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{REVISED 3/17}

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Calvary Chapel of Yorba Linda

PHILOSOPHY

Our Christian Preschool is established as a service to the families and children of the community. This service has grown from a sincere love for children and a desire to help them in the proper development and adjustment in our modern world. It is equipped and staffed to give the best possible care for children.

Calvary Chapel Preschool programs emphasize the development of the whole child. It is our goal to establish a Christ-centered environment in which each child grow spiritually, socially, emotionally, cognitively, and physically. Young children learn best as active participants in a developmentally appropriate setting where they feel comfortable, challenged, and part of a group. We believe in starting academic and phonics-based A Beka curriculum as early as 2 years old, which ensures a strong foundation in language skills. Further, we believe in the effectiveness of a wide range of strategies purposefully designed to encourage exploration, creativity, and conceptualization. It is our responsibility to help the child develop knowledge of God and a love for Jesus Christ who is their friend and Savior.

Calvary Chapel Preschool is operated on a non-discriminatory basis, and no one shall be excluded from enrollment because of race, color, religion, or national origin.

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STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
3. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His Resurrection (*John 11:25, I Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10; Titus 3:5*).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

AFFILIATION

We are an independent, non-profit corporation in the State of California. Our total support comes from the tuition and fees collected.

Our Christian Preschool is a member of the Association of Christian Schools International.

LICENSING

Calvary Chapel Preschool is licensed by the State of California, Department of Social Services.

OFFICIAL HARASSMENT POLICY

Our school has adopted an official harassment policy per California State Requirements. It has been included in your registration packet. For questions or concerns please immediately contact the school administrator.

ENROLLMENT AND ADMISSIONS

Enrollment is open to all ambulatory Preschool age children of the community. Children must be 18 months old by the day of entry.

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Children who are physically or emotionally handicapped shall not be accepted, unless it is determined that:

- a. There will be no adverse effect upon other children, either through direct behavior of the child or by requiring staff time needed by the other children.
- b. The Preschool is able to meet the needs of the child.

Calvary Chapel of Yorba Linda Preschool does not discriminate on the basis of race, religion, sex, or creed. We are open to all children 18 months of age to 6 years old. Children will be separated by age so they will associate with children of their own age and interests.

Upon enrollment of your child to Calvary Chapel Preschool, you agree to support, pray for, and uphold the ideals of the school in every way. You will abide by the discipline, regulations, and decisions of the administration, the school, and its staff. If a problem arises, you will go directly to the person involved as instructed in Matthew 18 you agree to follow the procedures as set forth in the "Conflict Resolution" section in this handbook. You understand that continued enrollment of your child in Calvary Chapel Preschool is dependent on your cooperation and support of the school, its staff, and its policies.

Conflict Resolution

There are times that a parent has questions, concerns, or complaints. When differences occur in our Christian family, we expect staff and family to act and react in a manner pleasing to God. The scripture in Matthew 18 outlines our method for dealing with these differences.

First, one should go directly to the person with whom s/he has a difference, whether it is a teacher, administrator, another parent, or pastor. The issue should be clarified in a non-accusatory manner during an appropriate time and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

Second, if the conversation with the person directly does not bring resolution, the concern should be discussed with the administrator.

Third, if the administrator cannot bring resolution to the conflict, a meeting with a pastor and administrator will be arranged with all persons involved.

Fourth, if the conversation with the administrator and pastor does not bring resolution, the concern should be submitted in writing to the School Board for a hearing to be arranged. After hearing the issue, the School Board will make a final determination for a resolution.

Please remember to bring your concerns to those who can resolve them. Discussing them in an open forum with anyone will not promote a solution, but does promote misrepresentation, gossip, and misunderstanding.

New Student Enrollment

All enrollments of students are handled through the school office as follows:

- A. An application must be filled out by the parent or guardian and turned in to the office where it will be filed until an opening occurs.

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B. Once a child is accepted, a registration packet will be given to the parent or guardian.

Physician's Report

California State Law requires that a Physician's Report be completed and signed by a doctor **before** a child enters school.

A TB (tuberculosis) test is required.

Immunizations

At the time of each child's first enrollment, **documentation** of immunizations is required:

DPT immunizations (first, second, third and fourth)
 Polio immunizations (first, second, and third)
 Measles immunizations
 Mumps immunizations {After 1 year of age}
 Rubella immunization

Withdrawal

A limited budget demands that the school operate on a capacity level, thus, two weeks written notice must be given if your child is to be withdrawn. If this notice is not given, you will be charged for the two weeks.

FINANCIAL POLICIES

As many of you know, Calvary Chapel Preschool is totally self-supporting. We pay for everything out of tuition and registration payments. In order to maintain a high quality of education for your child, it is necessary that tuition be paid in a timely manner.

Tuition

Calvary Chapel Preschool reserves the right to add to, subtract from, or modify the policies and procedures within this handbook at any time.

Please refer to Attachment A for the current school year Tuition Fee Schedule and Registration Fees.

Tuition Discounts:

Church members	10%
1 st and 2 nd sibling	5%
Pay in full by Sept. 1	\$200

Tuition Payment Options

1. Annually: An early pay discount of \$200.00 per student will be granted to accounts paid in full by September 1.
2. 10 Month Payment Plan (September-June): Each payment is due on the first of each month. If payment is not received by the 20th of each month a \$25.00 late fee will be assessed.
3. 12 Month Payment Plan (September-August): Each payment is due on the fifteenth of each month. If payment is not received by the 20th of each month a \$25.00 late fee will be assessed.

Tuition Payments & Incidental Payments

Calvary Chapel Yorba Linda Academy and Preschool utilizes a convenient online method to process tuition payments through the FACTS Management Program. An enrollment email notice will be sent out once registration forms have been received.

If you have any questions regarding tuition or incidentals you may email Denise at denise.ccy1@gmail.com

Late Tuition Payments

1. Monthly tuition is due and payable on the **first day** of the month on which your child attends school. Tuition **not** paid by the 20th working day of the month will be considered **delinquent**, and subject to a late fee of \$25.00.
2. You will be expected to contact us if your account becomes past due. This will allow you to resolve the matter so as not to jeopardize your child's position in school.
3. If your account becomes one (1) month past due, the student will be withdrawn from school unless special arrangements have been made with the Preschool Office.

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Refund Policy

Registration fees cover the costs of processing an application, books, and materials and are non-refundable under any circumstances.

Late Pick Up Charges

If your child is picked up after 6:00 pm, the school office will bill you \$1.00 for each minute after 6:00 pm. If this becomes a continual problem, it could be cause for removal. Our license does not allow us to care for children past 6:00 pm.

ATTENDANCE***Hours***

Calvary Chapel Preschool is open from 6:30 a.m. until 6:00 p.m., Monday through Friday, year-round (excluding legal holidays and 2 days for teacher in-service days). Our License does not allow us to accept children prior to 6:30 a.m. or to allow them to remain after 6:00 p.m.

Holidays**Preschool Closed**

Memorial Day

July 4th

Labor Day

Last 3 days of the summer for teacher in-service prep

Thanksgiving (Thurs. & Friday)

December 26-January 2

President's Day

Arrival and Dismissal

All children coming to Calvary Chapel of Yorba Linda Preschool must be brought by a responsible adult who may not leave until the child has been received by a teacher. A child may not leave the classroom or school premises until he has been released to a responsible adult by the teacher. It is essential that all children be signed in and out on the sheets provided in the Admissions Office. Parents or authorized care givers must sign their full signature and time on the attendance sheet. Please notify the office immediately of any changes in your emergency information.

1. The only persons allowed to pick up a child are those whose names are indicated on the child's records.

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2. If for any reason you need someone other than those previously authorized to pick up your child, please leave a written note with the Director when you drop off your child in the morning. Your representative will be asked to show proper identification.
3. Each child must be signed in and out each day by the person authorized to do so. Initials or “mom” are not legal. Please sign your legal name. We are not responsible until the child’s presence is acknowledged by a teacher.
4. In Court Order/ Custody situations, we **must** have a copy of the Court Order on file. If there is no Court Order on file, Calvary Chapel Yorba Linda Preschool does not have the authority to refuse a child to legal parents. If a Court Order is on file, Calvary Chapel has the legal responsibility to uphold it.

Substituting Days

Make-up days are **not** allowed because of the number of children we are able to care for each day.

Drop-In Days

If you would like your child to attend school on a day for which they are not scheduled, you must fill out an additional day use form in the Preschool Office. The preschool director will confirm whether or not there is availability for your child to attend on that day. The cost of additional day is \$45.00 for a full day (6:30am-6:00pm) and \$30.00 for a half day (8:30am-12:00pm) of care.

Extended Absence Without Notice

If a child is absent from school for a period of one week **without** notifying the school as to the reason, the child will automatically be dropped from school, to make room for another student.

If your child needs to be away from school for an extended period of time, please see the director to make special arrangements as necessary. We cannot always guarantee open spaces during extended leaves, but will attempt to accommodate you if possible.

Vacation

After 12 months of consecutive enrollment, one week vacation credit can be requested. The vacation credit must be requested on a form provided by the Preschool Office. Requests must be submitted at least two weeks in advance of the requested vacation. Tuition for the previous 12 months must be current with no outstanding tuition due for vacation credit to be considered.

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DISCIPLINE

At Calvary Chapel Preschool the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Real Godly love sets the highest standard for children, and then provokes them to love and good works. This is the goal of all discipline at Calvary Chapel Preschool. Our primary guidance strategies are to provide consistent routines and schedules, to plan fun engaging activities and to *TEACH* the children how to behave. We teach the children the expectations we have for their behavior and

1. **Corporal punishment or humiliating or frightening techniques are never used, nor is punishment ever associated with food, rest, isolation for illness, or toilet training.**
2. Disciplinary problems are prevented or handled in these manners:
 - b. Re-direction to avoid a problem.
 - c. Giving recognition for positive achievement.
 - c. "Take a break" if child cannot cope with the situation or needs time to calm down. (
 - d. As a last resort a privilege may be denied.
 - e. Your child may be sent to the office if they have progressed through all of the above disciplinary strategies and continue to have difficulty controlling their actions. The director will talk to your child about alternative positive behaviors, and then pray with them.
 - f. If a problem exists that is consistent or serious, the parent will be called to schedule a parent conference. It is important that parents co-operate with the strategies discussed during conferences in order to provide consistency for your child and to rectify their behavior.
 - g. It may be necessary for a parent to remove the child for the remainder of the day, or as a last resort from the school.

We strive to provide a Christ-centered environment in which all children can be happy and safe. If a problem existed that was detrimental to the well being of the child involved or to the other children in the school, or in some cases, a child did not appear to be adjusting to our particular program, the parent would be asked to remove the child from the school.

At the time of your child's registration you should receive a copy of your child's personal rights as outlined by the State of California.

INSTRUCTION

Programs

Full-Day Preschool

Calvary Chapel Preschool reserves the right to add to, subtract from, or modify the policies and procedures within this handbook at any time.

This program is planned to meet the growth and developmental needs of young Preschool children. Our program includes use of the A Beka curriculum, creative arts and crafts, science observation, rhythm and music, cooking, sharing experiences, story times, Bible activities, free play and other directed learning activities. Our K4 program also includes reading and writing skills.

Full-Day: 6:30 a.m. to 6:00 p.m.

Half-Day Program

The plans and goals of this program are the same as for Full-Day Preschool children. Half-Day programs are 8:30 a.m. - 12:00 noon.

Lunch Bunch

If a half-day student is going to stay for lunch, there will be a \$5.00 charge per use. Half-day students signed out after 12 noon will be charged for lunch bunch. Lunch bunch is from 12 noon till 1:00 p.m.

Chapel

Chapel is held once a week on Mondays in the Church Sanctuary from 9:30-10:00am. Parents are invited to attend at any time. The children sing, pray, and enjoy Bible stories.

LATE ARRIVAL: If you arrive late for chapel, please sit with your child in the back of the church until chapel is dismissed. Thank you for making every effort in being on time for this special activity.

Rest Times

Rest Time is taken in the afternoon from 1:00 to 2:45 p.m. Full-day students must have a Rollee Pollee nap bedding. The state requires all children under the age of five to rest each afternoon.

Nap Bedding

Each full day student must purchase a Rollee Pollee Nap Bed from the Preschool office for \$26.00. Rollee Pollees must be brought to school each Monday and taken home on Fridays to wash and return the next week. If you forget to bring your child's nap bedding, your child will be given an extra nap bed to use for the week. Failure to bring your child's bedding more than one time will result in a \$5.00 laundering fee.

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Please be sure that your child's nap bedding is in good condition and that the elastic bands are attached for the corners of the bedding and that the bedding is LABELED on both sides. If you need to purchase a new Rollee Pollee, please contact the office.

Nutrition

We provide a mid-morning and mid-afternoon snack that may consist of fruit, vegetables, crackers, cereal, granola or other foods. Milk, fruit juice, or water will also be provided.

All Full Day and Lunch Bunch children bring their lunch to school or purchase hot lunch for through Choice lunches. We ask that lunches be wholesome, simple, and geared to the child's eating patterns. Please LABEL your child's lunch box. We ask that NO candy, gum, or soda be sent in the lunch. Hot lunch is provided from an outside vendor.

Water Bottles/ Sippy Cups

Please provide a LABELED water bottle or water sippy cup each day for your child in order to help them stay hydrated. Please take the bottle/ cup home each day and return with a fresh one each morning.

Annual Activities

Annual activities planned throughout the year include: a Back to School Night, Harvest Festival, Grandparents Day, Mommy & Me Night, Daddy & Me Night, K4 Parent Conferences, a Christmas Program, Fiesta Day, End of the Year Picnic, and a Pre-Kindergarten graduation.

OPERATIONAL PROCEDURES

Student Records

It is important that accurate records be kept of phone numbers, place of employment for both parents, change of addresses, people and doctors to be called for emergencies.

Many times parents neglect to inform the office when changes are made concerning the above information. We would appreciate your fullest cooperation concerning this; it may save time if your child were to become ill or injured.

If you are divorced, it is necessary for us to have a copy of your legal custody report on file. If custody of the children varies, be sure to inform the office clearly, and when and where emergency contacts will be available.

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Parent/School Communication

1. Parents will be informed of current information and events through newsletters and monthly calendars.
2. Conferences:
 - a. Conferences with each K4 child's parents will be held in January
 - b. If a parent requests a special conference, an appointment should be made with the teacher.
3. Parents are always welcome to visit the school. Please see the director to set up a convenient time for you and the teacher.

Birthdays

We celebrate birthdays during the morning snack period. Due to the amount of birthdays that are celebrated in each child's class, we ask that parents provide *alternatives* to cake, cupcakes, or cookies. Parents are welcome to bring a snack of fruit, jello & cool whip, muffins, mini bagels, or other fun, healthy snacks and party cups and plates for members of the child's class. Teachers should be notified at least two days in advance of what snack you will be bringing. Please consult with your child's teacher regarding any allergies in your child's class. Your child's teacher will make this a special time for your child.

Fundraisers

Fundraisers may be held periodically to help defray the costs of some of the activities. Notice will be given in advance of any fundraisers and each parent is asked to help out.

Shoes and Clothing

For the safety of the children, ONLY CLOSED-TOED SHOES may be worn at school. Flip-flops, plastic shoes, and cowboy boots, crocs and sandals may **not** be worn as they are unsafe for playground wear. Body shirts may only be worn if the child is able to fasten them themselves.

**NO SWEATSHIRTS WITH STRINGS IN THE HOODS WILL BE ALLOWED.
PLEASE LABEL YOUR CHILD'S JACKETS AND SWEATSHIRTS TO AVOID LOST ITEMS.**

The Preschool and staff are not responsible or liable for soiled or stained clothing.

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Extra Clothes

1. All children need to bring a complete change of clothing to be kept at school for emergency use. If your child uses his/her extra clothes, please return the washed clothes to school as soon as possible.
2. Please mark all extra clothes, sweaters, and coats with the child's name.
3. Unclaimed articles will be kept for one month and then they will be donated to a needy cause.

Personal Property

The Preschool is not responsible for damage to personal property or lost articles. The parents are responsible for taking their child's coats, sweaters, blankets, etc. directly to their child's classroom in the morning.

Toys From Home

We ask that you leave your child's toys and stuffed animals at home or in the car as these items may cause a distraction for the children throughout the day. We provide a special share day every Wednesday to allow the children to bring items from home. Please check your child's class calendar to see the share theme of each week. NO toy weapons may be brought for share day.

PLEASE DO NOT LET CHILDREN BRING TOYS TO SCHOOL ON DAYS OTHER THAN SHARE DAYS.

EMERGENCY AND HEALTH PROCEDURES

Communicable Diseases

Should your child come down with any communicable disease during the school year, we would appreciate your notification of it to the office immediately. We endeavor to take every precaution to alert the parents so that we may keep illness to a minimum among our students.

Illness and Accident

Please, for the health of your child and others, do not send your child to school when he/she is ill.

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One-third of our program is outside, so a child that is not well enough to be outside should not attend school. A fever should be gone for twenty-four (24) hours before returning to school. In case of accident or illness at school, your child will be sent to the Office, and if deemed necessary, you will be notified to pick up your child. You will need to make arrangements to do so immediately as we are not licensed to care for sick children.

If a child becomes ill while at school, the office will contact you to come and pick-your child for their health, as well as for the health of the other students and staff. **Please keep your child at home if they exhibit any of the following symptoms:**

- Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash. A fever should be gone for 24 hours before returning to school.
- Vomiting on one or more occasions within the past 24 hours.
- Diarrhea – three or more watery stools in a 24-hour period.
- Draining rash or undiagnosed rash lasting over a 24-hour period.
- Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities.
- Open oozing sores, unless properly covered and 24 hours on antibiotic treatment.
- Head lice – until treatment is effective and a follow-up check has been made by school personnel.

If your child is going to be absent from school for any reason, please notify the school before 8:30 a.m. If your child is diagnosed with a communicable disease of any kind, you should notify the school office immediately.

If your child is out of school for more than two weeks due to illness, we must have a note from the physician stating that the child is now able to return to school.

Medicine

If your child has an allergy or is recovering from an illness (and no longer contagious) and still requires medication, it may be given at school if:

1. Medicine is in its original prescription container.
2. The child's name, dosage, times of administration, name of physician, and name of pharmacy are properly labeled on the container.
3. All medications must be turned into the Preschool Office upon arrival. This is the responsibility of the parent not the teacher.
4. Parents must complete the "Medicine Form," next to the Sign in and out sheets with the child's name, date, teacher's name, type of medication, amount and time of administration.

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5. We attempt to give medicines as prescribed; however, this is a courtesy only. Any child who needs to be severely regulated should be kept at home as we are not allowed to care for sick children.

Plan of Operation for Incidental Medical Services

All intermittent health care shall be provided by office staff of CCYL, including but not limited to:

- Directors
- Fully Qualified Teachers

All staff including the above shall be instructed on inhalers and EpiPens at scheduled First Aid & CPR recertification. Therefore, there shall always be at least 2 persons on campus trained. At this time Calvary Chapel Yorba Linda Preschool will not administer Glucagon, glucose testing, G-tube feeding or ileostomy bags.

All medicines and medical equipment shall be kept in our locked medicine cabinet in the school resource room. The notebook with authorizations and medicine logs shall be kept in the office desk drawer, as well as the log in and out form. EpiPens will be located in the locked medicine cabinet in the resource room and in the locked medical box for K-4 students.

Doctor prescribed medications will be given with authorization instruction from physician or physician's designee, using our Medication permit Form.

Over the counter medication will be given with authorization & instructions from physician or physician's designee, and/or given in accordance with the label directions on the medication label using our Medication Release Form.

Universal precautions shall be followed in the administration of all medications, intermittent healthcare and first aid.

Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Parents of children taking ongoing medication (daily) will have access to medicine log in office to follow the dispensing of medication.

Parents of children receiving emergency medication shall be notified by phone call at the time of use and given a written report at pickup.

Medication shall be taken from medicine closet upon any evacuation. Teachers shall take any medication needed for children under their supervision on any activity, event or field trip away from campus. See EpiPen instructions under EpiPen section.

Upon completion of medication or expiration of prescription, medicine will be returned to parent and logged out.

Administering Inhaled Medication

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1. The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
2. The licensee or staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
 - a. The instructions shall contain all of the following information:
 - i. Specific indications for administering the medication pursuant to the physician's prescription.
 - ii. Potential side effects and expected response.
 - iii. Dose-form and amount to be administered pursuant to the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - v. Instructions for proper storage of the medication.
 - vi. The telephone number and address of the child's physician.
 - b. The instructions shall be updated annually.
3. The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the direction and as prescribed by a physician.
2. Keep ready for use at all times.
 - a. EpiPens are kept in the school office that is out of reach of children, but accessible to adult staff.
 - b. Teachers take EpiPens with them to any event, outside activity or field trip and keep them under their immediate supervision and availability.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Carrying out the Medical Orders of a Child's Physician/Medication

1. Parent/Authorized Representative Written Permission
 - a. The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.
2. Physician's Medical Orders
 - a. The licensee has obtained from the child's parent/authorized representative a copy of written medical orders will include:

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- i. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
- ii. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
- iii. Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
- iv. If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

3. Compliance

- i. The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
- ii. The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
- iii. At least one of the person(s) designated to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- iv. The persons designated and trained to carry out the physician's medical orders have completed the training indicated by the child's physician.
- v. The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Facility Record Keeping and Notification

A written record of when the medical orders have been performed, including if medications have been administered on page 2 of the medication/Medical permits and inform the parent/authorized representative of each occurrence when the medical orders have been carried out and/or a copy upon request

Staff Training on Operation for Incidental Medical Services

All staff shall be instructed on the protocol for maintaining and providing incidental Medical services to all students.

All staff shall be instructed on inhalers nebulizer and EpiPens at scheduled First Aid & CPR recertification.

Be sure to keep all addresses and telephone numbers current in your child's file. If your child is hurt or has another emergency situation the following will be done:

1. If injury is not serious, simple first-aid will be administered by the school staff.
2. If injury is serious or may require a doctor's attention, 911 will be called and the parent will be contacted.

Earthquake

We ask that all parents refer to the earthquake preparedness sheet in our registration packet. Parent must purchase an emergency kit from the office for \$15.00.

BITING POLICY

Even though biting is a perfectly normal stage of development during childhood, it is required by the Department of Social Services Child Care Licensing Division that our preschool maintain a safe and healthy environment for all children in care.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. Children bite other children for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired, simple sensory exploration, or just trying to get a reaction from someone. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, or attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. Teachers and staff also encourage the children to "use their words" to communicate their wants and needs.

If a biting incident occurs at CCYL the following steps will be taken:

- The biting will be interrupted with a firm "No... we use our teeth for food!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted and staff will both wash the bitten area and apply ice to the area in order to prevent swelling.
- Staff will remove the biter from the situation and the biter will be given another place to play that is away from the child he/she bit.
- The parents of both children will be notified of the biting incident through an incident report. ***Confidentiality of all children involved will be maintained.

In the event that a child's biting is reoccurring:

- Room staff will meet with the director on a routine basis for advise, support, and strategy planning.

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- Every occurrence will be charted, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Staff will “shadow” children who indicate a tendency to bite and:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual child’s needs.
- Work together as partners with the parents of the biting child to develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a written plan of action.

If a child bites 3 times in one day without breaking the other child’s skin, he/she will be asked to go home for the remainder of the day. If a biting child breaks another child’s skin twice in one day he/she will be asked to go home for the remainder of the day.

CCYL will make every attempt to help children who have reoccurring biting incidences. In the event that our team of teachers have tried all of the above strategies to help a biting child, and the behavior has not subsided, CCYL will ask the parent of the biting child to find an alternative child care provider.

GOALS

The Preschool program presents opportunities for students to:

- Work and play individually or in small self-organized groups where the emphasis is on learning by doing *problem solving* and *discovery*.
- Develop diverse thinking skills through the use of *open-ended materials* and many *informal conversations* among the children and adults.
- Engage in *experiences and activities* of varying complexity as well as manipulation of concrete objects in *natural play situations*.
- Daily instruction is designed to *increase attention span*, sharpen listening skills and *develop critical thinking* and problem solving skills.
- Develop *mathematical understanding* through the use of familiar manipulatives, such as sand, water, unit cubes, pattern blocks, counters, and other concrete materials.
- Enhance their own natural curiosity about familiar elements, such as plants, animals, rocks, soil, and water to form a basis for the *scientific method* through observations, experimentation, and conclusions.
- Develop an appreciation and enjoyment of the varied forms of *music, art, dance, and dramatic play*.
- Build their physical well being through both structured and unstructured exercise of *fine and gross motor muscles* through indoor and outdoor activities.
- Build *strong language skills* through exposure to a print-rich environment that emphasizes the functional values of reading, writing, listening and speaking, and introducing them to our acclaimed phonics-based A Beka curriculum.

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- Experience the *Spanish language* and the cultures and the celebrations of Spanish-speaking countries in a natural and spontaneous way in the classroom.
- Participate in a community that fosters *respect and responsibility*. Calendar events filled with educational enrichment. Bible activities. Firemen, Law Officers, storytellers, Bible plays, clowns and animal experts enliven student's imaginations.
- Visual and performing *arts*
- *Healthy* life skills
- *Physical fitness*
- *Sports*

Students will have had a variety of opportunities to become:

- *Curious* about learning
- *Enthusiastic* about learning

Students will have a variety of opportunities to secure the social skills necessary to become active and responsible members of the community such as:

- *Respect* for others
- *Understanding* and appreciation of *social* and *cultural differences*
- *Concern* and advocacy for the environment
- *Self-direction* and initiative
- *Effective* communication
- *Cooperative* work skills
- *Independent* work skills

Students will have, through a *Christian-based education*, a variety of opportunities to:

- Develop an understanding of the *Christian faith*
- Recognize and nurture their unique *God-given gifts*
- Develop attitudes and values consistent with the teachings of *Jesus Christ* which lead to desirable *Christian behavior*
- Practice *self-discipline* and accept *logical consequences* for their behavior
- Make *moral* and *ethical* decisions
- Develop traits of *honesty, integrity, and dependability* in everyday life
- Develop a love for *Christian worship* through a variety of praise songs
- Participate in *Bible* stories, activities and memory verses
- *Weekly chapel* – we desire that all children understand and recognize that *Jesus Christ loves them and wants to be their Lord, Savior and friend.*

Class Academic Goals:

The goals listed below are the academic goals for each of our classrooms. These goals are worked on throughout the year in addition to the spiritual, social/emotional, developmental, and physical areas of growth.

2 Year Old Class

1. Recognize name
2. Learn body parts
3. Learn to follow directions (1-2 commands)
4. Count to 10
5. Recite ABC song
6. Memorize finger plays
7. Learn songs
8. Begin color recognition
9. Experience cutting, pasting, coloring, painting, etc.
10. Glue by them selves
11. Participate in Bible activities
12. Memory Verses

3 Year Old Class

1. Recognize name
2. Learn body parts, introduce left and right
3. Learn to follow directions (3 commands)
4. Count and recognize numbers to 10
5. Recognize Alphabet
6. Memorize Bible verses
7. Experience with musical instruments
8. Learn songs
9. Know colors
10. Sorting experiences according to shape, color, size, etc.
11. Vocabulary concepts (high, low, big, little, inside, outside, on, below, above, etc.)
12. Repeat a story in sequence
13. Cut
14. Participate in Bible activities
15. Memory Verses

4 Year Old Class

1. Write name
2. Learn the sounds of the alphabet
3. Write both upper and lower case letters
4. Recognize colors and shapes and their words

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5. Identify spatial concepts; up, down, long, short, etc.
6. Identify the numbers and their words (1-10)
7. Cut with scissors on the line
8. Follow simple directions (4 commands)
9. Know the difference between left and right
10. Understand and recognize science concepts; weather, seasons, etc.
11. Learn to share and respect others rights
12. Participate in Bible activities
13. Memory Verses

We desire that all our children understand and recognize that Jesus Christ loves them and wants to be their Lord and friend.

PARENT RESOURCES

Everyone at our Christian Preschool is looking forward to working with your child and sharing the love of Jesus. Our main goal is to provide a quality program where your children may develop to their fullest.

We believe there is no such thing as religious and secular training. Jesus is all day long.

Colossians 3:17 And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.

We believe that children thrive best in an atmosphere of genuine love undergirded by reasonable and consistent discipline.

Proverbs 22:6 Train up a child in the way he should go and when he is old he will not depart from it.

We believe in being open to the Holy Spirit to help us deal effectively with each individual child.

John 14:26 But the Helper, the Holy Spirit, whom the Father will send in My name, He will teach you all things, and bring to your remembrances all that I said to you.

We believe that Jesus supplies all our needs and we cast all our cares upon Him.

Philippians 4:19 But my God shall supply all your needs according to His riches in glory by Christ Jesus.

We believe in the power of prayer and in giving thanks unto God for His abiding love. We will pray and sing praises as a group and use this beautiful means of worshipful expression to heighten our sense of unity.

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