



# IMMANUEL

## BAPTIST DAYS SCHOOL

### Parent Handbook

Stepping into God's Kingdom

"Trust in the Lord with all your heart...  
Then he will make your paths smooth and straight."  
Proverbs 3:5-6

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School Hours:  
Monday - Friday  
6:30 a.m. - 6:00p.m.

#### WEST CAMPUS- SAN BERNARDINO

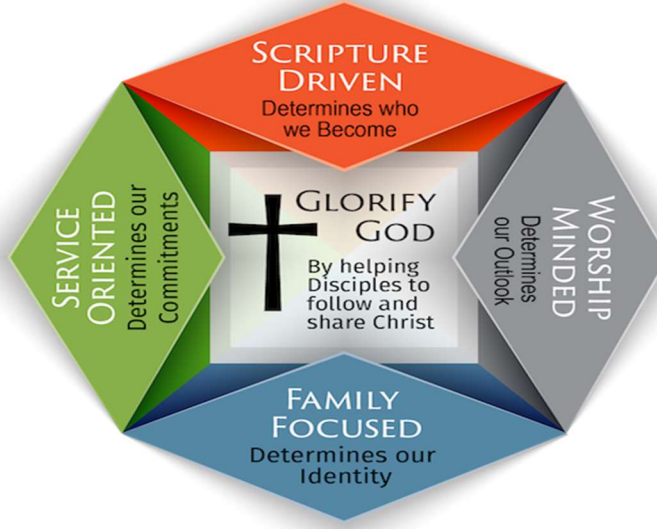
1094 E. Baseline, San Bernardino, CA  
909-888-7470  
Preschool License 364845686

#### EAST CAMPUS- HIGHLAND

28355 Baseline, Highland CA  
909-862-6641  
Infant License 364830517  
Preschool License 364801544  
School Age License 364803616

### Mission Statement

Share Christ with our community by providing an excellent early childhood education and childcare program.



### Our Philosophy

The prayer and intention of Immanuel Baptist Church is to allow God to have preeminence in all activities and practices at Immanuel Day School.

We believe the Bible is God's Holy Word, infallible, inerrant, relevant, and applicable to all areas of life. We shall seek to conduct all matters in the light of what He has revealed in His Word. We believe that He entrusted the nurture and care of children into the hands of their parents, and that parents must hold this as a sacred trust. We endeavor to assist them in meeting their responsibility by providing excellence in spiritual, moral, and academic training, respect of authority and love of country.

Our goal is that God, parents, church, and school form a unique bond that enables children to grow spiritually, socially, physically, emotionally, and cognitively.

Knowing that children respond as much to lifestyles as instruction, we will seek the direction of the Holy Spirit in matters of administration, policy, and teacher selection to insure a program specifically geared to meet the needs of the whole child. Understanding that there are differences in learning styles, we will work to provide the best possible teaching environment for each child.

Our sincere desire is to lead each child to the knowledge of the Lord Jesus Christ. We will, with the parents and the church, see that each child is brought up in the "nurture and admonition of the Lord."

### Goals of Our Educational Program

Immanuel Day School's preschool program of education has specific goals that are related to the child's total needs. Our most important goal is to share with the child God's love and care for him/her as exhibited through Jesus Christ and the church. We are also committed to helping children develop social competence and become enthusiastic learners. Children should be eager to explore and feel confident about their increasing skills. The preschool program encourages children to be active and creative explorers who are not afraid to try out their ideas, and to think their own thoughts. To achieve these goals the preschool will address objectives in the following areas:

#### **Spiritual**

to help children know that Jesus was the son of God and to understand His love for them; to memorize holy scripture; to know that God made him/her as a person of worth; to be grateful to God for making the world good and beautiful; and to develop positive attitudes about all things associated with God, and to nurture positive feelings toward all others

**Social**

to help children feel comfortable in school; trust the new environment and caregivers; make friends; and feel they are a part of the group

**Emotional**

to help children gain internal confidence and independence regarding learning, and consideration and self-control concerning interactions with others of all ages

**Cognitive**

under close tutorial, we stress students trying out of their own ideas, asking questions, and using words to describe themselves and their reasoning processes, observations and feelings

**Physical**

to help children increase their large and small motor skills and feel confident about what their bodies can do.

**Goals to Help the Children Learn:****Understand God's Love**

- have positive feelings about people and things associated with God
- know that Jesus was a very special person
- be grateful that God made the world good and beautiful
- know that God made him/her and that he/she is a person of worth

**Learn About Themselves**

- feel valued and secure in their relationships
- feel competent and proud about what they can do
- feel supported as they express their independence

**Learn About Their Feelings**

- communicate a broad range of emotions through gestures, sounds and, over time, words
- express their feelings in appropriate ways

**Learn About Others**

- develop trusting relationships with nurturing adults
- show interest in peers
- demonstrate caring and cooperation
- try roles and relationships through imitation and pretend play

**Learn About Communicating**

- express needs and thoughts without using words
- identify with a home language
- respond to verbal and nonverbal commands
- communicate through language

**Learn About Moving and Doing**

- develop gross motor skills
- develop fine motor skills
- coordinate eye and hand movements
- develop self-help skills

**Acquire Thinking Skills**

- gain an understanding of basic concepts and relationships
- apply knowledge to new situations
- develop strategies for solving problems

## **Enrollment Information**

In the administration of its educational and activity programs, the Day School does not discriminate based on race, color, national or ethnic origin in the administration of its educational or admission policies, and any school administered programs. Admission is predicated upon approval of a completed application, determination of a child's suitability for a considered program, payment of all fees (all accounts must be current, with no monies owed), a signed admission agreement, parent compliance with all school rules and policies and classroom availability.

### **Registration Packet**

Parents need to fill out a registration packet when applying for enrollment and submit the required forms and documents along with a non-refundable registration fee. Upon receipt of the completed registration packet and the registration fee, a review of the application will begin. If approved, parents and a Day School representative will sign an admission agreement to complete the child's enrollment; also, at this point, any fees and/or tuition amounts due must be paid. Parents of currently enrolled students that owe monies to the school will not be permitted to re-enroll and/or enroll first time students until their account is current and paid in full. (Note: As the registration packets contain important information pertaining to children, it's vital that it be accurate, concise and clear, and that subsequent changes to it be provided to the Day School business office in a prompt manner.) Admission is predicated upon approval of a complete application, determination of a child's suitability for a considered program, payment of all fees, a signed admission agreement, parent compliance with all school rules and policies and classroom availability.

### **Admission Agreement**

The Day School admission agreement is a document required by Title 22 regulations and which defines the terms and conditions the Day School contracts to provide, as well as childcare services which parents agree to receive. The completed agreement is kept in a child's file, with parents receiving a copy. This same agreement is required for new student enrollments.

### **School Fees and Tuition**

All required fees, deposits and/or first week/month tuition amounts must be paid by 11:00 a.m. two business days prior to the start of attendance. Payments received by Tuition Express (direct debit) will start the following week or month.

### **Waiting List**

If requested enrollment space at the Day School is unavailable, a child's name can be placed on a waiting list by completion of the relevant form. Successful enrollment will take place as space exists in the following priority:

- Students with family members enrolled in the program
- Placement on the waiting list

### **Classroom Placement**

The Day School does not guarantee that a child will be placed in a specific classroom and/or with a specific teacher. As such, parent requests for a classroom and/or teacher cannot be considered. The school is confident about the character and qualifications of all teachers, having determined their love of God, educational credentials, work experience, creativity, and unique talents. The Day School staff collaborates to place children in classrooms that they feel provide the best blend of teachers and students, giving special consideration to the individual needs of each child. Parents are asked to respect classroom placement decisions through the support of, and cooperation with, teachers and administrators.

### **Department of Social Services-Community Care Licensing**

The Day School is governed and complies with the Department of Social Services-Community Care Licensing rules and regulations and is required to comply with all other state and federal laws and regulations. Under state law, the California Department of Social Services has the right, at any time and without notice or prior consent, to:

1. privately interview children or staff at any licensed child care center;
2. inspect and audit children's records.
3. observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement; and
4. have a licensed medical professional conduct physical examination of children.

### **Open Door Policy**

The Day School has an open-door policy. Parents wishing to visit the school without notice are asked to observe school security procedures and to understand that such visits may upset the child if the parent(s) leave without taking the child

with them. Parents must agree that, at the completion of a visit, an upset child must be taken with the parent if deemed necessary.

### **Withdrawing from School**

The Day School requires a **two-week written notice** when a child is to be withdrawn from enrollment. If circumstances necessitate withdrawal short of a two-week notice, such as for the safety and/or health of yours and/or other children, the school may direct that the child be withdrawn immediately.

### **Code of Conduct**

Immanuel Day School provides a safe, warm, and loving environment for our children, parents and staff characterized by a climate of mutual respect and responsibility. We want every child to feel a sense of belonging and that people in our school community are respectful and fair.

Parents will not imply and/or make verbal threats by threatening phone calls, verbal and/or written threats of violence against any person (child or adult) or property. Physical threats will not be tolerated and will be cause for immediate dismissal of their child from the Day School. Parents are not permitted to discipline or interrogate another parent's child while in the Day School's care and on our campus.

Parents indicate their acceptance and approval of the school's code of conduct by enrolling their child at Immanuel Day School. Parents who choose not to cooperate with the school's code of conduct and its policies jeopardize their child's enrollment.

### **Discipline**

The staff of Immanuel Day School is committed to providing a positive, structured, and nurturing environment for children, understanding that our adult behavior, attitudes and words are models for students. Primary among those things the school endeavors to instill is discipline, regarding both academics and interrelationships. While standards and goals are clearly delineated,

allowance is made for the developmental level of individual students. Below are some intervention techniques that may be used in response to the negative behavior of a child.

- Redirection
- Offer choices and inform of consequences
- Reinforce appropriate behaviors
- Close physical supervision
- Teach and encourage the use of conflict resolution strategies
- Verbal reminders
- "Thinking Time" (independent time for reflection, one minute per age of child)
- Behavior reports to parents.

If these interventions fail to bring about an improvement in behavior, the following steps may be taken:

- Phone call(s) to parents advising of situation
- Parent may be called to pick up the child early from school
- Meeting(s) with parents to review issues and develop strategy (may be required prior to returning to school)
- Suspension of child from enrollment
- Termination of child from enrollment

The following behaviors are not acceptable at school:

- Bullying
- Behavior that may cause physical harm to the child, other children, the staff and/or school property
- Behavior that consistently disrupts classroom routine and does not change with appropriate interventions by school staff
- Any behavior that threatens, distresses, intimidates or otherwise adversely affects another child or staff member
- Failure to comply with any directive from a staff member
- Profane, foul, obscene or aggressive language

In such cases as suspension or termination, there is no refund of registration fees or tuition payments. If pick up of the child is required, it must be done within one hour of being notified. If the child has not been picked up within this time frame, a fee will be charged until the child is picked up. The charge amount can be found on the Admission Agreement.

If circumstances are such that misbehavior imperils any child, immediate withdrawal (and enrollment termination) may be necessary. The school reserves this right as a necessary condition to maintain safety. Additionally, if the child has been suspended from their public/private school, they will not be permitted to attend Immanuel Day School for the duration of their suspension. The above policies are at the discretion of the school directors, and subject to modification depending on individual cases and/or overall policy.

Soliciting the Day School prohibits the posting or distributing of any material on school property and/or surrounding grounds that has not been approved by the Director of Facility Management, and which is not reflective of our core values and beliefs.

### **Personal Rights**

Child Care Centers Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following: (1) To be accorded dignity in his/her personal relationships with staff and other persons. (2) To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs. (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning. (4) 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. (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child. (6) Not to be locked in any room, building, or facility premises by day or night. (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency. THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS: Community Care Licensing, 3737 Main Street, Ste 700, Riverside, CA 92501 909-782-4200.

### **Parents Rights**

As a Parent/Authorized Representative, you have the right to: 1. Enter and inspect the child care center without advance notice whenever children are in care. 2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office. 3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years. 4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child. 5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order. 6. Receive from the licensee the name, address and telephone number of the local licensing office. Licensing Office Name: Community Care Licensing Licensing Office Address: 3737 Main Street, Ste 700, Riverside, CA 92501 Licensing Office Telephone #: 951-782-4200 7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office. 8. Receive, from the licensee, the Caregiver Background Check Process form. NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

### **Child Custody Issues**

The Day School will not voluntarily become involved in child custody disputes and assumes that such matters are resolved/mandated before a child is enrolled or, if after enrollment, will be adjudicated without school involvement. School records, personnel and resources are not available to any outside party or agency unless subpoenaed by a court and will only be delivered or complied with upon such subpoena. Should a court or any other legal agency or remedy be required to

intervene or otherwise mediate the rights of parental involvement with presence around and/or transportation of a child, it's the school's assumption that the parent(s) concerned will completely comply with such directive(s).

Additionally, the Day School requires parents or guardians to provide copies of all legal documents pertaining to the custody of a child in the case of separation, divorce, and/or restraining orders. Such copies are to be provided to the school on or before the child's first day of enrollment, and within five days of parents or guardians receiving court documents. Until the above requirements can be met, the Day School will default to the custody stipulations currently on file.

Parents must both agree on authorized representatives and/or emergency contacts; disputes must be resolved between parents (without school involvement) ... after which both parents are required to sign the Identification and Emergency Contact Information form. Both parents must sign each time a change is made to the authorized representatives and/or emergency contacts. If parents cannot come to an agreement regarding authorized representatives and/or emergency contacts, a child may be dropped from enrollment.

### **Reporting Suspected Child Abuse**

In accordance with California Penal Code § 11166, and school policy, staff members have a legal duty to report—under penalty of fine and jail term—any reasonable suspicion of physical and/or sexual abuse; general or specific child neglect; mental suffering; and/or emotional duress.

The clear intent of the law mandates that any reasonable suspicion of abuse be reported. Regarding this serious and legally complex area, the Day School will not contact parents prior to making a report to authorities.

### **Photographs**

Photos and/or video may be taken of children by authorized staff members/volunteers while involved in activities, classrooms, common areas and sponsored events of Immanuel Day School. Pictures and/or video may be posted on bulletin boards, worship screens, Immanuel ministry newsletters, website, and or social media. If a parent or authorized representative would rather their child's photo and/or video not be taken, it is required that the parent sign the photo authorization indicating their choice.

Additionally, observation and documentation of injuries and/or behavior concerns may warrant the necessity of photos and/or video. In such cases, they will not be for commercial/public use.

### **Fundraisers**

Each year the Day School plans fundraising activities. Monies raised are used to purchase items to benefit and aid students, be they for classroom or playground use. Parents are encouraged to support these efforts by participating in as many events as possible.

### **Parent Volunteer**

The Day School welcomes parent volunteers. Community Care Licensing requires the filing of a signed statement by each volunteer affirming that he/she is in good health. In addition, each volunteer must provide the school with documentation of a negative test result for tuberculosis (performed within specific time parameters) and proof of immunization against influenza, pertussis, and measles. Volunteers are held to the same standards, codes and policies as all school staff and are expected to support teacher programs, schedules, and rules.

## **Program Structure**

### **Curriculum**

It is the intention of Immanuel Day School to establish a program environment that is safe and comfortable for both children and adults. The Day School uses a developmentally appropriate curriculum based on the best practices in the field of early childhood education. In addition to utilizing the ABEKA® curriculum for Pre-K, the Day School incorporates a collection of Biblically integrated, early childhood thematic units. We believe strongly in the importance of play as a main learning process for young children. Additionally, the program will be accessible to children with special needs and/or abilities. Every effort will be made to accommodate these special needs and/or circumstances.

### **Indoor Activities**

Classroom learning includes activities such as circle time, arts and crafts, Bible lessons, music, and movement activities, etc.

- Parents of Preschool children (especially Pre-K) are encouraged to bring their children to school no later than 9 a.m. each day in order to receive the full benefits of indoor learning activities.

- School Age Children (SAC) will have a time set aside Monday – Thursday for homework.

### **Outdoor Activities**

Learning opportunities continue outdoors where children participate in active and creative play. Outdoor play areas allow climbing, running, imaginative constructs and interaction with nature.

### **Chapel Sessions/Bible Teaching**

Education about and exposure to God's precepts is conveyed through daily Bible lessons and in chapel, once per week. Immanuel's ministerial staff and select guest speakers often lead chapel time with special presentations. Prayer is practiced along with music that emphasizes Biblical principles. A voluntary offering is collected, and the money is used to assist missionaries and mission projects.

### **Birthday/Holiday Celebrations**

As a Christian school, emphasis is placed on Biblical themes as they apply to holiday celebrations. Immanuel Day School observes the necessity to restrict or modify any proposed material or activity that might adversely impact this standard. An example of such a restriction would be the eliminating of traditional holiday characters/ icons such as the Easter Bunny, Jack-o- Lanterns, Santa Claus, etc. All celebrations, not initiated by the Day School, should be coordinated with the child's teacher. To avoid issues that might be problematic, please refer questions to the director.

### **Rest/Nap Time**

Rest time for infants is not scheduled but provided as needed. Infants are placed on their backs to sleep. Bedding is provided for infants by the school as it is laundered daily. A rest period is scheduled each day for all children enrolled in the Preschool programs. Children who do not sleep, are permitted to participate in quiet activities after a period of rest, while still respecting the quiet time so others can nap. The Day School provides mats for children to sleep on. Parents are asked to provide a fitted crib sheet (standard size) and a small blanket in a nap bag. Each item must be labeled with the child's name. These items are to be taken home weekly to be laundered.

- To limit interruptions to Nap Time children will not be allowed to be dropped off between 11:30 am – 2:30 pm.

### **Typical Daily Schedule**

6:30 a.m. – 8:30 a.m. Arrival and greeting time  
 8:30 a.m. – 11:30 a.m. Group time, work time, interest areas, outdoor play, snack, prayer and Bible Study  
 11:30 a.m. – 12:30 p.m. Clean up, lunch and preparation for nap time  
 12:30 p.m. – 2:30 p.m. Nap time  
 2:30 p.m. – 3:30 p.m. Wake up routines, snack and clean up  
 3:30 p.m. – 5:00 p.m. Outdoor play, interest areas, group activities, clean up and transition time  
 5:00 p.m. – 6:00 p.m. Indoor quiet activities, and departure

### **Staff**

In meeting licensing requirements, our teachers have academic units in early childhood and/or school age education. Many are studying for (or have earned) bachelor degrees, with a career goal of becoming teachers. All applicants for employment with the school undergo an extensive background check.

### **Hours, Holidays & Staff Development**

The Day School is open all year from 6:30 a.m. to 6:00 p.m., Monday through Friday. The Day School is closed on the following holiday and staff development days; please make plans for childcare accordingly. Exact dates of holiday observations are included in the enrollment packet.

New Year's Day	Memorial Day	Veteran 's Day
Martin Luther King Day	Independence Day	Thanksgiving Break
Presidents' Day	Labor Day	Christmas Break

Tuition rates include the deduction for all school holidays and staff development days. The only exception is the Christmas break during which tuition will not be charged.



## **Nutrition**

It is Immanuel Day School's goal to provide a safe and healthy environment. This is achieved via strict adherence to Community Care Licensing standards through the following:

- Nutritious meal planning
- Health & sickness guidelines
- Safety and first aid
- Emergency procedures

### **Nutritious Meal Planning**

The Day School does not provide breakfast but will provide milk until 8:15 a.m. for those parents who bring cereal or other types of breakfast for their child. The Day School will not store or prepare food brought from home.

A nutritious lunch and two snacks per day are provided for children attending full-time. Lunch and one snack are given to those on part-time schedules. It is preferred that families do not bring food from home as the children are encouraged to try a variety of foods and many children have food allergies that a structured menu can take into account.

Due to allergy concerns, the Day School attempts to prohibit certain foods. Included in this are any nut-based products and, as such, no foods or snacks may be brought to the school that contain nuts. While every effort is made to restrict these items, the Day School does not serve as an insurer against exposure to nuts and/or other food allergens.

## **Health & Sickness Guidelines**

The following are guidelines for when a child should be kept at home from school or when the school will contact parents of the need to pick them up. They seek to factor in three areas of concern.

1. The comfort and needs of each individual child.
2. The comfort and needs of all other children in the affected group(s).
3. Staff resources available to appropriately care for a potentially ill child, and the protection of the health of involved staff.
  - Fever- having a temperature of 100° F or higher.
  - Diarrhea –two runny, watery, or bloody stools, or accompanied by a fever
  - Vomiting – Two or more times in a 24-hour period
  - Body rash
  - Sore throat/swollen glands
  - Severe, unusually runny nose
  - Earache
  - Head lice or nits; even if treated with shampoo, all nits must be removed before returning to school and an inspection of the child's hair must be made by an authorized staff person.
  - Severe coughing during which child gets red or blue in the face, or makes high-pitched whooping sound after coughing
  - Eye discharge; thick mucus or pus draining from the eye; pink eye
  - Yellowish skin or eyes
  - Irritable child; continuous crying; in general, more attention is required than can be provided without adversely affecting others

To ensure the health and welfare of all students, children must be fever-free without the aid of fever reducing medication such as Tylenol and without vomiting or diarrhea for a 24-hour period from the date and time he/she was picked up from school. At the discretion of the Day School, a doctor's release may be required for certain communicable diseases and/ or other ailments before the child can return to school. The school is not limited to the above guidelines and will provide for the wellness of all the children in the Day School.

It is the parent/authorized representative's responsibility to make alternate arrangements for children that are unable to attend and/or must be taken home due to illness. Parents will be called to pick up a child if he or she shows signs of illness. Until an ill child can be picked up, the school will provide isolated care (as defined below). However, parents must pick up an ill child within one hour of being notified. If the child has not been picked up within this time frame, a fee will be charged. The charge amount can be found on the Admission Agreement. "Isolated Care" means care in an area at the Day School that affords easy supervision by the staff, and which is equipped with a mat for each ill child.

### **Pandemic Specific Health & Safety Guidelines**

Your child/children's temperature will be taken when they arrive.

No outside toys or "extra" belongings will be allowed in the school. Nap stuff needs to be placed in 2-gallon bag for transport. Bag, sheet and blanket need to be labeled with child's name.

Child/children's belongs will be kept in plastic tub in the classroom separated from other's belongings. The tubs will be sanitized regularly.

Children will be sent home if flu like symptoms or fever occurs, even low grade.

Masking a child's fever with Tylenol or failure to report a fever at home will qualify for immediate termination until the illness is contained.

All guidelines set by the health department will be followed, including closing the day school if necessary. ***We will charge half of the tuition fee for the time period in the event of a school closure due to exposure,*** to save child spot.

Doorknobs and other frequently touched surfaces will be sanitized as needed.

Entry/Exit doors will be utilized in the lobby.

Only 2 families allowed in the lobby at a time. If the lobby is full please wait outside for a family to exit. Please use social distancing guidelines.

### **There may be additional changes or adjustments to meet CDC and Health Department guidelines.**

#### **Medication**

All prescription and nonprescription medication for children are administered according to Community Care Licensing guidelines as stated in Title 22. All prescription and nonprescription medications shall be centrally stored by the Day School. Please do not send medications with the child or in a backpack, purse, pockets, or other container. Upon arrival at the school, the medication must immediately be turned over to a staff member and proper documentation completed to administer.

Instructions from the child's authorized representative for prescription and nonprescription medication shall not conflict with the label directions and/or how it has been prescribed by the child's physician.

### **Safety and First Aid**

Classroom and playground toys and equipment are inspected daily for safety. A custodial/maintenance crew is on campus for daily cleaning, minor repairs, and necessary assistance. In addition, infant room toys and bedding are sanitized/laundered daily.

- In the event of minor injury to a child, the school staff will provide care and the parent will receive an "Incident Report" indicating what occurred and the treatment provided through our App. For a serious injury/incident, a call to 911 will be made and a parent will be contacted immediately; any applicable emergency directions regarding their child will be followed, including the contacting of others authorized to be informed.
- The California Department of Pesticide Regulation (DPR) requires that we notify parents/guardians in writing regarding the products used on church/Day School property to reduce rodent infestation, and to document pesticide applications. Our notice will be posted prior to application and will also include the department website. It is: [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Material Safety Data Sheets (MSDS) are on file in the Day School office for your review.
- To maintain a safe campus for all concerned, below are some rules and procedures that the school administration insists be observed. Flagrant and/or repeated violations of these rules will result in notification of such to those concerned, and if not corrected may lead to a child being discontinued from enrollment.
- Exceeding the speed limit of 15 mph
- Children running through the parking lot
- Leaving children in the car unattended
- Attempt to pick up child while inebriated or under the influence of drugs (law enforcement will be notified)

- Transporting young children in cars without a car seat, booster seat or seat belt
- Leaving a car running while unattended
- Parking in spaces designated for handicapped only

### **Emergency Procedures**

In the case of an emergency (fire, earthquake, storm, power outage, etc.) school staff will stay on site with children as long as necessary. During an actual emergency, the children will be released only to parents or their designated representatives. Fire, earthquake, and security drills are conducted on a routine basis. Emergency procedures and supplies are maintained and updated.

### **Signing Children In and Out**

The Day School utilizes a Touch Free/App Based Digital system to check children in and out of the facility and continually track their presence. It is critical that parents understand and comply with how they and/or other authorized individuals are to use this system. Please review and familiarize yourself with these guidelines.

- All authorized representatives must be 18 years of age or older, have a legal photo ID and provide a full, legal signature when signing a child in or out.
- No child shall be dropped off or released without direct contact between a staff member and the authorized representative.
- If a parent or other authorized person has not picked a child up within 30 minutes of school closing, and all emergency contacts have been exhausted, Child Protective Services will be contacted.

### **Personal Items**

As the Day School is not responsible for loss of, or damage to, personal items, things of monetary value should not be brought by a child to the school. Please do not bring any electronic devices, toys, games, balls or any other personal items. These items will be taken away from the child and will not be permitted back on campus. An exception to this rule may be made, with the permission of the teacher, for an item to be brought on “share days”.

Due to safety hazards, the following items are not allowed at school: guns, sharp pointed objects, bats, rods, sticks, hard balls, fighting devices (play or real) such as swords and knives, balloons, gum, marbles, or money (except for chapel offerings). Due to possible allergic reactions, makeup, cosmetic glitter, and body paints are also prohibited. We also ask that children not trade or buy items from one another or bring inappropriate reading materials/books. The above list is not intended to be all-inclusive and additional items may be deemed inappropriate...this determination will be made at the discretion of the Day School.

### **Clothing, Shoes, and Supplies**

Play is a vital part of a child’s day, and the school is committed to it being a fulfilling, creative and safe aspect of the curriculum. As such, children must wear appropriate clothing and shoes to school.

- Due to the danger and hazards posed by cords, loose belts, and heavy strings, it’s requested that clothing not include any of these features; for the safety of all, school staff will remove them if missed by parents.
- Easily washable clothing is most suited for school.
- Tennis or other rubber soled shoes are recommended.
- **All sandals must be “close toed” and include an ankle strap. “Wheelie” shoes can be a safety hazard and are not permitted.**

Please consult with the staff regarding attire specifics that will enable your child to have a comfortable and safe Day School experience. A minimum of two changes of clothing are to be kept on campus at all times. This is optional for SAC.

Lastly, children enrolled in the infant program and those that are potty-training are to provide a supply of diapers/pull-ups and wipes to keep on hand at the school. If the necessary supply is not furnished by the parent, they will be charged \$2.00 for each diaper/pull-up used from school stock.

### **Absences**

In order to ensure proper staffing and classroom ratios, parents are asked to notify the school as soon as possible if their child will be absent. As per terms of the admission agreement, parents are required to pay tuition for each week/month a child is enrolled, regardless of absence for *any* reason.

### **Infant Information**

Enrollment is open to children ages 6 weeks through a child's 2<sup>nd</sup> birthday.

#### **Meal Time**

- All bottles, baby food jars and other items must be labeled with the child's name, amount, and date.
- Parents are to provide baby food as needed and milk/formula, juice, or other liquids in individual bottles.
- School personnel are not permitted to mix formula.
- If parents forget to provide the school with milk/formula, they will be contacted to bring these items immediately.
- Once a bottle is used, the Day School is not permitted to reheat the bottle.
- When a child can hold their own bottle, it must be unbreakable.
- Baby food brought in jars that is commercially prepared must be transferred to a bowl before serving. Any remaining food that has been transferred will be discarded.
- Bottles are also rinsed out before sending home.
- When a child turns a year old and begins eating solid foods, a nutritious lunch and two snacks per day are provided by the Day School

#### **Needs and Services**

Prior to enrollment, a Needs and Services plan, toilet training plan and general information needs to be completed with the director. The written Infant Needs and Services plan shall be updated at least quarterly, or as often as necessary to assure its accuracy.

#### **Individual Infant Sleeping Plan**

Upon enrollment an individual Infant Sleeping Plan LIC 9227 needs to be submitted for all infants under 1 year of age,

#### **Daily Activities**

Teachers will notify parents of the following through the App:

- Bottles, Diapering, Naps and Messaging
- Requests for supplies or indicate needs

#### **Child Safety**

- In order to keep our infants safe, we ask that you cover your shoes before entering the infant room with the booties provided or remove your shoes entirely.
- Siblings may not enter the infant room. Therefore, if you have other children with you, please notify the teacher in order to assist you.

### **Preschool Information**

Enrollment is open to all children ages two through five years old. Each child must have an extra change of clothes stored on campus in the event of an accident or mishap. If this extra set is worn home from school, please be sure it is replaced the next time they attend. Children will be given "loaner" clothes if personal clothing is not provided. Please prominently mark the inside of all clothes with a child's name.

#### **Cups/Sippy Cups/Water Bottles**

To teach and promote self-care skills, we have disposable cups and bottled water available in all classrooms. Sippy cups, bottles and pacifiers are not permitted in the Preschool program. Age-appropriate security toys may be permissible for assisting with transitions or naps. Please consult with the Preschool Director for further information.

#### **Potty Training**

Parents must provide an ongoing supply of pull ups and wipes for each child that is going through potty-training.

#### **Biting Policy**

While biting is considered a normal developmental stage for infants, toddlers, and twos, the Day School will make every effort to thwart this behavior.

Teachers Will:

- Be alert to potential problem situations
- Redirect child to find another activity
- Reinforce acceptable behavior, praise children for appropriate social behaviors, help him/her verbalize feelings to other children
- Discourage the biter from repeating behavior and point out negative outcomes when necessary
- Document incident
- Discuss the problem with the parents, as necessary
- Call for pick up, if necessary
- If/when circumstances warrant, parent will be asked to find alternative care

### **School Age Care (SAC) Information**

#### **Bus Riding Responsibilities**

Children being transported on the bus from various campus locations to the Day School are responsible for being at pickup points within ten minutes of dismissal from classes. If a child is not at a pickup point within the required time, the following procedures are followed:

- Verification with personnel that the child was present for school that day.
- If the child was present at their school, the Day School office is contacted by bus personnel to report this, but that he/she was not at the pickup point. An attempt will also have been made to determine if a parent has notified any personnel of the child's expected absence and/or pickup by persons other than the school bus staff.
- Day School staff will attempt to contact the child's authorized representative to determine the child's whereabouts.

If a child is not to be picked up by the bus on any given day, it is the parental responsibility to notify the Day School office at least one hour before the dismissal time at the relevant campus. Bus drivers and/ or aides are not permitted to accept pickup instructions/changes from children. If a parent fails to advise the Day School office regarding a change in the pickup of a child, a charge will be added to the tuition account. If a child fails twice to arrive on time at a pickup location, a charge will be assessed. In cases where extra charges are incurred, parents will be contacted to correct the problem(s); if not resolved, the child may be dropped from enrollment. Charge amounts for the above referenced circumstances may be found on the Admission Agreement.

Children will not be released to parents until they are checked into their classrooms. This includes the bus, lobby, and hallways. Please wait for teacher to account for all children under her/his supervision.

As the safe supervision (including transportation) of children is preeminent with the Day School, parents must adhere to these policies. It's imperative that the rules and procedures be reviewed with each child to help facilitate bus personnel safely and efficiently carrying out their duties.

#### **Bus Transportation Passenger Conduct**

- Passengers must remain seated and wear seat belts, properly fastened at all times
- Conversation (and incidental noise) from passengers must be kept at a level that does not disturb or distract the driver, or annoy other passengers
- Passengers may not have any part of their bodies extending through vehicle windows
- Passengers' action and language must adhere to good taste, and be representative of Day School standards
- Passengers are not permitted to place belongings in vehicle aisles, or on seats if such placement would be a safety hazard
- Passengers must keep their "hands to themselves" and not disturb others or their belongings. Passengers must remove backpacks
- Passengers may not enter or leave the vehicle without the driver's permission, and must follow all instructions

### **Spring, Summer and Winter Camp Programs**

While kids are out of regular school during spring, summer and winter periods, parents may require daycare during these breaks. Our camp programs can meet these needs with a variety of fun and educational activities. Camps are for multiple weeks, and parents may enroll for a portion or the entire session. Activities may include field trips, instructional crafts, games, and special events such as “crazy hair” and “pajama days.” Sign up information will be available in advance of camp dates, and enrollment is on a first-come-first-serve basis. Only children whose family accounts are current and without delinquency will be permitted to participate in field trips. Lunches are provided for all field trips, please no outside food. A nutritious lunch and two snacks per day are provided for full day camp children. Menus are available for parent review. The Day School does not provide breakfast but will provide milk until 8:15 a.m. for those parents who bring cereal or other types of breakfast for their child. However, please be aware that the teacher does not have access to a microwave in the classroom and may not heat food.

### **Field Trips**

- Students are required to wear the designated Day School shirts on all field trips. Students must be checked in by the time specified on the camp calendar for each field trip. The bus does not wait for late arrivals and there is no credit applied for field trips missed. Students exhibiting any of the unacceptable behaviors listed under the “Discipline” section of this handbook will not be permitted to participate in scheduled field trips.
- Siblings are not guaranteed to be scheduled on the same field trip day and in some circumstances, will intentionally be separated.
- Bus capacity is a significant factor in field trip planning.
- As a result, field trips spots are on a first-come, first-served basis. Once the bus is full, a waiting list will be generated to accommodate possible cancellations. If a cancellation occurs, the spot will be filled by the first name on the waiting list. Those on the waiting list should not assume that their spot is guaranteed.

### **Off Track Program**

The off-track program is offered to those children who are out of school during their elementary school off- track time.

### **Soliciting**

The Day School prohibits the posting or distributing of any material on school property and/or surrounding grounds that has not been approved by the Director of Facility Management, and which is not reflective of our core values and beliefs.