

# **STOCKDALE CHRISTIAN** **PRESCHOOL**

## **Parent Handbook Table of Contents**

<b><u>Sections Listed in Alphabetical Order:</u></b>	<b><u>Page #</u></b>
Absences From School	11
Accidents	24
ACSI	7
ACSI Accreditation	7
Action Taken for Undesirable Behavior	20
Admission Policy	8
Admission Procedure	10
Allergies	17
Arrival and Pick Up Procedure	12
Birthdays	21
Chapel	21
Class Schedules	13
Clothing	18
Communication	13
Confidentiality	14

Curriculum	9
Custody	10
Daily Supplies	21
Daily Inspection for Illness	16
Developmental Goals	6
Disaster Preparedness	23
Discipline	19
Family Life Style Values Statement	3
Field Trips	19
First Aid	17
Guns	23
Holidays	11
Hours of Operation	12
Illegal Substances	23
Illness	15
Inclement Weather	9
Lost and Found	18
Meals	22
Medications	16
Mission Statement	1
Nap Time	22
Newsletters	25
Parent/Child Rights	25
Parent Information Center	25
Parking Lot Rules	26

Personal Hygiene	17
Pets From Home	18
Philosophy of Education	4
Purpose	1
School Visits	14
Smoking	23
Statement of Faith	2
Statement of Non-Discrimination	7
Statement of Objectives	5
Teachers	9
Toys From Home	18
Withdrawal Policy	11

## Mission Statement

Stockdale Christian Preschool exists as a ministry of the First Assembly of God Church to glorify God by providing a Biblically integrated curriculum that meets the spiritual, academic, emotional, physical and social needs of each student.

The mission of Stockdale Christian Preschool is to develop, nurture and equip the children to positively impact their world for Jesus Christ.

## Purpose

Stockdale Christian Preschool was established by First Assembly of God Church as a service to the family and children of the church and the community. This service has been developed from a sincere love for the children and a desire to help promote proper development and adjustment in today's world. The program at Stockdale Christian Preschool was established to provide Christian educational experience in a warm and friendly atmosphere for children from 2.5 to 6 years of age. In recognition of the importance of balanced growth, Stockdale Christian Preschool provides opportunities for the social, mental, physical and spiritual development of each child.

## Statement of Faith

Stockdale Christian School is owned and operated by First Assembly of God Church. Both the church and the school stand firmly on the changeless word of God as expressed in the following statement of historic evangelical Christianity.

1. The Bible is the inspired, infallible, authoritative Word of God, and is considered to be a guideline for daily Christian living.
2. There is one God, eternally existent in three persons; Father, Son and Holy Spirit.
3. We affirm faith in the deity of our Lord Jesus Christ, in His virgin birth, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father and His ultimate personal return to this world in power and glory to rule over the nations.
4. Salvation is received through repentance of sin, regeneration by the Holy Spirit, and through personal faith in the Lord Jesus Christ. (Romans 3:23, John 3:16, Titus 3:5-7). Regeneration is absolutely essential for personal salvation.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe the scriptures teach a life of holiness.
7. There will be a resurrection of those who have fallen asleep in Christ together with those who are alive and remain. This is the imminent and blessed hope of the Church. (1 Thess. 4:16-17; Rom. 8:23; Titus 2:13; 1 Cor. 15:51-52).
8. We believe that Christ's death on the cross provides healing for the human body in answer to believing prayer (Isa. 53:4 - 5, Matt. 8:16 - 17, James 5:14 - 16).
9. We believe the second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the return of Christ with His saints to rule on the earth for a thousand years. This millennial reign will bring the salvation of National Israel and establish universal peace. (Rev. 1:7; Zech. 14:5; Matt. 24:27; Rev. 19 - 20, 20:10 - 16, 21:8).
10. We believe there will be a final judgement in which the wicked will be raised and judged according to their works. Whoever is not found written in the Book of Life will be consigned to everlasting punishment, which is the second death (Matt. 25:45, Mark 9:34 - 48, Rev. 19:20, 20:11 - 15, 21:8).
11. Everlasting life through Jesus Christ is the promise to all who believe in Him. The wicked dead, together with the devil and his angels, will be consigned to everlasting punishment, which is the second death. (Matt. 25 - 46, Mark 9:43 - 48, Rev. 19:20, 20:15 - 18).
12. We affirm faith in the spiritual unity of believers in Jesus Christ. The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven (Eph. 1:22 - 23, Heb. 12:23).

## Family Life Values Statement

Stockdale Christian Preschool is a ministry of Bakersfield First Assembly of God Church and exists to demonstrate God's love for children and parents of this community. Because we are a Christian ministry and because we believe in the truth and relevance of the Bible...

Our goal is that each of our faculty members have a personal relationship with Jesus Christ.

Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible.

We honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

*Genesis 1:27 So God created people in his own image; God patterned them after himself; male and female he created them.*

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

*Ephesians 5:21, 6:4 And further, you will submit to one another out of reverence for Christ...Don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord.*

We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

*Deuteronomy 6:6-7 And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.*

Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

As a parent, you must agree to support the principles mentioned here and, to the best of your ability, fulfill your role as the primary teacher and encourager of your child.

## Philosophy of Education

The philosophy of Christian education is based upon the existence of a living God who created all things and has revealed Himself to us. The revelation has come through the written word, the Bible, and through the living Word, Jesus Christ, and through creation.

The Bible is the only inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do, or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for the individuals development in matters physical, mental, social, and spiritual. All members of the educational process are personally committed to Jesus Christ. We believe that true and complete educational process cannot truly take place apart from the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train the child. Stockdale Christian Preschool, as a ministry of the church, is an extension of the educational process of home.

The education offered at Stockdale Christian Preschool is designed to meet the needs of each student depending on his level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at our school are committed to the basic principles of our philosophy, and have demonstrated effectiveness in their ability to communicate them.

## Statement of Objectives

To help each child to rely upon God as the source of all knowledge and wisdom, and the Bible as the only inspired, infallible, and authoritative Word of God.

To teach each child to love God with all his heart, soul, mind, and strength through a personal relationship with Jesus Christ as Lord and Savior.

To disciple each child so that he may develop a lifestyle conformed to the image of Jesus Christ, becoming an effective, responsible, and pleasing servant of God.

To guide each child in understanding , and applying the fundamental doctrines of the Christian faith.

To educate each child so that he may formulate a distinctive Christian mind and is able to think and act according to Biblical principles.

To equip each child with the basic skills necessary to attain his God-given potential.

To develop in each child creative and critical thinking skills .

To provide instruction and opportunities for each child to learn and successfully communicate with others.

To instill in each child the understanding that he is a unique individual created in the image of God.

To assist each child toward physical fitness, good health habits, and the wise use of the body as the temple of God.

To prepare each child to assume the responsibilities and privileges of citizenship.

To encourage each child to develop Christian attitudes and principles of behavior based upon the spiritual, moral, and ethical values of the Bible.

To stimulate in each child an interest in fine arts and other activities which are Christ honoring and self-fulfilling.

## Developmental Goals

Our Preschool program is designed to assist your child in growing according to his/her individual development in the following areas:

### SPIRITUAL DEVELOPMENT:

Give children an understanding of God's presence in the world. Help children develop a positive self-image through the knowledge of God's love and express his/her love to God. Encourage each child and parent to discover Christian concepts and biblical principles.

### SOCIAL DEVELOPMENT:

Create friendships with children his/her own age.  
Achieve a balance between spontaneous behavior and obedience to acceptable social standards.  
Provide positive and trusting experiences in working with adults.  
Encourage good manners, self-control and following directions given by an adult.

### INTELLECTUAL DEVELOPMENT:

Encourage curiosity and creative thinking.  
Build listening and communication skills.  
Provide an experience for learning in a planned program.  
Broaden the child's horizon beyond the home through varied experiences.

### PHYSICAL DEVELOPMENT:

Reinforce good health habits.  
Build listening and communication skills.  
Broaden the child's horizon beyond the home through varied experiences.  
Provide an environment that utilizes an innovative, creative and highly organized plan for sequential development of the children's fine and gross motor skills.

### EMOTIONAL DEVELOPMENT:

Become self-confident, self-reliant and self-disciplined.  
Help the child feel socially accepted by others.  
Reinforce the demonstration of caring behavior and interest in others by channeling inner destructive impulses into positive responses.

## ACSI

Stockdale Christian Preschool is a member of the Association of Christian Schools International (ACSI). The school closes for 2 or 3 days each fall in order that our staff members may attend the annual ACSI Teachers Convention. Please refer to the school calendar for specific dates of this convention.

## Statement of Non-Discrimination

Stockdale Christian Preschool admits students of any race, color; national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policy.

## Admission Policy

In order to meet licensing regulations each child admitted to Stockdale Christian Preschool must be at least 2 years and 6 months of age and can be no older than 6 years.

Each child admitted must be determined to be ready for the type of group experiences that the school offers and be able to benefit from them. Children shall be admitted that can readily adjust to a large group setting. Because we have large classrooms with 24 children in each, it is overwhelming or overly-stimulating to some children. If a child is having problems adjusting to a group situation, we will work with the child and parent to make every possible effort to overcome the problem. However, if the situation continues to be such that it constantly requires the teacher to be away from the classroom, it will be necessary to remove the child from the preschool until he is mature enough to handle a group situation.

We do not offer an infant or toddler program. Because of the ratio of teacher to child, your child needs to be able to use the bathroom with little or no help from the teachers. A child that is still in pull-ups or diapers will not be considered for our program.

Biting is not tolerated in our school. This is very serious and can pose a health problem with both parties. A child that bites, scratches, or continues to hurt others purposefully will be considered on probation and may need to be removed from our center.

It is our desire to provide a spiritually, emotionally and educationally motivating and secure school environment.

In unusual situations where individual youngsters and/or parents (legal guardians) choose to continually disrupt the environment or choose not to follow recommendations provided by school personnel, the student's attendance at SCS could be placed in jeopardy and/or terminated.

## Teachers

All staff members are experienced early childhood educators. All participate in In-service education and studies for professional advancements in order to remain alert to the ever changing needs of today's families and to the findings of current research. Our staff has remained very stable through past years. Our teachers are certified in Pediatric First Aid and CPR.

## Curriculum

Our curriculum is designed to help the young child become a well-rounded individual. As children learn through play, many activities are designed to teach, while the children think they are only "playing". Cognitive skills, problem solving, and critical thinking, as well as social skills are enhanced through play. We encourage children to share and feel self-confident. Christian traits are included in the curriculum taught each day.

A copy of our yearly curriculum guide is given out to every family at the beginning of the year. Daily our curriculum includes: Art, Music, Bible (Beginner Bible - David C. Cook), Phonics (A-Beka), Science, Outdoor Play, Centers, and much more.

Children are placed in the classrooms according to their birth dates. Age-appropriate goals are set for each classroom.

## Inclement Weather

Stockdale Christian Preschool operates despite rain, fog or hot weather. We are sensitive to the varied air quality of our valley. We will limit the outdoor activity on "spare the air" days, which are hard on fragile lungs. We will also limit outdoor activity if it is too hot or cold and foggy.

## Admission Procedure

A parent inquiring about the preschool will be given an application packet. The following steps must then be completed:

- 1) The pink application form must be completely filled out and turned in at the front office. This form will put you on our waiting list.
- 2) When an opening occurs you will be contacted by the director.
- 3) If you choose to take the opening, a registration fee must be paid to hold your spot.
- 4) Upon receiving the registration fee, you will be given the registration packet. All forms in this packet must be completed and turned in before your child can be admitted.

To be fully admitted the following must be completed:

- Parent Affirmation Form
- Parents Rights Form
- Emergency Report Form
- Parents Report Form
- Personal Rights Form
- Admission Agreement Form
- Tuition Agreement Form
- Immunization Record completed and up to date
- T.B. test (must be completed within 10 days after admittance)
- Physicians Report (must be completed within 30 days after admittance)
- Copy of Birth Certificate

Parents must read our Parent Handbook and subscribe to and uphold the policies stated therein, which also includes our Statement of Faith and our Family Life Values Statement. Signing our Parents Affirmation Form confirms that you have read this handbook.

Stockdale Christian Preschool is operated on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color and ethnic origin. Siblings with children in the elementary school or Junior High, members of First Assembly of God Church, and local church members will have first priority.

**ATTENDING OUR PRESCHOOL DOES NOT GUARANTEE YOUR CHILD'S ADMITTANCE INTO OUR ELEMENTARY SCHOOL.**

## Custody

A separate emergency form can be filled out for each custodial parent, should the need arise. Each parent may designate who may be allowed to pick up his/her child on his/her day.

We are legally unable to refuse visitation or the privilege of picking up a child to a parent unless we have a certificate of custody or restraining order from the legal guardian with physical custody. It is the parent's responsibility to furnish a copy of the court order for the child's file. Should there be any kind of problem concerning custody at pick-up time, the police will be called. If custodial problems continue to disrupt the center, your child can be dismissed from our center.

## Absences From School

There are no make-up days for days that may be missed due to illness or other absences. There will also be no credit given on the child's tuition for days absent.

Occasionally, a parent can make arrangements to bring a child on a day that he/she is not normally scheduled to come. This is not always possible, as we are only allowed so many children per day. Please do not assume that your child can come on a day that is not his/her regular day. This **MUST** be cleared by the director and you will be charged the daily fee that is written in the Financial Policy.

It is possible to have a half day child stay for nap on occasional days that this may be needed. Again, this must be cleared with the front desk and you will be charged the fee that is stated in the Financial Policy.

## Withdrawal Policy

Each child is enrolled for the entire school year, excluding the summer session. If it is necessary to terminate enrollment for any reason, a two-week written notice or payment of two weeks tuition is required. A form is available at the front desk.

## Holidays

A calendar will be given out annually along with fall schedules and classroom information. Check the school calendar for days that the preschool may be closed. School is generally closed on the following days:

LABOR DAY  
VETERANS DAY  
ACSI TEACHERS CONVENTION (usually during the week of Thanksgiving)  
THANKSGIVING THURSDAY AND FRIDAY  
CHRISTMAS VACATION (two weeks - same as elementary)  
MARTIN LUTHER KING'S BIRTHDAY  
LINCOLN'S BIRTHDAY  
PRESIDENT'S DAY  
EASTER VACATION (one week)  
MEMORIAL DAY  
SUMMER PREP DAYS  
4<sup>TH</sup> OF JULY  
FALL PREP DAYS

Please mark these days on your calendar. Exact holidays vary from year to year

## Hours of Operation

The preschool opens its doors at 7:00 AM and ends promptly at 6:00 PM. No child will be admitted into the center before 7:00 AM. Children in the half day session must be picked up by 12:30. Any child picked up after 12:30 will be charged for the afternoon.

Any child picked up after 6:00 PM will be charged \$5.00 for the first five minutes and \$1.00 every minute thereafter. This amount will be added to your monthly statement or may be paid and receipted the same day. This is addressed in our Financial Policy.

## Arrival and Pick-up Procedure

All children must be signed in and out of the center. The person signing the child in or out must use his/her complete name; ie: Jane Smith, as opposed to just Jane or Mrs. Smith. This is a State Law. The time of drop off or pick-up must also be indicated. Sign in sheets are located at the front desk. Please make sure that you walk your child into the classroom or onto the playground when dropping him/her off. Allow yourself enough time in the morning to make this a pleasant experience - this helps to set the mood for a happier morning. The child should be taken to a teacher or the teacher must be made aware that the child is here. Do not leave your child in a classroom unattended.

No child will be released to an unauthorized person. All authorized persons must be indicated in the child's records. A child will not be released to anyone under the age of 16, unless it has been indicated that an adult is in the car and permission from the parent has been granted. We will ask for identification. Please have your drivers license ready to show at any time. This is for your child's safety. If your child needs to leave with someone other than those that are mentioned on your emergency form, then you must notify the Director of this and an authorization form must be signed.

We ask that if it is your child's first experience in a preschool setting, that you make your goodbyes brief. We have found that the longer the parents stay, the harder it is for the child to make the break from parent to preschool.

If your child is having a hard time departing from you, it is sometimes a help to reassure your child that you will return after snack, lunch, nap, etc. This helps them to realize that you will come back after certain events occur during the day.

The parent is responsible for notifying the preschool office if your child is to be absent or late. Tuition charges will continue until a 2 week withdrawal form is received.

If a child is not picked up by 6:05 PM and we have not heard from the parent, we will begin calling emergency contacts (those you have listed on your emergency form). Failure to receive parental notification by 6:30 PM will result in the staff contacting the Police Department. The Police will attempt to locate the parents as well as emergency contacts. If no one can be reached, the Police will assume custody of the child.

If your child should continually be picked up late, it **will** be grounds for dismissal.

## Class Schedules

Each classroom has its own class schedule. Students should be at school by 8:30 AM to begin their morning activities. Children arriving earlier than this are together in Room 1. Between 7:30 and 8:00 all children will go to their own classrooms. Check with the front desk if you are unsure where your child should go. Rooms 3, 4 & 5 are outside from 8:00 to 8:30 (weather permitting) and Rooms 1 & 2 are outside from 8:30 to 9:00. All classes have snack round 9:00. All classes have an opening circle in the mornings and then are free to structure their day as they choose. Activities that are provided daily are music, movement, art, story time, Bible, prayer time, calendar, inside and outside centers, phonics, science, etc. Lunches are served in the classrooms at 11:00 and 11:15. Outside times are scheduled throughout the day. Nap is from 1:00 to 3:00. From 2:00 to 3:00 children who are awake will be taken outside, weather permitting. At 3:00 all children are awakened and snack is served soon after. Children will remain in their classroom or outside and will combine into Rooms 2 & 3 after 5:00. There is always the exception, so check with the front desk if you are not sure where your child may be.

## Communication

Communication is an important aspect of the partnership that exists between school and home. Every effort will be made to keep you informed.

Please check your child's folder daily for notices that may be sent home. You will receive monthly newsletters, menus, weekly Bible take home papers, flyers, classroom notices, such reports, notes from your teachers or director, health notices, parent info., etc. in your child's folder.

A parent bulletin board is located in each classroom. On these you will find lesson plans, lunch and snack menus, parent notices, party information, etc.

A parent information center is located in the hallway between the restrooms, near the front desk. Take home papers and community or church information is located here. A large bulletin board has state notices and other pertinent information located there.

## School Visits

We are happy to have you visit at any time. However, since the duty of the teacher is to her children while she is in a teaching situation, please do not engage her in conversation. If you'll remain in the background while observing, you'll receive an accurate picture of what goes on. Usually the children are not bothered by observers. It is disruptive to the classroom and the children when younger siblings are running around, while a circle time is going on. We ask that younger children be accompanied by an adult. If you will be staying for any length of time, you will need to sign in on the visitor's clipboard and wear a visitor's badge. This is for your child's safety.

We strive to know all our children well. Therefore, we will ask for a parent conference when we need some additional information. This will help us to know your child and his/her needs in a more suitable fashion. Parents are encouraged to ask for a conference with the Director or teacher as often as they would like.

## Confidentiality

All staff agree to respect a code of confidentiality regarding information about children and families. We encourage you to share any information about your child with the Director or staff in order to give us insight, which helps us in planning to best meet the child's needs. Staff will respect the privacy of the children and parents and will respond to them on a professional level. The code of confidentiality continues after a staff member has no affiliation with the program. In addition, financial information or other information concerning children and families will be limited to purposes directly connected with the administration of the facility. No other use of this information is allowed without the parent's written consent (except for Child Protective Services inquiries). Parents shall have access to all information contained in their own child's file.

## Illness

WE ASK THAT YOU BE SURE THAT YOUR CHILD IS FEELING WELL BEFORE BRINGING HIM TO SCHOOL. If your child is too sick to play outside or participate in regular school activities, he/she is too sick to attend school. He/she will not be admitted for any of the following reasons: an obvious cold that is making the child feel miserable (green mucous is a strong indication that your child is ill), continuous cough, congestion, sore throat, or fever. If your child has had fever, vomiting or diarrhea within 24 hours, DO NOT BRING HIM/HER. Please do not administer Tylenol and then send the child to school. We follow the regulations set up by the Department of Health with regard to communicable diseases.

If your child should come down with a communicable disease such as chicken pox, measles, strep throat, pink eye, head lice, etc., please notify the preschool as soon as possible so that a notice can be posted for the benefit of the other parents.

If your child should become ill while at school, he/she will be isolated and you will be notified to pick him/her up as soon as possible.

Upon recovery from the following communicable diseases, the child must be cleared before returning:

- Measles
- Mumps
- Pneumonia
- Whooping Cough
- Chicken Pox
- Lice

The following are guide lines to be followed when sending your child back to school after an illness:

Infectious Conjunctivitis (pink eye) - at least 24 hours after treatment has started. Eyes must be clear with no redness and discharge.

Head Lice - 24 hours after treatment and free of nits.

Strep Throat - 24 to 48 hours after treatment (antibiotics) and the child is free from fever.

Chicken Pox - all sores must be crusted over.

## Daily Inspection for Illness

The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Special attention will be paid to children who have been absent because of illness or who have been exposed to contagious or communicable diseases.

DO NOT SEND YOUR CHILD IF HE IS ILL. YOUR CHILD **WILL** BE SENT HOME.

## Medications

California State Law requires that we obtain written authorization to administer any medication, prescription or non-prescription. Parents or guardians must sign the **Authorization For Medication Administration** form, stating the name of the medication, the dosage to be given and the time that the medication is to be administered.

All **prescription medication** is to be in the original container, with the child's name, the exact dosage and the prescribing physicians name. The medication will be administered only in accordance with the label directions.

All **non-prescription medication** must be in the original container, labeled with the child's name, and will only be administered in accordance with the product label directions. Parent's instructions must not conflict with those printed on the product.

Special authorization is required for administration of medications via a nebulizer . If your child requires this type of medical treatment, please see the director.

We do not administer Tylenol routinely. If your child needs to be taking this, then we feel that he is not well enough to be at school.

All medication must be given to the front desk and the appropriate instruction and authorization form filled out at that time. At the time that the medication is to be picked up from school, a staff member must remove the medication from the school medication container. The staff member must give the medication to the parent or guardian. For our convenience, most medications are administered at lunchtime.

## First Aid

First Aid is administered in each classroom, outside and in the Directors office. All teachers are required to wear gloves when washing a wound or bandaging. Wounds will be washed with soap and water and band-aids will be administered. An "ouch" report will be filled out anytime a teacher is aware of an injury. This will be sent home in your child's folder.

If the injury should seem serious we will call you immediately. We will also alert you by phone, concerning any head injury. A complete accident report is written up for any serious injury.

**Your child's clothing will be changed if any blood should get on them.**

## Allergies

All allergies to medication and/or other substances must be stated on the Registration form, and all emergency and medical forms. California State Law requires that any food allergies that your child may have be noted on the physician's medical assessment. We will substitute foods provided by the parent of an allergic child. Please clearly label all foods with the child's name, as well as the teacher's name. Information about children with allergies will be posted in the classrooms and kitchen.

## Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands.

## Toys/Pets From Home

We provide a wide variety of play equipment at the school which makes it unnecessary for the children to bring toys from home.

Each of our preschool rooms may have a special share day. On these days and ONLY these days, may your child bring something to share. It is best to check with your child's teacher on this and also about what is appropriate. We discourage monster toys, superheroes, Barbie dolls, purses and fanny packs, money, etc. If you are in doubt please check with your teacher or the Director. It is best to bring something like a book or tape or something in keeping with the letter, color, shape or theme of the week. We cannot be responsible for anything that may get lost or broken, so do not allow your child to bring anything valuable.

Pets are not allowed at the Preschool. Children could be allergic, afraid or hurt by the animals.

## Clothing

Children need to wear play clothes to school. Children need to be free to play and learn without fear of getting dirty.

Art activities consisting of painting, gluing, coloring with markers, etc. will be done during the course of the day. Children may also play outside and become dirty. Please dress your child appropriately for these activities.

Clothing should be easy for the child to undo or take off so that they can take care of their bathroom needs. Jeans that snap and zip, overalls, underalls (T-shirts that snap at the crotch), belts, should not be worn unless the child can take care of these himself. Blouses or shirts that do not cover the stomach or crop tops, should not be worn. Backless shirts or dresses are not allowed. Please refrain from any superhero clothing. (Spiderman, Superman, etc.) Clothes depicting monsters, skeletons or any form of scariness or evil are not permitted. Pants or shorts that "sag" are not acceptable. We will change your child's clothing if necessary.

Children should wear tennis shoes or rubber soled shoes. These work best on our playground. Sandals with straps are also acceptable. Because of the nature of our playground, socks are preferred by most children, with their shoes and sandals. Thongs, cowboy boots, dress shoes, tap shoes, tennis shoes with wheels, slippers or moccasins are not acceptable as they make climbing and running a hazard. Hats may be worn on the playground as a protection from the sun or cold. They can only be worn with the bill facing forward. They cannot be worn in the classroom.

Hooded jackets or sweatshirts may have a string that fastens around the neck. These are a safety hazard and must be removed from your child's clothing. Necklaces are also a safety hazard.

Jewelry is not acceptable. Please do not send your child with watches, bracelets, rings, necklaces, etc. Dangly or hoop earrings should also not be worn.

Mohawks, extremely spikey hair, mullets with tails or long hair on boys is not acceptable. Hair may not be dyed an unnatural color.

Please do not send your child to school wearing a tatoo.

## Lost and Found

We cannot be responsible for anything that your child has lost. Please mark all outer clothing such as jackets, sweaters, sweatshirts, hats, gloves, etc. with your child's name. We do our best to keep track of these items, but they do get misplaced. Clothes that are lost may be located in the lost and found bin located near Room 4 in our multi-purpose room.

## Field Trips

All children are required to have a car seat. There must be at least one adult to every three children. All drivers must be licensed and insured. All parents must sign a consent form for each individual field trip. Due to the amount of State Regulations our children rarely travel anywhere by car. They do, however, occasionally walk to a park or a place of business. You will be notified in advance and parental permission must also be obtained.

## Discipline

The staff at Stockdale Christian Preschool is honored that you have chosen us to partner with you in the care and training of your child. Respect, good manners, responsibility, appreciation and honesty are only a few of the character traits taught by our qualified Christian staff. Our structured environment allows loving discipline to shape character. We believe an awareness of these principles and the life values they imply are of critical importance in a child's life. We further believe that a child needs to become responsible for his/her behavior.

Positive redirection is the first choice for discipline. If a child willfully chooses to continue to disobey the rules, a time out is given. If misbehavior continues or harm has come to another child, the child is taken to the director's office. A discussion of appropriate choices ("What else could you have done when he made you mad instead of pushing him down?" or "What could you have done differently, so that you didn't break the rules?") and/or time out is given. Children are asked to acknowledge that what they did was wrong, and if appropriate, ask the other party to forgive them. This enables the offended child the opportunity to forgive. The director often prays with the child(ren). Communication either verbal or in writing when discipline issues continue, enables the staff to work cooperatively with parents and/or guardians in behavior improvement plans.

If you are experiencing any behaviors at home that you would like to partner with us in resolving, please feel free to contact your child's teacher or the director. It is our desire at Stockdale Christian Preschool to work with families to enable children to develop positive behavior skills. At times there are behavior situations with a student that our facility is unable to accommodate. If a child regularly exhibits harmful or disruptive behavior, a parent conference with the teacher and/or the director will be requested. Our desire is with combined efforts, that we will be able to affect a positive change in the child's behavior. If, after an agreed time period the child's behavior is not improved, childcare at Stockdale Christian Preschool will be terminated. Our goal is to provide a safe and positive environment for all children.

## Action Taken for Undesirable Behavior

Student needs to be brought into the office.

Student is talked with about the situation.

After a brief time, the child is placed back into the classroom.

If the behavior occurs again, the child is brought back into the office and a note is sent home to parent(s). The child is later taken back into the classroom. A copy of the note is put into the child's permanent folder.

If the child is brought in to the office again for the same behavior, the parents are called to come in to deal with the situation.

A teacher-parent conference may be necessary. Because we see the parents on a daily basis, conferences are sometimes informal.

The school and the parent work together on handling inappropriate behavior. It is important at this time that both parents and teachers are consistent with their discipline.

If behavior continues, the parent may be advised to get additional community service such as: Doctor's care, Weil Institute Counseling, La Cresta, etc.

If behavior still occurs, the child is removed from the school.

Undesirable Behavior Includes:

Excessively hurting others - hitting, kicking, throwing toys or sand repeatedly, scratching, etc.

Excessive disruption of class time - the child requires one on one attention from a teacher at all times. The child continually disrupts the classroom during group time.

Excessive biting.

Excessive disrespect to adults - talking back, hitting, kicking, biting, spitting, throwing furniture or toys at them, etc.

Repeated use of offensive language with children and adults.

Continually exposes oneself.

## Birthdays

Birthdays may be celebrated in your child's classroom. They are usually celebrated after lunch or after the PM snack. Please check with your child's teacher before bringing anything. Cookies work best in the classroom. Cake or cupcakes are very messy and difficult for the classroom setting. If you choose to bring a drink, red punch or grape juice are not allowed. Please do not send anything with peanuts or peanut butter.

We are unable to give out children's addresses for birthday invitations.

## Daily Supplies

All children are required to bring a complete change of clothing. Each item should be labeled with your child's name and placed in a zip lock bag. Please be sure to replace these as needed or as the seasons change. Children occasionally may get wet, muddy, spill paint or food, have "potty" accidents, etc. It is much easier for the child if he has his own clothes to change into when this occurs.

Children that will be staying for nap must provide a child's sleeping bag or twin sheet or twin blanket. These must be properly labeled with your child's name. Blankets should be taken home each Thursday or Friday to be laundered.

## Chapel

Chapel is held each Wednesday from 10:30 to 10:50 AM in the church sanctuary. Our chapel is geared for the preschool age and usually goes along with the Bible theme of the week. The children learn to sit quietly and to respect God's House.

## Meals

All children will be provided a morning snack and lunch. The morning snack is given around 9:00 AM and lunches are served at 11:00 and 11:15 AM, depending on which class your child is in. Afternoon snack is provided around 3:15 for those children staying in the afternoon.

A lunch and snack menu is sent home each month and is posted on the parent bulletin board in the main hall. If your child has food allergies, please be sure that we are made aware of this. If your child's allergies are severe, we ask that you monitor the lunch menu and send a lunch on those days that may not meet your child's needs. It is necessary to clear this with the Director, as we do not normally encourage the children to bring their lunch.

We cannot force your child to eat at any time. We do encourage the children to eat, but can do no more than this.

If your child arrives in the early morning with breakfast foods, he must sit at the table or in the office until he is finished. Please do not send your child with sugary breakfast foods such as donuts, sweet rolls, poptarts, etc. Peanut butter or anything with nuts is also not allowed, due to severe food allergies. Sweet drinks such as sodas or chocolate milk are also inappropriate. The food or drink that your child may not finish will be thrown away. Please mark any containers that you wish returned such as sippy cups or tupperware with your child's name. Children who arrive after 8:00 AM should not bring in any breakfast foods.

Please do not allow your child to bring gum or candy to school.

## Nap Time

All children staying for the afternoon are required to have a rest time. Naps are taken in the afternoon from approximately 1:00 to 3:00 PM. At 2:00, children that are awake will be taken outside or into the multi-purpose room. There will be occasional days, however, that all children must remain in the nap room. State law requires that all children have a bottom sheet and top covering for their cots. We recommend two twin sheets. Bedding should be taken home every Thursday or Friday for laundering and should be returned on Monday. Please be sure that all bedding is clearly marked with your child's name.

## Disaster Preparedness

Fire Drills and Duck and Cover Drills are scheduled on a monthly basis.

Staff members are trained in First Aid and CPR and are assigned different areas of responsibility in case of emergency.

A bulletin board located in the Preschool office has emergency information posted on it.

All staff are instructed in emergency drills and are prepared with an Emergency Manual.

Earthquake and emergency supplies are located in the classrooms and in the preschool shed.

In a lock-down situation all outer doors are locked and curtains and blinds are shut until the emergency is over. Teachers are cautioned to remain calm and to continue in a normal fashion in the classroom.

We are in contact with the local police and they inform us as needed, when we need to keep the children inside and lock down.

Cell phones and walkie-talkies are located in the preschool office and in the classrooms for emergency purposes.

Children will be re-located to the far end of the school parking lot, the school gym, or the football field across the street.

In the event of a chemical spill or other emergency that would require immediate school evacuation and departure, all students will walk to Patriots Park. Patriots Park is located on New Stine and Ming Avenue, adjacent to West High School.

## Smoking, Illegal Substances, Guns

Stockdale Christian Preschool is a non-smoking facility. It is against the law for any smoking to take place in our facility, grounds or parking lot during school hours.

Persons suspected to be under the influence will be asked to leave and another person will be called on your list to pick up the child. The authorities will be called if we find it necessary.

Guns or weapons are not permitted at our facility. If your occupation is, for example, in law enforcement, please leave gun in vehicle.

## Accidents

All teachers are certified in Pediatric CPR and First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on either an **Ouch Report** or an **Accident/Injury Report** form. In the case of minor injuries, requiring only first aid, an Ouch Report will be placed in your child's folder. If the injury is more severe, requiring medical assistance, you or your authorized emergency contact will be called and advised of the situation. At the time your child is picked up, an Accident/Injury form will be filled out. Student accident insurance is provided for all students during regular school time hours. This insurance is supplemental to insurance carried by the family.

## Parent/Child Rights and Communication

As parents or guardians you have the right to enter and inspect the child day care facility in which your child is receiving care without advance notice to the provider. Entry and inspection is limited to the normal operating hours while your child is receiving care. When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment, growth and development. Your child will be given maximum consideration as an individual. We will look after his/her health and safety while at school. We will present a planned program geared to what we believe to be developmentally sound and educationally beneficial. We believe in clear communication between parent and teacher.

We would consider it a privilege to pray with and for you, should you desire it. Please contact the director or your child's teacher with any specific prayer request.

## Parent Information Center

Stockdale Christian Preschool has an information center located in the hallway between the two restrooms. There you will see pertinent information posted regarding a myriad of subjects. Topics include: school calendar, monthly menus, current Bible and Unit Studies, health & safety issues, seminars, and church functions, and upcoming community events. Please take home any of these handouts that interest you. Each classroom has a message board, either on the inside or outside of the classroom where information pertaining to your child's class will be posted.

## Newsletters

Stockdale Christian Preschool sends home a monthly newsletter, There you will find general information about activities held on the campus.

## Parking Lot Rules

1. Loading and unloading can be done at the yellow curb on the Marella side near the preschool. If you will be in the preschool for any length of time, please park in a parking space.
2. The yellow curbed area on the California Ave. parking lot **cannot** be used for dropping off or picking up children. This is designated for church business only. You can, however, utilize the parking spaces in the parking lot.
3. Please drive very slowly in the parking lot area and watch carefully when backing out.
4. If using a cell phone, you must be in a designated parking space, not driving.
5. Please drive slowly on Marella and watch for children crossing to the athletic field.
6. Smoking is not allowed in the parking lot or anywhere on the campus. This is a state law.
7. Do not leave your car unlocked or leave your engine running.
8. Do not leave money, purses or anything valuable in your car where seen, even if your car is locked.
9. Most importantly, **NEVER LEAVE A CHILD ALONE IN THE CAR.** This is against the law. Should you be reported, you would go to jail.
10. Always use a car seat for any child who is under 6 years of age or under 60 pounds.
11. Please do not allow your child to exit the facility without you. It is imperative that the parent/guardian hold the child's hand when traveling to or from the parking lot.