

Parent Handbook



St. Stephen's Preschool

24901 Orchard Village Road

Valencia, Ca. 91355

(661) 259-8527

Facility # 191202102

St. Stephen's Preschool
Established in 1969 as a ministry of
St. Stephen's Episcopal Church

At St. Stephen's Preschool, our mission is to:

- ❖ Serve ambulatory children Parent-Tot to 5 years of age without discrimination as to race, religion, gender, national origin or family configuration.**
- ❖ Create a warm and happy environment in which the young child is encouraged to discover the joys of learning and is provided opportunities for physical, social, intellectual, emotional, and spiritual growth.**
- ❖ Provide a climate of Christian understanding and acceptance for each child so that social values, relationships with others, and a positive self-image may be developed.**
- ❖ Foster positive and effective parental involvement in and understanding of their children's development.**

St. Stephen's Preschool is licensed by the
California Department of Social Services
License # 191202102

This handbook has been prepared to answer most questions parents will have regarding our preschool.
If needed, hard copies are available
in the preschool office.

Parent Handbook

Revised August 2025

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I. ADMINISTRATION

NEW STUDENTS

Parents will need to complete or provide the following forms given to you in the initial enrollment packet:

- Acknowledgement of Notification of Parents' Rights (Lic. 995) and Acknowledgment of
- Personal Rights (Lic 613A)
- Identification and Emergency Information (Lic. 700)
- Physician's Report (Lic. 701)
- Immunization Record (if not recorded on Physician's Report)
- Child's Preadmission Health History - Parent's Report (Lic. 702)
- Consent for Emergency Medical Treatment (Lic. 627)
- Admissions Agreement
- Handbook Receipt Acknowledgement Form
- Parent Questionnaire
- Parental Concerns and Name Clarification Form
- Information Update
- Emergency Procedures
- Photo Release
- Social Media

All forms must be completed and returned to the school office a week prior to your child's first day. For students enrolling after August 1st, within two weeks of enrollment. The State of California requires these forms to be kept on file, and your child **cannot** attend school until the office has received all forms. In addition, your child's teacher needs time to review the Parental Concerns and Name Clarification Form and Parent Questionnaire to help prepare for your child's transition into their class.

IMMUNIZATION REQUIREMENTS

Before your child may be admitted to school, California law requires us to **have proof** of the following immunizations:

- Polio—3 doses.
- DTP—4 doses.
- MMR—1 dose, given on or after the first birthday;
- Hib—1 dose.
- Hepatitis B—3-dose series;
- Varicella; and
- TB risk-factor screening

Please have your doctor fill in the information on the Physician's Report (Lic.701). The yellow immunization card or printout from your child's physician may be presented if the doctor's form is not completed prior to the child's starting school.

If your child is not fully immunized and has a medical exemption form signed by a pediatrician, please speak with the director administrative assistant in the preschool office.

Additional Information

In addition, parents will be given copies of the following forms:

- Annual Enrollment Agreement
- Emergency Procedures
- Photo Release Form
- Pesticide Application Notification (AB2698 mandate)
-

RETURNING STUDENTS

Parents need to complete the following forms each year:

Provided in the initial enrollment packet, these must be returned no later than noon, two Wednesdays prior to your child's first day of class:

- Admissions Agreement
- Identification and Emergency Information Form
- Parental Concerns and Name Clarification Form
- Handbook Receipt Acknowledgement Form
- Information Update
- Parent Questionnaire

All forms must be completed and returned to the school office no later than August 1st. For students enrolling after August 1st, within two weeks of enrollment. The State of California requires these forms, and your child **cannot** attend school until the office has received all forms. In addition, your child's teacher needs time to review the Parental Concerns and Name Clarification Form and Parent Questionnaire to help her prepare for your child's transition into her class.

Parents also need to provide the office with verification of all new immunizations yearly.

TUITION PAYMENT AGREEMENT

The school relies entirely on tuition to meet operating costs. Tuition will be billed through Brightwheel. Tuition payments may be made in the center by cash or check, or electronically through Brightwheel. There is a fee for credit card and debit card transactions (3 %) and a fee to set up ACH withdrawal (\$.40). A \$15 past due payment fee will be billed if tuition is not received by the 10th of each month. If a student's tuition becomes delinquent after over two months, their continued enrollment will be re-evaluated by the Director and the Preschool board as outlined below.

Attorney Fees and Associated Fees

Parents shall pay all costs and expenses incurred in the collection of any unpaid tuition and fee amounts described herein or the enforcement of any of the provisions hereof, including but not limited to costs and fees associated with the retention of an attorney, all bank fees, late fees, and all associated costs.

Tuition Payment Policy

Tuition is due on the 1st of each month. Monthly tuition statements will be sent via Brightwheel 3 days before the 1st of each month. The last day to pay tuition without incurring a penalty is the 10th of each month. Tuition received after the 10th is subject to a \$15 late fee.

If tuition for the current month is not received by the 20th of the month, an e-mail reminder will be sent to the family notifying them of the delinquency and inviting them to speak with the Director if payment is a hardship.

Tuition for two months plus the \$15 late fee is then due in full during the first week of the following month.

If tuition is not received in the first week of the next month, a certified letter will be sent notifying the parents of the total tuition now due and that if tuition is not paid in full by the 10th of the month, their child may lose their spot at St. Stephen's Preschool. Families will again be asked to contact the Director regarding any financial hardship.

Families will have until the end of the second month to bring their account current before any action is taken regarding removing their child from St. Stephen's Preschool.

Returned Check Fee

For any check returned to us by the bank, we will charge you the fee the bank charges us.

Tuition Credits

No tuition credit is given for school holidays or absences. No credits will be given for enrichment classes due to absence. Extended care options such as early bird and/or lunch bunch will **only** be credited if at least 48-hour prior notice is given- **NO** credit will be given for day of absence.

Withdrawal

Should it become necessary to withdraw a child, parents must give at least two weeks' written notice. If **written** notice of withdrawal is received before the 15th of February, June's tuition deposit will be applied to the current month's tuition. After February 15th, **no refunds of tuition deposits will be given.**

Receipts

Your cancelled check is your receipt. If you require further documentation for tax or work purposes, please request it from the office. All payments in cash will be receipted.

Federal Tax ID # 85-3229951

SIGN-IN AND SIGN-OUT

State licensing regulations require that all children must be signed in when brought to school and signed out by an authorized adult 18 years or older. St. Stephen's is currently using Brightwheel for our sign in/out process. Each authorized pick-up will be issued a unique PIN in the Brightwheel system to check a child in or out.

Authorization

Parents must inform the school office if someone other than a parent or legal guardian will be picking a child up from preschool. Upon enrollment please be sure to list the first and last names of all individuals you authorize to take your child from St. Stephen's on the Identification and Emergency Information Form (Lic. 700) and in Brightwheel.

They must present a photo ID when requested by preschool staff. **No child will be released to any person not authorized in writing by the parent. State law prohibits us from accepting authorization over the telephone. This is for your child's safety and wellbeing.**

EMERGENCY CONTACTS

For your child's security, please be sure to provide us with at least two emergency contacts and keep their phone numbers up to date.

STUDENT RECORD UPDATES

Whenever there are changes or additions to the information originally provided on the registration form, please contact the office to update the information. **This is most important regarding telephone numbers where the parent can be reached while the child is at school. In an emergency, we want to be able to reach the parents quickly.**

CHILD ABUSE REPORTING REQUIREMENT

Preschool teachers are considered "Mandated Reporters" in the State of California. Section 11166 of the Penal Code requires "any childcare custodian who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

BOARD OF DIRECTORS

St. Stephen's Preschool is governed by a board of directors, which is composed of members in good standing of St. Stephen's Episcopal Church, at least one teacher representative, parent representatives and community representatives. The Preschool Board meets the third Tuesday of each month.

II. PROGRAM

Teachers plan activities for the entire 9:00 a.m.–12:00 p.m. or 7:30 a.m.–5:30 p.m. class time. Your child will benefit most from our program when present for the complete class.

DAILY SCHEDULE

The daily schedule provides opportunities for each child to make individual choices within the activities offered and to participate in classroom maintenance (clean-up time), as well as whole group activities appropriate to the age of the children in the class. The children have a minimum of 45 minutes outside each day where they are free to explore our large playground and various activities the playground teacher has provided.

PRAYER

Prayer is a part of the daily activities at St. Stephen's. The children will say grace before they eat snack each morning. In general, God-centered language is used in our prayers.

CHAPEL TIME AND CHAPLAIN CLASSROOM VISITS

The children will have chapel time with the Preschool chaplain. This is a 15–20-minute session with two or three classes at a time, usually held in the church. The topics vary. Parents are welcome to observe, and the chaplain is always open to suggestions or questions about chapel time.

SCHOOL RULES AND DISCIPLINE

Ensuring the safety of everyone is the most important thing at school. Behavior that causes or threatens harm to self, others, or any property is not permitted.

We feel that all our students are in the process of learning appropriate behavior, and it is our responsibility to guide them on the right path. The teachers use children's mistakes as learning opportunities, encouraging the children to find their own solutions, rather than having the adults force a solution upon the children. We encourage appropriate behavior and remind the children often of our school's rules and the reasons behind them.

The staff members guide children toward age-appropriate behavior using positive techniques, such as logical or natural consequences, redirection, and anticipation or avoidance of problems. We use encouragement of appropriate behavior rather than competition, comparison, or criticism. **Staff members will never use corporal punishment.** Your child's teacher will have more details as to how discipline is managed in her class.

If a problem continues, parents will be notified. The teacher and director, if necessary, will collaborate with parents to develop a plan of action. Parental cooperation is expected, and lack thereof could be grounds for dis-enrolling the child from school. If at any time we feel a child has behavior problems so serious that we are not equipped to help or we feel other students are being negatively affected, the child may be dis-enrolled.

Behavior

At times, a child's behavior at preschool is such that they might need someone to assist the child throughout the day.

In most cases, when a one on one is needed, the parents will be asked to have the student assessed by a specialized professional who will be able to provide the teacher with additional tools necessary to facilitate the student's success.

CONFLICT RESOLUTION

Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflict on their own and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their relationships on their own, without forcing them to be insincere.

- ✓ We help children verbalize their feelings and desires while also helping them to
- ✓ listen to one another. We give children the opportunity to suggest their own
- ✓ solutions to the conflict. We assist children in finding a solution if needed.
- ✓ We help children recognize and take responsibility for their own behavior.

SCHOOL CLOTHES AND SHOES

We **strongly** request that your children wear play clothes at school. Many of our activities are messy, and we want the children to be comfortable as they experience each activity and not worry about getting “good” clothes dirty.

Please be sure to label all outerwear such as hats and jackets.

Preschool children are highly active. Our large playground offers them many opportunities for gross motor activity. **For their safety and comfort, children MUST wear rubber-soled shoes which fit their feet securely.** St. Stephen’s Preschool is a “**tennis shoe only**” preschool. Shoes must be closed-toed, rubber-soled, and attach firmly to the foot with Velcro, laces, or buckles.

***Slip-on shoes, dress shoes, and boots of any kind are not acceptable footwear and will NOT be allowed.**

Additional Change of Clothes

All children must bring a complete change of clothes in a labeled zip-lock bag. Parents should label all clothes with the child's name. If your child wears these clothes, please send in replacement clothes the next day he or she comes to school. Children are more comfortable in their own clothes than in school clothes.

DIAPERS AND BATHROOMS

We understand that bladder and bowel control is developmental, and as such we allow children who are still in diapers to attend preschool. To ensure your child’s comfort and to permit the teachers to fully engage with the entire class during the transition to school, please be sure that your child’s diaper is clean and dry when dropping your child off at school. If you discover that a diaper has been soiled on the way to school, you are welcome to use our changing table before leaving your child in class.

As your child becomes aware of these bodily functions and begins to use the toilet, we will collaborate with you to help your child successfully gain bladder and bowel control. Please speak directly with your child’s teacher regarding how this process will take place within the school setting.

We have two centrally located bathrooms, each of which has five child-sized porcelain toilets. In each bathroom, one of the toilets is in a stall. There will always be adult supervision in the bathrooms; however, we expect each child to wipe himself or herself. Please empower your child to be self-sufficient in the bathroom. We will assist with clothes as needed and remind all to wash their hands.

BACKPACKS

Each child needs a backpack to carry home their artwork. Backpacks should be large enough to hold the artwork that your child will create at school. If your child is still in diapers, these should also be able to fit in the backpack. Extra clothing need not be stored in the backpack unless your child is actively potty-training. Please empower your child to carry their own backpack from the start of the school year. This builds good habits necessary for kindergarten.

DISMISSAL

Children should be picked up **promptly** at the end of class, lunch bunch or enrichment classes. If parents must come early for their children, they should notify the office or the teacher at the beginning of the class so that class will not be unduly disturbed. The doors will remain closed and locked until dismissal. Access to the playground and Room 10 is restricted until just before dismissal. It is necessary for all the children to be off the playground before parents enter. Ask in the office if you need access when the gate is locked.

Late Pickup

Children who are not picked up on time will be brought to the office until an authorized person picks them up. Please, when possible, notify the office if you will be delayed in picking up your child. We will then assure your child that you or someone else is coming.

***A late fee of \$1.00 for every minute will be charged if you are more than five minutes late.**

SHOW AND TELL (not for 2-Year-Old Classes)

Each class has Show and Tell once per month (the last Thursday & Friday of each month). Children may bring a small toy, book, or other item of their choice. This provides valuable time for the child to develop speech and language skills and self-confidence. The items brought must be put in the Show and Tell basket located outside of the classroom door and will be brought out only for Show and Tell time. Only items that **DO NOT** promote aggressive or violent behavior may be brought to school (**NO guns, knives, swords, etc.**).

FAMILY PARTICIPATION

California requires all classroom volunteers to show proof of the following immunizations: influenza, pertussis, and measles. Classroom volunteers must also complete an emergency and ID form prior to volunteering. On the day that parents volunteer, they must check in at the office before going to their child's class. While volunteering, please focus your attention on the whole class and refrain from socializing with just your child or staff and using your cell phone. We kindly ask that volunteers do not take photos or videos while in the classroom out of respect for other family's privacy.

Room Parents- We encourage parents to volunteer to be room parents. The purpose of the room parent is to help build community. As a room parent in your classroom, your main goal is to encourage parent participation. The more that parents get involved the greater the feelings of association, friendship, cooperation and collaboration and community. Room parents do not need to volunteer in the classroom with the children, but will be emailing other parents and are welcome to set up play dates outside of the school.

Parent Committee- The Parent committee meets monthly to coordinate school-wide events scheduled throughout the year.

ENRICHMENT CLASSES

Throughout the school year, various enrichment classes may be offered, one day per week for between four to six weeks per session. These classes are offered in addition to the regular St. Stephen's Preschool school day. Classes are filled on a first-come basis, with fees due before the start of the session. These classes are typically available to children between the ages of 2 and 5 and priority is given to students of St. Stephen's Preschool

SPECIAL ACTIVITIES

Birthdays

Birthdays may be celebrated at school. All children will have a birthday celebration day scheduled close to their birthday or, for students with summer birthdays, at some other time during the year. You may bring a small treat for your child's class to share on the day. The treat will be in addition to the children's personal snack. For the safety and wellbeing of children/staff with severe allergies and per licensing regulations we require that **ALL** outside snacks be commercially prepared and come to school in the original packaging. Please check the calendar on your child's class bulletin board for the day the birthday celebration is scheduled.

Please do not bring balloons or party favors of any kind for classmates. Often the balloons pop or fly away, and the children are left disappointed.

We understand that your child may wish to include classmates in birthday parties or other celebrations that will take place outside of school. To not hurt children's feelings, it is our policy to put invitations into cubbies or backpacks only when all the children in your child's class have been invited. If you choose to invite fewer children or children from different classes, we ask you to hand the invitation directly to the parent. If you do not see the parents, you may bring the stamped invitation to the office, and we will address and mail.

Special Events

There may be several special events throughout the school year to which parents are invited these may include:

Halloween Celebrations
Christmas Program
Graduation

Parent Celebrations
Teacher Meet & Greet
Dance-A-Thon

The dates and times for these events will be announced as soon as possible via our monthly newsletter, Brightwheel, and/or bulletin boards. The children work hard to prepare for these events. Your attendance and participation are extremely important to your child. Please mark your family calendar when you receive information regarding any of these events. If you absolutely cannot attend, we welcome a substitute. Please advise the teacher as soon as possible.

Holiday Celebrations / Gift Exchange

On Halloween and Valentine's Day, parents will be invited to bring in a **small** token for children to exchange. Please understand that everything a child receives must fit in the lunch-sized paper bag that the children will have decorated.

At Christmas, in lieu of exchanging tokens with classmates, St. Stephen's Preschool will "Adopt a Family" in need from our local community.

Many holidays are observed within the classroom; however, only Halloween and Valentine's Day will be recognized with token exchanges among students. Please do not bring gifts for classmates to school for other holidays, as the teachers are not permitted to distribute them.

EARLY BIRD, LUNCH BUNCH, AND FULL DAY OPTION

We currently offer extended care from 8:00 a.m. to 9:00 a.m. (Early Bird) and 12:00 p.m. to 1:00 p.m. (Lunch Bunch). A link for online pre-registration for both early bird and lunch will be sent out to families at the beginning of the last week of each month for the following month and must be submitted **NO LATER** than the last day of each month to receive discounted pre-registration pricing.

***Extended care options such as early bird and/or lunch bunch will only be credited if at least 48-hour prior notice is given- NO credit will be given for day of absences.**

Lunch Bunch is held on the playground, weather permitting. On rainy days or days of extreme temperatures, Lunch Bunch moves indoors. Full Day meets in an assigned classroom after Lunch Bunch. The children are to bring their own lunch. Please label all backpacks and lunch boxes.

Early Bird

When you pre-register, the cost for Early Bird is: \$13.00 for drop-offs from 8:00 to 8:50.

No children will be accepted for drop-off after 8:50. If a child is not pre-registered, the charge increases to \$15.00 for drop-offs from 8:00 to 8:50. A child will be considered pre-registered ONLY when you use the monthly pre-registration form.

AM Student Lunch Bunch

When you pre-register using the monthly online form no later than the 25th day of the previous month, the cost for 12:00 p.m. to 1:00 p.m. Lunch Bunch is \$13.00 per day. When registering after the 25th day of the previous month, the cost for 12:00 p.m. to 1:00 p.m. Lunch Bunch is \$15.00 per day.

An additional late fee of \$1.00 per ONE MINUTE will be charged for pick up if you arrive after your child's scheduled pick-up time (1:00 p.m. or after 5:30 p.m.).

Full Day Students

Students enrolled in Full Day may be dropped off anytime between 7:30 a.m. and 8:50 a.m., or at 9:00 a.m. Children attend their normal morning class from 9:00 a.m. to 12:00 p.m. Full Day students can play and eat at lunch bunch until 1:00 p.m. They are then taken into the Full Day classroom(s) for rest time from 1:00 p.m. to 3:00 p.m. Parents may pick up their child anytime between 3:30 p.m. and 5:30 p.m. If you need to pick your child up before 3:30 we kindly ask that you notify their teacher or the office ahead of time.

III. COMMUNICATION

OPEN-DOOR POLICY

St. Stephen's Preschool maintains an open-door policy to parents of children enrolled in the Preschool. The classroom doors are locked for the safety of your child. Just knock and, after looking out the peephole, the teacher will open the door to you. Anyone wishing to visit the classroom on a regular basis for more than 15 minutes at a time must adhere to the classroom volunteer guidelines per state licensing regulations.

DIRECTOR AVAILABILITY

The director welcomes comments, questions and/or concerns from parents. Through open communication we can ensure that the needs of all children and their families are met.

PARENT-TEACHER CONVERSATIONS

Teachers are busy at the start of class greeting children as they arrive. If parents wish to discuss something with a teacher, they should do so after class rather than at the beginning. These **occasional** short conversations are invaluable and, when held at the end of class after all the children have been dismissed, will not conflict with the program. Brightwheel is a convenient and easy way to message your child's teacher as well. Please note that teachers may NOT respond to Brightwheel messages after their scheduled work hours.

BRIGHTWHEEL

Teachers, Parents, and the admin staff communicate with each other regularly via Brightwheel. Parents will be sent pictures of their child in the classroom, updates on their day and of activities the class is engaging in.

Please be mindful that teachers, the director and administrative assistant are not obligated to answer any questions or respond to messages after their work hours. If it is an emergency, please contact the director via Brightwheel. If there is an urgent need to bring your child to early bird, please send a message to the director.

Any communication that has to do with schedule changes, billing, policies & procedures need to be composed to "Admin" on Brightwheel. Please do not send questions you have on the above matters to teachers.

BULLETIN BOARDS

Parents should check the classroom bulletin board for the monthly curriculum outline, birthday snack calendar and other important announcements. Between Rooms 2 and 5 are two large bulletin boards where different items of interest to parents will be posted throughout the year.

NEWSLETTER

The school distributes a monthly newsletter via e-mail to all families. The newsletter communicates upcoming events, as well as other valuable information. It is especially important that you take the time to read the newsletter and make note of all activities and dates that pertain to your child.

INFORMATIONAL EVENTS FOR PARENTS

Parent Orientation

During the first week of school, the director will hold a meeting open to all parents. At this meeting, policies and procedures will be reviewed and there will be an opportunity for questions.

Meet the Teacher Day

Prior to the start of school, we will hold our Meet the Teacher Day, when parents and children are encouraged to come to school to meet the teacher and assistant(s). This is intended to make the first day of school easier for both parent and child.

Individual Parent-Teacher Conferences

Individual parent-teacher conferences will be held twice each year.

For the 2-Year-Old classes, conferences will be held in the fall when the teacher will share how your child is adjusting to preschool and again in the spring to review your child's growth and development.

For the 3-Year-Old and Pre-K classes, conferences will be held in October, when the teacher will share how your child is adjusting to preschool and listen to any concerns parents may have. A second conference will be held in January or February to discuss your child's growth and development and answer any questions parents may have about class placement for the next school year.

Developmental Checklists

The teachers will be using a developmental checklist to track your child's growth in the following areas:

- Social/Emotional growth,
Cognitive
Language and Literacy
- Gross and fine motor development.

You will receive the checklist at the January/February conference and again in May. A conference to discuss the checklist may be requested by parents or teacher.

RESOURCES AND REFERRALS

Our staff is trained in child development and prepared to be classroom teachers; however, there are times when situations arise that require input beyond the scope of our expertise. We will provide parents with resources on where they may receive additional information and/or support. We may also ask for your permission to have an expert observe your child in our school setting. This observation will give both the parent and the teacher input about which services, if any, would benefit the child. We welcome “shadows” for special-needs children. Shadows must show proof that they have a DOJ fingerprint clearance, a negative TB report, and proof of the following immunizations: influenza, pertussis, and measles.

IV. HEALTH

DAILY HEALTH ASSESSMENT

All children must be checked in with the teacher prior to being signed-in and left for class. At this time, the teacher will ensure that the child is free from visual or obvious signs of illness. As part of the check-in process parents will be asked to complete a brief health screening for their child. It is imperative for the health of all at St. Stephen's that children who are not well be kept at home.

ILLNESS

Ill children will **NOT** be admitted to school. A non-clear runny nose or persistent cough is a sign that the child may be ill and should not attend school. Children who have had a fever, vomiting or diarrhea may return to school when at least 24 hours have passed without symptoms or the need for fever-reducing medication. Children who have been prescribed an antibiotic due to illness must have taken the antibiotic for at least 24 hours before returning to school. In general children should feel well enough to participate fully in the program. Children who are out for more than three consecutive class days due to illness are required to bring in a doctor's note clearing them to return to school.

If children become ill while at school, they will be isolated, and their parents will be notified. An authorized person will need to pick up the ill child as soon as possible.

Please notify the school office at (661) 259-8527 or via Brightwheel if your child will be absent due to illness. This is especially important if he or she has a communicable disease. When we are notified of a communicable disease, we will send a parent letter via Brightwheel regarding the possible exposure.

INCIDENTAL MEDICAL SERVICES PLAN (IMS)

Although St. Stephen's Preschool prefers not to administer any medication while a child is in our care, we realize it may be necessary for the health and welfare of the child to do so in the event of an emergency. Incidental and emergency medications (prescription and OTC antihistamine medications) will be stored and administered under the following conditions: in order to store such medications (Epi-pen, inhaler, Benadryl, etc.) at the preschool, there are several forms that must be completed by parents and the child's physician. Medication will only be accepted when in it is in its original packaging with a prescription label including the child's name, name of medication, and dosage to be administered, or in the OTC medication packaging, and all appropriate forms have been completed. Medication will be placed inside of a zip lock bag with copies of the forms and stored in a locked cabinet in the office. We will only accept medications which are to be administered in case of an emergency. At any time, we reserve the right to make admission and retention decisions based on each child's needs. If we feel we cannot meet a child's needs, we reserve the right to refuse admission or terminate a child's enrollment.

PRESCRIPTION MEDICATIONS

Prescription medications will only be administered if the medication is in the original container with a prescription label attached. The label must have the child's name and the doctor recommended dosage on it. A Parent Consent for Administration of Medications and Medication Chart (LIC 9221) form must be filled out by the parent, along with a Protocol for Administration of Medications to Children While at School form and a Physician's Authorization to Administer a Medication form, which will be placed both with the medication and in the child's file. If a change in dosage occurs, a new prescription label must be obtained.

OVER THE COUNTER MEDICATION

OTC medication will be administered only in case of an emergency. It also must be in its original container with a completed Parent Consent for Administration of Medications and Medication Chart (LIC 9221) form and Physician's Authorization to Administer a Medication form. Forms will be placed both in the child's file and with the medication.

OTHER MEDICATIONS

Epi-pens and inhalers/nebulizers will only be given with a prescription and according to doctor's instructions that do not conflict with what is written on the prescription label. Parent Consent for Administration of Medications and Medication Chart (LIC 9221), Protocol for Administration of Medications to Children While at School form, Physician's Authorization to Administer a Medication form, Nebulizer Care Consent/Verification (LIC 9166) (if needed), Child Asthma Action Plan (if needed), and Food Allergy & Anaphylaxis Emergency Care Plan (if needed) must also be complete and filed both in the child's file and with the medication.

EPI-PENS

Epi-pens require a Food Allergy & Anaphylaxis Emergency Care Plan and allergy list that is to be kept in the child's file with a list of reactions to look for. An allergy list will also be posted in each classroom. If an Epi-pen is administered, 911 and parents will both be called. The child's pediatrician or allergist will need to complete the Food Allergy & Anaphylaxis Emergency Care Plan with their phone number, signature, and office stamp.

- ✓ An Epi-pen is to be administered only in severe allergic reactions. Such emergencies may occur from: insect stings or bites, foods, drugs or other allergens as well as from idiopathic or exercise induced anaphylaxis.
- ✓ The Epi-pen is a one-time use unless a twin inject Epi-pen is provided.
- ✓ If the Epi-pen is administered, 911 and the parents will be called immediately.
- ✓ An Epi-pen will be used in accordance with the directions and as prescribed by the physician.
- ✓ An Epi-pen will always be ready for use.
- ✓ An Epi-pen will be protected from exposure to light and extreme heat.
- ✓ The Epi-pen expiration date will be noted, and a replacement will be brought by the parent.
- ✓ If an Epi-pen is discolored or contains a precipitate, the office staff will request the parents bring a replacement.

ADMINISTERING INHALERS AND NEBULIZERS

For St. Stephen's Preschool to administer inhalers or nebulizers, the parents must fill out Nebulizer Care Consent/Verification (LIC 9166). We require a written parental consent form, and an individual Child Asthma Action Plan signed by the doctor with the child's doctor's phone number and office stamp. Parental phone numbers will also be on the paperwork where they can be reached at all times while the child is attending St. Stephen's Preschool.

We require the following:

- ✓ Specific indications/symptoms for administering the inhaled medications in accordance with the physician's prescription.
- ✓ The medication in the original box with the child's name on the prescription label.
- ✓ Potential side effects and expected response.
- ✓ Dose form and amount to be administered.
- ✓ Action to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes action to be taken in case of emergency.
- ✓ Instructions for proper storage of the medication.
- ✓ Telephone number and address of physician.
- ✓ The person dispensing the medication will comply with universal precautions (gloves and hand washing).

RECORD KEEPING

Records to be obtained and maintained are the Parent Consent for Administration of Medications and Medication Chart (LIC 9221), Protocol for Administration of Medications to Children While at School, Physician's Authorization to Administer a Medication, Food Allergy & Anaphylaxis Emergency Care Plan and, if needed, Nebulizer Care Consent/Verification for Child Care Facilities (LIC 9166) and Child Asthma Action Plan. Staff training for the administration of medication is to be provided during training for the renewal of each staff member's Pediatric First Aid card. It is the parent's responsibility to obtain training materials for the childcare staff. A medication service log with the times and dates that medication was administered will be kept both in the child's file and with the medication. A copy of the Notice to Parents Regarding Medication Given will also be put in the child's file, with the original form given to the parents on the day the medication is administered.

STORAGE

All medications must be in the original container with a prescription label affixed to it. In the case of an OTC medication, the medication must be in the original container and labeled with the child's name. All medication must have a permission form filled out by parents and doctor if needed. All medication must be current. It is the parent's responsibility to make sure St. Stephen's Preschool is supplied with medication that is not expired. St. Stephen's Preschool will not administer expired medication. If a child's medications are expired, the child will have to wait for emergency responders to bring appropriate medication to administer. Medication will be stored in a locked cabinet in the preschool office. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to collect the medication at the end of the school year or when a child is withdrawn from school.

ADMINISTRATION

Office personnel and lead teachers in each classroom may administer all medications. Medication will be brought to an evacuation due to an emergency in the emergency backpack if deemed necessary and safely feasible.

UNIVERSAL PRECAUTIONS

Gloves will be used while administering all medication to ensure no potential exposure to blood or body fluids. Hands will be washed immediately after the removal and disposal of gloves and any other used instruments while administering medication. Disposal of all materials will be made in approved containers.

TRANSPORTING IMS EQUIPMENT IN AN EMERGENCY

Office personnel are responsible for evacuating the facility with all IMS (Incidental Medical Services) equipment and supplies that are stored in office. St. Stephen's Preschool is not responsible for locating IMS equipment and supplies in the event of structural damage to the facility or any other emergency that threatens the safety of the staff to be on campus.

COMMUNICATING THAT IMS HAS BEEN PERFORMED

Parents/Guardians will be notified by email of any changes to the plan of operations for IMS. Parents/Guardians will also be notified in writing within 24 hours of any changes to the plan of operations for IMS. Parents/Guardians will have a 30-day grace period to adopt any changes made to the plan of operations for IMS. In the case that any emergency medication is administered, 911 will be called and parents will be called immediately thereafter. The medication service log will be completed and the notice to parents regarding medication given will be given to the parents, with a copy placed in the child's file.

REPORTING REQUIREMENTS TO THE DEPARTMENT OF SOCIAL SERVICES FOR IMS

All serious incidents in which an IMS is performed will be reported to Community Care Licensing (CCL) within 24 hours of the incident. Serious incidents are reported to CCL via telephone to the designated analyst, followed by an e-mail and written correspondence mailed by USPS. All unusual incidents will be documented and recorded using LIC form 624 by the licensee.

If you have further question regarding St. Stephen's Preschool's Incidental Medical Services plan, please feel free to call the preschool office at (661) 259-8527.

V. NUTRITION

We promote good nutrition at St. Stephen's. Snack time is a learning time when we talk about the "growing" food children need to eat and how it helps to make strong bodies. We are a **NUT-FREE** school. A good alternative to nut butter is sunflower butter. Sunflower butter looks like nut butter, so we ask parents to label packaging/Ziploc bags to not mistake it as a nut butter.

PERSONAL SNACK

Each day children will bring a personal snack from home. While we cannot dictate which part of their snack your child eats first, we strongly encourage you to pack a small, nutritious snack for your child and save the "treats" for home. Class snack time is not intended to be the child's lunch.

Note to Parents Regarding Food Brought from Home

The State of California states that your child's personal rights in part are "to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature, including but not limited to interference with daily living functions, including, eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning."

Our licensing program analyst interprets this to mean that we may not set rules or restrictions on the order in which your child consumes the food that you provide in his or her lunchbox. In other words, **this means that, although we would like to tell your children to eat their healthful food before their treat, the law prohibits us from doing so.**

At St. Stephen's, we promote good nutrition, but you, the parent, are not here to monitor what your child eats and in what order, and we cannot insist that your children eat their healthy food first or at all. You know your children best. If eating a well-balanced snack or lunch is important to you, and your child may not be able to make healthy choices on his or her own, you might want to save the goodie for after your child gets home.

Full day students will also need to have lunch, and an afternoon snack sent from home in addition to their morning snack items.

VI. EMERGENCY PREPAREDNESS

EMERGENCY CARE AND DISASTER ACTION PLAN

The school has a comprehensive emergency preparedness plan. This plan covers the jobs each staff member will perform in case of an emergency, the emergency supplies, and emergency food and water. At the beginning of the school year, you will receive a copy of the emergency assignments for the year.

BUDDY KIT

We ask parents to provide a "Buddy Kit" for their children. The requested items are intended to be a comfort to the child while waiting to be picked up. We will provide parents with a list of suggested items in your enrollment packet paperwork. Please bring in the completed "Buddy Kit" on your child's first day of school. Inclusion of a picture of the family and a small toy should bring comfort to your child in a stressful time. Please be sure to include the names of anyone who might call for your child in an emergency. We will release children **ONLY** to those listed on your Identification and Emergency Information Form (Lic700). They must also provide photo identification before we will release your child.

ACCIDENT INSURANCE

For injuries occurring while at school, the school carries student accident insurance that may cover some costs after the student's primary insurance has paid. The office will provide the necessary forms when they are needed. Please note, insurance claims must be filed in a timely manner.