Sunset Christian SCHOOLS

Preschool Parent Handbook

Rev. Jan, 2010
Introduction
Welcome to Sunset Christian Preschool! It is our desire to provide a warm family atmosphere for your child. The preschool program provides an environment in which each child may discover their own relationship with God, peers and the world. Children have an opportunity to do, to explore, to discover, and to create according to their own ability and interest while achieving the skills, knowledge, and attitudes necessary for future growth and development in school. All children need to feel safe, secure, loved, and accepted by their teachers and peers in the school environment.

Sunset Christian Preschool provides a setting in which the parent and teacher establish a mutual trust, confidence and understanding. Both parent and teacher are working toward the growth and development of the whole child.

Admissions/Billing
Enrollment is open to all preschool age children of the community, regardless of racial or ethnic background. To enroll your child at Sunset Christian Preschool a parent/guardian must pick up an enrollment packet at the preschool office. If there is not a waiting list, a registration form along with the non-refundable registration fee must be turned in to the office to guarantee enrollment. Admission of your child is based upon an interview/preadmission appraisal.

Upon enrollment each child must have all forms from the registration packet, required by state licensing and Sunset Christian Preschool, by the first day of enrollment. These forms include: Parents Rights (LIC 995) Personal Rights (LIC613A), Emergency Information (LIC 700), Health History (LIC 702), Immunization requirements, Physician’s Report (LIC 701). The State Department of Social Services requires each child to have a physical examination and completion of the Physician’s Report and Immunization (Form LIC 701) before he/she will be admitted.

The monthly tuition is due at the first of the month, with a ten-day grace period, in order to remain in the preschool. Tuition is non-refundable. Tuition cannot be prorated due to withdrawal (Ex: June tuition is to be paid for the full month, despite the student's last day of school). Fees are to be paid by cashier’s check, money order, cash or personal check. All checks are to be made payable to Sunset Christian Preschool. A $25.00 late fee will be charged if payment has not been received by the tenth. Accounts 30 days in arrears will result in dismissal of your child (ren) until the account is paid in full.

Payment is for reserved time. Fees are due even if the child is absent or attends the preschool for a small amount of time due to illness or vacation. Should any personal check be returned by the bank due to lack of funds, there will be a $25.00 processing charge. If a check payment is returned twice in one year, fees must be then paid by cashier’s check, money order, or cash each month.

Sunset Christian Preschool reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parents/guardians.

Curriculum
Developmentally appropriate lessons are introduced at Sunset Christian Preschool. All activities are fun-filled but with clear educational goals. Our quality educational program features daily Bible lessons, academics, art, music, Spanish lessons, and small/large motor development skills. Limited class sizes allow for individual nurturing of the child’s spiritual, social, physical and mental development.
Prayer
Each child will develop the habit of prayer individually and in groups. Throughout the day children will pray for snacks, lunch and when there is a special need.

Schedule and Ages Served
The preschool offers part time and full time enrollment. Full days are from 7:00 a.m. to 6:00p.m. and half days are from 8:45 a.m. to 12:30p.m.

Sunset Christian Preschool serves children ages 2½ years until eligible for kindergarten. We accept children in the final stages of potty training. Applications are accepted year-round with enrollment depending on availability.

Drop-off and Pick-up
Our sign-in/out book is located in the foyer. The sign-in/out sheets are MOST important; since this is our legal record of the time your child is in our care. An approved adult (18 years of age or older) must sign, in FULL SIGNATURE, your child in and out each day. It is not acceptable for you to remain in your car and send a sibling to pick-up. We must have written or verbal permission by the legal parent/guardian in order to release your child to any adult other than those you have indicated on your emergency form. Adults other than the contracted parents/guardian will have to show a driver’s license with picture I.D. in order to pick up your child. Any custodial parent has the right to pick up the child (ren) and is considered on the form unless there is a court forbidding contact or a restraining order against drop-off/pick-up.

Full-day students: Full day hours are from 7:00a.m. to 6:00p.m. A fee of $5.00 will be assessed against any parent/guardian who arrives to pick up a child after 6:00 p.m. and an additional $1.00 will be charged each minute after 6:05 p.m. This fee must be paid in full within 24 hours. If a parent/guardian is late three times, it is a reason for termination.

Half-day students: Half day hours are from 8:45a.m. to 12:30p.m. A fee of $5.00 will be assessed against any parent/guardian who arrives to pick up a child after 12:30 p.m. and an additional $1.00 will be charged each minute after 12:35 p.m. This fee must be paid in full within 24 hours. If a parent/guardian is late three times, it is a reason for termination.

According to the Health and Safety Code (Sec 1596.857), Sunset Christian Preschool may deny access to an adult whose behavior presents a risk to children present in the facility. Furthermore, the preschool may deny access to non-custodial parents or guardian if so requested by the custodial parent or legal guardian.

Absences
If your child will not be attending preschool on his/her scheduled day please call or write a message in the parent communication book, located by the sign-in/out book. Please notify the preschool by 8:00 a.m. if your child is going to be tardy. Class begins at 9:00a.m. It is important that students are on time. When students arrive late to class it is very disruptive to the other students/teacher.

The preschool cannot deduct from your tuition or trade days for illnesses, absences or holidays. Your tuition pays for direct operation cost: i.e. staff, snacks, materials, etc. All of these must be available to your child. When you enroll you are reserving the time, space, staffing, and provisions for your child whether he/she attends or not.
Personal Appearance
Students are to dress appropriately and accordingly to the weather. Children should wear casual, washable play clothes. Simple self-help clothes, free of complicated fasteners are very important to a child’s independence. We request that girls wear shorts under their dress. Clothing will not be allowed that display violence, sex, or anything deemed unacceptable by the preschool. The following attire is not permitted: halter tops, spaghetti straps, cut-off shorts, flip flop sandals, and open toe sandals.

Outdoor activities are held nearly every day, weather permitting. All children NEED to have a sweater or jacket at all times. Label ALL clothing with your child’s first and last name.

We ask that all students come to school with clean clothes and hair and teeth brushed. Children should have 2 complete changes of clothing available at the preschool at all times. They should be in a zip lock bag labeled with your child’s name.

Program Activities and field Trips
Sunset Christian Preschool maintains a daily schedule, which defines the typical sequence of events during a normal day for your child. The time schedule posted will be approximate and allows flexibility to follow the interests and choices made by the staff and the students. The preschool includes time for indoor and outdoor (weather permitting) activities such as art, Bible study, phonics, enhancing large and small motor skills, letter recognition, language skills, large and small group games, science exploration, music, and manipulatives. Time is also provided for eating, clean up, transition, personal needs, and hygiene.

Sunset Christian Preschool will schedule 3-4 field trips throughout the school year. Children will be transported by 12 passenger vans, which are fully maintained and safety inspected by the vigorous standards of the California Highway Patrol. Children weighing less than 60 lbs or under the age of 6 must ride in a car seat provided by the parent. Field trips are a privilege and the preschool may deny that privilege to any student for behavioral reasons. All students must have a signed permission slip in order to attend any field trip. Permission slips will be sent home prior to the activity.

Parties/Birthdays
The preschool enjoys celebrating holidays. If a party occurs on the day your child is not scheduled to come, your child is welcome to participate if a parent/guardian stays during the whole activity. Notices will be sent home for parent support and/or donations.

Students are welcome to bring special treats for birthdays. This is a special and fun time at preschool. The birthday child is honored with personal recognition. Please contact the director or child’s teacher for the class number in advance. Please send cupcakes (no cake) and/or finger food only.

Snacks/Lunch
A nutritious breakfast and afternoon snack will be provided. For full-time students, lunch may be brought from home or purchased for an additional cost. We ask that the lunches brought from home be nutritious and contain a minimum of sugared treats. Peanut Butter is not permitted due to students with severe peanut allergies. Preschool will supply milk, so please do not send a drink with your child’s lunch. If lunch is forgotten, parents will be called to bring a lunch immediately. Hot lunches are only available if pre-ordered and purchasing a hot lunch will not be an option if a lunch is forgotten.
Nap Kits
Please send your child with a nap kit at the beginning of the week. Nap kits must include a child size favorite blanket, pillowcase and fitted crib sheet with your child’s name. They must be kept at school and will help your child rest better with something familiar. These items will be sent home weekly for washing on the last day of the week. If your child does not have a nap kit, you will be required to rent a kit for your child to use at a fee of $5.00 per day to offset the cleaning fee.

Emergency Contact
Your emergency form/cards must have the same names, addresses, and phone numbers (work/home numbers) of local adults you wish us to contact in any emergency when we cannot reach you, the parent or guardian. These are the only adults to whom we will release your child. The form is not considered complete without at least two (2) local people and their home/work phone numbers. If your child has not been picked up by 6:00 p.m., one of the adults on the emergency form will be contacted to pick up your child (ren). The late fee is due within 24 hours. If no one on the form can be reached, and you have not picked up your child (ren) by 7:00 p.m. the preschool will contact the local protective services. The preschool is licensed until 6:00 p.m. and cannot operate after this time.

Medical Assessment and Medication Authorization
A health assessment will be done each time your child is signed in. The assessment is to determine the advisability of having your child be in care both for their health and the health of others. Parents shall be responsible for assessment of their children's health before coming to the program as well.

A parent should report any illness or medical condition having occurred since the child’s last attendance at Sunset Christian Preschool. If a child attended the prior day and was sick during the night, do not expect to bring the child the next day. There should be no fever or illness for 24 hours before returning to preschool. Please report any contagious condition as soon as you become aware of the problems. Examples would include chicken pox, lice, and flu-like symptoms.

If a child is returning after 5 or more days’ medical absence, a note from a doctor or clinic is required. The note should include any medical condition or restrictions we should be aware of regarding your child. If the child is not able to resume the activities at the preschool, the director reserves the right to delay re-entry.

If a child becomes sick at the preschool, we will call you or another adult from your emergency form to pick up the child. You are expected to respond within 30 minutes, to have your child picked up. If your child has an emergency situation, involving either a medical or dental problem, all efforts will be made to contact the parent/guardian. First aid/CPR will be administered by trained staff and 911 will be called. The Consent for Medical Treatment (LIC 627) will be presented to authorize emergency medical or dental care prescribed by a duty licensed physician or dentist. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of the child. The physician and dentist to be used are listed on the identification and emergency information provided by the parent.

The preschool will administer medication to children if the following provisions have been made:

- Parent/guardian must fill out our Medication Authorization Form which includes directions for time of administering and written permission from you.
- Parent/guardian must bring in a prescription bottle clearly labeled with the name of the child who will receive the medicine.
• If the medication is over-the-counter, a note from the doctor authorizing the use of the medicine and the duration of administering must accompany the drug. All medicine must be in the original container.

State Licensing
The parents/guardians are hereby made aware that the State of California Licensing Agency (Community Care Licensing) has the following authority:
• To interview children, or staff, and inspect and audit child or facility records without prior consent.
• To observe the physical condition of the child (ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and have a licensed medical professional physically examine the child (ren).

Rights of the Parents
Each enrollment packet provided for the parents shall contain a NOTIFICATION OF PARENTS RIGHTS. This form is intended to meet the requirements that parents or guardians be informed of their right to enter and inspect the preschool facility where the child is receiving care. The parent is required to complete the bottom of the form and return it to the preschool facility acknowledging the receipt of the top of the form. The parent should keep the top of the form. The bottom portion will be retained in the child’s file.

Personal Rights
Each child receiving services from a preschool facility shall have the right to include, but are not limited to, the following:
• To be accorded dignity in his/her personal relationships with the staff and other persons.
• To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
• To be free of corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication aids to physical functioning.
• To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
• Not to be locked in any room, building, or facility premises by day or night.
• Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Behavioral Expectations
It is the policy of this preschool that children, parents, and staff will be treated with respect at all times. Therefore, we ask that parents refrain from spanking or striking their child in the preschool. Abusive language from children, staff or parents is not allowed. A misbehaving child is treated with love, gentleness, and courtesy without ridicule. He/she is redirected into constructive activities. If reasoning and positive redirection is ineffective, he/she will be asked to sit on the “time-out chair” until he/she is ready to participate in the ongoing activities. If behavior problem persists a note is sent home and a teacher conference may be scheduled. Corporal punishment is neither performed nor acceptable means of discipline by the preschool staff.
Withdrawal
At least two weeks written notice must be given when withdrawing your child. Failure to give notice will result in two weeks billing fees. Tuition is non-refundable. We would appreciate a few minutes of your time to let us know if you are leaving for personal reason or because the preschool is not meeting the need of your child(ren).

Termination
PLEASE NOTE THESE REASONS. Enrollment is withdrawn or postponed if:

- The experience is too stressful for an individual child. Each child is accepted into the preschool on a probationary basis for the first two weeks. During this time, the child can be dismissed without prior notice and any unused pre-paid fees will be refunded.
- The child’s behavior is having adverse effect on other children
- Failure to pay your tuition
- Continued lateness in picking up you child(ren)
- Failure to comply with our health and safety policies which includes: failure to submit appropriate emergency forms including names to be called for emergencies; failure to sign-in/out properly; failure to honor the contract agreement; failure to submit any required paperwork in a timely manner.

A notice of Action will accompany any of the above and a Termination Conference can be scheduled by the parent for any reason. Refund of prepaid tuition will take up to 4 weeks to process, if a refund is applicable.

In Conclusion
A child’s early years are critical to their future growth and development. We are committed to providing a place where your child can have an enjoyable learning experience.

If, at any time, you feel there is an area in which we could improve, let us know! If there is anything at all that you want to communicate to us (problems, solutions, needs, or even compliments), just give us a call at 443-5594.

God Bless!

Sunset Christian Preschool Administration