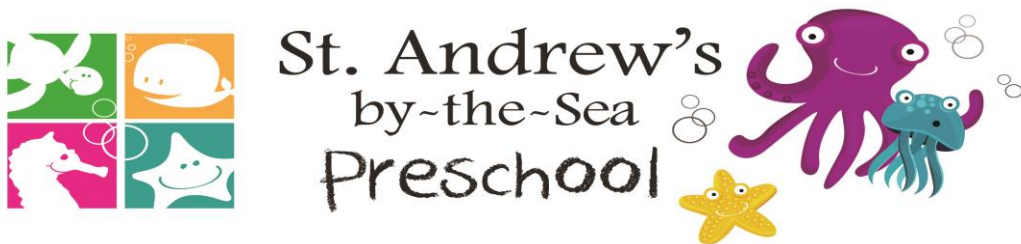


Parent Handbook 2021 - 2022



St. Andrew's by-the-Sea Episcopal Preschool

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***NOTE CHANGES FOR COVID MODIFICATION PLANS (SEE SEPARATE LETTER)**

Welcome to St. Andrew's by-the-Sea Episcopal Preschool

St. Andrew's by-the-Sea Episcopal Preschool is operated by St. Andrew's by-the-Sea Episcopal Church. The Rector (priest) of the parish is the Head of School. The Constitution and Canons of the Episcopal Church in the United States of America and the Episcopal Diocese of San Diego, as well as the Welfare Code of the State of California, provide the operating framework for the school. St. Andrew's by-the-Sea Preschool admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, nationality or ethnic origin in the administration of our education policies or other school administered programs. The preschool is a member of the San Diego chapter of the National Association for the Education of Young Children and also participates in both the National Association of Episcopal Schools and the Church Related Early Childhood Education Fellowship. The preschool has served the Pacific Beach community since 1967.

Goals and Philosophy

Our purpose is to provide young children with a loving Christian environment in which to develop, at their own rate, their individual uniqueness, physically, emotionally, socially, intellectually and spiritually. It is our goal to teach and model Christian concepts and values that children can understand (such as love, sharing, kindness) through stories, conversation and classroom activities. We believe that children learn through play. Our program is designed to enrich learning by providing a variety of educational activities and valuable learning experiences, including language arts, math, science, pre-reading skills, creative art, music, gross motor activities, field trips, and structured as well as self-directed play. We believe that our school's mission rests not only in assisting parents in the care of their children, but also in helping them raise independent, competent, productive and highly ethical members of society.

Schedule of Operation/School Hours

We are open from 7:30am to 5:00pm, Monday through Friday. We offer a morning-only program from 8:30am to 12:00pm, as well as a full-day program. Children may attend only the days and hours scheduled on the admission agreement. **There is no substitution of days.** Additional days for children currently enrolled may be available for **an additional fee (\$30 half day, \$60 full day)**. Arrangements must be made at least 24 hours in advance and approval will be given only if adequate space is available and the child/teacher ratio can be maintained.

Registration

A \$150.00 **non-refundable**, annual registration fee is due upon registration and every September. All health forms, up-to-date California immunizations, and other needed forms must be on file in the office **on or before** the day your child begins school. A health evaluation, signed by your child's physician, along with a blood lead test must be completed and provided to the school **within 30 days of enrollment**. Parents are required to update their child's file and pay the annual registration fee to continue each year.

Tuition

Tuition is due on the **1st of each month**. If you choose to make 2 payments they are due the 1st and the 15th. **Payments need to be paid on time or a 10% late fee will be added after 10 days to your bill.** We use Brightwheel (www.brightwheel.com) for our billing statements and payment for tuition so all parents will need to download this app on their phone and/or computer. You will receive a statement for each month and we prefer families to pay right on the app. If a check is returned you are responsible for a late fee and bank fee plus the tuition. You may be asked to pay with a money order if checks are returned more than two times. If you are behind in payment for any reason child-care will stop until the tuition is paid in full.

Holidays and Vacations

Parents will receive a school calendar each year (see the last page of this handbook) and notification of dates the school will be closed for holidays and staff development days. There is **NO** tuition discount for these days. There are **NO** vacation credits. Tuition remains the same if you go on

vacations during the year. In the event of a disaster and the school needs to close, no tuition discount will be given.

Withdrawal Policy

Our school year runs from September through August. A **one month** written notice and tuition payment of your plan to withdraw your child from our program is required. **Verbal notice is not considered a valid notice of withdrawal.**

Curriculum

We use the MotherGoose Time (MGT) Curriculum as a basis for our planning to help children develop social-emotional, physical, language & cognitive development through letters, colors, shapes, numbers and sounds. The MGT curriculum has a monthly theme and each teacher uses the curriculum as a guideline in their classroom planning depending on the developmental skills and needs of the children in their class. St. Andrew's by-the-Sea Episcopal Preschool is a church-related preschool. Weekly chapel and daily meal prayers are part of the curriculum. We focus on a friendship trait each month (respectful, polite, thankful, loving, responsible, kind, patient, forgiving, honest, grateful, brave, compassionate) to encourage character building and positive citizenship with our preschoolers. We also have added an Anti Bias education of people and places to our curriculum.

Assessments

Teachers use the Brightwheel app to update information daily &/or weekly for families in regard to children's developmental progress. Families are encouraged to be a part of this ongoing assessment of their child and to speak with their teacher throughout the year if they have any questions or concerns.

Outdoor Classroom

We have a beautifully enriched Outdoor learning environment that all classes utilize daily. The play areas outside include an Organic Garden, Beach House Dramatic Play, Gross Motor Play yard, Water is Life Station, Mud Play Station, Construction Zone and Imagination Station. We also have an outdoor teacher who sets up Oscar the Otter's Play Patio and takes each class every day to one of the play spaces outside.

Sharing

We prefer that toys from home stay at home. **St. Andrew's by-the-Sea Episcopal Preschool is not responsible for lost or stolen toys and/or personal belongings.**

Communication

Teachers will be communicating to families on our Brightwheel app on a daily/weekly basis to encourage family interaction and open communication. They will share developmental progress, eating schedules, nap routines, potty/diapering, daily activities with pictures and videos, etc...

All teachers do post pictures weekly on our private Facebook page (standrewspreschoolpb) be sure to be our friend so you can see what's happening at preschool!!!

You will also receive an email AND hard copy of our monthly calendar each month to help keep you posted on fun days at preschool. We value your feedback so please let us know any thoughts, ideas or concerns you may have.

Arrival and Dismissal

Each child must be brought into the school by a responsible adult, 18 years or older, and checked in using the Brightwheel app. No person under 18 can sign your child in or out even if the parent is present. Individuals authorized to pick up your child must be listed on the Emergency ID Form on the brightwheel app and bring proper photo identification. Please be prompt in picking up your child each day. **The half-day program is over at 12:00pm. Parents of children not picked up by 12:00pm will be expected to pay \$1.00 CASH for each minute after this time. Full day children not picked up by 5:00pm will also be expected to pay \$1.00 CASH for each minute after this time.**

We are licensed for healthy children only. The teacher is required by State Law to do a daily health inspection before a child can be left at the school. Do not leave your child until the teacher acknowledges him/her and does this check.

Please look for notices, monthly calendars or other information by the sign in/out table, as well as in your child's mailbox. In the best interest of the child and our program, children should come to school **by 9:00a.m.** Call and speak to the director if a problem arises.

Clothing

Dress your child simply and comfortably in **washable play clothes**. Although smocks are available, children do get dirty when playing and painting. Shoes should allow for both free and secure active play. Each child needs to have a change of clothes in his/her cubby. Please label your child's clothes. Parents are responsible for supplying diapers and wipes if needed.

Snacks & Lunches

Half day children need to bring an AM snack and water bottle. Full day need to bring an AM snack, PM snack and nutritious lunch. Full day children eat lunch at 12:00noon. Please do not send more than your child can eat (usually ½ a sandwich, some fruit, veggies and a drink are sufficient for most children). **We will discard any food or drink not consumed by your child, as it may be spoiled by the end of the day. This is a health requirement.** We discourage junk foods. Good nutrition should include the FDA food groups: dairy (yogurt/cheese), bread or crackers, (whole wheat) protein (meat, fish, peanut butter), fruit or vegetable, milk, water or 100% juice. **We are not staffed to heat any food in the microwave. If your child has specific allergies please make sure to let us know.**

Naps

Naptime is from 12:30pm to 2:30pm. A resting mat will be provided. Children should bring a small blanket and fitted crib sheet to use at naptime which will be kept at preschool and washed every Friday. Pillows are not permitted.

Birthdays

You may provide a special treat for your child's class on his/her birthday. A special snack can be nutritious (veggies and dip, mini pizzas) as an alternative to a sweet treat. Please make arrangements ahead of time with your child's teacher.

Diaper Changing Procedures

Children do NOT need to be potty trained to be enrolled at St. Andrew's. Parents are responsible for providing diapers, wipes, ointments, etc... for their child. We have a diaper changing table and storage cabinet located in the Jellyfish and Starfish bathrooms. All diapers, wipes, ointment will be labelled for each child. Each teacher follows our Diaper changing procedures which are located on the wall in the bathroom. Staff fills out the Diaper changing sheet (located in the cabinet) every time they change a diaper. The staff's role is to assist children with bathroom needs and to help them become independent with using the bathroom. Children will be supervised at all times while using the bathroom.

Handwashing Procedures

A handwashing sign is posted near each sink throughout our preschool showing the proper steps for staff and children to use when washing their hands. The staff will instruct children to wash their hands after using the bathroom, before eating, after coming in from outside and at any other necessary times. We encourage all people to use hand sanitizers upon entrance or departure of the preschool to help with cleanliness and the spread of germs.

Reporting of Suspected Child Abuse

Every staff member of St. Andrew's by-the-Sea Episcopal Preschool is required to attend the Episcopal Diocese of San Diego Child Abuse and Sexual Misconduct seminar. All staff members are also mandated by State Law to report any suspected or possible child abuse or neglect to Child Protective Services. If any staff believes that any adult (including parent) picking up a child is under

the influence of any substance, legal or not, the child will not be released and the police will be notified.

Emergency Medical Attention

Parent consent for medical treatment is given with the registration of the child before being enrolled in our school. Emergency 911 and the child's parent and/or family physician will be called if emergency medical attention is required.

Sick Children

Any child experiencing a **fever of 100 F or higher, vomiting, infectious eye or skin conditions, deep/persistent cough, profuse nasal discharge or diarrhea within 24 hours** may NOT attend school. If any of these conditions should occur at school, a parent will be notified immediately. If sent home, your child cannot return the next day. Keep your child home if he or she has a bad cold, or other illness. They do not receive the benefit of our program when sick. While arrangements are being made for the child to be picked up, the child can rest in a designated space in their classroom, away from other children. However, the child must be picked up within one hour of parent/authorized person notification. If your child is on medication, or has been out of school for 2 or more days, a physician's note stating that the child may return to school is needed. **Please contact the school if your child has been diagnosed with a contagious disease.** St. Andrew's by-the-Sea Episcopal Preschool will post notice of any contagious diseases.

Medication

Only prescription medications will be administered by school staff. A "Permission to Medicate" form must be completed by the parent or guardian and these medications must be brought to school in the original containers. Medications must be stored in the preschool kitchen. If needed, a special authorization form for nebulizers must be on file in the preschool office. No "Over the Counter" (OTC) medications will be administered by preschool staff. If your child requires OTC medication for an illness, your child needs to stay home. This will help prevent the spread of germs to other children. The use of sunscreen requires a permission form before we can apply it on a child. Parent needs to provide the sunscreen.

Behavior and Discipline Policy

Our goal is to promote a child's self-discipline and consideration of others. When thoughts and actions are redirected into positive channels, they become valuable learning experiences. The following steps will be taken as needed:

- Talk with the child
- Redirect the child to new appropriate activity or playmates
- Work by himself/or herself in classroom until the child is ready to rejoin the class.
- Removal of the child from the classroom to the director's office
- Call to the child's parent
- Conference with the child's parent/Alternative care may be required

Discharge

Children will not be allowed to continue at St. Andrew's by-the-Sea Episcopal Preschool if it does not appear that they are benefiting from the program or if their behavior adversely affects other students and is a detriment to the operation of the school. The staff will make every effort to meet the needs of each child and his/her parents; however, under the following circumstances it may become necessary to discharge a child:

- The child exhibits a lack of behavior control that affects the well being of other children and staff;
- The child is not benefiting from the experience due to physical, social, and/or emotional immaturity or other factors;
- The child has physical or emotional conditions that the Preschool Director and Rector of St. Andrew's by-the-Sea Episcopal Church determine the Preschool is not qualified to handle;

- **The parent fails to meet the policies as outlined in the parent handbook, including enrollment requirements and financial policies.**

Integrated Pest Management Plan (IPM)

The Healthy Schools Act (HSA) implemented best practices for Pest Management and classroom sanitation in childcare settings. All staff and janitorial crew have been trained accordingly to ensure we are in compliance with their procedures.

You can find our Integrated Pest Management Plan (IPM) on our preschool website. The only pesticide that is used at St. Andrew's is Rosemary Oil which is done monthly by Lloyd Pest control. You may be added to the registry for being notified if something else was to be used any time throughout the year by filling out the Request for Individual Pesticide Application Notification, ask office for details. If you have any questions or concerns, please contact our IPM Coordinator, Erin Cabrera.

Staff Professional Development

Our staff are provided many hours of professional development to ensure that they meet all of the state and local agency requirements along with our Community Care licensing. All staff are trained in CPR & first aid, pest management, lead poisoning, preventative health training and mandated reporting on a regular basis as required by the state.

Emergency Procedures & Preparedness Plan

We conduct Fire and Earthquake drills on a regular basis and have emergency kits with food, water and emergency supplies in all classrooms. In the event of an emergency during school hours these are the procedures we will take to ensure the safety of all children. Director will contact Emergency Preparation Committee and they will contact the families on their list via text and/or email. Please be sure that your personnel records are kept up to date.

POINTS OF RELOCATION:

Pacific Beach Library 4275 Cass Street San Diego, CA 92109 858-581-9934
 Kate Sessions Elementary School 2150 Beryl Street San Diego, CA 92109 858-273-3111
 Pacific Beach Recreation Center 1405 Diamond Street San Diego, CA 92109 858-581-9927

DATES PRESCHOOL IS CLOSED

| | |
|---------------------------------------|-------------------------------|
| *Monday, September 6, 2021 | Labor Day |
| *Thursday, November 11, 2021 | Veteran's Day |
| *Mon-Fri, November 22-26, 2021 | Thanksgiving break recess |
| *Mon-Fri, December 20-24, 2021 | Winter break recess |
| *Mon-Fri, December 27-31, 2022 | Winter break recess |
| *Monday, January 17, 2022 | Martin Luther King Jr Day |
| *Friday, February 18, 2022 | Washington's birthday |
| *Monday, February 21, 2022 | President's Day |
| *Friday, March 4, 2022 | Professional Development Day |
| *Mon-Fri, March 28-April 1, 2022 | Spring break recess |
| *Friday, April 15, 2022 | Good Friday |
| *Fri-Mon, May 27-30, 2022 | Memorial Day recess |
| *Monday, July 4, 2022 | Independence Day |
| *Mon-Fri, August 29-September 2, 2022 | Professional Development Week |

Please print and sign acknowledging that you have read and understand the Parent handbook.

Child's name _____

Parent's name _____

Parent's signature _____ Date

PLEASE RETURN BOTTOM PORTION TO THE PRESCHOOL OFFICE UPON ENROLLMENT. THANK YOU!