according to your child's individual needs and when wipes need to be replenished.

Bottles/Pacifiers

These items are prohibited from being used at the preschool due to the health and safety issues they would bring. There are **NO EXCEPTIONS**.

Diaper Cream

The Parent Medication Instruction/Consent Form and Doctor's Consent Form must accompany the ointment provided from home. We will apply the diaper cream for your child's diaper rash once the Medical Consent Form has been received from the Doctor.

Discipline

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our goal to promote and secure the development of positive, healthy self-esteem in every child. Our teachers focus on using kind and loving positive-reinforcement techniques. We strive to reinforce good attitudes and behavior, handling each unique situation with gentleness and care.

Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If the behavior continues to be repeated, and especially if the well-being of the child or his/her classmates is in jeopardy, then the child may be removed from the activity in progress.

The child may be escorted to the director's office if the behavior becomes continually disruptive in the classroom. The teacher or director may notify parents if this becomes necessary. If a behavior occurs that is aggressive or poses a direct threat to another child, the situation will be dealt with appropriately, by communicating with the parents. Suspension, at the director's discretion, may be a result of serious behaviors. We use a "Handle with Prayer" communication notes to notify parents of any disciplinary issues. Similarly, we use our "Handle with Praise" notes to communicate the child's positive progress in the area of concern. Our goal is to partner with you to support your child's development.

Parent/School Communications

Photo Release

Your child may be photographed for school events, the calvary webpage, classroom and social media. If you do not want your child photographed you may not want your child to participate in class parties, school programs, and class pictures where other parents may be photographing the event.

Change of Address/Phone Number/Emergency Pick-up

Please submit in writing to the office, and in FACTS any changes of address, phone number(s), carpool arrangements, emergency contacts, etc. In addition, please inform the office and the teacher of new people bringing or picking up your child.

Website/Facebook/Instagram

Please check our website for monthly events, and other updates.

<https://calvarypreschool.info>

Instagram: <https://www.instagram.com/ccpreschool/>

Facebook: [calvarychristianpreschool](https://www.facebook.com/calvarychristianpreschool)

Events

Calvary Christian Preschool does not sponsor or endorse "outside of school" events or parties.

Student Birthday Celebrations

We love to celebrate birthdays! Please communicate with your child's teacher to coordinate the day and time. Please remember, however, that younger siblings are not allowed to attend. Also, we do not allow latex balloons in the classroom. ONLY MYLAR BALLOONS ARE ACCEPTABLE.

Parent Communication

We use BAND, class group emails, etc. All communication must go through the classroom teacher. Only class activities are to be posted.

HEALTH

As per Title 22, Department of Social Services Licensing Regulations, a Physician's Report which is included in the enrollment application, must be submitted to the preschool office within 30 days of enrolling your child. The physician's report must be signed by the child's physician and include a record of a physical done no earlier than one year before school entrance. All students must be able to participate in all in/outdoor activities. There is no provision for students needing special care.

Keeping your child healthy is important to us! Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by a teacher.

If a child is ill while at school, the parent will be called in order that the child be picked up. We have a 30-minute pick-up from time of call policy. If you are unable to arrive within that 30-minute time frame, you must provide a 2nd and 3rd contact person so that your child may return home as quickly as possible, for their sake as well as the others in the class. If your child is sent home with an illness, he/she **may not return the next day** unless with a Doctor's note.

YOUR CHILD WILL NOT BE ADMITTED TO THE CLASS IF ANY OF THE FOLLOWING SYMPTOMS OF ILLNESS ARE PRESENT:

- Fever of 100 or higher
- Runny nose with thick or colored secretions
- Watery/inflamed eyes, conjunctivitis
- Sore throat
- Earache
- Constant cough
- Diarrhea or vomiting
- Marked drowsiness or dizziness
- Draining sores, burns or abscess
- Rash (until cause is diagnosed and determined by a physician to be non-contagious)

A child will be sent home if he/she appears to have any symptoms of illness during the day. We will make every effort to contact the child's parent, and if unavailable, the first noted emergency contact(s) would be called. The child must be picked up within 30 minutes of notification.

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness but is unusually irritable, tired,

or fussy, please consider how his/her behavior will affect the class and his/her school experience.

NOTIFY THE OFFICE IMMEDIATELY IF YOUR CHILD HAS A COMMUNICABLE DISEASE SUCH AS MUMPS, CHICKEN POX, CONJUNCTIVITIS, STREP THROAT, ANY RASH, COVID, OR LICE.

Parents and staff members must be notified of the exposure. The preschool will send a note home giving the date of the exposure and the condition. Before returning to school after an absence, the child needs to have been free of symptoms and fever for at least 24 hours. Some illnesses may require release from the doctor.

LICE POLICY

Lice/nit checks will be conducted on-site as necessary by the office. If nits or live lice are found in a child's hair, the parent/guardian will be notified via phone and the child will need to be picked up immediately. School staff will email all parents in the class to inform families of the lice case (the identity will not be revealed). The child must be **professionally treated** and lice-free before they may return to school. Parents must verify treatment by **providing documentation** to the office upon readmission.

Medication

If your child has an allergy or is recovering from an illness (and is no longer contagious) but still requires medication including prescription or over the counter, it may be given at Preschool if: You the parent certify that you have provided current, written medical instructions from your child's physician, which includes the following:

- a.) Specific instructions for administering the medication in accordance with the physician's prescription
- b.) Potential side effects and expected response
- c.) Dose to be administered in accordance with the physician's prescription
- d.) Actions to be taken in the event of side effects
- e.) Instructions for proper storage of the medication
- f.) The telephone number and address of the child's physician

Sunscreen

Sunscreen is 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 sunscreen. (Please refer to the medication section in the Handbook for complete information). Please remember that NO sunscreen is allowed to be in the classroom. Rash guards provide great sunscreen protection.

MEDICATION SHOULD NEVER BE LEFT IN THE CLASSROOM PRESCRIBED OR OVER THE COUNTER

Immunization Checklist

Children need protection against polio, diphtheria, tetanus, pertussis (whooping cough), measles, rubella, mumps, and varicella (chicken pox). A child who has received less than the recommended number of shots in a series needs to make up the ones that are missing. If your child needs any immunizations, the missing immunization will have to be in the process of being completed before your child can attend school.

<u>At this Age</u>	<u>Your Child Should Have Received</u>
2 months old	DTP immunization Polio immunization Hib meningitis Hepatitis B
4 months old	DTP immunization Polio immunization Hib meningitis Hepatitis B
6 months old	DTP immunization Polio immunization
12 months old	MMR immunization (on or after 1 st Birthday)
15 months old	DTP immunization Hib meningitis (last dose must be on or after 1 st birthday)
18 months old	Varicella (Chicken Pox)
4 to 6 years,	A DTP booster (the 5th immunization)

immunization before	A Polio booster (the 4th immunization)
entrance to elementary	MMR immunization
school.	

Those exempt for medical reasons, must obtain an Exemption Form from their Dr. and the Dr. has to register the medical exemption through the CAIR-ME website. The completed form must be turned into the preschool office before the child can begin preschool.

As per the Department of Health, in the event of an outbreak of an immunized disease, the child will be required to remain home for an incubation period up to 21 days. Tuition will be payable.

OPERATIONAL POLICIES

Attendance

Please notify the school if your child is unable to attend. We appreciate knowing whether your child is ill or absent. Notify us immediately if your child has a contagious disease so we can issue the necessary notices.

Class starts each morning at 9:00 am. Please make every effort to have your child at school by the start of class. We do not accept students who arrive later than 9:00 am. Arriving late disrupts not only your child's learning experience but that of the whole class. The State of California requires that all children be signed in and signed out each day with your FACTS PIN and the person dropping off and picking up must be 18 years or older.

Arrival and Departure

Please wait until the teacher receives your child into the class or on the playground. 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. According to Title 22, no one under the age of 18 is allowed to sign a child in or pick a child up from school. In addition, no child will be released without authorization by the parent or guardian. Please keep the emergency information in FACTS up-to-date, as we must have written authorization for changes of this nature. Students who arrive before 8:00 a.m. will be dropped off in the playhouse. Between 8:00 and 9:00 a.m., he/she may be dropped off on the play yard with a teacher. Please communicate with one of the staff on the yard that your child has been signed in. Pick-up at 12 noon or immediately after the nap period 2:45 p.m. - 3:00 pm will be at the child's classroom or nap room. Pick-up after 3:00 p.m. will generally be on the play yard.

It is important to pick up your child on time. 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 try to make arrangements for one of the previously authorized people to pick your child up. If you must send

someone not on the list, an emergency phone call is sufficient. 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 call for him/her. Proof of identification with a photo ID will be required.

Please use caution in the parking lot. Watch for children at all times and keep those in your care under control and with you. You must hold your child's hands at all times while walking in our parking lot. Please do not allow them to walk independently in our lots. As you know, some cars (such as SUVs) cause difficulty in seeing small children.

Please do not let children run in the halls, climb on the stairs, or open and close the gates..

DO NOT LEAVE SIBLINGS OR OTHER CHILDREN UNATTENDED IN YOUR CAR. Please do not park along the curb, or in any red area. DO NOT park in the small parking lot on Tustin Ave. Preschool parking is located off of Wellington Ave. Always follow the 5-mile per hour limit.

Clothing

For comfort and safety, please have your child wear play clothes and tennis shoes! Keep in mind that your child will be climbing, painting, digging, sitting in the sand, playing with water, and helping himself/herself when toileting. We emphasize having a good experience with materials rather than keeping special clothes spotless. Clothes with many buttons, buckles, belts, and straps are hard for little hands to maneuver. Overalls are difficult when it comes to "potty time." Children can manage boxer-type shorts, jeans, cords, or pants with ease. Please help your child toward independence in dressing by selecting clothing he/she can manage! Expensive or special jewelry is not appropriate. For safety's sake: tennis shoes or rubber-soled shoes are required. No Flip Flops allowed, sandals must have a strap around the back of the heel. Please mark all removable clothing with your child's name (sweaters, coats, hats, boots, etc.).

Please provide a full change of clothes, including socks and shoes to keep here at school in the event a child spills, gets overly wet during outside water play, or has a toileting accident. 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.

Naps

Naps are taken in the afternoon between 12:30 pm - 2:30 pm for our toddler classrooms and between 1:00 pm -2:30 pm for our preschool and TK classrooms. A sheet and blanket must be purchased through the preschool office for a minimal fee. A sheet and blanket must be here for naptime each day. If we provide a sheet and blanket, a laundry fee of \$5.00 a day will be assessed. Mats will be provided by the school. The parent must care for the sheet and the blanket. Please bring the freshly laundered sheet and the blanket to and from school each week in their mesh bag with their name on it. Please label all items with your child's first and last name. A small Beanie Baby-size plush stuffed animal will be allowed for naptime. No pillows are allowed.

Blanket/Sheet sets

We highly recommend you purchase two sets from the office, keeping the spare set at home in case of accidents. PLEASE LABEL EVERYTHING! If not labeled we will label the sheet and blanket.

Bathroom Assistance

To prevent your child from becoming easily frustrated, please dress children in clothing they can manage on their own.

Accidents/Injury

In case of accident or injury, we will make an immediate attempt to contact a parent, in addition to contacting 911, if necessary. Any needed first aid will be administered by our staff personnel, who are certified. After an injury, an "Ouch Report" will be sent home with your child noting the injury and any treatment or care administered. Please make sure your emergency numbers are always current on the Emergency/Medical Forms in FACTS.

Emergency Preparedness

We conduct regularly scheduled fire, lockdown, and earthquake drills in compliance with state standards. In the event of an emergency, we have a supply of emergency food and water on hand at all times. Our comprehensive Disaster Plan would be implemented.

School Visits

You are welcome to visit the school and your child's class anytime during the school year. When visiting your child's classroom, please stop by the preschool office to get a "visitors badge" If visiting campus between 9:00 a.m. – 1:00 p.m.

Peer Group/Family Member Visits

Due to insurance restrictions, only enrolled students may stay in the classroom. This includes parties and classroom activities.

Calvary Christian Preschool Student Sexual Harassment Policy:

Based on new discrimination and labor laws, all businesses are now being required to establish a sexual harassment policy. This applies to private and secular organizations as well. The Association of Christian Schools International (ACSI) has provided a sexual harassment policy for all Christian Schools. This policy is written for levels, preschool through high school. They have strongly encouraged us to use this policy as preventative measures concerning any potential legal issues.

We are very aware that the issues contained in this policy would most likely never occur between our students at such an early age. However, because of these new laws, we are forced to establish such policies and have chosen to take the recommendation and to adopt the following policy recommended by ACSI. Please read through the following information regarding this issue.

Policy

This school is committed to maintaining a preschool environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the type of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances; Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;

7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to Do if You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

LISA KEITH, ADMINISTRATOR

CALVARY CHRISTIAN PRESCHOOL

(714) 973-1768

ERIC WAKELING, EXECUTIVE PASTOR OF MINISTRY

CALVARY CHURCH

(714) 973-4800, EXT 386

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint.

However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the director. The director will conduct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

If you have questions or concerns about any of the policies listed in this handbook, feel free to contact:

Lisa Keith

lkeith@ccschool.org

714-973-1768