

Little Becomers

Preschool & Daycare

A ministry of Simi Community Church

PARENTS HANDBOOK



"And the child continued to grow and become strong in spirit." Luke 1:18

Little Becomers Preschool and Daycare
A Ministry of Simi Valley Community Church
2000 Royal Avenue
Simi Valley, CA 93065
(805)583-8678
Facility Number 561702288
Simi Valley Community Church (805)526-8075
www.Simivalleycommunitychurch.org

WELCOME!

You and your family are very important to us. We believe that you are your child's first and most important teacher. We would like to join with you in a partnership to help your child develop a life-long love of learning.

MISSION STATEMENT

Our mission is to complement your child's family in providing a Christian environment and means for social, emotional, mental, physical, and spiritual growth. We provide a developmental curriculum that encourages an awareness of your child and the parent of God's love for them as God's children.

DEVELOPMENTAL APPROPRIATENESS

Little Becomers Preschool and Daycare's classrooms and curriculum are designed to optimize the use of developmental principles of early childhood education. Children are encouraged to explore and discover, to create and imagine. Classroom features provide for dramatic play, manipulative and cognitive toys and puzzles, art activities, and books. Outside playtime is part of our program, which helps with muscle development and physical fitness.

Our circle time and games help develop reading and math readiness. Manipulatives that look like play such as puzzles, games and building activities, are essential in developing visual perception skills. Games using visual and auditory skills of perception, memory, and matching also foster pre-academic skills.

During our group time, children learn how to be a part of a group activity with the teacher as facilitator. Circle time may include music, body movement, science or math activities, stories (book or flannel graph), games or sharing.

CONFIDENTIALITY

All staff agrees to respect a code of confidentiality regarding information about all children families. We encourage you to share important and necessary information about your child or your family with the Director and your child's teacher. This information will help us effectively prepare and plan to best meet his/her needs. All information you share with us will be held in confidentiality. Community Care licensing staff has the authority to review records and interview staff, children and parents.

TEACHERS

Our staff consists of qualified teachers and teacher assistants under supervision of a full-time director. Our teachers have earned or are working toward early child education units, Associate of Arts degrees or Certificate in Human Development, Child Development or Early Care and Education. The staff is CPR and First Aid certified. We are proud of the high degree of professionalism our staff exhibits.

Our teachers are the main strength of the school. Their Christian instruction is a ministry to the children and parents. They teach, evaluate, relate, pray and nurture. Their communication with parents is the key to effective education. We pray for them, support their decisions and give them our respect, love and encouragement.

ADMISSION POLICY

Admission in our program is open to children two through five years of age who are toilet trained and two-year-old children who do not need to be fully toilet trained yet. Enrollment is available to anyone on a space-available basis. Priority will be given to

siblings of children currently enrolled. A space is reserved in an age appropriate class when the non-refundable registration fee is received. A child is considered enrolled when the registration fee and all required paperwork is submitted to the office. Each parent is given a copy of the parent handbook to read. Your signature confirms you have read, understand and agree to the information it contains. We do not have a program for children, ages three and up, who are not toilet trained. By their 3rd birthday, current students must be fully potty trained. If a child is not fully potty trained by their 3rd birthday, the child must be kept home to complete the process, and he or she may come back if space is available.

ADMISSION PROCEDURES

A parent/legal guardian inquiring about the center will be given an enrollment packet. To be fully admitted and enrolled in our center, all the items below must be completed and on file prior to the first day the child attends school:

- Physician's Report – Child Care Centers
- Teacher information
- Emergency and Release Form
- Authorization for Emergency Medical Treatment
- Identification and Emergency Information
- Child's Preadmission Health History – Parent's Report
- Notification of Parents' Rights
- Personal Rights
- Parent Contract
- A copy of Child's Immunizations up to date

REGISTRATION

- Registration fees and first month's tuition must be paid in advance of attendance.
- Immunization must be current. You may bring a copy of your child's original Immunization Card prior to attendance.
- Complete each form provided in the enrollment packet completely then submit to the preschool office prior to the first day of attendance. If possible, we would like for you to provide the school with three emergency contacts, in addition to the enrolling parent/guardian contact information.

COMMUNICATION

Our main means of communication to our parents is through our Kinderlime app – which is tied to your email. Direct email may also be used at times. Please make sure you provide us with the best email for reaching you. Usually once a month the Director will send out a mass email giving information regarding upcoming events as well as any changes to our calendar or policies. You will also receive a monthly newsletter from your child's teacher. If your email or phone number changes, please be sure to notify the preschool director immediately, so records can be updated (this is especially important for safety and urgent/emergency notifications).

CURRICULUM

Our daily curriculum is devoted to meet both the needs and interest of the individual child and the group. Our objective is to provide a learning environment that encourages growth of the whole child.

Group activities help children learn to share and listen effectively in an accepting Christian environment. Basic Christian and social principles are stressed such as sharing, manners problem solving, making choices, taking turns and making friends. We strive to develop positive self-concepts, social habits and attitudes that will help the children enjoy relationships with others.

In our Pre-K classes, children are introduced to letters, numbers, colors and shapes in a group circle time. This cognitive circle is presented in a positive manner, often through an activity or a game. It is our belief that children learn through "play".

It is the desire of this preschool staff to work closely with you to assure a quality learning experience for your child.

STATEMENT OF FAITH

We at Little Becomers Preschool work together to communicate to your child a vision of a never-changing God. A God who sees us as an important part of His creation, and along with His Son, Jesus, loves us and takes care of us. We learn that through prayer we can talk to our Heavenly Father.

THINGS WE BELIEVE

The years of early childhood are the most crucial in the lives of our children, and experiences that are theirs at that time greatly affect their later development and behavior. All children deserve the right to develop to their fullest potential. All children need to be themselves and to be accepted and respected for who they are.

All children are unique individuals. They need to be given the opportunity to learn at their own pace, make discoveries, solve problems and to grow through their own trial and error.

All children need ample opportunities to use materials freely and constructively to increase their independence, motor coordination, initiative and creative power. They need the freedom to explore and experiment with the things around them, in order to become more familiar with their environment.

All children need and deserve the freedom to play. Play is their tool for learning. It stimulates the imagination, creates opportunities for group interaction and develops skills and concepts. Play provides a chance to use the large muscles of the arms, legs and bodies that are essential to molding strong, healthy bodies and wholesome attitudes about themselves.

CHAPEL

Our school has chapel once a week. The day will rotate throughout the month so that all children will attend chapel at least once a month. During chapel we sing songs, learn about Jesus and the world He has given us. We talk about good choices, manners, helping others and how much God loves each one of us. The teachers and Pastoral staff from the church take turns in presenting chapel.

BIRTHDAYS

Birthdays are special days. If you would like to celebrate your child's birthday by bringing in cupcakes or a special treat, please let the teachers know.

CALENDAR

Each month our school calendar will be posted to the Kinderlime app. The calendar is planned after considering the Simi Valley Unified School District calendars. Newsletters, emails and reminder notices will help keep you updated and informed.

It is important that you check your child's classroom parent board and individual cubby every day for further information regarding what is happening in your child's classroom and at the school.

We try to plan our calendar as closely and accurately as possible. However, there are issues that arise during the school year, which will necessitate changing a date after the calendar is posted. We will give as much advance notice as possible when such a change occurs. Although this doesn't happen frequently, sometimes it is unavoidable.

TUITION AND ATTENDANCE

From September to May, our tuition is divided evenly over the nine-month period. This takes into consideration the total number of days we are open for the school year. June, July and August tuition is charged on a weekly basis but can be paid at the beginning of each month.

Tuition is due at the beginning of each month. If paid after the 5th of the month a late fee of \$25.00 will be charged. All tuition fees are non-refundable. Please note the tuition is due in advance of services rendered.

All payments returned due to insufficient funds will be charged a \$30.00 handling fee. If registration or tuition checks are returned a second time, a cashier's check, money order or cash will be required for future payments.

We do not allow days that your child is absent to be "banked" nor do we allow days to be switched according to convenience. **Example:** if you register on Tuesday and Thursday and your child is absent Tuesday, you may not attend Wednesday instead.

If you wish to bring your child to school on a day that is not your normal school day, you must first clear that with the Director. The Director will determine if we have space and there will be a fee for adding a morning, afternoon or full day.

There are no credits or refunds for holidays, school closures, absences, or vacations.

We require two weeks' notice prior to withdrawing a child from our school before the end of May. Failure to give notice will require an additional payment of one month's tuition. Notice may be submitted in written form, dated and signed by the child's parent/guardian or by email from one of the parent's email address.

EARLY WITHDRAWALS

Habitual late payment of tuition or fees and/or accounts that are one month behind may require early withdrawal. If you have extenuating financial circumstances, please bring that to the attention of the Director immediately.

The Preschool Director may require early withdrawal at any time during the school year if it should become necessary because of failure to comply with school policies, or if it is determined to be in the best interest of our staff, your child or other children attending the program. A child that needs extra staff to be a one-on-one with them, or if the parent does not fulfill financial obligations, may also require withdrawal from our school.

Rude and abusive behavior by a parent toward any of our preschool staff will not be tolerated.

INJURIES & ACCIDENTS

Little Becomers Preschool staff is trained in CPR and First Aid care. Our staff makes every reasonable effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we recognize your need to be made aware of your child's injuries or illnesses that occur at school. In order to keep you posted, the office staff will provide you with an "Ouch" report of any such occurrence.

In case of serious accidental injury, we will make every effort to contact you for instructions. If we cannot reach you, we will call the person you have designated on your enrollment forms or the Emergency form to make medical emergency decisions about your child. Your signed medical release will also assist us in getting prompt medical attention. A Little Becomers Preschool staff person will stay with your child if transported to a medical facility until your arrival.

HEALTH

Your child's health is very important to us. Make sure all health and safety forms are filled out and returned to the Director promptly. Please keep your child home from school if he/she:

- Has or had a fever during previous 24 hours of 100 degrees or more.
- Has symptoms of a communicable disease, including rash, pinworms, lice or other infection or infestation.
- Has a heavy and/or discolored nasal discharge.
- Has had diarrhea in the last 24 hours
- Vomited in the last 24 hours.
- Has an open sore that is oozing and/or painful and itching (a doctor's note must accompany return to school and the site must be covered).
- Has red, itchy and/or mattering of one or both eyes.
- Is irritable - continuously crying, or requires more attention than we can provide without compromising the health and safety of the other children in our care.
- Has a disruptive, constant and persistent cough.

A child's temperature must be below 100 degrees for at least 24 hours without the use of fever reduction drugs before they can return to school. When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor-prescribed medication prior to returning to school. Little Becomers Preschool may request a doctor's written authorization for return to group care.

In case of an emergency, the parent will be called immediately. If the parent cannot be reached, we will contact someone on your emergency pick-up form and your child's physician as noted on your emergency form as well.

Please notify the office when your child will be kept home. Notify the office immediately if it has been determined that your child has a communicable disease or has been exposed to one.

Ultimately the school's Director or Assistant Director may determine if a child should not be in school due to poor health. If the determination is made that a child is not well enough to attend, the parent will be expected to remove the child from our care until all symptoms are gone (for 24 hours) and our staff confirms the child's readiness to return to school. **If a child is sent home ill from school, we may ask that the child not return to school until they have been free of symptoms for a minimum of 24 hours.**

MEDICATIONS

If your child needs to take medication at school, you must complete a "Medication Form" for each new medication we dispense to your child.

We cannot dispense over-the-counter medication in a different dosage than printed on the package unless we have a note from your doctor, on an official prescription form, in our files. Please see your child's teacher or our administrative staff if such a need arises. Prescriptions must have their pharmacy label with dispensing instructions attached to the medication. This includes sunscreen which has a separate release form.

Our staff has been trained in basic First Aid and CPR with additional training for an AED (Automated External Defibrillators), inhalers and EpiPen's. Most of the medicine and care of the children using medication at school will be done by the Director or Assistant Director with one or more of the classroom teachers being trained as well depending on the amount of time the child is at school. The staff will use proper safety precautions when administering medicine or other services related to a medical condition.

DISCIPLINE

Conflict provides a wonderful opportunity to help children develop problem-solving skills, such as brainstorming, negotiation, and compromise. Children are encouraged to solve problems with their peers that may arise daily.

Our teachers are skilled in helping children to use appropriate words and to make appropriate choices. Teachers will oversee and intervene when necessary. Occasionally, a child may be redirected to another area of the classroom or playground to help him/her make a better choice. Sometimes the removal from the group for a short time can bring about a successful outcome.

Repeated behavior problems will be reported to parents and may require a conference with the Director.

Parents play a critical role in supporting successful discipline at school. The more you as a parent positively reinforce with your child the school's strategies and policies for behavior, the more your child will feel supported, secure, and ready to behave and enjoy their school experience.

BITING POLICY

Biting is developmentally appropriate behavior observed in young children as they learn to cope with their feelings and environment. Biting occurs for a variety of reasons and is most common in children 9 months to 30 months. Generally, children over the age of three have developed more appropriate ways to communicate.

Experts in the field of child development tell us that biting occurs primarily because of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to eliminate the child's undesirable behavior and to ensure the health and safety of everyone in our program by adhering to the following guidelines:

- Children who bite will be tracked in the classroom for frequency and cause. Then the parents will be notified and given the opportunity to confer with the teacher.
- If a bite breaks the skin, the parent of the biter will be called and may be asked to remove their child for the remainder of the day to break the cycle of biting.

- A parent conference will be scheduled if chronic biting is determined (when a child bites multiple times a day and/or consecutive days in a short period of time). The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting.
- If chronic biting does not improve, these options will be presented to the parents:
 1. The child will be temporarily removed from Little Becomers Preschool.
 2. If the biting continues and the child does not seem to care about the consequences of hurting others, then the parents will be asked to seek professional help and/or consider the possibility that the child needs a childcare setting with fewer children and more one-to-one adult attention.

PACKING LUNCHES

We ask that you send a nutritious lunch for your child but also one they will eat. Please keep fast food items, “junk” food and sweets to a minimum. Lunches should include a protein, a carbohydrate and fruit or vegetable.

We encourage children to eat the lunch you provide to give them energy for our busy day. Therefore, it is in your child’s best interest to send nutritious food and not more than they will be able to eat. Food not eaten will be sent home. Please be aware of which healthy preferences your child has. We will never force a child to eat. We will also allow your child to eat any item you pack in their lunch except for candy or soda, which are not allowed in school.

We do not have room to refrigerate all the lunches so please use “Blue Ice” for cooling. We have access to microwave ovens in each classroom. Teachers will be checking lunch boxes for foods that need to be warmed up.

NAP TIME

Nap-time is from 1:00pm until 3:00pm daily. Everyone “rests” even if they do not sleep. Effective August 1, 2017 our school is providing our nappers with a Mickey or Minnie brand new sleeping mat set. The cost of the sleeping mat set is included in your registration fee.

TOYS

We provide many wonderful educational activities for our students. Please **DO NOT ALLOW** your child to bring personal toys from home. If they do bring one, we will place it in a basket which will be in the preschool’s office for you to collect when you pick up your child. Thank you for helping us keep your child’s toys safe.

OUR HOURS

Our school is open from 7:00am until 6:00pm Monday through Friday. Please notify us if there is an emergency and you will not be able to pick your child by our closing time.

Our half day program is from 8:30am to 12:30pm. Please note that 12:30 is a hectic transitional time since full time students are transferred to the nap room, so we ask that you are on time to pick up your child.

LATE PICK-UP

All children must be picked up by their scheduled time (12:30pm and 6:00pm). This means that your child is signed out and you have left the school by your scheduled time. If you have an emergency, and are unable to pick up your child by their pick-up

time, you must call the school office. A late fee of \$1:00 per minute will applied after your child's pick-up time and will be billed to your account.

Any parent who is consistently late in picking up their child WILL lose the privilege of having their child in the program.

If your child is not picked up **five minutes** after their pick-up time, and we have not heard from the parent, we will begin calling emergency contacts listed on your emergency form. For this reason, make sure these are current and accurate. Failure to receive parental notification by **thirty minutes** after your child's pick-up time will result in the staff contacting the police.

SIGN-IN AND SIGN-OUT

Every child left in our care must be signed in and out daily on the sheet provided for their classroom. The sign-in/out tablets are located inside your child's classroom on top of the cubbies. Your child's name and time in/out should be accurately noted in the appropriate place, as well as the full, **legible and legal signature** of the person bringing and picking up. This is required of all Early Childhood Centers by our regulating agency, The Department of Social Services State of California. If you forget to sign in/out your child, our school will give you a call, to come back to sign in/out your child. You will need to return within 30 minutes of being contacted by our office. This is both a safety and legal issue; therefore, if there is a consistent problem with a child not being signed in/out, a fee of \$10 may be applied to your account for each occurrence.

EMERGENCY AND PREPAREDNESS

Fire Drills and Duck & Cover Drills are scheduled monthly. Each staff member is assigned a designated area of responsibility in case of an actual emergency. Earthquake supplies are in the toy storage room and emergency supplies are in each classroom. In a lockdown situation, all doors and gates and windows are locked until the emergency is over. We will be in contact with the local police and they will inform us as needed. In the event of a chemical spill or other emergency that requires immediate school evacuation and departure all students will be taken to an approved offsite location. Parents will be called for immediate pick-up.

SECURITY

In addition to our sign-in sign-out requirements regulated by state we take additional measures. Please make sure the gate is securely closed as you enter and exit the center.

EARTHQUAKE KITS

Individual earthquake kits are provided as part of the earthquake kit fee. Earthquake kits are the property of the program and are not taken when your child leaves the program.

CUSTODY

Please keep us informed if there is a divorce or separation occurring in your family. We want to support your child during this time. Please be informed that we cannot legally keep one parent from taking your child from the program unless there is a copy of custody order in our files.

VIOLENCE AWARENESS/PREVENTION

Little Becomers Preschool recognizes a responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take seriously the responsibility of modeling and teaching appropriate behavior. We include the use obscene and abusive language as violent behavior. Physical aggression in early childhood is a developmentally expected behavior but it is not an “acceptable” behavior. Our staff is trained to use both redirection and conflict resolution.

- War toys and items with character logos that promote violent conflict resolution are prohibited at Little Becomers Preschool.
- Threats of “killing” or “hurting” another person are never accepted, nor is the use of obscene or abusive language, and will result in the following actions:
 1. Child is informed of the inappropriate behavior and why it is inappropriate.
 2. Parents are informed and asked to partner with the school in reducing inappropriate behavior.
 3. If a child continues to threaten others, and/or use obscene or indecent language, we will schedule a conference with the teacher, and/or Director along with the parents to develop a strategy/action plan for resolution.
 4. If these behaviors continue the Director may determine that removal from Little Becomers Preschool is necessary. This does not require any specific notification time.

WHAT TO BRING TO SCHOOL

Your child will need the following items by their first day of preschool. Please bring the following items labeled with your child’s name:

- **Two change of clothing** in a plastic bag, to be kept at the school for emergencies. Please include a complete set of clothing including socks, underwear, shirt, and pants that are seasonably appropriate and properly sized. Replace the clothes immediately if they are used. **Label the bag and all items of clothing.** Due to space no backpacks at schools.
- **A light jacket** with your child's name on it to be kept at school in case the weather is cooler in the morning or evening.
- A sport’s bottle to be used as a **water bottle**. This would need to be taken home on Fridays to be cleaned. We will only put water in it during the week. If you want to take it home daily, that is fine. **Please be sure your child’s name is on the bottle** in a way that will not be removed by refilling the bottle.
- Children not toilet trained will need to keep **an ample supply of pull-ups and wipes** at the school. We recommend pull-ups with the Velcro on the sides.

WHAT NOT TO BRING TO SCHOOL

- **Toys**
- **Candy**
- **Soda**
- **Backpacks**

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2019-2020 HOLIDAY SCHEDULE

| <u>HOLIDAY</u> | <u>DAY OBSERVED</u> |
|-----------------------------|------------------------------|
| Labor Day | Monday, September 2, 2019 |
| Veterans Day | Monday, November 11, 2019 |
| Thanksgiving Day | Thursday, November 28, 2019 |
| Day after Thanksgiving | Friday, November 29, 2019 |
| Christmas Eve | Tuesday, December 24, 2019 |
| Christmas | Wednesday, December 25, 2019 |
| New Year's Day | Wednesday, January 1, 2020 |
| Martin Luther King, Jr. Day | Monday, January 20, 2020 |
| President's Day | Monday, February 17, 2020 |
| Good Friday | Friday, April 10, 2020 |
| Memorial Day | Monday, May 25, 2020 |
| Independence Day | Friday, July 3, 2020 |

Little Becomers Preschool and Day Care
2000 Royal Avenue, Simi Valley Ca 93065, Phone: (805) 583-8678

<http://simicommunity.com>

Policy/Payment/Photo/Internet Authorization

Child's name:

Please initial each statement:

Tuition is calculated annually and divided into monthly payments.

Tuition is due on the 1st of each month.

A \$25 late fee will be charge for tuition paid after the 5th

A have read the preschool Calendars and I am aware of the dates the school is closed. I understand there are no credits or refunds for holidays, days school is closed, absences or vacations.

I agree to give written notice with a minimum of two weeks' notice upon withdrawing my child from this school. Failure to give proper notice will require an additional payment of one month's tuition.

I agree to abide by the school's late pick up policies and fees.

Upon registering I accept responsibility for payment of all tuition and fees when due.

I have read the Little Becomers Preschool Handbook and agree to abide by the policies within.

I understand the Preschool Director may terminate this contract at any time without notice if the Director feels it is in the best interest of the school, my child or the staff.

Parent's signature: _____

Date: _____

Children at LBP are photographed in order for the pictures to be used in class books, class activities, and class posters but we ask you to give us permission to take photographs of your child in order for the pictures to be used in the following approved ways:

LBP Facebook page (without names)

LBP Website (without names)

Parent's signature: _____

Date: _____