



2019-2020  
Parent Handbook

## Handbook Revision

Westside Christian Preschool reserves the right to revise, delete or supplement any of the provisions of this handbook when it deems changes are appropriate. Policy changes will be posted in the office for 30 days.

Revision Date: 04/04/19

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## A WELCOME MESSAGE FROM OUR DIRECTOR

Westside Christian Preschool has the desire to serve the families and young children in our church and our community with quality, Christ-centered early childhood education.

Our desire is to be an instrumental part of your child's growth and development during their time in our program. I believe preschool is such an important, positive way to expose children to a wide variety of lessons and experiences that encourage them to develop, stretch and grow. As teachers, administrators and parents working together, we will be able to lay solid foundations that promote learning and build character, establish feelings of self-worth and accomplishment, and cultivate a personal relationship with Jesus.

You are welcome to ask any questions, and my door is always open. We pride ourselves on the "family-feel" of our church community and are looking forward to the relationships that will grow here.

Thank you for allowing us to be a part of this important stage in your child's life! I have complete confidence that this will be a time of learning, friends, and as always, fun.

Welcome to the Westside Christian Preschool family! We are so glad you're here.

Kylie Faria  
Director

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## INTRODUCTION TO WESTSIDE CHRISTIAN PRESCHOOL

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Westside Christian Preschool is licensed by the State of California to provide an early childhood program designed to enrich the social, emotional, cognitive, physical and spiritual growth of the young child. The preschool is a ministry of Westside Church, and is an extension of the Children's Ministry of the church. It is a non-profit, community service preschool. No family is excluded on the basis of race, religion, national origin, or ancestry.

### Required Staff Qualifications

To be employed as a teacher at Westside Christian Preschool, the following qualifications must be met:

- A minimum of 12 Early Childhood Education units from an accredited college
- Fingerprint clearance and background check through the FBI and DOJ
- Negative TB test and health screening with current immunizations
- CPR/First Aid certification
- Each Westside Christian Preschool employee will be an active member of Westside Church and in good standing.

In addition, our teachers are required to attend weekly meetings to ensure our staff is continuously working together as a unified team. Staff members must also participate in any in-service training the preschool conducts on campus, including but not limited to state licensing workshops, health and safety trainings, curriculum planning, or food service instruction.

### Philosophies and Objectives

We believe in providing every student a safe, healthy, and comfortable environment that fosters growth, self-esteem, and learning. As we believe young children learn best through play, we have thoughtfully created a space and a curriculum that gives students the opportunity to develop appropriately through fun and playfulness. We will encourage students to explore their surroundings, stretch their imaginations, feel comfortable asking questions, strengthen their self-confidence and develop new skills. Our ultimate goal is to teach the students and their families about the love of God and lead them into a personal relationship (or deeper relationship) with Jesus as Lord and Savior.

We place value in both structured and non-structured activities, and schedule our days so that students are able to become familiar with appropriate behaviors in both settings. Our staff realizes the window of time we are able to spend with each child is precious and valuable, and we are continually striving for, training for, and praying for new, meaningful tools to impact our students in ways that are positive and life-giving.

### Mission Statement

To provide a safe, healthy, and comfortable environment that fosters growth, self-esteem, spiritual development including an age appropriate understanding of the Bible and a personal faith in Christ, and learning through play, hands-on exploration and both structured and non-structured activities.

## Curriculum and Learning

Our curriculum is specifically designed with the “whole child” in mind and focuses on the development of each child’s intellectual, emotional, physical, and spiritual self by allowing them to encounter many different learning experiences, including science and math, cooking, music and movement, art, Bible, and more, in addition to a traditional academic preschool curriculum.

Westside Christian Preschool believes that stronger foundations of learning and development can be laid when a school works collaboratively with the Child’s parent and focuses on common goals. We will be using a preschool-wide curriculum that ensures every classroom is emphasizing the same qualities, skills and learning objectives in ways that are both age and developmentally appropriate. While our teachers are given the freedom to express the curriculum the way they find most effective in their classrooms, every student on our campus will be exposed to the same material and objectives.

## Programs and Hours

### **2-Day AM**

Tuesday and Thursday from 9:00am to 12:30pm

*\*Parents must provide student with a sack lunch each day.*

### **3-Day AM**

Monday, Wednesday and Friday from 9:00am to 12:30pm

*\*Parents must provide student with a sack lunch each day.*

### **5-Day Program**

Monday through Friday from 9:00am to 12:30pm

*\*Parents must provide student with a sack lunch each day.*

## Office Hours and Observed Holidays

Our office will be open Monday - Friday from 9:00 a.m. to 1:00 p.m. with the exception of observed holidays, seasonal breaks, staff meeting times, in-service trainings, and adjusted summer hours.

Westside Christian Preschool will be closed in observance of the following Holidays: Labor Day, Veteran’s Day, Thanksgiving Break (1 week), Christmas Break (1 1/2 weeks), M.L.K Jr. Day, Presidents Day, Good Friday, Easter Break (1 week) and Memorial Day.

We reserve the right to determine school closures on a situational basis. In this instance, written and/or verbal notice will be given with as much advance warning as possible.

## Rights of the Licensing Agency

1. The Department of Social Services has the inspection authority to secure compliance with, or to prevent a violation of law and regulations.
2. Inspection authority means that any duly authorized officer, employee, or agent if the Department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision and services at any time, with or without advance notice. This include but is not limited to:
  - a. Inspecting Facilities,
  - b. interviewing staff and children,
  - c. observing the physical condition of children in care, and
  - d. auditing and copying facility records.

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## FAMILIES AND COMMUNICATION

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### Communication

Our aim is to keep open, honest lines of communication between our families, the teachers and the Director. Westside Christian Preschool believes that we can better serve our students if parents and staff are working together to advance a child's growth and development. Drop-off and pick-up times can be very busy and rushed, and there is rarely time for parents and teachers to have more than a few moments together. Families are always encouraged to setup a personal conference time with teachers or the Director whenever they deem necessary. The Westside Christian Preschool staff is also open to email correspondence, and in some instances, phone conferences.

Having a solid connection between home and school is essential. We ask that you share information with us that may be affecting your child during preschool hours so we can respond appropriately. Examples include health issues or a change at home, such as a new sibling, a move, or the passing of a family member. All information shared is held in the strictest confidence.

### Volunteering at Westside Christian Preschool

#### Classroom Volunteers\*

We welcome any parents or guardians who would like to take time and volunteer in their child's classroom. These volunteers will assist in their child's classroom on a regular basis, helping the teacher with projects, prepping materials for future lessons, and engaging the students in one-on-one or small group activities.

\*Due to state licensing regulations, Classroom Volunteers must provide verification of the following immunizations in order to work in the classroom: MMR, DTaP, Influenza, and a negative TB test and a clear DOJ background check.

#### Activity Volunteers

These volunteers will lend a hand at any of our school-wide activities that are scheduled periodically throughout the year.

All volunteers must check-in at the office before continuing to the classroom, no exceptions. It's also important for all volunteers to remember that in the classroom, the teacher remains responsible for the activities, schedules, and behaviors of each child. Volunteers are expected to defer to the rules and procedures of the classroom at all times.

Any parent who is interested in volunteering at Westside Christian Preschool is invited to contact the school office.

### Observations in the Classroom

It may become necessary for parents to observe their child in a classroom setting, at either their insistence or the Director's request. Reasons for an observation may include a child's repeated negative or dangerous behavior, or a safety issue. All observations will be scheduled through the Director. It may



be necessary that the Director is present in the classroom with the parent during the time the observation occurs. At no time is a parent ever allowed to intentionally observe a child other than their own.

### Parent Teacher Conferences

One Thursday and one Friday during the preschool year will be devoted to parent-teacher conferences and the classrooms will be closed to accommodate them. During your specified meeting time, Westside Christian Preschool may provide childcare on campus. Due to insurance liability and licensing regulations, childcare will only be extended to students enrolled in our preschool. Written notice will be given in advance so that every family has time to make arrangements for conference scheduling.

### Sign-In and Sign-Out Procedures

**Sign-In:** Classroom doors will open at 9:00 a.m. when school begins. Please wait patiently outside the classroom until doors are opened.

To sign-in, parents must sign their full name on the sign-in/sign-out sheet before their child will be released. A child is not permitted to enter their classroom without being signed-in by an adult.

**Sign-Out:** Our classroom doors will be open again at 12:30 p.m. for sign-out. To sign-out, parents must sign their full name on the sign-in/sign-out sheet before their child will be released. No student will be allowed to leave school grounds at any time unless already signed-out **and** escorted by a parent, guardian or authorized pick-up person listed in the student's file. Further, any pick-up person other than a parent or guardian may be asked to prove identification with a legal photo ID and must complete proper sign-out procedures before the teacher will release the child.

Students must be signed in and out daily according to state law. Repeated failure to sign in and/or out may result in temporary or permanent suspension from Westside Christian Preschool.

There will be a ten-minute grace period before a late pick-up fee of \$1 per minute begins to accumulate. This late fee will be charged to your invoice and payment is expected to be included in full with the next tuition payment.

If a child has not been picked up within one hour of their dismissal time and no contact has been made with a parent or emergency contact, the preschool staff may notify the Placerville Police Department and/or the Department of Social Services. Should a parent be an hour late for pick-up a second time in the school year, their child will be withdrawn immediately from Westside Christian Preschool at the family's expense.

### Grievance Procedure

Westside Christian Preschool strongly encourages parents to bring any concerns regarding school policies or the care your child is receiving to the attention of the appropriate staff member right away. If your concern is with the teacher, daily instruction or activities, or classroom procedures and behaviors, parents should first initiate a conversation directly with the teacher. Many times, this approach will result in a satisfactory outcome and won't require further discussion.

If a parent feels their concern has not been handled appropriately by the teacher, or that it deserves the attention of the Director, please schedule a meeting with the office. Any and all questions or concerns

regarding school policy, tuition or financial issues should be taken to the Director.

We kindly request that parents refrain from discussing school or classrooms concerns with other parents, and that all situations are handled constructively, confidentially, and with the best intentions in mind.

### Custody, Court Orders and Changes of Family Status

Westside Church Preschool will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required to do so by court order or state law.

The preschool denies a parent access to their child only if there is a legal document that addresses that denial. In those circumstances, we require (1) a certified copy of the current court order which clearly states the rights or restraints ordered, and (2) a letter from the custodial parent stating the non-custodial parent is not allowed to pick-up the child or participate in school activities.

Visitation schedules and parenting plans are agreements made between parents and are not binding to the preschool. We will release a child to either parent in accordance with school policy unless otherwise directed by a valid court order.

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## HEALTH, SAFETY AND DISCIPLINE

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### Campus Safety

Our classroom will remain locked during the day to ensure the safety of the students. If a student needs to be picked-up early or dropped-off late, or if a parent desires access to their child during school hours, please visit the office first and a staff member will assist you.

All students will be required to wear a nametag once they enter the classrooms. Nametags must be worn for the entire school day and will display the child's first and last name, a primary and secondary emergency contact phone number, any allergies or medical information the staff needs to be aware of, and a list of people authorized to pick-up the student.

### Releasing A Student

With the safety of every child being a top priority, we maintain a very strict policy regarding to whom teachers are allowed to release students. Our registration packet requires parents to list any and all individuals who are authorized to take their child from school grounds. Parents should be very thoughtful and inclusive with their list, and are responsible to update this information regularly.

Upon arriving at the preschool, the authorized pick-up person will be required to complete the proper check-out process and may also be asked to present a legal form of photo identification.

Only in cases of necessity or emergency will a change to the student file be made over the phone. In this

case, a parent may be asked to provide certain contact information, such as an address or phone number, to confirm verification.

If someone other than the child's parent or authorized person arrives to pick-up a student, the student will not be released until proper authorization is received. Should an unauthorized person become confrontational or uncooperative with staff, a telephone call will be made to the parent, an emergency contact person, and/or the police immediately.

### Access of Records

We value privacy and confidentiality with all verbal and written information shared with us and are careful to protect sensitive information. In a situation where a student's or staff member's safety is compromised, it may become necessary to share information or provide access of family records with either the Director, the administration of Westside Church, or a legal authority, and Westside Christian Preschool reserves the right to do so.

Please be aware that the California Department of Social Services Community Care Licensing Division has the right to view student records, as well as interview children on a one-on-one basis without the permission of the parent under California regulation, section 101200.

### Reporting Suspected Child Abuse and Neglect

According to state law, all personnel working in a licensed childcare facility are mandated reporters and must report suspected child abuse or neglect. Those who violate this reporting law are at risk of criminal penalty.

### Illnesses or Accidents

We understand that young children are often plagued by "the sniffles" and can suffer from seasonal allergies. Students are permitted on campus if experiencing a slight runny nose with clear discharge or a slight cough. We do request that children remain at home if suffering the following symptoms:

- Thick, green discharge from the nose
- Deep "wet cough", or a persistent, hacking dry cough
- A fever of more than 100.0 degrees
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea on two or more occasions within the past 24 hours
- Draining rash or undiagnosed rash lasting over a 24-hour period
- Open, oozing sores or scabs, unless properly covered
- Head lice\*
- Eye discharge or pink eye\*\*

\* A student will be able to return to school after receiving a head lice treatment at home. No doctor's clearance is required for a case of head lice.

\*\* A student with eye discharge/pink eye will be able to return to school with a doctor's note that rules out bacterial or viral infection, OR after being on a prescribed antibiotic for at least 24 hours.

If a student starts displaying behaviors or symptoms that may suggest illness, such as lethargy, fever, or voicing continual complaints about not feeling well, a parent will be called. Depending on the situation, a parent may be required to pick-up their child from school for the day. Please have an emergency back-up plan ready in the instance that your child must be picked up early due to illness.

If an incident occurs in which a student is injured, a parent will receive both verbal and written notice at regular pick-up time. Dependent on the incident or injury, the Director may decide to notify the parent by phone at the time of the accident. In some cases, the parent may be required to pick up their child early.

There is no requirement that the school be notified if a child stays home due to illness.

### Medication Policies

If medication is to be stored and/or administered at school, even in the event of an emergency, ALL of the following conditions must be met, no exceptions:

- An Authorization to Hold/Administer Medications form must be on file and will include a written statement signed by the parent/guardian specifying the reason for the medication, the name, the dosage, time, route, and instructions for emergency treatment.
- If your child requires an inhaled medication, a Nebulizer Care Consent/Verification Child Care Facilities (LIC 9166), MUST also be on file at the school for each person authorized to administer the medication.
- Medication must be delivered to the school by the parent/guardian only.
- Prescription medication must be in its original labeled pharmacy container, written in English.
- Over-the-counter (OTC) medications must be in their original packaging with an appropriate measuring device included.

It is the responsibility of the parent to ensure all conditions are met, administration instructions are up-to-date, and medications do not pass their expiration date. Please be advised that even in the event of a life-threatening emergency, expired medication will NEVER be administered to a child by any preschool staff.

Additionally, the preschool staff will NEVER administer a dosage that contradicts a pharmacy or medication label, despite written parent instructions, unless otherwise requested in writing by a physician.

Our school has two designated areas to store student medications safely and securely. Each time a medication is given to a student, the administering staff member will indicate the student's name, the time, dosage, and route on a Medication Log, which will be made available to a parent upon request.

### Allergies and/or Life-Sustaining Medication or Equipment

If a student has an allergy, health diagnosis, or is dependent on life-sustaining medication or medical equipment, it is very important that the preschool staff is properly notified and that all information has been included in the student's file.

For the safety of the student, allergy information will always be listed on the student's nametag and a list of students with allergies will be posted on every snack cabinet door, in each classroom, and in the kitchen.

In some instances, it may be necessary to ban a certain food from a classroom for safety reasons, with the most common example being a severe allergy to peanuts/tree nuts. If a certain food is banned, all parents in the classroom will be notified in writing and a sign will be posted on the classroom door. It is

expected that every parent adhere to the food ban to help prevent the possibility of a very serious, life-threatening emergency situation.

### Mass Casualty Preparedness

In the event of an earthquake, fire, natural disaster or other emergency, our staff is prepared with a mass casualty plan and strategies for safe and appropriate evacuation when necessary. These plans are posted in the preschool office and a Safety Manual is available in every classroom.

In an emergency, each class will be evacuated to safe area. The preschool staff will use every contact option available to connect with parents, who will be expected to come for their children immediately. Please be aware that a safe evacuation area might not be available on preschool grounds. The Director will assess the emergency and determine where it's safe to wait for parents. These areas may include the main Worship Center, Vukovich Insurance Agency, or any other neighboring parking lots.

Should we be unable to reach a parent or any emergency contacts listed in the student's file after one hour of the first attempt, Westside Christian Preschool may choose to contact the Placerville Police Department or Social Services.

### Emergency Medical Care

In the case of medical emergency or illness requiring immediate professional attention, 911 will be called.

Our staff has been trained in CPR/First Aid and will administer if appropriate and necessary. Any time emergency care for a student is required, parents will be contacted immediately. If parents are unavailable, the staff will notify individuals designated as emergency contacts in the student's file. In the case of injury or accident in which an ambulance is not needed, but medical care is advised, the staff will contact the parents right away. If the parents are unavailable, the staff will notify those individuals designated as emergency contacts in the student's file.

The Director can require at any time that a parent pick-up their child from school for any medical reason including accident, injury, illness, or a display of concerning or questionable symptoms. In this instance, the parent is expected to pick-up their child immediately or arrange for an authorized pick-up person to do so.

In NO circumstance is Westside Christian Preschool staff allowed to transport students to a hospital or doctor's office. Injured or ill children must be transported by parents, emergency contact individuals, authorized pick-up individuals, or professional medical personnel only.

### Behavior Management and Discipline Policies

We carefully adhere to the statement concerning personal rights and discipline as specified in Title 22, Division 6 of the California Administration Code. Our teachers are expected to follow specific guidelines when handling disciplinary situations and maintain an open line of communication with both the Director and the parents when necessary.

Westside Christian Preschool will never use any type of corporal punishment or violate a child's personal rights as defined in Title 22, Section 101223.2. We believe in "positive discipline", which emphasizes

positive behaviors, rather than highlighting the negative ones. Teachers may use any of the following positive discipline techniques:

- Speak with the child about appropriate behavior
- Redirect the child to a different area
- Remove the child from the area or the group and have them sit in a quiet, calm spot for a short period of time until the child is able to correct their behavior and return to the group
- Assist the children in conflict with suitable dialogue and model appropriate resolution

When a teacher deems it necessary, the Director may be asked to observe a student's behavior. In some cases, a student is brought to the Director's office to take a break from the classroom environment. If negative behaviors persist, parents may be called in for a conference.

After repeated or very serious unsafe behaviors, the Director may ask parents to sign a Behavioral Contract for their child. A Parent-Director conference will be scheduled so that the individual terms and consequences of the Behavioral Contract can be discussed. Possible consequences of the Behavioral Contract will include suspension or expulsion of the student from Westside Christian Preschool.

We reserve the right to suspend or dismiss any student or family who is not in compliance with state licensing laws, who is not following the policies and procedures of Westside Christian Preschool, or who poses a danger or possible threat to themselves, or to any other student, teacher, faculty, or family.

### Aggression and Biting Policies

We are committed to creating a safe environment for every student. Our program encourages and promotes independence and interaction, respect for others and our surroundings, and non-aggressive problem-solving between children. Despite our best efforts, undesirable behavior can sometimes occur before an adult can intervene, even if it happens right next to a supervising teacher.

### Aggression

We take aggressive behavior very seriously. These behaviors include but are not limited to: hitting/kicking, pushing, scratching, violent tantrums, physical attack, or in any way intentionally provoking an altercation.

This may also include verbal abuse or inappropriate language. In the event that a child's behavior places other students in an unsafe situation, our policy includes but is not limited to the following:

- The student will be spoken to in a firm but caring voice. At times, it might be necessary to remove the child from the rest of the group.
- The student may have a conversation about their behavior with the Director or spend time in the Director's office.
- Parents may be asked to remove their child from school for the remainder of the day.
- The aggressive behavior will be documented on a Behavior Report that will be given to the parents at pick-up time. A copy of the report also be kept in the student's file.
- It may be required to file a Special Incident Report with the state licensing department.
- If the aggressive behavior was inflicted upon another student, that child's parents will receive a written Incident Report at pick-up time and a copy of the report will be kept in the student's file.

## Biting

Biting can be a normal stage of development for young children who are teething or developing their language skills. Typically, biting is a temporary condition that is most common between 13 and 24 months of age.

We take biting very seriously. Our policy for handling biting incidents is as follows:

- The biter is immediately removed from the group and spoken with in a firm but caring voice.
- A written Behavior Report will be given to the parents of the biting child upon pick-up and a copy will be put in the student's file.
- It may be required to file a Special Incident Report with the state licensing department.
- A written Incident Report will be given to the parents of the bitten child.
- The Director may request a conference with parents of the biting child to discuss a corrective course of action.
- The bitten child is consoled and the bitten area is washed with soap and water. If necessary, ice will be applied to the area to reduce swelling or bruising. If skin has been broken, a bandage will be placed over the wound.

After three incidents of aggression and/or biting have been documented, the student will be immediately withdrawn from Westside Christian Preschool. We reserve the right to decide if the withdrawal will be temporary or permanent. If a period of six consecutive months passes without any occurrence, a following incident will be considered a "relapse" and the student will therefore be allowed one further incident before risking dismissal.

Please be aware that under NO circumstances will the names of the students involved in any conflict be shared with parents. Every student, despite their role in the circumstance, is entitled to confidentiality.

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## ADMISSION AND FINANCIAL AGREEMENT

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### Admissions Policies

The readiness of the student for admission is assessed on the basis of:

- Age: To be eligible for enrollment, children must be from 2 years - 5 years of age and can continue to be enrolled until age 5 and entered into a Kindergarten program.
- The child's ability to care for their own personal needs, such as toileting, dressing and hand washing, feeding oneself independently, etc.
- The ability to participate with a group of students away from his/her parents for a period of time.
- Meets vaccination requirements of California state law, SB 277
- Completed and returned registration packet forms (All Westside Christian Preschool forms and licensing forms including parents and children's personal rights.)

We understand that some students have just mastered potty-training and transitioning into a new environment might trigger a few accidents. If parents feel more comfortable, students ARE permitted to wear Pull-Ups or padded training underwear to school, if they are able to use them as regular underwear and can go through the process of pulling them down, using the toilet, and pulling them back up independently. Students are expected to transition into regular underwear shortly after entering the

program and able to use the restroom independently and without frequent accidents. Diapers are NEVER permitted to be worn while at Westside Christian Preschool.

After enrollment, it may become apparent that a student is not ready to meet the third condition of admission: participate with a group of students away from his/her parents for a period of time. Signs that a student is not ready may include persistent crying that continues through most of the school day, inability to follow along with the rest of the group, cowering/hiding in a “safe space” instead of joining the class, or requiring constant attention of the teacher or aide.

If a student does not meet all three conditions of admission, a conference with the teacher, parent and Director will be held to discuss next steps concerning continued attendance. Parents may be required to remove their child from the program for a short period of time or permanently. Re-enrollment will be based on the child’s readiness and/or available space in an appropriate classroom.

All State required forms included in the student’s registration packet must be completed BEFORE admission. Students will only be assigned to a class after the office is in possession of the completed student registration packet AND the registration fee has been paid in full. Students will be assigned to the class/teacher deemed best by the Director through the information received in their admission paperwork & also through any in-person meetings.

Physician’s reports are not required for a student’s first day of school. However, any student who has not turned in a completed physician’s report and an updated immunization record thirty days after their first day of school will be at risk of suspended attendance at the family’s expense until the completed paperwork has been submitted.

Westside Christian Preschool reserves the right to refuse admission to, suspend attendance of, or dismiss from the program a child who is not in compliance with state law, who is not able to meet the requirements of admission (as listed above), or who poses a danger to others, themselves, or other students/faculty.

Westside Christian Preschool is unable to provide any supplementary or optional services at this time.

## Personal Rights

### Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone



number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

#### **PARENTS' RIGHTS**

As a Parent/Authorized Representative, you have the right to:

(1) Enter and inspect the child care center without advance notice whenever children are in care.

(2) File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

(3) Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

(4) Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

(5) Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

(6) Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community care License

Licensing Office Address: 2525 Natomas Park dr, Suite 250 Sacramento, CA 95833

Licensing Office Telephone # :916-263-5744

(7) Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

(8) Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

#### **Immunizations Requirements for Admission**

Beginning January 1, 2016, California state law SB 277 mandates that all California school children are required to have the appropriate vaccinations prior to enrolling in a public or private elementary school, preschool or childcare center. This new law eliminates the exemption for students attending public and private school or preschool based on personal beliefs, leaving only the medical exemption in place. To maintain compliance with state law, all Westside Christian Preschool students must be up-to-date on all vaccinations required by SB 277 OR submit a medical exemption at the time of enrollment to be eligible for admission.

The required vaccinations and number of doses are as follows:

- 4 DTaP
- 3 Polio
- 3 Hepatitis B
- 1 Hib
- 1 MMR
- 1 Chicken pox (Varicella)

In order to obtain a medical exemption, a parent must submit at the time of registration a written statement from a licensed physician that states:

- The physical condition or medical circumstances of the child are such that the required immunization(s) is not necessary or in the best interest of the child
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
  - o The expiration date, if the exemption is temporary

### Wait List

If a family desires admission but classes have already met capacity, there is an option to be placed on a wait list. This does not guarantee a position in the academic school year, as waiting list students are accepted into the preschool only when an appropriate opening becomes available.

If a spot becomes available, wait list families will be notified in order of inquiry date and age-appropriateness. Once notified of an open spot by phone, voicemail, or email, the parent has forty-eight hours to accept or decline the spot. If there is no contact from the parent in forty-eight hours, the family by default will forfeit their opportunity and we will move to the next family on the wait list.

Once a wait list family has accepted an open spot, a completed registration packet and non-refundable registration fee must be submitted to the preschool office within five days. If the family fails to submit the required paperwork and fee within five days, Westside Christian Preschool reserves the right to offer the open spot to the next available family on the wait list. In this instance, the forfeiting family will be notified by phone and/or by email.

Should no opening become available during the academic year, the wait list families will be given priority registration dates for the following school year.

### Class or Program Cancellations

We reserve the right to cancel or suspend any class or program at any time due to low attendance or lack of response, lack of staffing, or at the Director's discretion. Written notice of any cancellations will be provided to parents as soon as possible.

### Registration Fee

A non-refundable annual registration fee is due at time of enrollment and must be paid in full to secure admission. If this fee is not received, the student will be at risk of losing his/her spot in their class. The registration fees will be determined as follows:

- To enroll a new student, a \$150 non-refundable registration fee applies.
- To re-enroll a current student, a \$100 non-refundable registration fee applies.

### Tuition Policies

During the third week of each month, an invoice will be sent to you. Invoices will show the tuition fee owed for the upcoming month, and any accumulated charges you may have accrued in the previous month, including overdue fees, or late pick-up fees.

Tuition is to be paid in full on the first of every month.

Should tuition not be paid by the 10th of the month, a \$25 overdue fee will be incurred. In the occurrence that tuition not be paid for two consecutive months, the student's attendance will be suspended on the 10th of the second consecutive month at the family's expense until the tuition is paid in full, or a payment plan is discussed with and approved by the Director.

If a family account has any outstanding balances, the student will be unable to participate in any end-of-year activities, and unable to register for or maintain enrollment for the following school year(s) until the entire balance is paid in full.

Despite observed holidays, teacher in-service days, seasonal recesses, or other school closures, our tuition fees have been calculated accordingly and will remain the same each month.

### Tuition Fees

2-Day AM Program - \$250 per month

3-Day AM Program - \$350 per month

5-Day Program - \$500 per month

### Additional Fees

Dependent on the optional activities a student may be registered for or based on accrued penalty fees, additional charges may be included on a monthly invoice. Those fees include but are not limited to:

Overdue Tuition Fee- \$25

Late Pick-Up Fee- \$1 per minute after a ten-minute grace period

Returned Payment or NSF Fee- \$30

### Making A Payment

Payments can be made by check or cash.

#### **When paying by check:**

Checks can be made out to Westside Christian Preschool. We ask that the student's name be written in the memo line to ensure the payment is credited to the correct account. Check payments can be deposited in the Payment Drop Box in the preschool office without an envelope.

#### **When paying with cash:**

Please speak with an office staff member for assistance as it is required that a receipt be given immediately for all cash payments. Once a receipt is given, the payment will be enclosed in an envelope clearly labeled with the student's name and placed in the Payment Drop Box.

\*There is never an instance in which a teacher should be responsible for collecting money of any kind, or handling any questions or concerns about tuition payments, family balances, etc. The teachers' primary focus is the students and as such, all financial questions or conversations should be conducted through the office.

### Refunds

We understand that circumstances may require families to withdraw their child from our program at any

time. Tuition refunds will be based on the following stipulations:

- If a student is withdrawn from class ON OR BEFORE THE 15th of the month, one-half of the regular monthly tuition will be refunded to the family.
- If a student is withdrawn AFTER THE 15th of the month, the regular monthly tuition fee applies and no refund will be issued.

*\*Registration fees are non-refundable.*

Should Westside Christian Preschool need to cancel a program/class at any time, a full refund will be provided to all families who have made payments towards the particular program/class. Parents can also choose to have those payments credited to an upcoming or an outstanding invoice upon request.

We reserve the right to take as many as fourteen business days to issue refunds.

### Absentee Policy

Refunds or make-up days will not be provided for student absences for any reason. Because each student holds a spot in his/her class whether or not he/she is in attendance, the regular monthly tuition fee will be expected on the first of each month despite the number of days that have been missed by the student.

There is no absentee credit or refund when school is missed for any reason, including but not limited to, holidays, vacations, family trips, or illness.

If a student has been absent for a period of two consecutive weeks without notification and the month's tuition has not been paid, the student may be automatically withdrawn from the program. Written notice will be provided to the parent.

### Late Enrollment Tuition Adjustment

Dependent on availability, students are welcome to enroll at any time during the school year. If a student begins a class before the 15th of the month, no adjustments in cost will be made to the regular monthly tuition fee. If a student begins a class on or after the 15th of the month, the tuition for that first month will be one-half of the regular tuition fee.

### Yearly Receipts for Tax Purposes

Yearly receipts will be available only upon request. If you desire a yearly receipt, please speak to the Director personally or email at: [kylie@westsideinfo.com](mailto:kylie@westsideinfo.com).

### Termination Policy

The following are causes for immediate termination from Westside Christian Preschool:

- Failure to uphold or not cooperating with the preschool policies.
- Use of obscenities by the child or the parent/guardian.
- Rude or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children by a child or parent/guardian.

- Failure to pay tuition within the required tuition due date and/or late tuition charges as per the preschool policy. When a reminder for tuition is not responded with payment within one day, it will be sufficient cause for termination.
- When parent/guardian does not follow up on the corrective action agreed upon at any conference.
- Frequently disruptive behavior by a child which interferes with the staff's performance or the daily class activities.

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## *GENERAL POLICIES AND PROCEDURES*

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### Snacks at Westside Christian Preschool

We will provide a snack to students enrolled in the 2-Day, 3-Day, and 5-Day programs during a scheduled snack time.

Snacks generally consist of cracker-type foods including graham crackers, Goldfish, CheezIts, Ritz crackers, and pretzels, fresh fruit, yogurt, cheese, and a 5oz. serving of 100% juice. Water is available in the classroom at all times.

At times, teachers will serve a unique snack that enhances their lesson plan. Additionally, many of our activities feature a special snack, or fellow students will bring treats to celebrate a birthday. Whenever possible, the teachers will notify parents of any deviation from the general snack menu by indicating a special snack day on the classroom calendar. Parents should alert the teacher immediately if they do not wish for their child to eat a special snack.

If a student has food allergies or sensitivities, it may not be possible for Westside Christian Preschool to provide safe snacks for the student. In this instance, the parents are asked to provide safe and appropriate snacks that can be stored in the classroom and served to the student each day.

### Lunch at Westside Christian Preschool

All preschool classes include a lunch period in which students will be eating in their classrooms from 12:00pm to 12:30pm. Parents are responsible for providing a sack lunch for their child each school day. Please be aware that while our teachers will be happy to assist each student in opening their lunches, we are not able to heat or refrigerate any items. Any uneaten food will be repackaged and sent back home when possible.

Westside Christian Preschool will not offer any food services outside of the provided snack. Other than the provided daily snack, no meals will be prepared by the facility. All meals are to be provided by the student's family and brought with the student each day.

### What To Bring To Preschool

Every student should bring a change of clothes in a small backpack to school each day in case of an accident or a major spill. Westside Christian Preschool does not have a supply of alternative clothing and a parent will be called to bring a clean, dry outfit if a fresh change of clothes is not found in the student's backpack.

Parents are asked to refrain from allowing their child to bring any items from home into the classroom. It is very challenging for a teacher to keep track of special items or toys, and we will not be responsible for those items. Some children have a difficult time separating from their special item and asking the student to place their item in a backpack or cubby could cause distress or angry feelings.

If a student is asked to bring a particular item from home for a special activity such as Share Time, please be cautious in what is sent to school. While the teachers do their best to safeguard special toys, accidents happen and things can be lost or broken. Any “weapon-like toy” will not be allowed at any time. Items that fit this description will be confiscated by the Director and the parents will be notified.

### What To Wear At Preschool

We encourage hands-on exploration at preschool and most often, students are working with paint, glue, glitter, etc., as well as utilizing outdoor play equipment. It is best if students are dressed in comfortable, weather-appropriate outfits that parents wouldn't mind being messy at the end of the day.

We require that each child wear well-fitting shoes that have a strap across the back. Rubber-soled footwear is most appropriate for the activities the students will be participating in.

### Lost And Found

In the instance that something has been left on campus in error, parents can ask to check the Lost and Found. If items are left for over 1 month, those items will be donated. In order to be able to return any lost belongings, we ask that parents label the things they send to school with their child, including backpacks, changes of clothing, jackets, and lunchboxes. This will help us ensure that all of your items are returned to you.

### Parties and Celebrations

At Westside Christian Preschool we embrace every opportunity to celebrate. Seasons, holidays and birthdays are usually met with a festive party, special snack, and/or a special activity time. Whenever possible, families will be notified of special snacks and/or activities with a written note, the monthly curriculum calendar, a message at the check in/out computers, or verbal notice from the teacher.

Parents are welcome to bring a birthday snack to school for their child's special day, if they so choose. Birthday celebrations will happen during the class's scheduled snack time only. Parents are able to provide festive cups, plates and napkins to the celebration, but all other decorations, favors, gifts, and balloons will not be allowed into the classroom. Advance notice is requested so the teacher can prepare accordingly.

If a family is planning a party off campus and wishes to invite school friends, please do not send party invitations to school unless planning to invite the entire class to prevent hurt feelings. To invite only a few classmates, parents are asked to mail invitations directly or send an email to the other parent(s). The office staff will only share home addresses, phone numbers, and email addresses of those parents who have previously authorized us to do so.

### Field Trips/Transportation

At this time, Westside Christian Preschool will not provide field trips that are located off campus. Westside Christian Preschool may invite families to join in an informal activity that is outside of the preschool hours and off campus. In this instance, the parents will be responsible for all transportation arrangements for their children and personally liable in the case of any emergencies that may arise.