



Christ Community Preschool

Family Handbook

A gospel centered Kindergarten prep preschool serving the Saddleback Valley since 1973

25382 Mackenzie Street, Laguna Hills, CA. 92653

(949) 586-5030

Administration

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www.ccclh.org/ccp

STATEMENT OF NON-DISCRIMINATION: Christ Community Preschool is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin, or ancestry.

Dear Preschool Families,

We welcome you to another school year at Christ Community Preschool. At our school we desire to partner with you in training up your child in the way they should go.

Within these pages you will find the rules of our school, an explanation of the services we offer, and our expectations for the early childhood education for your child. You will also find specific directions for implementing any of the procedures necessary for your involvement in our school. We hope you will find this information useful.

We look forward to serving you, your child and family throughout the coming year. If you have any questions, please contact us at the preschool office during business hours M-F (949) 586-5030 or director@ccclh.org.

Thank you for trusting us with your children.

In His service,

Cathi Hamen, Director

Laura Hedberg, Assistant Director/Junior Kindergarten Lead Teacher

CHRIST COMMUNITY PRESCHOOL Operating Hours

7:30-5:30 pm

8:30-12:30 Lunch & Play Program

7:30-3:30 Full Day Program

7:30-5:30 DC+ Program

Morning Drop Off: (Please use cell phone to sign in each day)

Lunch & Play Students Drop off 8:30-8:45 in carpool line or park and walk to gate

Full Day Program/DC+ Students: 7:30-8:45 in carpool line or at the gate

Afternoon Pick Up Policies: (Please use cell phone to sign out each day)

Lunch & Play Students: Pick up at the gate at 12:30 pm

Full Day Program: Pick up at the gate at 3:30 pm

DC+ Students: Pick up at front door Room 105 or 106 after 4:30-5:30 pm.

General Summary of a school day

7:30-8:30 Morning Daycare

8:30-8:45 Lunch & Play Students arrive

8:45-11:30 Morning Enrichment

11:30-12:30 Lunch & Recess

12:30-1:00 Room 101/102 extra recess with Nap 1:00-2:30 pm

12:30-2:30 Nap Time

2:30-3:30 Clean up/Snack/Recess

3:30 Full Day Students dismissed

3:30-5:30 DC+ Afternoon Play

CCP Calendar: Holidays, vacation days and school events are indicated in the yearly school and monthly calendars.

Academic Program Drop-off/Pick-up Times

Our academic time is from 8:45 am - 11:30 am. In order to not disrupt the class and the learning that is happening, please make arrangements to be prompt when dropping your child off and picking them up on time. This provides security and trust for your child and also teaches them timeliness and respect.

Full Day and Day Care Plus Program Drop-off/Pick-Up Times Children enrolled for full day/DC+ programs can be dropped off between 7:30 - 8:45 am and pick up time is no later than 3:30/5:30 p.m. depending on enrollment. Please let the office know ahead of time if you need to pick your child up early, so we can plan accordingly.

ARRIVAL & DEPARTURE It is required by state law that each child arriving to and departing from the preschool must be signed **BOTH IN** and **OUT** each day of attendance. At Christ Community Preschool we utilize the Playground App to maintain attendance records.

Pick-Up Authorization: A child may only be picked up by an **adult(s) over 18 years of age**, authorized by the legal guardian. The Identification and Emergency Information Form provides a place for the legal guardian(s) to indicate those who would be authorized to pick up their child. *If the child is to be picked up by someone not appearing on that list, the parent or guardian must provide the preschool director with written, and dated authorization before the child can be released from school.* The first time a new authorized person picks your child up, please remind them to show their ID at pick up. *In legal custody situations (i.e restraining orders, etc)... documentation **MUST** be on file in the office with the director. The proper documents must include the court's official signature.

CHRIST COMMUNITY PRESCHOOL GOALS – (Spiritual, Academic, Physical, Social, Emotional)

Our goal is to provide a quality, safe environment and academic and developmental program consistent with the highest standards which will allow each child to develop at their own rate of development.

ACADEMIC

1. To expose the child to basic academic skills
2. To prepare the child for kindergarten through a developmentally academic program.

SPIRITUAL

1. To teach the children an accurate view of who God is
2. To help the child develop a love for others.

PHYSICAL

1. To protect the health and safety of each child and help them to develop physically.
2. To encourage the development of large and small muscles.
3. To help the child learn good health habits.

EMOTIONAL

1. To develop the feelings of competence, independence and satisfaction in the mastery of new skills.
2. To build a positive attitude towards education for the present and future.
3. To help the child develop a sense of responsibility.
4. To stimulate the child's curiosity and imagination and contribute to their development of ideas and concepts.
5. To encourage the child to gain a deeper understanding, a greater awareness, and appreciation of the world and others around them.

SOCIAL

1. To help the child develop a sense of self-acceptance.
2. To provide an environment that will foster a sense of security in the child.
3. To help the child express themselves in a positive and healthy way.

CCP GENERAL POLICIES

ADMISSION TO PRESCHOOL

Enrollment is open to children 2 years 10 months and must be **fully potty trained** prior to attending our school. Our program begins in August, hence the requirements must be met BEFORE the first day of school. **We understand accidents happen, however if a child entering our three year old program requires repeated assistance with potty training an additional fee of \$100 will be charged to the family's account. With each consecutive month that passes with your child needing assistance the price will increase by \$25.**

If the preschool has no opening at the time of initial contact, your child may be placed on a waiting list. There is no registration fee due to be on the waiting list until a spot has opened within the program.

Completion of the NEW Student Registration packet including the immunization records is due on or before the first day of school. All immunizations must be up to date with a current Physicians Report filled out by the doctor.

FEES

Registration: This fee is non-refundable and **must accompany the registration packet** at the time it is turned in to reserve your child's spot.

Curriculum: All students will be charged a one-time yearly fee for student supplies, buckets, t-shirts, classroom supplies and other necessities.

Late: Late pick up fees occur when parents are late to pick up their child.

1st offense: grace

2nd offense: \$1 per minute

3rd and future offenses: \$5 per minute

WITHDRAWAL FROM PRESCHOOL

Should you find it necessary to withdraw or change your child's schedule from our preschool program, **a 30-day advance written notice must be given via email to the director, director@ccclh.org.** The family will be responsible for tuition for that **period**, and any other fees which are due (registration, curriculum, enrollment, etc) A \$25 service fee may be charged for multiple changes to a child's schedule.

TUITION:

Please refer to the rate chart in effect at the time of registration.

(Subject to change if the Director and the Preschool board deem it necessary to cover costs. A 30 day notice will be given, if possible.)

- 1. Tuition Due** - Tuition covers a 9 month school year and is broken into 9 equal payments. Tuition is due the 1st of each month. Tuition is late if **not** received by the 5th of each month. Past due accounts may jeopardize your child's attendance. *Tuition should be paid by check, money order or Tuition Express.
- 2. Late Fees** - A \$25 late fee will automatically apply to your account on the 6th, if tuition

payment including late fee is not received in full by the 15th an additional \$50 late fee will automatically apply to your account on the 16th.

Tuition payments outstanding more than 30 days could result in the student being withdrawn from the program.

3. **Returned Checks** - Any applicable bank fees will be charged for all returned checks. Personal checks will not be accepted from families after 2 checks have been returned by the bank.

4. **Multiple-Child Discount** - A 10% discount is applied for families having more than one child enrolled in the preschool simultaneously.

5. **Absentee Credit is NOT given** for any day(s) that your child will be absent from preschool, regardless of the reason; i.e., illness, holidays the preschool is closed, or vacations.

6. **Schedule Changes** - A fee of \$25 will be charged for scheduled changes after October 1st of the school year.

7. **Summer Tuition** - Tuition is due upon the start of our 8-week summer program and paid in monthly installments.

DISCIPLINE:

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of adults other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies.

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group (Time-out) – one minute for each year of age.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns with a phone call, email or note on his or her bucket.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on the other children, adults or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

Discipline Procedures for disruptive behavior

- Disruptive behavior will be addressed with a phone call. A report will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. It will also explain how the situation was resolved. The behavior incident will be documented for student file and parents
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

HEALTH AND SAFETY OF YOUR CHILD

SICK POLICY at Christ Community Preschool

Your child's health and safety are our number one priority. In accordance with State law, and for the protection of the other children, a child who is sick may not remain in school.

Please keep your child home if your child exhibits the following symptoms:

1. Fever within the past 24-48 hours and is still taking medication to relieve symptoms.
2. Prescribed an antibiotic, we request that your child please finish the prescription and bring a doctors note clearing child to return to school
3. If he/she has a heavy nasal discharge.
4. He/she has a constant cough.
5. He/she is fussy, cranky, and generally not themselves
6. He/she has symptoms of a possible communicable disease, reddened eyes, sore throat, headache and abdominal pain, plus a fever.
7. If your child has head lice or nits. Please check your child's hair regularly for nits. Notify the school if the child has head lice. If a child is found to have either lice or eggs, the parent will be called. The child must be taken home and treated. When a student is identified with live head lice, the parent will be called and the student will be picked up and can return to school once treatment has commenced and no nits are present.

***Please always notify the school at once if the child does have a communicable disease. (All conversations are confidential).**

Your Child May Come back to school if...

1. The cold is over, but is left with a **minor** clear nasal drip.
2. School personnel have checked to make sure all nits and head lice have been removed.
3. Documentation is provided from health care professionals that a child is no longer contagious from a communicable disease.

Medications:

Medication and/or needed medical supplies must include the original label with the child's information, doctor's information, usage information, and expiration and stored in the appropriately labeled drawer in the office bathroom out of reach of the children. In the case that refrigeration is needed, a special compartment is labeled in the staff lounge refrigerator for appropriate storage. The director or appointed staff will administer medication/service as requested or needed. Expired medication will be returned. **ALL medications** are to be delivered to the preschool office. **NEVER leave any type of medication in your child's bucket or lunch box.** (this includes but is not limited to... vitamins, cough drops, inhalers, sunscreen, chapstick, hand-sanitizer, etc.)

Sickness at school:

When, while at school, a staff member notices a child not feeling well or exhibiting symptoms of being ill, the child will be sent to the director's office for a second consultation. In the event of an illness, authorized family members will be called to come and pick up the child. The child will remain in the director's office, away from the other children until the family member arrives.

GENERAL INFORMATION

SCHOOL ABSENCE: If your child is going to be absent from school for illness or any other reason, it will be greatly appreciated if you would report the absence on our Playground App before 8:30 am, this allows our teachers to plan accordingly.

INSURANCE: Christ Community Preschool carries full general liability insurance for the property and buildings. It is the families' responsibility to provide ample insurance to cover your child's medical, optical, or dental needs. The Preschool does not provide such coverage for the children.

CCP ARRIVAL/PICK UP PROCEDURES: Our morning carpool drive through line is a perk at Christ Community Preschool. Enjoy the benefit but you are also welcome to park and walk your child up to the gate, please drive safely in the parking lot. Parents are to sign in and out daily. **Rainy Days are Park and Drop off days.**

OBJECTS FROM HOME: Toys and other items may be brought for "Share Time" only. *See classroom teachers monthly newsletter for "share days." The item will remain in your child's bucket or teacher's basket before and after "Share Time." **Share Day Guidelines :** Mark items with your child's name, items should fit easily in your child's bucket, and the Preschool is **NOT** responsible for lost or damaged items. **The following items may NOT be brought to school:**

NO guns, balloons, match box cars, money (coins), breakable items, sharp items, scary items candy/gum, pillows, small toys, pacifiers and small items (easily swallowed) or live animals.

Minor Injuries: If your child receives an injury (bump, scrape, etc.) at school, a **written "Ouch" report** describing the incident and treatment given. In the case of a more serious injury, the child will be taken to the director's office for evaluation, emergency contacts will be called, and a plan of action will be created in the best interest of the child and the situation. All incidents will be documented and a phone call or email will be received by the parent if needed.

CLASS SIZE/Ratio:

To ensure quality teacher-student interactions, each classroom has one teacher and one classroom aide (class size varies with age.)

2:16 Rooms 101 & 102 (Junior K/Transitional K)

2:14 Rooms 105 & 106 (Old 3 & Young 4)

2:14 Room 104 (Young 3 class)

SNACK AND LUNCH: Please pack a lunch for your child with one morning snack & a healthy lunch; Full day students also need: an after nap & DC+ snack. Please avoid excess sugar. For safety reasons, please do **not** send glass or aluminum cans. We are not able to store or heat lunches. Lunches are kept in your child's bucket in the shade. Reusable ice packs are permitted. **Students should be able to easily carry and open their lunchboxes and water bottles.**

BIRTHDAY PARTIES & HOLIDAY FESTIVITIES: Please make advance arrangements with your child's teacher if you would like to send or bring in a birthday treat (*must be store bought and label clearly marked*) for your child's birthday or special holiday. Please avoid excess sugar. Your child will enjoy bringing something to share with his/her classmates. Your teachers will make a special birthday crown on their birthday. Summer birthdays will be celebrated in the springtime.

SCHOOL COMMUNICATION: The latest preschool announcements will be emailed directly and posted on our Playground app. All School calendar and classroom newsletters will also be provided by the school office and classroom teacher. Please read these when they are emailed home the first of each month and keep it handy ALL month long so you won't miss a beat!

TEACHER CONFERENCES: Conferences will be held with each child's parents in February for rooms 106, 101 and 102. Our three year old classrooms will have conferences in March. However, you may contact the office, The Playground App or call the office to schedule a conference any time you feel it necessary.

CHILD OBSERVATION AND ASSESSMENTS:

Children are observed regularly and a formal assessment is given three times yearly, August, January and May in each classroom.

Referrals will be made to outside agencies, as needed. Intervention strategies or adaptations will be used in the classroom based on the results of these screenings or family concern.

SoCal Sensory Screening will be offered in the spring to screen for hearing, vision, speech/language, and gross/fine motor skills.

(*This is an extra expense to parents)

Yearly Health Screening:

Form LIC 701- Physician's Report is required annually upon enrollment to encourage your family to visit the physician year and verify all immunizations are updated.

NAP TIME at CCP (Daily 1:00 pm -2:30 pm/1:30-2:30 for Rooms 101 & 102): Rest is important for growing little bodies. By licensing regulations, we are required to provide all full day children a quiet rest time each day. *The staff can not wake a sleeping child by touch, as it infringes on their personal rights. If you are picking up your child early before nap is over, please come to the office. If your child is asleep, we will have you wake your child up.* Students do not have to sleep but they must lay down quietly and not disrupt others. For reasons of health and safety, State law requires that the following items used during nap time be provided for your child daily. We recommend a toddler size sleeping mat, often found on Amazon (*nap mat should be age-appropriate for students to easily roll up on their own*). **State law prohibits the use of pillows** for health and safety reasons. A SMALL stuffed animal is permitted for nap only.

CCP Dress Code: Please ALWAYS label belongings with the child's first & last name

What to Wear: Your child should wear comfortable play clothes and supportive shoes with rubber soles, all of which fit properly (not too small or too big). This will allow your child to easily play and use the bathroom while at school. All clothing items worn should be easy for your child to take on and off, button, snap or zip themselves, and easily washed. In order for each little girl to experience complete freedom during our outdoor play, **girls need to wear shorts or tights under all dresses and skirts.**

Change of Clothing in bucket: Please place one change of clothing in a gallon size Ziplock bag to remain in the bucket until needed. Please include socks. Clothing should be marked with your child's name and remain in your child's bucket. Change as the weather changes and as the child grows.

Seasonal Clothing: light sweater or jacket is often needed. Mornings and late afternoons can be cool.

- **Spring/Summer** - Cooler clothing should be worn, especially in summer.

CURRICULUM & HOLIDAYS: Christ Community Preschool offers a Christ-centered curriculum. All activities relate to our teaching in God's Word, the Bible. Because we feel so strongly about the Bible, our holiday curriculum is biblically-centered.

- **Halloween** - Focus point is harvest time, we know that dressing up is fun for preschoolers so we have a special dress up days on or around Halloween.
- **Christmas & Easter**-Focus point is the birth and death and resurrection of Jesus Christ. Santa Claus and the Easter Bunny **do not play a part** in our curriculum. Please understand that we do not teach against the secular traditions, but our emphasis is Biblical.

Academics at CCP: Three old classrooms are developmentally appropriate exposure to letters, numbers, colors and shapes. We use the Learning & Handwriting Without Tears program for our younger classrooms. Our two pre kindergarten and Junior kindergarten classrooms focus on Kindergarten prep. mastering letters, numbers, phonics and manuscript writing while utilizing the Abeka Curriculum. The whole school is on the same academic plan each month, just teaching and learning at each level.

Monthly CHAPEL at Christ Community Preschool: The Bible is taught daily in the classrooms. We are studying the Bible from Genesis - Revelation. Twice a month, all of the children and staff go to the main sanctuary for an age appropriate Bible lesson taught by one of Christ Community Church's Elders or other Ministry leaders from CCCLH.