



PARENT HANDBOOK

2026-2027

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Dear Parents,

Welcome to the Journey Community Church Preschool.

This handbook has been prepared as an outline to the operating procedures of our school and in anticipation of questions you might have regarding the program.

We trust you will find this handbook informative and helpful as well as beneficial to you and your child. We look forward to a great year! Please do not hesitate to contact us about any aspect of our program.

Sincerely,

Jenn Sacco, DIRECTOR (626) 445-9764
preschool@arcadia.church

Journey Community Church Preschool
121 Alice Street, Arcadia, CA 91006

I. WHO WE ARE

The Journey Community Church Preschool is to provide an exemplary preschool program for the young children of families from our congregation and the community. Our goal is to provide a preschool that is safe, fun, and loving space where tiny hands explore, little minds imagine, and big dreams begin. The preschool is open to any child from six weeks of age up until Kindergarten entrance(4-6 years of age), regardless of ethnic background, race, religion, or creed.

II. OUR PURPOSE

The purpose of the Journey Community Church Preschool is to create a wholesome preschool program for the young children of the families of the congregation and the community. There are planned experiences to meet their mental, emotional, social, physical, and spiritual needs and to enhance their development in these areas. This developmental program is presented within an environment characterized by a Christ-like spirit of love and caring. The preschool staff have had professional training in Early Childhood Education and have been selected because of their understanding and sensitivity to children in their early years.

III. OPERATING PROCEDURES

A. THE SCHOOL DAY

The preschool is open **Monday to Friday from 7:00 am to 6:00 pm**

Part-Day Option:
7:00 am to 12:00 pm

Full-Day Option:
7:00 am to 6:00 pm

3/4-Day Option: Baby program only
7:00 am to 3:30 pm

***Note: Our program for 3 and 4-year-olds begins at 8:30 am.** Late arrival is disruptive to the class activities, may be embarrassing to the child, and may also make it difficult for the child to become involved in the activities.

B. ENROLLMENT FORMS

To complete enrollment, the following forms must be in the child's file on the first day your child attends. The State of California and the school mandate these forms:

1. Registration Application
2. Admission Agreement*
3. Identification and Emergency Information Form
4. Child's Pre-admission Health History – Parent's Report
5. Authorization for Emergency Medical Service Form
6. Parents' Rights
7. Child's Personal Rights
8. Physician's Report Form
9. California School Immunization Record
10. Allergies Form (only if applicable)
11. Photo Release Form
12. Field Trip Permission Forms
13. Disaster Preparedness Forms
14. Toilet Training Policy and Procedure
15. Infant Needs form (for children who are 6 weeks to 24 months old)
16. Infant Sleep Plan (for children who are 6 weeks to 24 months old)

*By signing the Admission Agreement, the parent certifies that she/he has accurately completed all forms and that she/he has read, understands, and agrees to abide by all provisions of the Parent Handbook. **All parents must agree to notify the school office immediately, in writing, of any changes in contact information or telephone numbers on the enrollment forms.**

Diaper Policy: To ensure that all children have the diapers and/or pull-ups they need each day, we have created a diaper policy. You will be given a slip informing you when your child needs diapers and/or wipes. Please restock your child's supplies in a timely manner. You will be given 2 reminder notices. After the third notice, a \$5 per diaper charge This will be added to your tuition bill until the supplies are restocked. hoping this policy will ensure that all our children will have the supplies they need daily.

C. CLOTHING

Each child, 2 years and older, is assigned a cubby in their classroom. This is where children keep their extra clothing, share toys, and take-home items. Children should wear play clothes that are comfortable and easily cleaned. Do not allow your child to wear clothing that is difficult for him/her to manipulate on his/her own, or which you do not want stained or soiled. Please check the cubby at the end of the day.

All children must have an extra set of clothing in their cubby for emergencies, spills, or accidents. Please check the cubby at the end of each day.

Toddlers and Twos will need to keep a change of clothing with their daily supply of diapers and necessary items. You will be notified by the teachers when your child's supply of diapers and caregiving items is running low. Thank you in advance for replenishing these items promptly!

Closed-toe shoes are preferred, and pointed or flip-flop style shoes may not be worn at school. All shoes must have a strap around the heel.

NOTE: Old clothes are the best kind to wear for our program.

D. DIAPER POLICY

Parents will receive notice when their child is out of diapers. After the third notice is sent home, and the diapers have not been restocked, there will be a \$5.00 charge (per diaper used) added to the child's account.

E. ITEMS FROM HOME

Children may not bring toys or games from home unless it is "share day" for their class. Journey Community Church Preschool will not assume responsibility for items brought from home. Do not send share items that might be broken or are irreplaceable. No guns or other toys that may encourage or initiate demonstration of violent play are allowed in school.

F. ARRIVAL AND DEPARTURE PROCEDURES

Signing your child in and out each day is a State Licensing requirement!

Each day, an authorized adult must sign the child in and out with a full signature, including the time of drop-off and pick-up. Child(ren) may not sign him/herself/themselves in or out. Parents must also make verbal and visual contact with the teacher before leaving the child at school or taking the child home. **At drop-off, parents must wait for the health check and clearance before leaving their child(ren) at school.**

Scheduled pick-up times must be observed. Please contact the school as soon as possible if you will be unable to pick up your child(ren) on time. **A late fee of \$1.00 per minute will be charged and added to your statement if your child(ren) is/are not picked up at their designated time. After the third time of picking up late, the charge will be \$2.00 per minute for the first 1 to 14 minutes, plus an additional \$50.00 flat fee when it becomes 15 minutes.**

PLEASE NOTE: Children will not be released to anyone that you have not listed on your Information Form or the Temporary Authorization to Pick-up form. You may pick up a Temporary Authorization to Pick-Up form from the teacher. **NOTE:** If an unauthorized person arrives at the Preschool to pick up your child(ren), the staff will not release the child(ren) until the parent(s) or authorized person can be contacted and authorization is verified.

ALSO, anyone picking up a child or children must bring a valid picture ID. Child(ren) will not be released to anyone under 16 years of age. Telephone release permission is discouraged and will only be allowed on an emergency basis.

AGAIN, valid identification is required.

We appreciate your cooperation in helping us create a safe environment for the children.

When a child or children is/are picked up, it is the adult's responsibility to pick up any notices, artwork, or paperwork that is in your child's or children's file(s) and cubbies or wet and soiled clothing(s).

G. FIELD TRIPS

Walking field trips will (mailbox and station) be scheduled when the trip enhances the study or theme of the class. All school field trip will be scheduled annually. Information and details will be provided separately of the school calendar. The Preschool Staff, with the assistance of parent volunteers, shall supervise these field trips. Details about the location, transportation, and time will be given to parents before each field trip.

H. HEALTH AND SAFETY

Journey Community Church Preschool is not able to provide care for child(ren) who is/are ill. We are concerned about the health and welfare of each child. Therefore, if your child becomes ill at school, it is expected that a parent or someone from the Emergency Form will pick up the child immediately upon notification. For the safety, health, and welfare of the children and staff, do NOT send any children to school if any of the following symptoms are present:

- (1) A temperature, diarrhea, or vomiting within the previous twenty-four hours.
- (2) A cold less than three days old or a runny nose
- (3) Red throat/persistent cough
- (4) Swollen neck glands/earache
- (5) Reddened eyes with excessive greenish discharge
- (6) Unexplained skin rash or skin eruptions
- (7) Acts listless, drowsy, and headache-like with a flushed face, and loss of appetite, or shows any behavior that is noticeable or out of the ordinary

Rest at such times may prevent serious illness.

SICK POLICY: A child will be sent home for a fever of 100 degrees or above, diarrhea, vomiting, unusual rashes or spots, suspected pink eye, or Hand/Foot/Mouth, at the discretion of the administration. The best place for a sick child is at home with family.

When a parent is called to pick up a sick child, the child cannot return to school the following day and must remain home until he/she is fever-free, diarrhea-free, and vomiting-free (without medication) for a full 24 hours before returning to school. This ensures that your child recovers completely and the other children stay healthy.

Journey Community Church Preschool reserves the right to refuse any child who appears ill admission to the program daily. Therefore, the parent(s) need to have an alternative care plan should the child become ill.

1. Daily Health Check – The teachers will check for wellness: observing eyes, nose, and throat for redness, swelling, and discharge, and inquiring about the child's overall well-being. Once the teacher has given clearance, the child may stay for the day, and the adult may then leave.
2. Medication – Prescription medication can only be administered to the child during the school day with written permission from the child's physician and written permission from the parent. **Parents must complete the "Permission to Administer Medication" form available in the school office or found by the front door.** Nonprescription medication will only be administered to the child in the same manner as prescription medication, with a physician's written permission (on the physician's stationery) and after the parents have completed the "Permission to Administer Medication" form. Instructions written by both the parent and the physician must be in accordance with those found on the medication. **Medications MUST be in the original packaging!** The medication date must match the container date! If instructions are altered or labels are missing, the medication cannot be dispensed on the school's premises.
3. Emergency Procedure – **When a minor injury occurs, we will take care of the situation at the school, and an accident report will be given to the parent. Please take one copy and leave another copy for the school.** If a more severe injury occurs, you will be notified at once. If parents or any other emergency contacts listed cannot be reached, the school will contact the pediatrician and/or paramedics. Keck USC (formerly Methodist) Hospital of Arcadia is our emergency service provider.

Journey Community Church Preschool maintains a regular schedule of Fire, Earthquake, and Lockdown drills, so that everyone knows exactly "what to do," "where to go", and "why we are doing it." The staff members are trained in CPR, Universal Precautions and Preventive Health Care Measures, and First Aid. If a fire occurs, the teachers will lead the children to an assembly area at the northeast corner of the parking lot.

In preparation for a major disaster such as an earthquake, parents of the infants must assist the school by providing the required earthquake infant kit, which will enable us to keep all the children on the premises for forty-eight hours. Earthquake kits are provided for preschool children. Should a significant earthquake occur during school hours, parents are encouraged to pick up the children as quickly as possible to comfort them and reinforce their sense of security. (Remember: the telephones may be out of order, so do not waste time calling the school.)

In the event of a catastrophe that requires the evacuation of the Preschool (such as a major fire or earthquake), we will all be together at the Arcadia Public Library, located at 20 West Duarte Road, Arcadia (between Duarte Road and Santa Anita Avenue). We will leave signs posted on the doors.

Infants:

The items listed below are to be always kept at school for emergencies. They are in addition to the supplies for daily use.

- 4 8-ounce ready-to-serve cans of formula
- 2 8-ounce PLASTIC baby bottles (no glass)
- 2 nipples for the bottles
- 1 package of baby wipes (10 to 20 count wipes)
- 6 diapers
- 1 chsnge of clothes

If your infant is now:

- Drinking milk instead of formula, you may omit the formula and send water only.
- Eating baby food – include 6 containers of food (4 – 6 ounces each)

Toddlers:

- . 2 Water Bottles
- . Food for 2 Meals
- . 1 Package of baby wipes (10- 20 wipes)
- . 1 Change of clothes

Toilet-Training Children in rooms Pink, Brown, and Yellow, do not need to be potty trained. Children in the Orange room that are not potty trained to the school's standard will be charged the non-potty-trained 2/3 year old rate. After December 1st, if the child is still not potty-trained to the school's standard, there will be an additional \$100.00/month fee added. If still not potty trained to the school's standard by March 1st, there will be an additional \$200.00/month charge. **Children entering the Green**

room must be fully potty-trained or pay the non-potty-trained tuition fee.

All parents must read and sign the potty-training policies and procedures form.

4. Discipline – We keep the rules at school as simple as possible.

These rules fall into two areas:

- (1) We will not allow actions that will harm anyone, and
- (2) We will not allow inappropriate use of equipment

That is: blocks and sand are not for throwing, and tricycles are not for crashing. We try the “3 R’s”: reasoning, redirection, and removal. We talk to the children about the results of their actions and try to explain feelings. Redirection will be used most often. If this falls, we will place the child in a quieter area of the room until he/she feels like playing in a way that is socially acceptable.

Corporal punishment is unlawful even if authorized by a parent. A child may be asked to withdraw from the program for biting, student or parent behavior problems, or when the student’s needs cannot be met in a mainstream program.

To ensure the most productive environment in which to develop and motivate each child. It is important that some policies regarding classroom conduct are established. Any child displaying continual disruptive behavior or willful disobedience will be subject to a parent/teacher/director conference. Should the behavior continue, the parent may be asked to withdraw the child from school.

Biting: Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The preschool’s biting policy addresses the actions the staff will take if a biting incident occurs.

Young children bite for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers and many two-year-olds have not developed their verbal skills and are impulsive without a lot of self-control. Sometimes, biting occurs for no apparent reason. The preschool will encourage the children to “use their words”. If they become angry or frustrated. The staff members will always maintain close and constant supervision of the children.

The following steps will be taken if a biting incident occurs at our preschool:

- The biting will be interrupted with a firm, “No ... we don’t bite people!”
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff members will remove the child who did the biting from the situation. He or she will be given something to do that would distract him/her.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- There will be an Accident Report written and given to the injured child’s parent(s). The incident will also be communicated to the parent(s) of the child who was bitten.

When a child repeatedly bites:

- The child who did the biting will be required to stay with a teacher and accompany them for the remainder of the class.
- **The parent(s) will be notified by the preschool and be required to come to the preschool immediately to talk to their child.**
- In-person meetings will be set up between the parent(s) and the teacher and/or the director to discuss a behavior plan.
- If it is deemed in the best interest of the child, preschool, and other children, there may be a temporary suspension of one day up to two weeks and/or termination of the children from preschool. While the child is suspended from preschool, the parent(s) will still be required to pay the entire month’s tuition.

Some children need an environment with fewer children and more one-on-one adult attention.

- Written warning will be given to the parents before this action is taken.

5. Child Abuse – Child Abuse laws specify that all childcare staff are mandated reporters. This means that we are required by law to report suspected abuse or face severe fines or six months imprisonment. While we are advocates for children, we are also advocates for parents. Our goal is to provide support to families, undergoing stress. Our school and church staff will be happy to assist parents in finding resources to help them in dealing with crises or parenting issues. Please contact the preschool office if you would like information about resources or referral information.

6. Visitors – For the safety of our children, all visitors must check in at the Journey Community Church Preschool office. Our program is an approved site for students involved in the Regional Occupational Program (R.O.P.) and Child Development college students to do observations. All college students must have a valid TB clearance permission from their professor, request permission from the director to be on campus for observations, and request permission from parents, through the director, for individual child studies. All visitors will be under the supervision of a teacher. Only family members or authorized caregivers, church staff, and the State Licensing Department are authorized to be on the Journey Community Children Preschool campus at any time.

Inspection Authority of the Department or Licensing Agency.
Regulations – Section 101200 Child Day Care – General
Licensing Requirements

- a. The Department or Licensing Agency shall have the inspection authority in Health and Safety Code Sections 1596.852 and 1596.853
- b. The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect the audit child or facility records without prior consent.

- i. The licensee shall make provisions for a private interview for the above.
 - c. The Department or Licensing Agency shall have the authority to observe any physical conditions of the child(ren), including any conditions that would indicate abuse, neglect, or inappropriate placement.
7. Child Custody – If one parent has custody of the child and the other is under a court-specified relationship with the child, the parent with custody must inform the school of this fact and furnish the preschool office with a certified copy of the court order confirming custody instructions. If there is any change in the legal custody of the child while the child is enrolled in the preschool, the parent must immediately notify the preschool office with a certified copy of the court order confirming the change in custody.
8. Parking – For safety reasons, we request that our families use the parking lot directly east of the Journey Community Church Preschool by entering and exiting from **Genoa Street**. Please notify the preschool office of carpool arrangements and changes. Changes in the person picking up the children must be noted on an Authorization Form available from your child(ren)'s teacher or in the preschool office.

For your child's safety:

- **DO NOT** leave the children in cars unattended.
 - **DO NOT** park in the Handicapped/Reserved parking places as the Arcadia Police Department will give tickets!
 - **DO NOT** allow a child to run through the parking lot because they are small and may not be seen by drivers.
 - **DO NOT** use the doors that lead to First Avenue. We train children to use this as an emergency exit only.
9. Photos – You will be notified in advance of "Picture Day". We use photo documentation as a means of sharing with parents what the children experience at preschool.

Photographing of students participating in school activities (by staff or designated school parents) is allowed unless a specific request for

omission is submitted to the director. We will always ask for parental permission for any special publicity photos for social media.

I. LANGUAGE DEVELOPMENT

With the possibility of earthquakes and other emergencies, we must be sure that each child is able to tell the teacher if he or she is hurt or has needs and be able to follow simple directions from the teacher and/or director. It is a major disadvantage for both the preschool and the child when they cannot communicate. English will be taught to all the students. "Basic competency" means the ability to express and understand simple English words and phrases such as the following:

SPEAK THESE WORDS:

- | | | |
|-------------|----------------|----------------------|
| 1. Help | 12. Sand | 23. Share |
| 2. Stop | 13. Throw | 24. Snacks |
| 3. Teacher | 14. Inside | 25. Turn |
| 4. My/Mine | 15. Outside | 26. Sit |
| 5. Water | 16. Toy | 27. Rug |
| 6. Room | 17. Book | 28. Girl |
| 7. Bathroom | 18. Home | 29. Boy |
| 8. Yes | 19. Fire | 30. Body Part – ear; |
| 9. No | 20. Earthquake | nose ... |
| 10. Hurt | 21. Go | |
| 11. Door | 22. Come | |

UNDERSTAND THESE PHRASES:

- | | |
|-------------------------------|---|
| (1) Children come quickly. | (7) Sit down on the rug. |
| (2) Drop and cover your head. | (8) Stand up. |
| (3) Follow the teacher. | (9) Please – be quiet, rest quietly, etc. |
| (4) Snacks are here. | (10) Do you have to go to the bathroom? |
| (5) It is clean-up time. | |
| (6) Go to the classroom. | |

The above list of words and phrases is to promote safety, and are only a partial list of words and phrases used in the classroom that each child should understand.

Children will derive the most benefit and participate successfully in the program if they can communicate effectively with their classmates and teachers. The children who attend our school represent many different nationalities, and we encourage them to speak their native language. Early childhood studies and our experience have shown that preschool-aged children will easily pick up English in addition to their native language and will not lose their native language. It is anticipated that the younger children in the infant and two-year-old classrooms will start to speak and understand basic words and phrases in English as they begin to acquire language. These basic words and phrases include: “Mommy,” “Daddy,” “hungry,” “thirsty,” “hurt,” “bathroom/potty,” “no help,” “children come quickly,” “snack time,” “clean up time,” “line up time,” and “circle time.”

Here are some additional suggestions as to how you can help your child:

- Talk to your child in English – he or she needs to hear you speak and use English.
- Use opportunities to speak to him/her in English – of the grocery store, mail, park, at school, etc.
- Encourage him/her to speak English when you are out in public places.
- Read stories in English.
- Attend “Story Hour” at the city’s Public Library.
- Have English-speaking friends come over to your home.
- Watch American television programs such as: “Sesame Street”, “Dora the Explorer” ...
- Play games in English like “Candyland,” “Hi Ho!” “Cherry O”, etc.
- Participate in summer activities at the park or swimming activities, like at the YMCA or gyms (check to see if they have such a program).
- Ask a friend to help you if possible

J. TUITION POLICY

Discounts:

- 10% discount for the second child (applied to the lower tuition rate)
- 25% discount for the third child (applied to the lower tuition rate)

The tuition is determined by the age of your child and the number of days and hours spent in the program. **Enrollment is set at a minimum of 2 half days per week per child.**

All tuition is to be paid on your child's first scheduled school day of each month. Failure to remain current with your child's tuition may result in the cancellation of enrollment in the program. If there is a financial problem, please speak to the Preschool Director before the monthly due date.

There will be a \$25.00 fee for checks returned by the bank for insufficient funds. Checks should be made payable to the Journey Community Church Preschool.

There will be no refunds or makeup days if a child is absent from one or more of his/her scheduled days for any reason, including illness or holidays. If a family plans to go on a vacation for more than two weeks, they must make the tuition payment before leaving to secure their child's space for the program. The school reserves the right to fill a child's space after two weeks of continuous absence without notice, with the tuition unpaid, or if the tuition is paid but the school has not been notified by the end of 30 days of continuous absence.

LATE FEE: If the tuition is not paid by the 15th of the month, \$25 late fee will be charged to the adult's account.

LATE PICK-UP FEE: \$1.00 per minute may be charged and added to the statement. After a third time of picking up the child late, the charge will increase to \$2.00 per minute for the first 1 to 14 minutes, with an additional \$50 flat fee at 15 minutes.

Notice of withdrawal from the program must be given to the Preschool Director 30 days in advance. Tuition for one month following the notice of intention to withdrawal will be charged.

IV. ACTIVITIES FOR PARENTS

A. PARENT VOLUNTEERS

We love to have moms, dads, grandparents, and other family members help in our classrooms under the supervision of our teachers. This is a wonderful opportunity to not only help out at your child(ren)'s classroom and teacher, but also to meet your child(ren)'s friends and to see what is happening in your child(ren)'s life. You may volunteer weekly, monthly, or even just a couple times a year, or whatever works with the volunteer's schedule. Each volunteer needs to complete a Volunteer Registration Form, and every volunteer at the Journey Community Church Preschool **must** complete a TB test before he or she may be allowed to volunteer.

B. PARENT CONFERENCE

Once a year in the spring, there are scheduled and required Parent Conferences at the 4-year-old classrooms. Parents or teachers may also request a conference at any other time during the school year. Conferences may be held with the teacher or with the Preschool Director. Teachers in the yard or in the classroom are responsible for the whole group of children. Therefore, to allow ample time for discussion, teachers must schedule a conference or place a phone call to the parent before or after class time.

C. OPEN HOUSE

Open House is held in the spring. This special evening is usually an enjoyable demonstration of what goes on in the Journey Community Church Preschool. This event is for parents, children/siblings, friends, and relatives. More information is sent home in the spring.

D. SPECIAL EVENTS

There are many unique events planned throughout the year for our preschool families. Our annual Back-to-School night, Halloween Parade, Christmas program, and special days to honor our grandparents, mommies,

and daddies. There are also special family events sponsored by the church throughout the year. Please check the child(ren)'s file and the front information table for the specifics of each event.

E. NEWSLETTERS AND CLASS CALENDARS

Periodically, announcements, reminders, newsletters, and school calendars are sent out electronically and/or placed in your child(ren)'s mailbox(es) – hanging file – along with their classroom calendars, the newsletters are designed to keep you informed of any school activities and special dates. The monthly calendars are specific to each classroom. They are designed to inform parents of the general activities that will be taking place and include any special requests or instructions from the teacher.

V. LUNCH

Children enrolled in the full-day program may either bring a lunch, including a beverage from home, or purchase lunch from our lunch program. Lunches should include foods that do not require refrigeration or heating, and which are nourishing, and enjoyable to your child(ren). **Please place an ice pack in the lunch to keep things cold, and to keep hot foods in a thermos container.** Please do not send lunches high in sugar. Do **not** include soda or candy in lunches – these items will be sent home.