



Admission Policy & Procedures Handbook

2017 - 2018

425 Hemlock Street
Vacaville, CA 95688
(707) 448-1626
www.communitypresbyterian.com

HISTORY

PEP School was founded in 1969 to offer a preschool experience to children of church members. The school began with one teacher and 8-10 children meeting in a small room of the church.

Over the past 48 years our school expanded to our present facility. Approximately 100 children are enrolled each year in PEP School.

The main focus of our present dedicated staff is to provide a nurturing and loving environment to each child who enters our doors.

SCHOOL HOURS & TUITION FEES

Tues/Thurs 9:00 - 11:30 a.m. \$195.00/Month
for children who turn 3 years old by December 2, 2017

Mon/Wed/Fri 1:00 - 3:30 p.m.: \$225.00/Month
for children who turn 4 years old by March 31, 2018

Mon/Wed/Fri 8:30 - 11:30 a.m. \$265.00/Month
for children who turn 4 years old by December 2, 2017

PEP OFFICE HOURS

Monday: 8:00 a.m.–12:00 Noon, 1:00-4:00 p.m.
Tuesday: 8:00 a.m.–12:00 Noon
Wednesday: 8:00 a.m.–12:00 Noon, 1:00-4:00 p.m.
Thursday: 8:00 a.m.–12:00 Noon
Friday: 8:00 a.m.–12:00 Noon, 1:00-4:00 p.m.

PEP PHONE: (707) 448-1626

www.communitypresbyterian.com

email: pep@communitypresbyterian.com

PRESBYTERIAN ENRICHMENT PRESCHOOL

The Presbyterian Enrichment Preschool (PEP) is a private, non-profit school sponsored by the Community Presbyterian Church, which welcomes all children without reference to race, religion, color, national origin, or ancestry. Our curriculum is based on Christian principles. All children receive equal treatment and access to the school's services. PEP is licensed by the Department of Social Services of the State of California and must comply with its standards. The administration office and classrooms are in the Main Building of the Community Presbyterian Church located at 425 Hemlock St. in Vacaville, California.

GOAL

Our goal is to help children in the process of discovering their potential and to feel confident in themselves by providing varied experiences which leads them toward an awareness of their special talents.

PEP MINISTRY TEAM

PEP School is guided by a Ministry Team comprised of church representatives and parents who now have or have had children enrolled in our school. The Ministry Team meets monthly and meetings are open to anyone who wishes to attend. The Ministry Team helps set goals for our school, plans and participates in fundraising events and is essential in providing communication to Community Presbyterian Church, PEP parents and staff. PEP Ministry Team

members are available to PEP parents for questions or concerns about the program.

OUR STAFF

The director and teachers are all experienced and qualified in Early Childhood Education and prepared to provide a responsive learning environment to meet the daily needs and varied interests of each child. PEP also, at times, has student teachers working in the classroom from local colleges. We are continually updating our curriculum by attending workshops and conferences for preschool teachers and administrators.

OUR PROGRAM

Materials and equipment are available every day for children to explore, use, and master. In addition, new materials and ideas suitable to the individual child and his/her group are added daily. Your child will be provided with many opportunities for growth in a variety of areas including pre-reading, pre-writing, language, science, pre-math, arts and crafts, music, creative expression, motor skills, and cooking. Weekly Bible stories and songs are also included in our program. Your child will have a "cubby box" in which to keep all personal belongings. Please bring a small photo of your child to identify his/her cubby box. Although PEP is state licensed for a 12-1 child/teacher ratio, we keep our ratio at 8-1 for more individual attention for your child.

WHY PRESCHOOL FOR MY CHILD?

Three and four year old children are in a period of rapid physical, emotional, social, and intellectual growth. In fact, it is estimated that one half of a person's general intelligence is formed by the age of four, and two-thirds is formed by the age of six. During this period of rapid, early growth, children become more aware of themselves as separate individuals; they test their developing strength and abilities and experience joy in their own accomplishments. Around three years of age, children are eager to associate with other children, and they are ready to begin the gradual process of becoming separate individuals.

The goals of the Presbyterian Enrichment Preschool are to help children in the process of discovering their full potential to feel confidence in themselves as developing individuals, and to provide experiences leading to an awareness of the talents given to them by God by exploring the world around them.

ADMISSION AGREEMENT/ADMISSION POLICIES

Children who are at least three years old and toilet trained by December 2 of the calendar year shall be accepted for enrollment and are eligible until able to attend kindergarten.

Senate Bill 1381 has pushed up the date by which children must turn 5 to enter kindergarten from Dec. 2 to Sept. 1. The change was phased in one month at a time over three years starting in fall 2012.

Children who are physically or emotionally challenged will be accepted as long as the following applies:

- 1) There is no adverse effect on other children, either through direct behavior of the child or by requiring the staff's time when needed equally by other children.
- 2) Our preschool is able to meet the individual needs of the child.

A child who is unable to adjust either emotionally or socially, after careful consideration and study by the director, may be asked to discontinue attendance after the parents have been notified.

Due to bathroom facilities we cannot accommodate diaper changing, a child **MUST** be toilet trained to be accepted for enrollment.

❖ **Pull-ups are not acceptable. Child must be fully toilet trained before starting PEP School.**

TUITION

Monthly tuition for the Tu/Th morning program is \$195.00; monthly tuition for the MWF morning program for is \$265.00; monthly tuition for the MWF afternoon program is \$225.00. Presbyterian Enrichment Preschool is self-supporting and non-profit. Our only revenue is tuition. Approximately 2/3 of our budget pays teachers' salaries, and it is a very close budget from month to month. Therefore, refunds cannot be given for days missed due to illness or vacation, and it is very important that your payment is made on time.

The last month's tuition (May) payment is due before your child begins preschool in the fall. Last month's (May 2018) tuition is due on or before June 15, 2017. This policy was adopted to insure revenue availability at the end of the school year.

Tuition is due on the 1st of the month and considered delinquent on the 10th of that month and will be assessed a \$10.00 late fee.

When remitting tuition, please write your child's name and month for which tuition is being paid on your check to ensure proper credit.

Unless you have made arrangements for late payment or scholarship aid, your child will be dropped from PEP 45 days after payment was due.

If your child must withdraw from the program prior to the end of the school year, your last month's tuition will be fully refunded upon completion of the refund form that can be obtained from the PEP Secretary. Our policy requires a **30-day** notice be given for the withdrawal of a student. If this notice is not given by the responsible party, that account will be assessed a fee for one month's tuition. The one-month notice policy enables PEP to fill the opening promptly and remain within our budget constraints.

Every **returned** check is assessed a **\$25.00** fee. If more than 2 returned checks, we may request a **cashier's check** for your child's monthly tuition payment.

REGISTRATION

A **\$100.00** non-refundable registration fee is required upon enrollment of your child in our preschool. Please keep in mind that our school is non-profit and the registration fee is non-refundable. The following forms are to be completed by new students and returned **BEFORE** your child attends school:

1. Identification and Emergency Information
2. Child's Pre-admission Health History
3. Physician's Report
4. CA School Immunization Record
5. Tuition Payment Contract/Sign-in, Sign-out Procedure
6. Parent Permission for Field Trips
7. Notification of Parents' Rights
8. Personal Rights
9. Consent for Emergency Medical Treatment
10. Photo Release Form
11. Child Abuse Prevention Pamphlet
12. Parent Volunteer Information
13. Class List Information
14. Notification of pesticide products per Healthy Schools Act
15. Copy of current immunization record
16. Signed admission agreement

PARENT PARTICIPATION

We welcome parents at any time. It is especially valuable to the children and teachers when parents share a hobby, talent or occupation. Please notify us ahead of time so we can schedule your visit in our lesson plans and arrange our day accordingly.

We rely on parents to help make parties and field trips successful. If you are interested in volunteering, please contact your child's teacher. Our monthly newsletter informs you of upcoming parties and field trips. Sign-up sheets are posted on the hall bulletin board for volunteer drivers and helpers. Please make baby-sitting arrangements for your younger children when helping at PEP so you can give your total attention to the preschoolers that are assigned to your care. Please **no siblings of any age** on field trips or party days.

Licensing requirements have changed in regard to classroom volunteers. Proof of pertussis vaccine and measles vaccine, regardless of how long ago, are required in order to help in the classroom. Please submit a copy of your vaccinations with your child's registration packet if you plan to help in class.

Parents are welcome to visit at any time. To insure the class is not out of the classroom on a field trip or other special event please call the PEP office, 448-1626. It is best to wait until after the first month of school to give the children time to adjust to their new environment.

DAILY SCHEDULE

Our day at PEP is planned as follows:

<u>AM CLASSES</u>	<u>ACTIVITY</u>	<u>PM CLASS</u>
8:30-8:55 or 9:00-9:15	Greeting Children & Parents - Health Check.	1:00-1:15
8:55-9:20 or 9:15-9:30	Rug time: Music, Language Activities, Plan Our Day.	1:15-1:30
9:20-10:30 or 9:30-10:30	Art Projects, Science, Cooking, Learning Games, Dramatic Play, Building, Outdoor Play.	1:30-2:30
10:30-10:45	Clean up & Prepare for Snack (Toileting, Hand washing).	2:30-2:45
10:45-11:00	Rug time: Music, Language Activities.	2:45 – 3:00
11:00–11:15	Snack.	3:00 – 3:15
11:15–11:25	Organized Outdoor Games, Gross & Sensory Motor Development, Small Group Activities, Bible Story once/week.	3:15: - 3:25
11:25-11:30	Prepare for Dismissal.	3:25-3:30
11:30	Dismissal	3:30

SCHOOL CALENDAR

PEP observes most vacations and holidays recognized by the Vacaville Unified School District Traditional Calendar. We do not observe minimum days and Vacaville School District Parent/Teacher Conference days. There is no deduction in tuition for PEP vacations and holidays.

Our preschool staff attends an Educational Conference each year. We will close PEP School, if necessary, to enable all staff members to attend. This date will be posted in the school calendar for your convenience.

YOUR CHILD'S HEALTH

Since the health of each child is of major importance, please notify the director of any special circumstances regarding your child's health or mental attitude. This information is held in strictest confidence.

It is required by law that children be brought to the door by a parent or guardian or other responsible adult and **signed in** upon arrival at school. This also applies when children are dismissed from school. A teacher will greet the children at the door and give them their health inspection.

PEP School reserves the right to deny admittance to any child on any day for any reason at the sole discretion of the Director or Teacher in Charge.

Please keep your child home when there are signs of a cold, fever, or diarrhea. They should not return to school until they are free of these symptoms for 24 hours. Communicable diseases should be reported to the director as soon as possible, so that teachers and parents can be especially observant of children exposed in school. Communicable diseases include chicken pox, German measles, scarlet fever, mumps, measles, ringworm, pink eye, pinworm, impetigo, head lice and hand-foot-mouth disease.

If your child incurs a serious injury at PEP, the director will call you immediately. If you cannot be reached, we will see that your child is treated for any injury.

If your child becomes ill at school, we will call you immediately. If we cannot reach you, we will call the next person on your list of people to contact. If none of them can be reached, one of the teachers will stay with your child, isolated from the rest of the class, until we are able to reach you.

Please keep the Identification and Emergency Information updated with any changes as well as your emergency telephone numbers and contact persons current throughout the school year.

If your child has any minor handicaps, sight or hearing related, etc., please inform the teacher. These handicaps can affect a child's learning process and we want to help your child enjoy a positive learning experience.

Please inform the director of any major changes at home (a move, divorce, death, or serious illness), so that we can be prepared to give your child extra care and attention during these times. This information is kept absolutely confidential.

CLOTHING

It is important that your child feel at ease at school without the worry of getting clothes dirty. Please provide washable, comfortable clothing. Sturdy shoes are best for active play indoors and out. Dressy shoes tend to be more slippery and cause skinned knees. Also, please label all coats and sweaters. PEP provides changes of underwear and clothes in case your child has an accident. Please wash and return them to the school so they will be available another time.

ARRIVAL

Doors open at 8:30 a.m. for the MWF morning class, 9:00 a.m. for the Tu/Th morning class and 1:00 p.m. for the MWF afternoon class. Essential preparation time is diminished when students arrive earlier. Your child **MUST** be brought to the door **BY A PARENT OR RESPONSIBLE ADULT** (18 years of age or older) such as a car pool driver, baby sitter, etc. and **MUST BE SIGNED IN** on the sheet provided near the classroom door in the hall. In case of emergency and during fire and earthquake drills the **Sign-in/Sign-out** sheet will be used for roll call.

Please sign full name on Sign-in/Sign-out sheet.

DEPARTURE

As anxious as the children are to come to school, they are just as anxious to see a familiar face greet them when school is over. **Please pick up your child PROMPTLY at the end of each session** remembering to **SIGN OUT** before leaving. The **sign-in, sign-out** procedure is required by state law for your child's safety and is strictly enforced.

Please sign full name on Sign-in/Sign-out sheet.

LATE PICKUP

Teachers start preparing for the next class time soon after your child departs. Since this preparation time is so important, a **\$10.00** late charge will be assessed to anyone more than **15** minutes late picking up his/her child, unless there is an emergency and the school has been alerted. An additional **\$10.00** is added for each **15** minutes thereafter. Late fees are payable at the time of pick up.

CAR POOL

A class list will be distributed to aid in setting up car pools for any interested parents.

SHOW AND TELL

Your child may bring something from home on his or her letter sharing day. It is helpful if you send **ONE** item that corresponds to the letter of the week (for the MWF classes) in a bag labeled with your child's name. Toy weapons or guns of any kind are not allowed to be brought into the classroom. Books are great any day. Please remember that PEP is not responsible for lost or broken toys. If your child brings toys, blankets, etc., to PEP on days other than designated share days we will request you take them home.

SNACKS

Milk (fat free or 1%) or juice (100%) and a nutritious snack are served at snack time each day. **Nutritious snacks are required.**

On holiday party days we sometimes have cookies, candy, ice cream, etc., but only on holiday party days. Parents participate by bringing snacks for the class or the materials for the children to make the snacks for themselves. Please bring enough snacks for the children and a gallon of juice or milk. We provide cups and napkins. Snack time is a fun sharing and learning

experience. Each month we will send home a snack calendar with the date for each child/parent's participation. If your date is not convenient for you, please let us know in advance and we can rearrange the date.

ABOUT BIRTHDAYS

We will celebrate your child's birthday on the school day closest to their real birthday. **Please** follow our nutritious snack guideline for this occasion also. We will not be able to serve your child's snack if cupcakes/cookies, etc., are brought in. This is very upsetting to your child on their special day.

At the end of the school year we have a celebration for children with summer birthdays so that they may also share their birthdays with the class.

KINDERGARTEN READINESS EVALUATIONS are administered in the spring to 4 year olds entering Kindergarten to assess each child's learning skills and evaluate his/her progress with PEP. These are held for students eligible to attend Kindergarten. We also have parent teacher conferences in the spring for the 3 year olds.

PARENT/TEACHER CONFERENCES may be scheduled during the fall for all students. A conference may also be scheduled at any time during the school year. We have an open door policy encouraging open communication at any time. PEP Director welcomes conference appointments. Please call if you are interested.

DISCIPLINE POLICY

Children and parents are encouraged to inform a teacher about important experiences which could be followed up on at school or which might affect the child's behavior (parent on an extended trip, illness, death within the family and/or a pet, divorce, separation), etc.

Parents should confer with the PEP director whenever questions or concerns arise about their child. We handle discipline problems in a positive way, occasionally resorting to "cool off time" or redirection to other activities. Parents will be notified if their child has a consistent behavioral problem at school. A parent may be called to pick up a child who is having an extremely difficult day or being hurtful to other children.

FIELD TRIPS

Later in the school year we may plan field trips especially for the 4-year classes. Parent drivers provide transportation. Drivers must have proof of automobile insurance and current driver's license. All children under 8 years of age **or** under 4'9" tall **must** be in an approved car seat. The day of the field trip, please leave a car seat labeled with your child's name visible for your child to use for their safety. If a car seat is not provided, the child will not be allowed to go on the field trip. You will be notified of any field trip at least one week in advance. If, for any reason, you do not want your child to participate in a field trip, please notify PEP and simply do

not send him/her to school on that day. A field trip permission form is included in your registration packet.

FUNDRAISERS

Throughout the year PEP sponsors 2 special fundraiser activities:

1. Burgers & Baskets Night
2. Ice Cream Social/Basket Raffle

PEP also offers a **SCRIP** program whereby parents can purchase gift certificates for local stores (to be used as cash) and PEP & MDO receive a percentage from the participating stores. The profit received is earmarked for Continuing Education that enables the staff to attend seminars, work shops and the Annual Early Childhood Education Conference. PEP and Mother's Day Out split the profit.

Mothers' ♥ Day ♥ Out Lunch Bunch

MDO cares for 8-10 children from PEP between 11:30 a.m. - 1:00 p.m. The children eat and play in room C-4 and are supervised by a certified MDO teacher. Reservations are required by calling MDO, 448-5159.

A-B-C's and 1-2-3's - What's Appropriate?

Many parents are concerned when their children aren't practicing letters and numbers. They feel that completing paper and pencil exercises will most effectively prepare their children for elementary school.

We could give your children workbooks. We could make them memorize the alphabet. We could drill them. We could test them. But if we do, your children may lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (like $2+2=4$), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division, and multiplication. Without these concrete experiences, children may give correct answers but probably won't understand what they are doing and why.

Worst of all, if children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are told what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers, and inventors.

FACILITY INFORMATION

Tax Identification Number: 94-2194713

State License Number: 480100647

State of California
Community Care Licensing Division
Department of Social Services
520 Cohasset Rd. Suite 170
Chico, CA 95926
530-895-5033