

It's A Small World Preschool Handbook



*Jesus loves the little
children of the world!*

Roxanne Olivas— Director
Pastor Dan Bruce— Administrator
320 South J Street, Imperial, CA 92251
(760) 355-1114
License #130801473

It's A Small world Preschool

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Dear Parents,

It is indeed a pleasure to have you enroll your child in our Preschool. We do not take this responsibility lightly and pledge to you our full attention to your child's well being and safety while in our supervision. We consider our staff and the children in our preschool as family and devote to them a loving place where they can feel safe. You can feel confident that they are being well cared for while you are at work.

This handbook is provided for you as a source that may be kept and referred to when needed. We hope that it will answer many questions that you may have when enrolling your child into "It's a Small World Preschool." This, for the most part, will be their first educational and socialization experience. We desire that it will be a very rewarding one, which will pave the way to an enjoyment for learning in the years to come.

Both Roxanne Olivas and I have a goal to be of service to the families of our church, our community, and the entire valley when it concerns children. It is our hearts' desire to provide a loving, caring, safe, and healthy, learning atmosphere during the day for your child while you must be at work.

We would like you to read the entire handbook so that you understand it clearly. We want you to feel free to be a vital part of our preschool. If you should have any questions or concerns regarding the handbook, please feel free to call or stop by.

We firmly believe that children are a gift from the Lord. Our desire is to share Christ's love with all our children (Matthew 19:14- "Let the children alone, and do not hinder them from coming to Me; for the kingdom of Heaven belongs to such as these.")

We are looking forward to a great year with your child!

Sincerely,



Pastor Dan Bruce, Administrator



Mrs. Roxanne Olivas, Director

Admission Requirements

It's A Small World Preschool operates on a non-discriminatory basis, giving equal treatment and service without regard to race, religious affiliation, nationality, or ancestry. We are a Christian preschool and do incorporate Bible teachings, memory verses, and prayer into our daily curriculum. The following requirements must be met before your child will be accepted into our center.

1. Child must be at least 2 years old and fully potty trained.
2. Child must be able to verbally communicate and follow simple directions.
3. We must receive an entirely complete and updated copy of your child's immunization record.
4. Paper work must be completely filled out.

It will be the policy of our center that any child with either a severe emotional or physical disability will be reviewed by the Administrative staff before a decision to accept his/her application can be determined.

Philosophy

Our staff understands that children are individuals. They have their own uniqueness, which is greatly respected. We foster independence and help facilitate this within their environment. We are aware that children have different learning styles and we accommodate their needs. The ages of 2 through 5 are the most formative years and this is when children learn more than at any other period throughout their lifetime. Our preschool utilizes the finest of Christian preschool curriculum, the A-Beka system, which includes numbers, writing, phonics, arts, and crafts. We provide your child with innumerable opportunities to discover, explore, and learn about the world around them by providing hands on experiences. This is done by offering education in the following areas:

Christian Growth- These learning activities emphasize the child's relationship to God, family, and friends.

Language Development- Your child will be exposed to new vocabulary words on a daily basis. They will learn to express themselves in an appropriate manner. They will practice having fun with language through songs, books, flannel stories, and rhyming.

Music- Music is a universal language. It plays a powerful role in brain development. Through music, children are free to express themselves creatively. They will be exposed to a variety of music throughout the year. Language, listening, math, and motor skills are reinforced through music.

Science/Cooking- Activities are prepared for children to actively explore their environment. Science helps them learn how and why things work. Children will assist in cooking activities (which are a form of science), because of the transformation that takes place, i.e. from a liquid to a solid. This will aid the child and help them in pre-mathematic and cooperation skills.

Social/ Emotional Development- Children will learn acceptable ways of behaving and interacting with their peers and the adults. They will be exposed to large and small group interactions throughout the day. Within our class we reinforce acceptable behavior, individuality, respect for others, cooperation skills, manners, and diversity of cultures. Through this reinforcement, children learn the foundation in forming future relationships.

Our staff will always build a good self-concept in each child while respecting individuality.

General Goals

Throughout the year the following concepts will be introduced and reinforced with your child:

1. Know the love of God.
2. Know the Pledge of Allegiance.
3. Develop manners.
4. Write their first name (Pre-K).
5. Know the basic colors.
6. Know their shapes.
7. Know left and right.
8. Know seasons.
9. Know days of the week.
10. Know months of the year.
11. Cooperation skills.
12. Values of numbers 1 through 20.
13. Count to 100.
14. Hand-eye coordination.
15. Letter recognition.
16. Number recognition.
17. Small motor skills development.
18. Large motor skills development.

It is our objective to help each child develop proper socially acceptable behavior.

Registration

Enrollment forms must be completed in full before attending the first day of school. A non-refundable \$100.00 registration fee is due at the time of enrollment. This is due at enrollment time again each year.

Payments

Tuition will be applied to your account in one-month increments and will vary depending on the number of weeks each month. Payments are to be paid in advance by the 15th of each month. An account that becomes delinquent will receive a \$20.00 late fee. This will be applied to your account the 16th or the first business day thereafter. All delinquent accounts will be reviewed by the School Board. When an account is delinquent – after the last day of the month – the student’s parents will be required to come before the School Board. The parents will be required to pay or explain the circumstances regarding the delinquency and work with the board on a payment schedule. Failure to meet with the board will result in suspension of the student for one week. Failure to bring the account current following the suspension will result in the student being terminated from It’s A Small World Preschool.

Late Pick-Ups

Any child picked up after 5:30 pm will receive a \$5.00 a minute late fee. This fee is due on the same day. It will be at the discretion of the Preschool upon consistent failure to pick up a child on time may result in dismissal from our preschool.

Late Arrivals

If your child is going to be late, please call before 9:00 am. Please remember to be on time so their day and naptime is not interrupted. Our program begins at 9:00 am so please be on time. No child will be accepted after 9:00 am. If your child has an early doctor’s appointment, you must call to notify the director before the actual appointment so that your child can be admitted after 9:00am.

Sign-In Sheets

Every day your child **MUST** be signed in and out. This is required by It's A Small World Preschool and the State of California. No one under the age of 18 may sign your child in or out.

Absences

If your child is absent you are still responsible for the tuition for that day. We do not allow makeup days if your child is absent.

Nap Time

All children under the age of five are required by state law to have a rest time while at preschool. If your child does not sleep, he or she must be prepared to lie quietly on their cot during naptime. Your child will need to bring a towel for naptime. No pillows, please. On the last day of school that your child attends each week, his or her towel needs to be taken home and washed.

Clothing

Please remember that your child comes to learn and that they learn by actively exploring. Child + Explore=Getting dirty! When dressing your child for the day, think of comfort, the weather, and please provide simple clothing that is free of complicated fasteners. Children at this age are still learning how to use their small motor skills. **Each child will need to bring two extra sets of clothes. Please label all clothes with your child's name.**

Shoe Policy

No flip-flops will be allowed. They pose a safety hazard. Please understand that all sandals must have an ankle strap which buckles around the child's ankle.

Lunches and Snacks

Home-style meals are provided. Menus are sent home at the beginning of each month. You also have the option of bringing your own balanced lunch. **Please no candy or soda. Please advise the preschool staff if your child is allergic to anything on the menu or in general.**

Personal Toys

We ask that no toys be brought to school. There will be a designated day, *Share Day*, at least once a month. We are not responsible for toys brought to school. Please no toy swords or toy guns. If your child sleeps with a stuffed animal or blanket for security, it may be brought to school for naptime. It will, however, have to remain in their cubby until naptime.

Birthdays

Birthdays are celebrated during circle time. You may bring a special treat on that day. **Treats must be store bought.** This is due to State regulations. Please let your child's teacher know at least one week in advance.

Authorization to Pick Up a Child

Only people on your child's emergency list are allowed to pick-up your child. NO CHILD will be released to an unauthorized person. No one under the age of 18 may pick your child up. We also need to see a photo identification card of people who our staff is not yet familiar with. This is for your child's safety and security. Restraining orders must be on file.

Paid Tuition Time

If your child is enrolled full time, year round, you are entitled to two weeks paid tuition in which you are not obligated to bring your child. This may be to spend time with them on vacation or any other leave. We will continue to hold your child's space on our roster and you will not be penalized. Students enrolled September through June will receive one week paid tuition.

Days of Operation

The preschool will be open Monday through Friday, 7:00 am to 5:30 pm. We will be closed for legal holidays, Friday the opening day of the Mid Winter Fair, and any other emergency. The dates will be announced to parents. You will be charged for all legal holidays.

Withdrawal of a Student

If you wish to withdraw your student from our center we must receive a two-week notice and your child's account must be current. Prior to the last day, please make sure to pick up all of his or her belongings.

Policy on Returned Checks

There is a \$20.00 fee for all returned checks.

Jewelry Policy

Jewelry poses a danger at preschool; it can get caught on the fence or a swing. We recommend that jewelry not be worn to school. We are not responsible for jewelry brought to school.

Illness

Your child may be sent home if they have symptoms of illness during the day. If your child has or comes down with any of the symptoms listed below, you will be called immediately and your child will have to be picked up. Your child must be FREE from any illness for 24 hours before they may return to school. This is to insure the health and well being of our students and staff.

- Temperature over 99 degrees
- Skin rash
- Diarrhea
- Vomiting
- Evidence of lice
- Severe coughing
- Conjunctivitis (pink eye)

Please note that a bad cough is considered contagious and your child may need to see a doctor. A written medical doctor's excuse must be provided before they may return to school. If your child ran a fever, had diarrhea, or vomiting the night before they come to school, they may not attend on that following day.

The director or preschool teachers may administer medicine. All medication must be clearly labeled with your child's name, current date, dosage amount, and times of dosage. No medication without this criteria met will be administered by our staff. The staff will administer no medicine from Mexico.

Asthma Related Illness

If your child has ever suffered from asthma we need to have an inhaler on site. The difference is between life and death. Your child will not be allowed to stay at our center without an inhaler. It is imperative that you follow through with your child's treatment.

Disciplinary Agreement

Our goal, as teachers, is to help your child deal with their emotions in a healthy and positive manner. Accordingly, there will be no toleration of bullying or negative social behavior towards other children. Teachers and parents must be willing to work together to train up a child to be positive and an upstanding citizen in the world. The preschool's disciplinary actions are as follows:

- The child will be removed from the situation in which they are getting into trouble. They will be re-directed to another area or removed from the activity altogether.
- If the problem persists or there is any physical altercation such as hitting, kicking, biting, etc. the child will sit in time-out. The time-out will vary from 2-5 minutes.
- If numerous attempts to redirect the behavior of the student are unsuccessful, the parent will be notified by telephone. If the problem still continues, the child will need to be picked-up from school for the remainder of the day.
- If there continues to be an issue with behavior, it can result in dismissal from the preschool.

We care for the health, safety, and security of each individual child and must be considerate of others.

It's A Small World Preschool

Emergency Preparedness Plan

Evacuation Process

When the decision is made to evacuate the preschool facility, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present. Our practice safe evacuation for our fire drill, the location will be across our parking lot against the brown fence. For earthquake drill we will evacuate to the far end of our playground. Our classroom on the Faith Academy campus will evacuate to the youth parking lot across the way.

In the event of an actual fire, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete. Our evacuation area is our north side church parking lot.

Preschool staff will evacuate their children as follows:

Preschool and Pre-K

Teachers shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated area. Teachers are responsible for bringing all the attendance sheets, child rosters, medication belonging to children, snacks, and water and information sheets. Upon arriving at the designated evacuation area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately.

It's A Small World Preschool

Admission and Handbook Agreement

I have read and fully understand the philosophy and requirements in the handbook of It's A Small World Preschool.

I agree to the following financial obligations:

_____ \$100.00 registration fee due at time of enrollment

_____ \$100.00 registration due in August for re-enrollment

_____ \$545.00 per month 5 full days

_____ \$455.00 per month 4 full days

_____ \$375.00 per month 3 full days

_____ \$290.00 per month 2 full days

_____ \$440.00 per month 5 half days (pick-up by noon)

_____ \$380.00 per month 4 half days (pick-up by noon)

_____ \$300.00 per month 3 half days (pick-up by noon)

_____ \$250.00 per month 2 half days (pick-up by noon)

I understand that I am responsible for _____ days a week, and will pay my tuition by the 15th of each month.

The days my child will attend school are (please circle all that apply):

Monday Tuesday Wednesday Thursday Friday

Parent Signature

Date