

## Childcare Facility Program Description

West Covina Christian School Preschool is licensed by the State of California Department of Social Services Community Care Licensing in the County of Los Angeles. It is operated on a non-discriminatory basis, without regard to race, color, sex, religion, national origin or ancestry. The mission of the WCCS Preschool is to discover, motivate, and foster the God-given talents and gifts within each child. To accomplish this the Preschool will offer children a wide variety of experiences using play, manipulative materials, stories, songs, drama, as well as large and small muscle activities.

### A. REGISTRATION REQUIREMENTS

A child must be three years of age by September 6 of the current school year, potty-trained, and emotionally able to attend Preschool. Students may stay in the Preschool until they reach the maturity necessary to begin the West Covina Christian School Kindergarten program. The director will review the application with the parent to better understand the child's needs.

### B. PRESCHOOL HOURS

The preschool is open Monday through Friday from 7:00 a.m. to 6:00 p.m., September 6, 2005 through June 15, 2006.

### C. PRESCHOOL SCHEDULE - Schedule is subject to change.

	<b>Room 1</b>		<b>Room 2</b>		<b>Room 3</b>
7:00 - 8:00	Indoor Activities		Indoor Activities		Indoor Activities
8:00 - 8:15	Clean up		Clean up		Clean up
8:15 - 8:30	Story Time		Story Time/restroom		Story Time
8:30 - 8:45	Restroom		Snack		
8:45 - 9:15	Circle Time			8:45 - 9:00	Circle Time
		9:00 - 9:15	Circle Time	9:00 - 9:15	Indoor Activity
9:15 - 9:45	Indoor Activity		Indoor Activity		Outdoor Play
9:45 - 10:15	Art Activity		Outdoor Play	9:45 - 11:00	Art Activity
10:15 - 10:45	Recess	10:15 - 10:55	Art Activity		
10:45 - 11:15	Wash up/Story	10:55 - 11:15	Clean up/restroom		
				11:00 - 11:15	Clean up/Story
11:15 - 11:45	Lunch		Lunch		Lunch
11:45 - 12:00	Clean up/restroom				
12:00 - 2:15	Rest time		Rest time		Rest time
2:15 - 2:30	Clean up/snack				Clean Up
2:30 - 2:45	Restroom		Story Time		Restroom/Story
2:45 - 3:00	Story		Snack		Snack
3:00 - 3:15	Snack			3:00 - 3:45	Outdoor play
		3:00 - 3:30	Indoor play	3:45 - 4:30	Indoor Activity
		3:30 - 4:15	Outside play	4:30 - 5:00	Clean up/restroom
3:15 - 4:00	Indoor Activity	4:15 - 5:00	Indoor Activity	5:00 - 6:00	Quiet Play
4:00 - 4:45	Outside play	5:00 - 6:00	Quiet Play		
4:45 - 5:00	Clean up				
5:00 - 6:00	Quiet play				

### D. FEE SCHEDULE

#### 1. Registration Fee

When enrolling a child in the Preschool, a non-refundable, yearly registration fee of \$100.00 is to be submitted along with the Registration Application.

#### 2. Tuition Payments

Tuition is paid in 11 installments beginning in July. These 11 installments cover annual tuition from September through early June for the days WCCS is in session. Preschool tuition for the 2005-2006 school year for the 5 day program is \$5,518 and is payable in eleven monthly payments of \$502 which is due on the first of each month beginning July 1, 2005 through May 1, 2006. The charge for the 3 day program is \$3,502 or \$319 monthly while the charge for the 2 day program is \$2,550 or \$232 monthly. Payments received in the school office are charged a \$10.00 per month processing

fee. Payments made in the school office that are not received by the 10th of the month are delinquent, and a 10% late fee will be charged. EFT payments, either on the 1st or 15th of the month are subject to a 10% late fee if the funds are not available in an account. EFT payments are not charged a monthly processing fee. These fees do not include care during vacation periods. Care during vacations will be available at an additional cost. Any payment returned for insufficient funds is subject to a fee of \$25.00. For the 2005-2006 school year preschool care may be available during Christmas vacation, Easter vacation, and summer vacation (June-August 2006) at an additional cost based on enrollment and Preschool Director's discretion. Tuition paid in full by the first day of school receives a 5% discount. Tuition paid in 2 payments (1st 1/2 by the first day of school and the 2nd 1/2 in January) receives a 2 1/2% discount.

3. Financial Policy

Payments not made by 10th of the month are delinquent, and a 10% late charge will be charged. If account is not paid and becomes one month delinquent the student is subject to withdrawal.

4. a. Delinquent Tuition Payment

A student is subject to withdrawal if payment is one month delinquent. Your child may return to preschool when payment is made and if space is still available.

b. Returned Check Policy

There will be a \$25.00 Service Charge for each check returned to us by your bank. For EFT accounts in the case of a return for insufficient funds, a late fee of 10% will be assessed as well as an NSF fee of \$25.00.

c. Late Charge

If tuition payment is received after the 10th of the month, a 10% late charge will be assessed.

E. INFORMATION FORMS NEEDED BY THE PRESCHOOL OFFICE

The following forms are needed to complete each child's file. This information is necessary to be in compliance with the State Department of Health. ALL FORMS MUST BE FILLED OUT ENTIRELY AND IN THE CHILD'S FILE PRIOR TO THE OPENING DAY OF SCHOOL. A STUDENT WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS HIS/HER FILE IS COMPLETE.

1. Registration Form and/or Re-Registration Form

2. Admissions Agreement (in duplicate)

Outlines requirements set by State and Preschool for child's attendance. One copy is kept by Parents and the other remains in the child's file.

3. Physician's Form

MUST BE SIGNED BY YOUR DOCTOR. Please check to see that the form is COMPLETE with dates for the Immunizations and the TB test which must have been given WITHIN ONE YEAR OF SCHOOL ENTRY DATE. In addition, parents should call attention to allergies, handicaps or medication the child may be taking. This must be done in writing!

4. Child's Pre-Admission Health History Form

Must be filled out by the parent. This form gives teacher pertinent information about the child. Please fill out the Immunization information that is requested on the back of this form.

**SPECIAL NOTE:** State regulations require all new students to have a TB SKIN TEST TAKEN WITHIN ONE YEAR OF SCHOOL ENTRY DATE (THE MANTOUX TEST IS PREFERRED).

5. Authorization for Emergency Medical Service Form and Excursion Form  
Authorizes Preschool agent to call emergency ambulance or paramedic in event of accident or acute illness and to arrange for necessary emergency care in the event authorized person is not immediately available.
6. Identification and Emergency Form (**TWO** copies must be filled out completely).  
One form will be kept with the child's file.
7. Parents' Rights  
Gives parents or guardian right to enter Preschool while their child is on the premises.
8. The Personal Rights Sheet  
Outlines the rights each parent possesses with regard to his/her child's enrollment in our Preschool.
9. Emergency Food Packet

F. DAILY SNACKS & BIRTHDAYS

1. Daily Snacks  
Two daily snacks will be provided. The snack will include a minimum of two items, with at least one item from two of the four Food Groups: Fruit and Vegetable Group, Meat and Poultry Group, Milk and Dairy Group, and the Bread and Cereal Group.
2. Hot Lunch  
A hot well-balanced lunch is included in the tuition fee.
3. Birthday Snacks  
Special activities are provided in the classroom to honor a child's birthday. Parents may bring "special treats". Please notify THE TEACHER IN ADVANCE if you wish to bring birthday refreshments. Those having Summer Birthdays will have a celebration scheduled sometime during the school year. The teacher will notify the parent in advance.

G. HOLIDAYS

Our preschool is an extended ministry of Bethany Church, a Christian body of believers who desire to present to students, parents and the community a Christ-centered message based on Biblical principles. Because of this conviction, the following guidelines will be used with regard to holidays:

Halloween will not be celebrated. Any symbols, books or songs related to this holiday will not be used.

Christmas is the celebration of Christ's Birth. Our emphasis throughout the month will be a celebration of His birthday.

Easter is the celebration of the Resurrection of our Lord and Savior. Our emphasis at this time of the year will focus on God's Love and this glorious event.

The Preschool follows the West Covina Christian School calendar with vacations dates as follows: Veteran's Day (Nov.11), Thanksgiving (Nov.23-25) Christmas (Dec. 19 - Jan. 2), Easter (April 14-21), Martin Luther King (Jan. 16), Presidents holidays (Feb.13 & 20), and Memorial Day (May 29).

Open House is Tuesday, May 2. The Preschool will close at 12:00p.m to prepare for Open House. If a student is picked up after 12:00p.m. late fees will apply.

Day Care may be available on a first come basis depending on enrollment and Preschool Directors discretion during the 8 days at Christmas (Dec. 19-22, 26-29) and the 4 days for Easter break (April 18-21). Payment is due on Monday of that week at the rate of \$34.00 a day. Space is limited to the first 12 students.

## H. BRINGING CHILDREN TO AND FROM SCHOOL

It is most important for your child to arrive at Preschool on time to fully benefit from the program.

1. The adult bringing the child to school must accompany him/her to Room 1 and sign the Classroom SIGN-IN/SIGN-OUT SHEET. This sheet must also be signed with first and last name before the child can be RELEASED from the classroom. Children ARE NOT TO BE DROPPED OFF AT THE HALL DOOR. Please remain with the child until he/she has been greeted by the teacher in the classroom and admitted to school for that day.  
If the parent is unable to pick the child up from Preschool, the child will only be released to persons listed on the emergency form. Siblings will not be allowed to pick up child unless they are at least 18 years or older. ID will be required the first time for the child to be released to that person.
2. We encourage parents to be PROMPT in picking up children from school. In the event of emergencies, the following Late Fee Policy has been established:  

For the first five minutes there will be a \$1.00 charge.  
For every minute thereafter there will be a \$1.00 charge. **(Because small children worry when parents are late, we urge every parent to be PROMPT IN PICKING UP THEIR CHILD).**
3. If you need to take your child to a medical or dental appointment during the school day, you must sign your child in and out on the appropriate form.

## I. VISITORS

Because of the state licensing requirements, young relatives/friends of Preschool children cannot be allowed to attend Preschool. However, as a parent, you are welcome to observe your child at any time.

## J. ITEMS TO BRING

1. Appropriate Clothing for Child  
Children should wear play clothes suitable for sand play, painting, etc. Sandals and beach thongs are not appropriate. Each child is required to bring a set of extra clothes (including underwear and sock to be left at school). Please label each item with his or her name.
2. Emergency Food Kits  
Children are required to have an earthquake kit to be left at school. Emergency Food Packet will need to sustain each child for 36 hours (3-4 meals) is required.  

This packet MUST contain: Solar Blanket, Plastic spoon, Food for 3-4 meals, completed emergency form, medication your child takes regularly.

Package only in: a 1 or 2 gallon sized ziplock bag or factory pre packaged kit.

Remember that the food will not be heated and must be opened without a can opener. Suggested food items include: small cans of tuna, granola bars, dried fruit, jerky, etc. No beverage is necessary because water is stored on campus. The solar blanket may be purchased at local sporting goods stores for \$3-\$4. A travel size game and a personal note to your child would also be nice. These packets are returned at the end of each year.
3. Nap Time  
For nap time, a crib size sheet and blanket are required. They need to be brought on Monday and taken home on Fridays to be washed for return on Monday.

K. ITEMS BROUGHT TO SCHOOL

All items brought to school should be labeled with your child's name. Items are shared - please use discretion when sending along "valuables" with your child.

CHILDREN ARE NOT TO BRING TOYS OF ANY KIND, TOY GUNS, KNIVES, CANDY, GUM OR MONEY! Books are always welcome.

L. LICENSE

Our Preschool is licensed by the Department of Social Services. Their representative(s) reserve the right to visit the Preschool at any time during the school year to inspect the facilities and all school records.

M. WITHDRAWAL PROCEDURE

I understand that two weeks written notice must be given to the preschool office if I wish to withdraw my child from the program.

CONDITIONS FOR TERMINATION

I understand that upon recommendation by the Director, the WCCS/Preschool Board may terminate my child's enrollment if either of the following conditions arise:

1. My child's behavior threatens the physical, mental health or well being of the other children at WCCS Preschool.
2. The WCCS Preschool experiences are not meeting my child's mental or physical needs.

N. PRESCHOOL HEALTH REGULATIONS

The State Department of Health has established the following guidelines:

"Ill children shall not be accepted for care in a Preschool. The Preschool must make every effort to gain the cooperation of the parents in keeping their children at home when they are not well. The Preschool has the responsibility of seeing that children with obvious symptoms of illness, including the common cold, are not accepted."

To comply with this regulation, every teacher will conduct a health check of each child entering class. If a child is to be excluded from class for reasons of injury or illness, the teacher shall inform the Preschool Director, who, in turn, will take appropriate action.

For the protection of all children, your child should be kept at home (WE CANNOT ACCEPT HIM/HER AT PRESCHOOL) if he/she show any of the following symptoms:

A TEMPERATURE...DIARRHEA OR VOMITING...A RASH...NASAL DISCHARGE OR DISCHARGING EYES OR EARS

Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If the child has been exposed to a contagious disease, he should be kept at home and the FACT OF HIS CONDITIONS SHOULD BE REPORTED TO THE PRESCHOOL (strep throat, pin worms, viral infection, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, etc., are among those conditions categorized as "highly contagious"). If a child becomes ill during the day, he/she will be taken to an isolated area and the parents will be contacted so that arrangements can be made to have the child taken home.

During recent years, head lice has become an increasing problem within the community, with outbreaks most common during the fall/winter months. Should a child be found with lice, we request that the Preschool Office be contacted immediately so that parents of other children can be notified. A child MUST HAVE A RELEASE FROM THEIR PHYSICIAN OR THE LOS ANGELES COUNTY HEALTH DEPARTMENT AND BE COMPLETELY FREE OF "NITS" IN THE HAIR BEFORE RETURNING TO PRESCHOOL AFTER TREATMENT.

Please refer to the Fact Sheet following this page concerning other communicable diseases.

## Discipline Policy

West Covina Christian Preschool aims to help your children have a positive school experience. By modeling respect for your children, we help them to learn to respect our school, our staff, and their classmates. In order to keep you informed about your children's progress, daily reports are sent home.

A happy face will indicate that your child had a good day.

A medium face will indicate that your child struggled with following classroom rules.

A sad face will indicate that your child has spent time in the Time Out/Thinking Chair three times or more during the day. Students are sent to Time Out for hitting, biting, or being disrespectful.

Before a child is sent to Time Out, we give them redirection and suggest the appropriate positive behavior. If the misbehavior continues, the child is sent to the Time Out chair. After a few minutes, we talk quietly to the child about the negative behavior asking what they could do better so they can have a positive day. Then they are excused to join the class.

In the Teacher's Comments section, the teacher will write a comment about your child's day. If your child has a Sad Face the teacher will give an explanation of the child's behavior. Please read the explanation and then talk to your child about their behavior. We ask that you provide consequences at home as well. If you have any questions about their behavior, please speak to the teacher who gave the Sad Face.

If your child continues to receive Sad Faces for a week and the behavior does not improve, the teacher will contact you to set up a conference. At that time we may begin an ongoing behavior chart so we can work together to help your child be successful at school. Occasionally children are asked to leave the school if problems continue to be severe. This is done after careful consideration at the discretion of the director.

We want your child to have a successful school experience. We will do our best to help you and your child work through any problems that occur so that they will have a positive learning experience.

## FACTS CONCERNING COMMUNICABLE DISEASES

CHICKEN POX - Onset 14-21 days after exposure. Skin vesicles take several days to appear. Temperature. Can return to school seven days after appearance of rash, free of fever 48 hours. Scabs dry.

COLD AND INFLUENZA-LIKE ILLNESSES - Onset 12-48 hours after contact. Can return to school when free from heavy cough. No temperature for 48 hours. Remain at home for first three days of acute cold.

CONJUNCTIVITIS (Pink Eye) - Any inflamed and discharging eye is considered contagious. Can return to school when redness disappears.

HAND, FOOT AND MOUTH DISEASE - Onset 3-5 days. Virus with lesions inside mouth, on fingers and palm of hand, and sometimes on soles of feet.

HEPATITIS (Infectious) - Onset 10-50 days, usually 25 days. Stomach cramps, fever, marked loss of appetite, followed by jaundice. Readmitted upon recovery and written release of physician.

IMPETIGO OF FACE AND SCALP - Onset usually within 2-5 days after exposure. Contagious. Readmitted upon recovery.

INTESTINAL UPSETS - Vomiting and diarrhea. Return to school after 24 hours if free from temperature and symptoms.

MEASLES (10-day) - Onset 9-11 days after exposure. Fever, vomiting, red eyes, tight cough, rash about third day (red, splotchy, usually itchy).

MEASLES, GERMAN (3-day) - Onset 14-21 days, usually 16. Cold-like symptoms, rash, swollen glands, especially in back of neck. Return to school when free of fever for 48 hours.

MUMPS - Onset 12-126 days after exposure. Fever, swelling of glands, usually in front of ear first, then under lower jaw. Can return to school when all swelling has subsided. Free of fever 48 hours, about 10-15 days.

PEDICULOSIS (Head lice) - Onset 7-14 days after exposure. Nits or lice in hair. Readmitted after treatment and free from nits.

RINGWORM OF THE SCALP - A fungus infection, acquired from personal contact with animals, usually pets. Lesions on scalp, skin scales, falling hair. Readmitted upon written request from County Health Department.

RINGWORM OF SKIN - Usually round lesions, white flaky centers with red ring around them. Must be covered in school.

SCARLET FEVER-STREPTOCOCCAL SORE THROAT - Onset 2-5 days after exposure. may or may not be accompanied by rash. Exclude from school for minimum of seven days. Readmitted to school by written release from physician. Brothers and sisters permitted to attend school after 24 hours under observation. Consult family physician or County Health Department.

SHIGELLA - Onset 1-7 days after exposure. Fever, diarrhea and abdominal pain. May return to school when cleared by County Health Department.

WHOOPING COUGH - Onset 7-10 days. Starts with light, dry cough. May be vomiting. Readmitted upon recovery, at least 21 days after appearance of cough.