

# Little Ones Preschool Parent Handbook



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## Welcome!

It's going to be an exciting school year! Little Ones Preschool strives to provide a nurturing, loving, Christian environment for your child, bringing each "little one" to Christ each day as he or she grows, develops, and learns in many respects- physically, socially, academically, and spiritually.

We understand the high calling of caring for each child in their earliest developmental stages. Our daily programs ensure that students have the opportunity to discover and explore their sensorimotor world according to personal interaction and inspiration with dedicated staff, intentionally organized Christian curriculum and instruction, indoor and outdoor play times, and many other activities and events.

This handbook has been created to better acquaint you with the policies and programs of LOPS. Through your understanding and willing partnership, we look forward to being not only your educational facility and faculty, but also your educational family.



Jacob Voyce

*Principal, Monterey Bay Christian School*

## School History

Little Ones Preschool is a ministry of Monterey Bay Christian Center. It began in 1980 as the dream of our then senior pastor, Rev. J. Lee Mildon, to provide a place for families with children to have their need for Christian discipleship met at all ages, without sacrificing quality academics. Since then, we have grown exponentially and had to expand our facilities to accommodate more students. Because of our approach that incorporates a unique, individualized attention to every child's education across all of our programs, parents have readily embraced our educational philosophy, building a community that works together to produce in a truly superior school experience.

We continue to trust God as He causes Little Ones Preschool to thrive as a ministry and a blessing to all our greater peninsula area churches, civic institutions, and businesses as we co-labor for the benefit and welfare of our community and beyond. We work to establish and maintain meaningful and long-term educational partnerships in pursuit of our mission.

## Our Mission

VISION: Developing a Biblical world-view one child at a time.

MISSION: Helping parents raise Godly children by sharing a commitment to spiritual growth and individualized, academic excellence.

MOTTO: "Watch me grow".

VERSE: Proverbs 22:6 *"Direct your children onto the right path, and when they are older, they will not leave it"*

LOPS has a guiding philosophy that ensures our dedication to five basic values we believe are essential to quality education. We exist to provide a biblically based, family centered education that is academically excellent and individually tailored to meet the needs of each student while remaining financially affordable.

Further, as a ministry of Monterey Bay Christian Center, it is our goal to help each child become a fully devoted follower of Jesus Christ by creating an environment that fosters the intentional development of Christian life and character.

## Our Five Pillars

### **Biblically Based**

At LOPS we believe that God's Word must be at the center of everything we do. If a foundation is unstable, then eventually the structure will fall. From science to civics, everything is presented with a Biblical worldview as the essential, defining aspect of quality, Christian education.

### **Family Centered**

We firmly believe that a quality, Christian education functions best as an extension of the family environment at home. We exist to work with you, the parents, to reinforce the faith and values you are diligently teaching to your children (see our Statement of Faith). (Deut. 6:5-9)

### **Academically Excellent**

When considering a school for your child, academic quality is of vital importance. Utilizing a wide variety of engaging classroom strategies and customized curriculum, including the implementation of industry-leading tools and resources, our certified staff members are deeply devoted to providing the very best in Christian education for your family. Our students start their educational journey with strong foundations as they master core content step by step, and they continue to grow in a rigorous and challenging learning environment that is also supportive and nurturing.

### **Individually Tailored**

At LOPS, we watch as students already begin to show their unique God-given gifts and talents. We work to support and develop students according to their individual needs and/or strengths rather than merely looking at their chronological age. As they master basic foundations, they graduate ready for entering Kindergarten with a strong start to their educational journey.

### **Financially Affordable**

We have endeavored to keep our pricing structure as inexpensive as possible to ensure all families can benefit from private education. On average, our total costs are significantly less than many other private institutions.

## **Statement of Faith**

The following statement reflects the core faith and values that are not only taught at MBCS, but are also shared personally by our families who enroll their children. This set of values also includes a careful commitment to the expansion of the Kingdom of God through the benevolent extension of our community to those who may still be on the journey of discovering one or more of the following:

**About God:** We believe there is one God who is the Creator and the Ruler of the universe He eternally exists in three persons: the Father, the Son and the Holy Spirit.

**About Jesus Christ:** We believe that Jesus Christ is the Only Begotten Son of God, in His virgin birth, His sinless life, His atoning death on the cross, His resurrection on the third day, His ascension into Heaven, and that He will return again to reign as Lord of lords.

**About the Holy Spirit:** We believe in the indwelling presence of the Holy Spirit that empowers each Christian to live a godly life. The Holy Spirit provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right, and spiritual gifts to edify the church.

**About the Bible:** We believe that the entire Bible is the inspired, infallible and inerrant Word of God and that men were moved by the Spirit to write the books of Scripture. The words of the Bible are the primary source for teaching and equipping Christians for a life of righteousness.

**About Humanity:** We believe that human beings were created in the image of God to have fellowship with him. Human beings are each made one of two sexes/genders, male and female, and are designed for monogamous, heterosexual union according to God's will. Humankind became alienated from right relationship through sinful disobedience. As a result, humanity is totally incapable of coming back into a right relationship with God by one's own effort.

**About Salvation:** We believe that the shed blood of Jesus Christ on the cross solely provides for the forgiveness of sins. Therefore, salvation is received only when a person places his faith in the death and resurrection of Christ as the sufficient payment for one's acknowledged sin. This salvation is not earned, but is a gift available by the grace of God alone.

**About the Christian Life:** We believe that for every Christian the old way of living for oneself is in the past and the new way of living for Christ is for the present and for the future. By obedience to the Scriptures and daily yielding to the Spirit we will mature and become conformed to the image of Christ, which should be exhibited by love for God and for one's neighbor.

**About the Church:** We believe that the church is the body of Christ, of which Jesus is the head. The purpose of the church is to gather believers to glorify God by being a powerful witness for Jesus Christ in a lost world.

**About the Future:** We believe that Christians who have died will be reunited with those still alive at the second coming of Jesus Christ.

## Expected School-Wide Learning Results

Our ESLRs are designed to apply to every area of a student's life, including but not limited to spiritual growth, academics, relationships, and physical health. We do not believe an individual can focus on one area to the exclusion of others. Jesus himself referred to "heart, soul, mind & strength." Our ESLRs demonstrate our commitment to growth in all of these areas from LOPS through all MBCS programs.

**E: Evangelistic Believers.** Not only do we work with families to reach and train up each child in the Gospel of Jesus Christ, we work to disciple them into young believers who can articulate, defend, and lovingly share their faith with others in a confused and sinful world. We model, instill, and overtly instruct the Christian character and morality that is fitting for an ambassador of Christ, deeply inculcating a biblical worldview across all disciplines, content, and programs.

**A: Agile Learners.** With the goal of developing life-long learners who can adapt in a fast-changing environment, students will be inspired and challenged to intrinsically desire their growth, and progressively become more self-directed in the learning process, from developing and defining the problems to sharing solutions. Students will also gain a firm grasp of any necessary resources skills and tools that would enable them to thrive in the 21<sup>st</sup> century.

**G: Graceful Communicators.** We work with students to build the most solid foundation in language skills as possible, enabling them to both perceive and project critical ideas and messages in a world of information and media saturation. Students are led to understand the significance and power in their expression, including digital and virtual venues. They see the need for God's grace and wisdom, as well as obedience to the Holy Spirit, in all forms of communication.

**L: Leading Thinkers.** Our program is designed to continually introduce students to situations and assignments that call for a wide variety of critical skills. This includes their creativity and persistence as well as integrating and extending ideas across disciplines and contexts. While remaining faithful to a comprehensive

reception of the truth, students will learn to critically evaluate and apply concepts in novel contexts, paving the way for new conclusions and insights.

**E: Exemplary Members.** MBCS helps to prepare students to fulfil whatever vocation God may call them to. This includes college, military service, trade professions, church ministry/missions, and more. Foundational principles such as obedience, love, duty, service, and leadership are woven into our program design to allow students to appreciate, and desire to emulate, the sacrifices entailed in healthy communal life in local, global, and digital contexts.

## Organization and Administration

Little Ones Preschool is a ministry of Monterey Bay Christian Center. Our operational funds come from tuition, fees, and gifts, as well as regular support from our church and other community partners.

### Superintendent



Rev. Jason & Susan Yarbrough are the Senior Pastors of Monterey Bay Christian Center, with Jason also serving as Superintendent of MBCS. After college, they taught at Shasta Christian Academy (Redding, CA) from 1989-1995, including time Jason served as principal. From 1995-1996, he taught Music and Communications at the college level in Texas where they also served on a church staff. After leaving education to be full-time associate pastors for 10 years, they returned to California in 2006 to start Real Life Church of Fairfield, with Jason teaching bi-vocationally at Vacaville Christian High School (Vacaville, CA) until June 2009. In the fall of 2009, they started Fairfield Christian school, and more recently in 2015, Natomas Christian School. Both preschool-12<sup>th</sup> grade schools have now served hundreds of families since their inception.

### MBCS Principal



Jacob Voyce has served as MBCS Principal since 2017. After earning his Bible and Theology degree from Simpson University, he began teaching in 2006 at Vacaville Christian School, working with middle and high school students. From 2009-2016 he worked as a full-time teacher and Academic Dean at Fairfield Christian School (PK-12), helping also to launch Natomas Christian School. Having earned his MAED in Curriculum and Instruction from Concordia University- Irvine, he continues to passionately pursue the vision of dynamic and rigorous Christian education that is designed to flex and bend with the needs of students and families. The Voyces are California natives and feel very privileged to serve in the Peninsula community.

### LOPS Director (Darlene Rochford)



## School Board

In the fall of 2016, the board of Monterey Bay Christian Center voted unanimously to re-establish a subsidiary school board. Our current board members are:

*Jason Yarbrough, Board Chairman (MBCC Member, MBCC Senior Pastor)*

*Jimmy Cook, Board Treasurer (MBCC Member, MBCC Board Member)*

*Uziel Diaz (MBCC Member; General Educational Consultant)*

*Kristie Hernandez (MBCC Member, Board Secretary, MBCS Parent)*

*Vince Lombardi (MBCS Parent)*

*James Jacobs (MBCC Member)*

*Jacob Voyce (MBCS Principal, Non-Voting)*

*Jeff Scheff (MBCC and MBCS Business Administrator, Non-Voting)*

## Licensing Agency:



We are licensed and regulated by the California Department of Social Services. The licensing agency continues to have the authority to interview clients, including children or staff, and to inspect and audit our facility records without prior consent. The licensing agency shall also have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the client.

(See Health and Safety Codes: Section 1596.81, Section 1596.72, 1596.73, 1596.852 and 1596.853)

## Admissions Policy

Attendance at Little Ones Preschool is a privilege and not a right. Our enrollment process ensures that each family complies with all state regulations and forms for child care center admissions. Further, students or families whose behavior, whether in action or in attitude, whether on-campus or off-campus, is not in a spirit of cooperation with the school's faith, values, leadership, and/or policies, may be denied acceptance or asked/forced to withdraw.

## Age Requirements

LOPS tries to be as inclusive as possible, yet we recognize the need to be discerning when it comes to the age and maturity levels of our students. We enroll children that are weaned from bottle and breast feeding into our preschool programs, and children 18 months to 30 months of age into our separate and parallel toddler component. Our upper limit is 5 years old for those in our Transitional Kindergarten program. Any exceptions to these requirements must be approved by the School Board.

## **Church Attendance**

Regular church attendance is part of the expected culture for parents, students, and staff of Monterey Bay Christian School. The Bible emphasizes the importance of believers gathering together for the purpose of worship and learning. As we encourage students to develop their spiritual lives, we also encourage families to choose a Bible-believing, Christian church to attend. Antagonism around this notion may result in being asked to withdraw from LOPS.

This policy is not born out of a desire to control families, nor to elevate any one particular assembly or Christian tradition above another, nor to equate church attendance with any automatic, qualitative, spiritual judgement of people. Rather, our philosophy can be best illustrated by a simple, three-legged stool. Each leg represents a separate entity that is foundational in a child's development: home, church and school. If any one of the three is missing or becomes unstable, the stool (or child) becomes imbalanced and may eventually topple and fall. We believe it is crucial that every child have the needed benefit of a secure home (regardless of its composition), a quality school, and a life-giving church, with the parents being given the primary charge over their own child.

## **Non-Discriminatory Policy**

It is and shall be the policy and practice of Little Ones Preschool, in the admission of its students, not to discriminate on the basis of the applicant's race, color, sex, national or ethnic origin. Families that embrace or encourage a lifestyle choice of transgenderism and/or homosexuality either for the parents or student(s) de facto do not share in the common faith and values of LOPS and, in accordance, will not be capable of being considered for enrollment (see Statement of Faith).

## **Tuition and Fees**

We endeavor to keep tuition and fees at the absolute lowest amount possible so that private education is affordable for everyone. A current description of tuition & fees can be found at our school's website: [www.mbcsonline.org](http://www.mbcsonline.org). Parents will be provided ample notice if any other cost arises that is not already described in that document.

## **Withdrawal Policy**

Enrollment at LOPS constitutes a monthly contract during the school year. If a student is to be withdrawn for any reason, our 30-day withdrawal notice should be filled out and submitted to the MBCS office, at which point we will be able to pro-rate the balance of tuition back to the family for the rest of the month. Student/families that are asked to withdraw or expelled for reasons of policy violation or conflict are not eligible for this refunding and will be billed the entire month's costs.

## **Attendance**

If a student misses school for any reason, including family vacations and illnesses, their monthly tuition remains the same. This is because our contracted agreements (as well as our budgets) are on a monthly basis rather than daily or hourly. Timely notification of absences, whether planned or otherwise, will be greatly appreciated by phone, email, or paper notice to the LOPS or MBCS office.

## Hours of Operation

LOPS endeavors to stay true to our published schedule as much as possible. Occasionally, however, changes may be required. Every effort will be made to notify parents as soon as possible of any necessary changes, whether to calendars, schedules, and/or any event plans. Bell schedules and annual calendars are made available on the school website with additional copies distributed to students and families at the start of each year. Our school day is from 7AM to 6PM every day, with half day enrollments available. Our annual school term begins in August and ends with the completion of May each year.

### Holidays

Little Ones Preschool is closed for the following holidays:

Martin Luther King Day/January

President's Day/February

Good Friday, Monday after Easter/March/April

Memorial Day/May

Independence Day/July

Labor Day/September

Veteran's Day/November

Thanksgiving Holiday/November-Thursday and Friday before Thanksgiving. (We will close at 12:00 noon on the Wednesday before Thanksgiving)

Christmas Holiday/December: Christmas Eve - New Year's Day. January 1st.

Two teacher In-service days are scheduled during the school year, one the day after our graduation and another before the fall session begins. Advanced notice will be given.

## Parent Communication

Little Ones Preschool recognizes that we work in cooperation with parents to educate their children. Communication is essential for each student's success. Parents may contact staff through email or by telephone. This information is included on the school's website. Parents are encouraged to call the office for any additional questions they may have.

### Parent-Teacher Conferences

Conference days are set up at the end of each semester to review growth benchmarks. Other times can be arranged according to individual requests from either family or faculty members. Dates for scheduled conferences will appear on the school calendar and be included in school emails and texts.

## **Weekly Email & Text Alerts**

Every week when school is in session the school office sends out an informational email with news and event updates. This is our primary form of communication. We also send occasional text alerts as reminders for events and other special announcements. Parents and students are invited and expected to sign-up and engage through these services by visiting the school website at any time.

## **School Events**

Of course, parents are highly encouraged to attend all school events throughout the school year. Events such as Back-to-School Night, Parent-Teacher Conferences, and Graduation ceremonies are all key underpinnings and punctuations of the school-home partnership throughout the year. Making the effort and sacrifice to attend these is paramount in maintaining a strong connection and a positive experience for all parties.

# **Program Guidelines and Policies**

## **Closed Campus and "Open Door"**

LOPS operates a closed campus. Closed campus means that unauthorized visitors are not permitted on campus and students are not permitted to leave campus during school hours without administration approval. The main building remains closed and locked, and children are signed in and out of the main foyer. Only adults listed on the state emergency contact form may sign a child in or out without express verbal permission from the primary parent/guardian.

Parents are welcome to drop in according to our "open door" policy for families to observe their child during the day. Friendly visits should generally be planned to coincide with the open activity time rather than core instructional parts of the schedule. All guests must pick up and display a visitor pass before staying on campus. The school reserves the right to refuse visits or visitors that are disruptive or who fail to work effectively under the supervision of school staff.

## **Dress Code**

Students should come in clothing suitable for outside play. This includes tennis shoes or other athletic, closed toe styles. Graphics and images should conform to the school's faith and values. Costumes are prohibited other than designated days. Pants or shorts must be worn at all times, including under dresses for girls, and should not be excessively ripped or torn. If a student comes to school out of dress code, the parent or designated adult will be asked to correct the situation before the student starts their day.

## **Illness and Wellness**

For the protection of your child as well as others, and in accordance with licensed care facility policy, he/she cannot be admitted for the day, and must be kept home if he/she shows signs of any of the following symptoms:

A fever of 100 degrees or more.

Diarrhea or vomiting.

Thick or green discharge from the eyes or nose.

A rash, sore throat, a nasal discharge with color. (yellow or green)

Coughing that interferes with normal activity. (Frequent coughing or wheezing)

Congestion that interferes with normal eating and or sleeping.

To limit exposure to other highly contagious diseases, we request that you keep your child home if he has been exposed to any of the following: strep throat, pinworms, chicken pox, lice, or impetigo.

Your close observation for indicators and symptoms which may be present in your child will aid us in ensuring an environment free of contagion, thereby lessening the potential for secondary and repeat illness. Children with a fever must not return to preschool before an isolation period of 24 hours. Consequently, if your child is sent home from school due to a fever or other illness, he/she may not return to school the following day. Parents should exercise every precaution and keep their children home, should other unusual symptoms occur. A parent will be notified to pick up their child immediately, if any one of the above symptoms appears during the day. If you know that you will not be able to pick up your child quickly, please have someone on the emergency list that can. The child will be kept separate from other students until they are picked up.

### **Medication**

In order for school personnel to administer medications to students, a signed parental note must be turned in along with the medication. There must be clear instructions from the doctor explaining proper administration. Students may not, under any circumstance, have medication in their possession while on campus.

### **Lunch**

Students are required to bring their own lunch each day, to be stored in the lunch room shelving. Special dietary plans should be discussed with staff as needed. Parents are urged to provide healthy nutrition, with minimal sugar or sweets, for the overall benefit of the educational process of their child's development each day.

You are welcome to send cookies, cupcakes, or another treat to share with your child's class on their birthday or special occasion. Please provide advanced notice as soon as possible to help make arrangements.

A light, healthy snack is provided daily by LOPS for students both in the morning (all students) and afternoon (full-day students only).

### **Toys and Media**

Children are permitted to bring one toy on designated "Show and Tell" days. Soft "nap pals" (plush toys/stuffed animals) are permitted daily. Fragile/valuable items, mouth toys, money, and toys promoting violence should be left at home and not selected for show and tell days. Any media shown at LOPS, if at all, will be "G" rated and pre-screened by the staff.

## Field Trips

Field trips and nature walks are considered an important part of our educational program. Little Ones provide the same adequate and responsible adult supervision for these excursions as is provided to the child while in attendance on campus. The permission for your child to participate in such excursions is part of your medical release form at enrollment, plus notification of each field trip, including date, time, destination, and overview of activities, will be given in advance. Parents are encouraged to participate in such outings. Only parents may drive students on Field Trips. Proof of insurance and a copy of a current driver's license need to be on file for a parent to drive other students.

On Fridays, our preschool group (not including toddler component) will be routinely joining the Monterey Bay Christian School (MBCS) chapel services at the Monterey Bay Christian Church (MBCC) sanctuary. This is from 9-9:30 AM and includes contemporary worship music and prayer. Toddlers will remain at the LOPS main grounds.

## Toddler Component Separation

Students in the toddler component are kept in a schedule that staggers with the other students so that they do not share the same space at the same time. Additionally, major playground structures that are designed for 2-5yrs of age are not accessible to the toddlers during outside time, but rather a designated area and appropriate play structures. Toddler students will not be incorporated into the Friday chapel plan with the other students.

## Disciplinary Action

Discipline is one of the most challenging and important aspects of any child care program. While striving to provide children with the most stimulating and ideal learning environment, the staff at LOPS seeks to establish boundaries that are clear and guidelines that are consistent.

We realize that Children in the preschool years have not yet developed their ability to express emotions, needs, and desires in ways that are fully mature, appropriate, and/or meaningful. Consequently, teachers will assist children in the mastery of this skill through positive and affirming supervision with proper modelling and coaching, through verbal and careful re-direction, and through implementation of various rewards (ex. stickers, toys, etc.) and punishments (ex. time-outs, loss of recess, etc.) as needed.

Realistic and appropriate limits are set for the safety and security of the children and staff. We strive to work in partnership with parents to completely prohibit the following behaviors.

Probationary enrollment may be implemented as an extreme intervention step:

1. Acts of physical violence toward self or others.
2. Vandalism of school or student property.
3. Direct and/or malicious defiance to authorities.
4. Persistent and uncorrectable disruption of the learning environment.

## Policy Changes

MBCS administration & governing board reserves the right to change its policies at any time. If any changes are made during the course of the school year, parents & students will be notified in writing.