

# Parent Handbook

**St. Michael's Episcopal Day Preschool**

**2925 Bonifacio St.**

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**St. Michael's Preschool Tax Identification Number: 94-6037234**

**State of California Child Care Licensing number: 070203871**



Dear Parents,

Welcome to St. Michael's Episcopal Day Preschool! We are looking forward to having your child at St. Michael's this year.

The purpose of this handbook is to answer questions that parents might have regarding our preschool.

If you have any questions or concerns, please call the preschool at (925) 685-8862 between 6:15am and 6:00pm, or send an email to: [stmaa-preschool@sbcglobal.net](mailto:stmaa-preschool@sbcglobal.net).

Sincerely,

*Colleen Wilson*  
Preschool Director

*Alicia Lundgren*  
Assistant Director

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## **Mission Statement**

To establish a complete preschool and day care facility for all of God's children.

To provide a quality program that is age appropriate and focuses on the "whole child" during their developmental process.

To promote love and acceptance for all in a Christian environment.

## **Our Philosophy**

We believe in the "discovery method" of learning. Children are active learners. We provide experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Children learn through play and through their interactions with teachers and other children.

Our teachers serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs.

We believe that parents (those who care for the child outside of school, whether they are a parent, grandparent, aunt, uncle, cousin or loving friend) are the most important people in the life of a child. We want parents to feel welcome to share in the total school experience. We encourage parents to visit often, attend weekly chapels, special events, volunteer for field trips and help out on "work party" days. With the staff, parents and children working together, we set the foundation for the beginning of your child's education.

## **Who We Are**

St. Michael's Preschool is an outreach program of St. Michael and All Angels Episcopal Church. It has been an asset to the community since 1979. In its effort to help enrich and care for the young children of the community, St. Michael's strives to create and maintain an atmosphere that fosters the healthy spiritual, emotional, intellectual, social, and physical growth of each child. We acknowledge that learning is enhanced in an environment that encourages sharing, caring, laughing, questioning, risk taking, growing, and playing.

We are a private non-profit preschool. We are licensed to care for 60 children; 2 years old to first grade entry. We provide both full and part time care 3 -5 days a week. We offer an outstanding Pre-K Program. A Pre-K information package can be provided at any time. Classroom placement is determined by the following factors: date of birth, individual readiness and space availability.

*Note: A new California law, as of 2011, states that children who turn 5 after September 1 are not eligible to enter kindergarten until the school year following their fifth birthday. This is considered when determining which class a child is assigned to at St. Michael's.*

We are committed to hiring educationally qualified teachers who are personally and professionally devoted to the exceptional care, welfare, and quality education of our children.

Most of our teachers exceed the academic qualifications required by California licensing regulations. In addition, our teachers are CPR and first-aid certified. More importantly, they are enthusiastic and enjoy their work with children. This is reflected in the positive environment they create for the children. Each teacher must pass a fingerprint background clearance check through the State of California as well as through the Episcopal Diocese of California.

## **The Program**

### **Hours of Operation**

The Preschool is open between 6:15am and 6:00pm, Monday through Friday. We are open year-round excluding major holidays. We are closed the week between Christmas and New Year and for two staff in-service days (August and February). Please see the section titled Closure Dates and Holidays for a list of days that the school is closed.

### **Education**

Classroom teaching happens from 9:00 a.m. to 12:00 noon. This is what we call the “preschool portion of the day.” Your child will get maximum benefit from preschool when he or she is present for the entire program.

### **Curriculum**

Curriculum is structured to be appropriate for the age level of the students in each class. Listed below are examples of the types of daily activities that children experience at St. Michael's:

#### Christian Education

- Grace before meals
- Chapel on Wednesday at either 9:30 or 10:00, depending on age of child
- Bible stories and songs
- Open invitation to attend any of St. Michael and All Angels Episcopal Church services

### Curriculum

- Get ready for school “Learning Without Tears”
- Raising A Reader (Pre-K Only)

### Science Center

- Science activities
- Cooking experiences
- Nature walks
- Nutrition
- Water play

### Math Center

- Counting games
- Measuring/shapes
- Block play
- Finger play

### Language Center

- Listen to various types of literature
- Browse through books
- Create own stories
- Learn concept of rhyming and create own rhymes
- Learn writing concepts

### Music

- Singing
- Listening to music
- Hands on with instruments

### Art Experiences

- Painting
- Collages
- Play dough
- Coloring



## **Age Related Classroom Expectations**

As a child develops the ability to focus and learn changes. Each teacher designs classroom activities that are age appropriate. Appendix A contains a list of the specific classroom activities used for the 2 year old, 3 years old and Pre-K (4 year old) classes. Parents should review these and be aware of the classroom expectations for the child depending on his/her age.

In addition to the classroom expectations listed above, the curriculum is designed around the Learning Without Tears program, which is used in the Mt. Diablo Unified School District.

### **Learning Without Tears®**

Preschool is a critical time when very young children focus on play-based, hands-on readiness activities and build their foundation for lifelong learning. Here are some of the skills children will develop with the Learning Without Tears® curriculum:

- Body awareness and good habits for school readiness
- Learning through the use of drawing, playing and singing
- Cognitive/language development skills
- Fine motor skills and strength
- Social skills

#### *Why Learning Without Tears®?*

- ✓ Easy to learn curriculum that works for all students
- ✓ Child-friendly consistent language
- ✓ Hands-on learning
- ✓ Integration of music into lessons
- ✓ Easy methods to get children set for formal instruction in Kindergarten
- ✓ Fun to learn; no more tears!

#### *Natural Developmental Order*

The curriculum follows natural developmental progression from the easiest to the more advanced skills. Hands-on learning tools and exercises follow a student's natural sequence of learning: imitation, copying, independent writing. Children learn using dough, magnetic stamps, wood pieces, and a slate/chalkboard.

### *Hands-On Learning*

Wood Pieces, Roll-A-Dough Letters™, Stamp and See Screen™, Slate Chalkboard, and the Get Set for School™ sing along CD make learning a treat. This assortment of products is unique in the way each engages children and teaches readiness and social skills. Holding a crayon; understanding direction; vocabulary and rhyme; body awareness; and shape, color, and symbol recognition are some of the key preschool skills that children will learn.

### **Food Program**

St. Michael's Preschool participates in the California Child Nutrition Food Program. All parents are required to fill out California Child Nutrition Food Program Enrollment Paperwork upon enrollment, as well as every October. As active members in this program, we are required to provide a healthy, nutritious meal. All food served to children, is prepared here on site. If your child has special dietary needs, a specific conference will be needed with the director and a physician's note may be needed.

### **Prayer**

Prayer is a part of the daily activities at St. Michael's. The children say grace together before they eat, and may pray together at other times during the day.

For grace we pray:

***"Heavenly Father, be our guest and let this food to us be blessed. Amen"***

### **Chapel**

Once a week, on Wednesdays, the children have Chapel time. This is a 20 - 30 minute session usually held in the Church or Chapel. Topics may vary. Parents are welcome to observe and participate.

### **Field Trips**

Occasional walking field trips are taken throughout the year. For identification purposes, we ask that each child wear a St. Michael's t-shirt. T-shirts are available for purchase. Parents will be notified in advance of all trips and outings. Parents are encouraged to join the class for field trips. To ensure the safety of all the children and to enhance their enjoyment of the experience, we ask that escorting parents follow these guidelines:

- Siblings may accompany a parent with prior approval of the director.
- Teachers consider parents to be a part of the team and ask that they follow directions in assisting the children
- We ask that parents keep their attention focused on the children and not on adult conversation
- Parents may take pictures as the time and conditions permit
- Cell phone usage is discouraged during field trips

Thank you for your understanding in helping to make all field trips successful and pleasurable for your child and their classmates.

## **Special Events**

There are numerous special events planned on campus. We strongly encourage parental/family involvement on these occasions. If an activity is planned for a day that your child is not scheduled to attend, your child is welcome as long as a responsible adult is present. If you would like to celebrate your child's birthday here at school, please notify your classroom teacher and or the director. Any food brought in will need approval.

## **Daily Schedule**

6:15-9:30	Arrivals, breakfast, free choice in classrooms and outside play
9:30-12:00	Class time – includes snack, curriculum, circle time and free exploration
Noon-12:30	Lunch time
12:30	Preschool morning session pick-up
12:30-1:00	Prepare for rest time, potty and story time
1:00-3:00	Rest time
3:00-3:30	Wake up and snack time
3:30-6:00	Inside/outside play time and an afternoon project

Schedules vary according to class. Please check with your child's teacher for their classroom schedule.

## How to Help Your Child Prepare for School

Talk about school with your child. Discuss positive experiences that are waiting for him or her. Listen to your child. Discuss concerns that he or she is expressing. Encourage your child and be reassuring. Establish good routines for eating and sleeping. Establish a good communication link with your child's teacher so that you are informed about your child's progress.

## What to Bring on the First Day of School

### An Extra Change of Clothes (Please label everything)

- Socks
- Pants
- Shirt
- Underwear

### Other Items needed for full day children

*Following nap items MUST fit in provided nap bag:*

- Small fitted crib sheet
- Small blanket
- Small stuffed toy (if desired)

### Other items needed if your child is in diapers

- Diapers
- Wipes

## Earthquake Kit

In preparation for the possibility of an earthquake, St. Michael's Preschool requires that each family purchase one "Econo Pack" for each child attending the school. **The cost is \$25.00 per pack due upon enrollment.** The kit has a shelf life of 5 years and is yours to keep when your child leaves St. Michael's Preschool.

The Earthquake kit provides:

- 3 days of emergency food
- 9 packs of purified water
- 1 solar blanket
- Small first aid kit

## Saying Goodbye

Separations are sometimes difficult, especially at the start of preschool. Starting the day in a positive manner will help assure a good day for your child. Here are some suggestions:

Develop a reassuring goodbye routine for each day. For example find a teacher for your child to say “good morning” to or a favorite activity your child likes to begin the day with, then give a warm hug good-bye and leave with confidence. Having a consistent routine is very important. Before leaving the school, talk with your child about what he/she is going to do and the teachers and children who will be at school. When changes in routine occur, please keep the staff informed so they can help your child settle. Let teachers help you by taking your child in their arms if this will help. Please don’t hesitate to call the preschool after you have left to check on how your child is doing.

## Enrollment & Fees

### Admission Criteria

The following criteria must be met before a child is accepted for admission:

- The parent(s) or guardian(s) must complete a tour of the facility and meet with the Director
  - Each child’s needs must be discussed with the Director to insure proper classroom placement
  - All required forms (listed below) that are reviewed by the Director during the pre-admissions meeting, ***must be completed and returned prior to the first day of school***
- 
- [Admissions agreement](#)
  - [ID & Emergency Information Form](#)
  - [Pre-admission Health History](#)
  - [Physician's Report](#)
  - [Copy of Immunization Record](#)
  - [Consent for Medical Treatment](#)
  - [Parent’s Right Statement](#)
  - [Personal Rights Statement](#)
  - [California Food Program](#)
  - [Naptime Policy](#)
  - [Emergency Cards](#)
  - [Behavior Policy Form](#)
  - [Illness Policy Form](#)
  - [Disaster Policy Form](#)
  - [Photo Release Form](#)
  - [Sunscreen Permission Form](#)
  - [Walking Field Trip Permission Form](#)
  - [Family Participation Form](#)

## **Waiting List**

In the event that you are interested in enrolling your child here at St. Michael's and there are no spots available, your child will be placed on the waitlist.

Waitlist are based on the following priorities:

1. Siblings of current families
2. Family members of church members
3. Current availability
4. Schedule/ Needs
5. Former families
6. All others

*If you are called regarding an upcoming opening, you have 24 hours to confirm the spot and 48 hours to pay the registration fee.*

## **Enrollment Fees**

Children ages 2 years old through first grade entry will be accepted for enrollment. The registration fee is \$100.00 and will reserve a place for your child. This is a non-refundable fee. Each family will be assessed an annual supply fee of \$120.00, which is payable every September. This fee is prorated for families starting throughout the year.

## **Multiple Child Discount**

A tuition discount will be provided for each additional child enrolled from the same family.

## **Tuition Payments**

Monthly tuition fees are due on the first day of each month. A five day grace period will be allowed for payments, after which the account will be considered late. A 10% late fee will be applied at such time. The account will be considered delinquent if unpaid by the 10<sup>th</sup> of the month. If tuition is not paid by the 10<sup>th</sup> of each month, the child will be unable to attend school until the tuition balance is paid.

Semi-monthly tuition fees are due on the first and fifteen day of each month. A three-day grace period will be allowed, after which the account will be considered late. A 10% late fee will be applied at such time. The account will be considered delinquent if unpaid after the 8<sup>th</sup> or 22<sup>nd</sup> of

the month. If tuition is not paid by the 8<sup>th</sup> or 22<sup>nd</sup> of each month, ***the child will be unable to attend school until the tuition balance is paid.***

If a tuition check is returned from the bank, the amount of the check plus a \$30 return check fee will be due immediately.

See Attachment B for an example of the Tuition Schedule. This schedule may change. Parents will be notified one month before any change.

### **Family Participation Program (FPP)**

This program requires that each family participate in at least 20 hours of school supported activities within the school year (August-July). The FPP is intended to offset operating and maintenance expenses thus keeping tuition fees low. Examples of support activities are: volunteering for field trips, maintaining the preschool play yard, assisting with set-up and clean-up for school events. Hours are tracked by signing the sign-up sheet. If you opt-out of the program, or are unable to complete your 20 Family Participation Program hours within the school year, a fee of \$10.00 per uncompleted hour will be assessed. This fee is payable by the end of August or last day of enrollment, whichever occurs first.

### **Additional Hours and Days of Attendance**

Please note that additional attendance of any type must be pre-approved by the Preschool Director to ensure that there are sufficient teachers to meet our required child/teacher ratio. Failure to meet the required ratios exposes the school to the risk of a citation and fine by licensing authorities.

We ask that you call one week in advance for any extra days, so that we can try our best to accommodate you. Less than 24 hour notice will not be permitted.

Provided the extra hours or extra days have been approved by the Director, they will be charged at a daily rate by prorating the monthly tuition.

### **Late Pick Up**

Late fees will be applied after 6:00 P.M. for full time students or after 12:30 P.M. for preschool session students. The fee of \$1.00 per minute will be charged. These late fees are paid to the teachers to compensate them for staying beyond their normal working hours. After the **THIRD** late pick up violation fees will be doubled. *Excessive late pickups will result in dismissal from the program at director's discretion.*

## **Policies & Procedures**

### **Non-Discrimination Policy**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
  
Office of the Assistant Secretary for Civil Rights  
  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Reporting Absences**

If your child is going to be absent, please notify the preschool as early as possible. If your child is ill, please notify the Preschool as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.



## **Vacation Policy**

After a child is enrolled for one year, the parents are entitled to a tuition credit equal to one week's worth of school tuition. A family is entitled to a vacation credit every 12 months after a credit is granted. This credit does not happen automatically. The family must request the credit after 12 months of attendance.

## **Change of Schedule**

Any change of schedule must be requested at least one week in advance and approved by the Director. A request for change will be approved based on the availability of teachers and class schedule.

## **Withdrawal**

A parent or guardian must give a 30-day notice before decreasing their child's enrollment or forfeit the difference in tuition rate.

## **Custody and Visitation**

From time to time, issues arise that require the release of a child to the appropriate parent or legal guardian. Please list any custody or visitation restrictions on your enrollment forms and provide the Preschool Director with legal documentation supporting these restrictions. We will strictly adhere to the instructions provided in such legal documents. Please provide updated legal documents as changes are made.

## **Closure Dates and Holidays**

A school calendar will be provided at the beginning of September. Our scheduled closure dates are published annually. Additional copies are located at the parent sign-in area. Listed below are the holidays observed by the preschool:

- New Year's Eve and Day
- Martin Luther King Jr. Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

- Veteran’s Day
- Thanksgiving Day and Day After
- Christmas Eve and Day

Note: If New Year’s Day or Independence Day occurs on a Thursday, the school will also be closed on the Friday following the holiday. If it falls on a Tuesday, school will be closed on Monday.

The school is closed between Christmas and New Year.

In addition, the school is closed for two teacher in-service days, one in the spring and one in the fall.

***No discounts or schedule changes are given for holidays and closure dates that fall on your child’s regularly scheduled day.***

## **Clothing**

We strongly encourage you to dress your child in “play clothes” for school. Some of our activities may get messy and we want your children to be comfortable while they play and learn. For safety and comfort, children should wear rubber-soled shoes. Flip-flops and shoes without backing are not permitted.

*Important:* Label all clothing with your child's name in permanent marker. Please check the lost and found periodically for missing items. At the end of the month unclaimed items will be donated to charity.

## **Potty Training and Diapers**

We work closely with parents on an individual basis on potty training. We do accept children who are not potty trained into our two-year-old program. Parents must provide diapers and baby wipes as needed. Because of California Licensing Regulations, all children **MUST** be potty trained before they leave the two’s program.

Each child’s potty training needs are considered on an individual case basis. When you are ready to potty train your child we will provide you with a Potty Training Agreement.

## **Bathroom/Clothing Accidents**

All children must bring a complete change of clothes in a labeled Ziploc® bag. Parents should label all clothes and the bag with the child’s name. If your children use these clothes, please

send a new change of clothes the next day that they are at school. Children are more comfortable in their own clothes.

## **Birthdays**

Birthdays may be celebrated at school. If you want to have a party for your child at school, please notify your child's teacher and the Director a week prior to the event.

## **Emergency Contacts**

For your child's security, please be sure to provide us with at least two emergency contacts and keep their numbers updated on the emergency card as changes occur.

## **Child Pick-up Authorization**

You must inform the school if someone other than a parent is going to be picking up your child. On the emergency card, please list all persons who are authorized to pick up your child. They must present a photo I.D. if we do not know them. No child will be released to any person not authorized by a parent. State law prohibits us from accepting authorization over the telephone. However, we will accept an email from you. This is for your child's safety. Additionally, anyone who picks up a child must be at least 18 years of age.

## **Student Record Updates**

Whenever there are changes or additions to the information originally provided on your registration form, please stop by the office to make changes. This is important regarding the telephone numbers where you can be reached while your child is at school. In an emergency, it is important to reach parents quickly.

## **Naptime Policy**

### **Rest Time**

All children will be required to rest. Depending upon age, children are expected to rest quietly or engage in quiet activities, allowing those who would like to sleep the opportunity to do so. We provide a bedding bag upon enrollment. Parents please bring a small crib sheet, a small blanket and a small soft toy, if desired by your child. Bedding bags are to be taken home and

laundered every Friday or the last day of your child's school week, or more frequently if necessary. If you forget your child's bedding, school bedding will be provided at a cost of \$5.00 per week.

In our effort to maintain your child's naptime supplies in a safe, sanitary manner, we ask that you follow the guidelines below:

### **Parents Must Provide**

On Monday (or the first day of the week) please bring a sheet, blanket, small pillow and/or stuffed animal in your child's bedding bag.

### **Drop Off of Naptime Supplies**

On Monday (or first day of school for the week), place your child's naptime supplies in their cubby.

### **Laundering of Naptime Supplies**

On Friday (or last day of school for the week), take your child's naptime supplies home to be washed.

### **Discipline**

St. Michael's Preschool operates on the premise that young children are never "bad". The types of inappropriate behavior most often seen are usually the result of the child's level of development. Our goal is for children to become self-disciplined. We use the following methods to help teach and role model appropriate behavior and problem solving:

1. Redirecting inappropriate behavior
2. Encouraging children to use their "words"
3. Talking about feelings
4. Assisting in the care of another injured child
5. Using logical consequences
6. Promoting developmentally appropriate rules
7. Giving plenty of time for children to complete tasks
8. Providing a well-balanced program
9. Using "time out" when inappropriate behavior cannot be resolved by the other methods listed above.

If inappropriate behavior cannot be resolved, a conference with the Director may be necessary. At that time, a course of action will be discussed. If these measures do not help the situation, your child will be given a two-week notice of disenrollment.

### **Biting and Behavior policy**

Because your child's safety and well-being are important to us, we have implemented a 4-step Biting and Hurtful Behavior Policy. Although we understand that biting and hurtful behavior may be a part of some children's development, we feel it is necessary to explain our policy concerning biting and hurtful behavior.

STEP 1: Your child bites or hurts someone for the first time. You will be informed through an incident report, which will explain what happened. At that time, we will ask you to speak with your child about the incident. The Director of St. Michael's Preschool will evaluate the incident, the classroom and the supervision.

STEP 2: Your child bites or hurts someone a second time. You will receive an incident report and the Director of St. Michael's Preschool will counsel you and give you literature and referrals to help you deal with the situation as a parent and let you know how we are dealing with the situation at school.

STEP 3: Your child bites or hurts someone a third time. If the two previous steps are proving to be ineffective, you will be expected to pick up your child from the center and not return until the following day.

STEP 4: Your child bites or hurts someone a fourth time. Your child will be dis-enrolled from our preschool program.

### **Safety and Security**

#### **Parking**

Please *do not* park in the red zone. For the safety of our children, this is reserved for emergency vehicle use *only*. Please drive slowly in the parking lot, entering and exiting carefully.

#### **Arriving and Departing the School**

When the school opens and attendance is low, children may be gathered together in one room or on the playground before they move to their respective classrooms. At 9:20 am the children are taken to their classrooms.

For the safety of all children, please keep your child with you from the time you pick them up until you get them into the car. Please make sure a member of the Preschool staff acknowledges that you are dropping off or picking up your child.

### **Signing In and Out**

State law requires that children must be signed in when brought to school and signed out when picked up. Signatures must be your full legal name, no initials please- it MUST be legible. The school can be fined if you are only initialing or not signing your full name.

### **Security Doors and Gates**

Our exterior doors and gates are locked. Please don't admit anyone you don't know. Please notify a teacher if someone needs to be let in. They should ring the door buzzer and wait for admittance. Please remember to latch each door and gate as you enter and exit the building and playground.

### **Emergency Procedures**

We schedule emergency drills monthly. We have developed an emergency evacuation system designed to meet the needs of our center.

Evacuation plans are posted in each classroom. In the unlikely event that our center is severely damaged or declared unsafe, all children will be evacuated to a safe distance from the building, where we will await your arrival. The Director will attempt to notify you as soon as possible.

### **Emergency Disaster Plan**

In the case of any sort of emergency, accident, weather condition or earthquake, the goal of St. Michael's Preschool is to be prepared to meet the physical needs and psychological support of the children and staff.

### **Responsibilities**

**School** - The school will retain responsibility of all children on the premises until they are released to a parent, guardian or other designated person or until they have been transported to an official evacuation center. Selected staff will remain with the children until all children have been reunited with their families. Any relocation site's name and address will be posted.

**School Employees** - All employees will remain on premises as designated by law. Each employee has their designated emergency duties and may not leave until given official permission by the Director or acting Director.

**Parents** - Parents should listen to radio/television for progress reports on the disaster.

We will also be following official instructions via radio. If you are able to reach the school without danger to yourself or without interference with disaster workers, you should pick up your child. Remember children will only be released to parents, guardian or to other designated persons on their emergency card.

## **In Case of Fire**

St. Michael's preschool staff will perform the following 4 steps:

**Save lives** - Evacuate any person in immediate danger

**Sound alarm**

**Report fire**

### **Evacuation of children**

As soon as a fire is discovered, an orderly evacuation of the building will begin as practiced in our monthly fire drills. The building will be checked to assure that all children are out. Our evacuation site is on the far side of Esperanza Street.

### **At evacuation site**

All children and staff will be accounted for, children reassured and first aid administered, if needed. The building will not be reentered until given permission by fire officials.

**Contain fire** - Staff will use a fire extinguisher if it's safe. The designated staff will close all doors, windows and shut off electricity and gas

## **In Case of Earthquake**

### **During an earthquake**

Staff will shout “Duck and Cover.” Children will follow instructions as practiced in earthquake drills every month. Staff will do the same.

### **After an earthquake**

All staff will check their group for injuries. All adults will verify they are safe by voice. Designated staff will check all areas of the building and conduct a safety check. Classes/groups will calmly walk to our prearranged evacuation site in the parking lot.

### **At evacuation site**

All persons will be accounted for, reassurance will be given to the children and staff will begin their emergency duties. These duties include a command person, supply person, first aid person, and morale persons. Staff emergency jobs are listed on the Emergency Care and Disaster Action Plan form posted in the preschool hall.

## **In Case of Power Outage**

The staff will have the children “freeze” where they are until alternate lighting can be obtained. Each classroom has an emergency supply box that includes flashlights. If power failure occurs in the daytime and weather is nice, we will transfer all activities to the playground. If it is very hot outdoors, we will find the coolest possible area where there is shade. We will utilize emergency supplies to keep children comfortable. Children will be reassured. In the event that the power is out prior to the 6:15am start time, the school will be closed. Do not bring your child to school. If you are unsure if the school’s power is out, please call first. If the power is out for more than an hour, the emergency will be assessed. If it is decided that the school will remain closed, parents will be phoned. If phones are out, we will remain on site and follow all official emergency instructions via radio, TV, etc.

## **In Case of Flooding**

If it is safe to remain in the building we will do so, unless ordered to evacuate. If the grounds are flooded, we will wait for official assistance. Emergency supplies will be used to keep the children comfortable. Children will be reassured. If assistance is not forthcoming, we will move the children to the highest possible location.



## **In Case of Tornado**

If there is sufficient warning, children can be picked up by their parents. Children who are at school during the tornado warning will be kept indoors and taken to our inner hall. A door and window will be left open to allow air to move through. Care will be taken to stay out of the path of debris. Children will be reassured. Emergency supplies will be used as needed.

## **Any Other Emergency**

We will follow the instructions provided by the Community Warning System, Police, or other officials. We will reassure the children. We will stay inside the building or evacuate as the situation dictates. Emergency supplies will be used as needed.

## **Health and Nutrition**

### **Illness**

It is inevitable that children get sick. Toddler and pre-school aged children have the highest incidence of communicable disease. Making the decision that a child is too sick to attend school can be a complex one. All children must be checked in with the teacher prior to a parent's departure each day. At this time the teacher will ensure that the child is free from obvious signs of illness. State regulations prohibit us from admitting any child too ill to participate in *regular daily activities*.

If you will be keeping your child home from school due to an illness, please notify the office, so that we may advise other parents accordingly. Should your child be exposed to a contagious illness at school, a notice will be posted so that parents are made aware of symptoms.

### **Sick at School - Sending a Child Home from School**

Should a child get sick at school, he/she will be isolated and the parent will be notified. An authorized person must pick up the child within one hour.

Listed below are the guidelines that will be followed when determining whether a child needs to be sent home due to illness during the day:

- Diarrhea one time accompanied by a fever of 100.4 or higher
- Diarrhea two times in one day even without a fever of 100.4 or higher

- Vomiting one time accompanied by a fever of 100.4 or higher
- Vomiting two times in one day even without a fever of 100.4 or higher
- Runny nose, cough and fever of 100.4 or higher
- Rash (not including heat or food allergy)
- Head Lice or Nits

If your child has a fever or symptoms of an illness not stated above (lethargy, pale, flushed, stomach pains, etc.) the staff will contact you and discuss whether or not your child needs to go home.

*Remember that the preschool must consider the health of other children in our care!*

### **After an Illness**

***When a child returns after being home sick, the child must be checked and cleared by a member of the staff.***

Listed below are the guidelines that should be followed when determining whether a child is able to attend school after an illness:

#### **Chicken Pox**

The child must stay home for 6-10 days after the initial outbreak, or until all the lesions are crusted and dry.

#### **Pink Eye Infection; Consult a Doctor**

If the child has a *bacterial* infection, the child must stay home, and if on medication prescribed by a licensed physician, for 24 hours.

#### **Strep Throat, Tonsillitis**

The child must stay home, and if on medication prescribed by a licensed physician, for 24 hours.

#### **Ear Infection**

The child must stay home and if on medication prescribed by a licensed physician, for 24 hours.

## **Hand-Foot-Mouth**

The child must stay home for 3-7 days, until vomiting and/or diarrhea have subsided and rashes and sores are healed.

## **Lice**

We have a “NO NIT POLICY”. This means an infested child cannot return to school for 72 hours, and only with the parent’s assurance that all treatment measures have been taken and that the child is nit free. When returning to school the child must be inspected by a staff member before their parent can leave. If any nits are found, the child must return home for another 72 hours to follow up.

## **Fever**

A child with a fever of 100 degrees or higher will be sent home immediately. The child must stay home until fever free (without the use of a fever reducer) for 24 hours.

## **Vomiting**

The child must stay home for 24 hours without vomiting.

## **Diarrhea**

The child must stay home for 24 hours without diarrhea.

## **Coughing**

If a child is coughing uncontrollably, we will ask the parent to take the child home.

## **Fifth Disease “Slap Cheek”**

The child must stay home until fever free for 24 hours (without the use of a fever reducer).

## **Rash**

If a child has a rash, the parent will be asked to take the child to a doctor to diagnose it. If it is not contagious, the child may return to school with a doctor’s note clearing the rash.

## Medication Policy

Medication will be administered if prescribed by a physician. This includes ointments and diaper rash creams. Medication must be brought to school in the original bottle or container, with the prescription label attached. It must always be given to a staff member and should not be placed in a child's lunch bag, pants pocket or cubby. A written request from the parent or guardian is required. Non-prescribed medicine will not be administered unless a physician request form is complete.

*\*St. Michael's Episcopal Day Preschool takes no responsibility for any reaction caused by the ingestion of prescribed medication.*

## Inhalers and EpiPen

An inhaler or EpiPen will be administered if prescribed by a licensed health care provider. It is the parent/guardian responsibility to supply the medication and equipment and to keep daily emergency contact information up to date. If medication becomes expired while child is in our care, it will be given back to the parent/guardian for proper disposal. An *Incidental Medical Services Plan* form MUST be completed by a physician before any medication is administered. This is a state regulation. Forms are available for download on our webpage.

## Prescribed Antibiotics

If a child is prescribed antibiotics for an illness, he/she must have taken the correct dosage for a full 24 hours before returning to school unless there is a doctor's note stating it is safe for the child to attend school. This rule applies ***if and only if*** the illness is not contagious or infectious.

## Sun Screen

1. Apply sunscreen **daily** on your child **BEFORE** dropping them off at school.
2. If your child is at school for a **full day (6:15-6pm)**, We will reapply sunscreen before afternoon recess.
3. Fill out and turn the sunscreen permission form if your child attends the preschool on a full day schedule. This gives the staff permission to apply the sunscreen in the afternoon only. Half-day students (8:30-12:30) will not need sunscreen applied. If you do not want your child to have sunscreen applied, please indicate that on the sunscreen permission form.

*\* St. Michael's Episcopal Day Preschool takes no responsibility for any reaction caused by the application of sunscreen approved by the parents of a child.*

## **Accident/Illness Procedures**

If your child is involved in an accident or suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency (consistent with your requests set forth in the *Identification and Emergency* form that you completed at registration) to provide the necessary special care that your child needs.

In the case of an emergency, and if we cannot make contact with your or your designated emergency contact, St. Michael's Episcopal Day Preschool, in its sole and unlimited discretion, shall seek any necessary treatment, including, but not limited to, calling 911. The parent(s) or guardian(s) are responsible for any and all expenses incurred, in the event that this course of action becomes necessary.

## **Health and Nutrition Policy**

1. Upon enrollment each parent or guardian will receive a written nutrition policy.
2. Each month a menu of the daily foods provided in our facility will be distributed to each family. Please be sure to review the menu.
3. All food brought from home must follow the California Child Care Food Program requirements and be pre-approved by the Preschool Director.
4. Upon enrollment, a daily schedule of all meal times will be given to each parent or guardian. Meals and or snacks are provided every 2-3 hours during operational hours.
5. Each child is provided with child sized utensils and dishes. Please teach and encourage your child to use them. We do not use bottles or "sippy" cups here at St. Michael's.
6. Snacks and meal are presented using a family style setting. This allows children to share in conversation and eat within a scheduled allotment of time.
7. Children are given the responsibility of expressing how much they want and to express when they are full. This is done under the supervision of the teacher.
8. Children are given the option to choose from a balanced diet of healthy foods using portion size choices of a little, a lot or a taste.
9. Teachers instruct children in the proper use of child-sized utensils, furniture and dishes. This assists children in learning how to serve themselves. Each class teaches these age appropriate skills to successfully accomplish these tasks.

10. If a child has special needs, meals can be planned to accommodate their needs. Please speak with the Director if you have any questions regarding special dietary needs.
11. When planning meals, each child's ability to chew, swallow and to feed themselves is taken into consideration.
12. Teachers sit with the children at all snack and meal times to model appropriate meal time behavior. Teachers will assist children when needed.
13. For celebrations, events and holiday parties, parents are strongly encouraged to provide healthy food and drinks, especially fruits and vegetables. For questions, please see the Director.
14. Children always have access to safe drinking water and are encouraged to drink water throughout the day.
15. Fat free milk is served at all meals and at variety of snacks time. Soymilk will be provided for children who are allergic or lactose intolerant.
16. **A doctor's note confirming all food allergies must be submitted at time of enrollment.**
17. For any questions or concerns, please see the Director.

### **Physical Activity Policy**

1. Upon enrollment each parent and or guardian will receive a physical activity policy.
2. A copy of the classroom weekly or monthly lesson plan will be available to each parent and or guardian.
3. Children are never denied physical activity or play as punishment.
5. A safe environment will be provided for all children. All activities and equipment are age appropriate for all children in our facility.
6. Multi-media is used for educational purposes only. No movies or videos over 30 minutes will be played without prior consent from the Preschool Director.

## **Reporting Child Abuse**

St. Michael's Preschool wants the best for all the children and families. The preschool has a moral and legal responsibility to report any case of suspected child abuse. In suspected abuse and neglect cases no evidence will be excluded on grounds of confidentiality including preschool records. Although St. Michael's Preschool staff is not obliged to do so, we may speak with parents prior to notifying the Department of Social Services.

## **Family Involvement and Communication**

### **Open Door Policy**

Parents are always welcome. We encourage you to visit at any time. Open communication between the parents and staff is important, and so is your input. Please feel free to discuss any questions or concerns you may have regarding the preschool with the Director at any time.

### **Parent Communication**

The teachers will inform, in writing, or via email what the child's week was like. This provides a quick means for you to be informed of your child's daily activities and can promote a conversation between you and your child. You will receive a monthly newsletter containing information on activities, field trips and special events. Additional memos will be distributed as needed. Please note that it is your responsibility to read all communications carefully. The information contained is of great importance to you and your child.

### **Lesson Plans**

The teacher of each classroom will post either weekly or monthly lesson plans, as well as provide a copy in your parent box. Lesson plans will provide information on activities children will be doing that week or month.

### **Back to School Night**

Curriculum, teaching methods, evaluation format, schedules and guidance techniques will be discussed at Back to School night at the beginning of the year. This is an evening for you to get to know your child's teacher.

## **Student Evaluations**

Student evaluations are provided for three and four year olds. The teachers schedule student evaluations twice a year, once in the fall and once in the spring. The purpose of the evaluations in preschool is to monitor each child's progress in all areas of the child's development. The evaluations help us to meet both the current and future needs of the child. Parent-teacher conferences are available upon parent request.

St. Michael's also offers parent-completed screening tools called *Ages and Stages Questionnaires-3* and *Ages and Stages Questionnaires: Social-Emotional*. These are available upon parent request.



## **Classroom Expectations**

### **Two Year Old Classroom Expectations**

Children develop at different rates. The following list presents basic skills and concepts that will help children get ready for school.

#### **Social and Emotional Skills**

The children will learn to:

- Show concern for what's around them
- Accept and respond to teacher's authority
- Show interest in playing and sharing with others
- Show self confidence
- Control their feelings

#### **Fine Motor Skills**

The children will learn to:

- Hold the crayon in a pinching form (not grasping)
- Use scissors
- Hold different size paint brushes
- Glue materials
- Correctly put simple puzzles together
- Thread breads of variety of shapes and sizes
- Color with a scribble method
- Draw basic lines
- Draw large circles

#### **Gross Motor Skills**

The children will learn to:

- Walk (forward and backward)
- Walk up/down stairs
- Jump in place with both feet
- Balance on: Right foot/ Left foot
- Hop on: one foot /Two feet
- Throw a ball forward
- Kick a ball forward

### **Reading Readiness**

The children will learn to:

- Identify own name
- Identify basic colors, red, green, blue, yellow, orange, and purple

### **Math Skills**

The children will learn to:

- Identify basic shapes: square, triangle, circle, diamond, heart, and rectangle

### **Science Skills**

The children will learn to:

- Identify basic body parts
- Basic sounds

### **Listening Skills**

The children will learn to:

- Sit at a short circle time
- Lengthen attention span
- Talk about what they heard in a story

### **Music Skills**

The children will learn to:

- Participate in basic singing of songs
- Participate in music and movement

### **Self Help Skills**

The children will learn to:

- Clean up after self
- Dress self: put on shirt, pants, socks, pull up or underwear
- Feed self

## **Three Year Old Classroom Expectations**

Children develop at different rates. The following list presents basic skills and concepts that will help children get ready for school.

### **Social Skills**

The children will learn to:

- Share with others
- Develop patience
- Listen to others
- Engage in play with other children
- Attend to an activity for a period of time
- Complete an activity
- Look forward to going to school

### **Pre-Reading Skills**

The children will learn to:

- Recognize of own name
- Recognize of letters in own name (upper case)
- Identify basic colors, red, green, blue, yellow, orange, and purple

### **Math Skills**

The children will learn to:

- Identify basic shapes: square, triangle, circle, diamond, heart, and rectangle
- Recognize opposites: up/down, in/out, low/high, forward/back, left/right
- Group/Sort objects by category (animals, foods)
- Counting 1-10
- Recognize numbers 1-10
- Complete simple puzzles

### **Science Skills**

The children will learn to:

- Identify basic body parts
- Basic sounds

### **Listening Skills**

The children will learn to:

- Sit at a short circle time
- Lengthen their attention span
- Follow two step related directions

### **Language Skills**

The children will learn to:

- Understand negatives
- Understand positional concepts (on, in, out)
- Talk about past events, or objects out of view
- Articulate clearly, and be understood 80% of time
- Express their wants and needs

### **Pre-Writing Skills**

The children will learn to:

- Color within the lines
- Trace letters, numbers and shapes
- Begin to draw simple shapes
- Draw beyond a simple scribble
- Cut paper with little assistance
- Control a pencil or crayons with a pinch

### **Fine Motor Skills**

The children will learn to:

- String beads within 10 seconds
- Roll clay into a ball

### **Large Motor Skills**

The children will learn to:

- Catch balls with body
- Walk up and down stairs with alternating feet
- Run 10 feet without falling or bumping into objects

### **Music Skills**

The children will learn to:

- Participate in basic singing of songs

- Participate in music and movement

### **Self Help Skills**

The children will learn to:

- Clean up after self
- Dress self: put on shirt, pants, socks, pull up or underwear
- Feed self: use utensils correctly
- Improve skills in separation and independence
- Button large buttons
- Zip a jacket zipper
- Use the restroom with little or no help
- Wash hands without assistance
- Pour liquids from a small pitcher

## **Pre-K Classroom Expectations**

Children develop at different rates. The following list presents basic skills and concepts that will help the children get ready for school.

### **Social Skills**

Children will learn to:

- Share with others
- Develop patience
- Listen to others
- Engage in play with other children
- Attend to an activity for a period of time
- Complete an activity
- Look forward to going to school
- Be away from parents for 2-3 hours without being upset
- Take care of toilet needs independently
- Feel good about self
- Care for own belongings
- State and write their full name
- Dress self
- Use tissue to wipe and blow their noses
- Brush teeth
- Cross a residential street safely
- Ask to go to school
- State parents' names when asked
- State home address
- State home phone number
- Enter into dinner table conversation
- Carry a plate of food
- Maintain self-control
- Get along well with other children
- Play with other children
- Recognize authority
- Share with others
- Talk easily
- Like teachers
- Meet visitors without shyness
- Stay on a task
- Work independently
- Help family with chores

## **Pre-Reading Skills**

Children will learn to:

- Recognize own name
- Recognize letters in own name (upper case)
- Identify basic colors, red, green, blue, yellow, orange, and purple
- Remember objects from a given picture
- Know what a letter is
- Identify sounds of letters
- Pretend to read
- Look at books or magazines
- Recognize some nursery rhymes
- Identify parts of the body
- Identify objects that have a functional use
- Know common animals
- Express self verbally
- Tell the meaning of simple words
- Repeat a sentence of 6-8 words
- Complete incomplete sentence with proper word
- Understand that print carries a message
- Use left-to-right progression
- Answer questions about a short story
- Tell the meaning of words heard in story
- Look at pictures and tell a story

## **Math Skills**

The children will learn to:

- Identify basic shapes: square, triangle, circle, diamond, heart, and rectangle
- Recognize opposites: up/down, in/out, low/high, forward/back, left/right
- Group/Sort objects by category (animals, foods)
- Count 1-10
- Recognize the numbers 1-10
- Complete simple puzzles
- Count objects in one-to-one correspondence
- Understand empty and full
- Understand more and less
- Understand and complete patterns

## **Science Skills**

The children will learn to:

- Identify basic body parts
- Basic sounds

## **Listening Skills**

The children will

- Learn to sit at a short circle time
- Learn to lengthen attention span
- Follow two step related directions
- Follow simple directions
- Listen to a short story
- Listen carefully
- Recognize common sounds
- Repeat a sequence of sounds
- Repeat a sequence of orally-given numbers
- Retell simple stories in sequence

## **Language Skills**

The children will learn to:

- Understand negatives
- Understand positional concepts ( on, in, out)
- Talk about past events, or objects out of view
- Articulate clearly, and can be understood 80% of time
- Speak clearly and use sentences
- Express their wants and needs
- Say first and last name and their age upon asking
- Know some rhymes, poems and songs.
- Identify objects in picture books.
- Understand up and down
- Understand in and out
- Understand front and back
- Understand over (on) and under
- Understand top, bottom, middle
- Understand beside and next to
- Understand hot and cold



- Understand fast and slow
- Understand day and night
- Know his/her age and birthday

### **Pre-Writing Skills**

The children will learn to:

- Color within the lines
- Trace letters, numbers and shapes
- Begin to draw simple shapes
- Color and draw beyond a simple scribble
- Control a pencil or crayons with a pinch
- Write name in all upper case letters
- Attempt to write last name in all upper case letters
- Attempt to write name using both upper and lower case letter
- Copy simple shapes: circle, square, triangle, rectangle, cross

### **Fine Motor Skills**

The children will learn to:

- String beads within 10 seconds
- Roll clay into a ball
- Paste objects
- Clap hands
- Match simple objects
- Touch fingers
- Button clothing
- Build with blocks
- Complete simple puzzles (5 pieces or less)
- Zip clothing
- Cut simple shapes
- Handle scissors well

### **Music Skills**

The children will learn to:

- Participate in basic singing of songs
- Participate in music and movement

## **Large Motor Skills**

The children will learn to:

- Catch balls with body
- Walk up and down stairs with alternating feet
- Run 10 feet without falling or bumping into objects
- Skip/gallop
- Run at different speeds as well as stop on command within 1-2 steps
- Walk a straight line
- Jump
- Hop on one foot
- Alternate feet walking down stairs
- March alternating feet
- Stand on one foot 5-10 seconds
- Walk backwards for five feet
- Throw a ball

## **Self Help Skills**

The children will learn to:

- Clean up after self
- Dress self: put on shirt, pants, socks, pull up or underwear
- Feed self: use utensils correctly
- Improve skills in separation and independence
- Button large and small buttons
- Use restroom with little or no help
- Wash hands without assistance
- Pour liquids from a small pitcher
- Serve self at meals

## **Parent Acknowledgement**

Please sign below to acknowledge that you have fully read the Parent Handbook, including all policies and procedures.

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_