



SOLANA BEACH
PRESBYTERIAN **PRESCHOOL**

Parent Handbook
2019-2020

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Carla Martinez-Preschool Director

Welcome to our preschool. I hope you will find our Parent Handbook useful. Please keep it handy so you may refer to it from time to time. Please let me know if you have any questions or concerns regarding our program. I will be happy to assist you. I hope you and your child (or children) will enjoy the year (or years) here at Solana Beach Presbyterian Preschool. Again, welcome and thank you for letting us be a part of your child's growing and learning years.

PHILOSOPHY AND GOALS

We operate under the auspices of the Solana Beach Presbyterian Church. Our philosophy is based on helping the child grow in a positive way in his awareness of God, himself and the world around him. We have a carefully planned schedule and curriculum. We are consistently searching for and incorporating new ideas and methods within the Early Childhood Education guidelines. We implement a wide variety of indoor and outdoor activities that are designed to meet the continued needs of the child's development. Our program is designed to meet the individual needs of the child in order to develop a positive self-awareness and love of learning. Our staff is made up of experienced Early Childhood Educators with a student/teacher ratio of approximately 10-1. Our main objective is the educational, physical, social, emotional and spiritual growth of the child. Our program is based in the belief that God is our Heavenly Father, Creator of us all, that He loves us and we in turn love each other.

MISSION STATEMENT

Solana Beach Presbyterian Preschool is an Early Childhood Education program that provides a positive and nurturing environment that promotes a foundation for learning, friendship and god's love.

ADMISSION POLICY

Priorities for admission are as follows:

1. Children enrolled or who wish to add days.
2. Siblings of children currently enrolled.
3. Children from the waiting list based on the sign up date.

ADMISSION AND TUITION AGREEMENT

An Admission and Tuition Agreement stating policies and procedures is distributed to all preschool families. A signed receipt of this agreement by both parents is required before starting school. We strongly discourage children attending two preschools at the same time. If your child will be attending another preschool along with ours, the Director must be notified. Our school is open to all children who may benefit from our type of program, regardless of their race or nationality. We are a Christian, non-profit, non-political preschool.

TERMINATION OF ENROLLMENT

If a student's conduct is deemed to be dangerous or harmful to others or him/her self, the child will be sent home. In the event that a student's behavior continues to be detrimental to the welfare of others or him/her, Solana Beach Presbyterian Preschool reserves the right to terminate the student's enrollment immediately. Your child's enrollment may be terminated for failure to pay tuition after two late notices or failure to pick up child by 3:30pm after two warnings. Parent misconduct and failure to comply with school policies will result in termination of enrollment.

PROGRAMS AND PROCEDURES

Programs Offered

2 ½ Year Old Program: Children must be 2.5 by September 1st (NO Exception) and do not have to be potty-trained. Tues/Thursday and Mon/Wed/Friday program offered.

Note: These children will then enter the 3 Year Old Program the following school year.

3 Year Old Program: Children must be three years old by Sept. 1st of the current school year and need to be fully potty-trained. A \$60.00 fee will be applied to your monthly tuition if they are not fully potty trained. Tues/Thursday, Mon/Wed/Friday and 5 day programs offered.

Pre-K Program: Children must be four years old by Sept 1st of the current school year, have completed a full three year old preschool program at SBPP or another preschool and be fully potty-trained. Tues/Thursday Extended Day (this two day program is 8:00-2:00, lunch is included and you may still sign up for extra hours for an additional fee), Mon/Wed/Friday and 5 day programs offered.

POTTY TRAINING GUIDELINES

Children who are wearing pull-ups are not considered to be fully potty-trained. All Pre-K children must be completely potty-trained by the start of school in September.

SBPP considers children to be fully potty-trained when they can do the following on their own:

- Anticipate the urge to use the toilet
- Initiate going into the bathroom
- Make it to the toilet on time
- Pull down underwear and pants
- Wipe their bottom
- Pull up their underwear and pants
- Wash their hands

2 ½ Year Old Classrooms

Gentle guidance toward potty-training will enable children to do what comes naturally when their body has matured enough for them to have total control of their body. We guide, help and encourage child's own initiative to use the restroom. We do not put pressure on the child to use the toilet. During the potty-training process we will need the following items: *a sleeve of diapers or pull ups, a package of wipes, and any creams or ointments needed.* We also need a change of seasonally appropriate clothes (elastic waistbands, no belts or tights), underwear, shoes and socks.

3 Year Old Classrooms

Children in the three year class have to be fully potty-trained. They will have a three month conditional period to be potty-trained at an additional \$60.00 per month added to your monthly tuition. Please provide a pack of pull-ups, wipes, any ointments or creams needed. We also need a change of seasonally appropriate clothes (elastic waistbands, no belts or tights), underwear, shoes and socks.

Pre-K Classrooms

All children in Pre-K *must be FULLY POTTY TRAINED.*

Spanish English Bilingual Class

All children in Spanish class must be FULLY POTTY TRAINED and do not need to know Spanish at the time of enrollment.

School Hours

School is open from 8:00 a.m. to 3:30p.m.
Moring Classroom time is 8:30 a.m. to 12:00 noon.

Early Morning: 8:00-8:30 a.m.

Classroom Time: Always sign your child in each day and wait to be greeted by a teacher. This gives us the opportunity to welcome each child as they come in.

Extra Hours

Lunch Bunch: 12:00-1:00 p.m. Children bring their own lunch, milk and water will be provided. Children will play outdoors depending on the weather and have lunch in classrooms. The school does not provide a lunch. Please bring one for your child or drop one off before lunch time if they are staying.

Rest/Extra Hours: 1:00-3:30 p.m.

All children are required to nap but cannot be forced to sleep by State Licensing. If child is tired they will be taken to the nap room. If a child does not want to sleep they will be taken to extended day care. The preschool provides a cot sheet and blanket for children who stay. Your child may bring in a special "lovie" or blanket from home in a zip lock bag with your child's first, last name and room number. All nap items from home must be taken home daily. After rest time the children will play indoors/outdoors depending on weather.

Extended Time: 1:00-3:00 p.m.

Small group indoor/outdoor playtime depending on weather.

CHILDREN MAY BE PICKED UP AT ANY TIME BEFORE 3:30PM

(Full \$8.00/hr. fee will still apply if checked out any time after five minutes past the hour)

School is closed at 3:30 p.m. A child who is consistently picked up late could be dropped from the program and late fees will apply.

Tuition and Fees

An annual \$200.00 (\$275.00 for two or more siblings) registration fee along with June's prorated tuition are required to enroll each child, both are non-refundable. We offer a 10% discount off the lowest tuition for two or more siblings.

Morning Program Tuition 8:30am-12:00pm

3 Year Olds

Tues/Thurs Program	\$375.00/Mon.
Mon/Wed/Fri Program	\$540.00/Mon.
Mon-Fri Program	\$810.00/Mon.

(\$60.00 additional fee for children that are not potty-trained)

2 ½ Year Olds

Tues/Thurs Program	\$425.00/Mon.
Mon/Wed/Fri Program	\$585.00/Mon.

PreK

Tues/Thurs Program	\$375.00/Mon.
Mon/Wed/Fri Program	\$540.00/Mon.
Mon-Fri Program	\$810.00/Mon.

(PreK children must be fully potty-trained)

English Spanish Bilingual PreK Program

(All Pre-K children must be fully potty-trained)

Mon-Fri Program.....\$810.00

Extra Hours

\$5.00 FLAT FEE 8:00-8:30 Early Morning
\$8.00 FLAT FEE 12:00-1:00 Lunch Bunch
\$8.00 per hour 1:00-3:00 Nap or Extended Time
\$5.00 FLAT FEE 3:00-3:30 Afternoon Pick Up

Emergency Only Drop-in Rate

\$45.00 Emergency Drop in Rate for *Currently Enrolled Students Only*
(must call ahead)

Late Fees

\$25.00 After 3:30pm Late Pick-up (\$10.00 each additional 10 mins.)

\$15.00 After 12:00 & 1:00 (\$15.00 each additional 15 mins.)

\$25.00 **LATE TUITION FEE** after the 10th of each month. All fees must be paid in full by the end of the month or your child will be dropped from the program.

\$25.00 RETURNED CHECK FEE

PROCARE BILLING

Tuition along with extra hours from the month before are due on the
FIRST OF EACH MONTH.

Monthly tuition along with extra hours will be emailed to you on the first of each month. Because enrollment is limited by state regulations and expenses continue regardless of attendance, no reduction or make-up time will be given. Tuition is due regardless of child's attendance, school scheduled holidays, school closures due to unforeseen events or natural disasters.

A two week written notice is required when leaving the school which allows time for important closure for the child with teachers and classmates.

After 30 day notice failure to pay tuition your child will be dropped from the program.

Enrollment may be jeopardized for failure to pick up child in a timely matter after 3:30 pm.

Financial Assistance may be applied for, if needed. Please discuss any financial concerns with the Director.

Payment Methods

Cash- Not the handiest, but always accepted!

Check-The most common option. *(\$25 fee for returned checks and any further payments must be paid in cash or credit card.*

PROCARE Online Payment: Secure and convenient payment method managed by you through the Procure links.

New Accounts:

<https://www.myprocare.com/Default/Index?aWtuPTcyMzY2MDAwMjImc2NoSWQ9Mg==>

Existing Accounts:

<https://www.myprocare.com/>

****Pay by Credit Card-use your credit card through Procure links above
(2.5% convenience fee)***

****AMERICAN EXPRESS NOT ACCEPTED***

PRESCHOOL TAX ID #952129111

PARENT INFORMATION

As parents of a child in our program, you are not clients. You are partners with the teachers. Children learn the most important lessons of life at home. As partners, we want your child to learn to make decisions and solve problems for themselves through active experiences. In this group setting we will try to help your child learn:

1. School is an interesting place to be with and meet new friends.
2. Everyone is an individual, but equally important. God loves us and has created us all to love one another.
3. Confidence in themselves and their capabilities. As self-esteem grows so will their ability to seek out the world ahead.
4. Basic skills in areas of growth so that the transition to Kindergarten is an easy step forward.

As partners in your child's growing years we will do our best to make this a safe, loving and stimulating place in which to be.

Parent Communication

We will make every effort to keep parents informed about every day activities, monthly newsletters, upcoming events, needs and praises via email. Handouts may be placed in your child's file located in the classroom or outdoor walkway by front gate after lunch. A daily "what we did today" sheet is attached to classroom file as well. At the main gate you will find a parent bulletin board and chalkboard with monthly information. It is the parents' responsibility to read the information provided. Parents are encouraged to visit: www.solanapres.org for further information. In the event that licensing visits our campus they may want to speak with children in the program. Though we will notify you if this happens we are not able to stop the analyst from interviewing a child.

Sign In/Out Policy

Children must be signed in and out each day. Please be sure to write in YES or NO for lunch, nap, or extended time on the sign in sheet. We must have a full signature in ink, no initials. Please write legibly so "extra hours" may be tabulated correctly. Siblings under the age of 18 years of age are not permitted to drop off or pick up students. Only authorized persons may pick up and drop off your child with written or verbal authorization. Parents are responsible for updating and removing any and all unauthorized persons from their child's record.

Your child needs your full attention at drop off and pick up times. Please refrain from using your cell phone at these times.

If your child is not signed out with a time, you will be charged until 3:30pm.

Policy of the Release of Children

Each child may only be released to child's parent, or persons authorized by the parent, to take the child from the center as well as assume responsibility for the child in an emergency if the parent cannot be reached.

If a noncustodial parent has been denied access, or granted limited access to a child by a court order, the school shall secure documentation to that effect, maintain a copy on file and comply with the terms of the order.

If the parent or person authorized by the parent fails to pick up the child at the time of school's closing, the school will ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact parents or authorized persons.
3. One half hour after closing, upon all attempts have been made to contact a parent or guardian, the closing person is mandated to call Child Protective Services and the Police.

Health

Your child's health is of the utmost importance to us. A daily health inspection is given upon child's arrival to school.

Parents, you *may not bring* your child to school when:

1. Child has a fever OVER 100 degrees
2. First 2 days of a cold
3. Nose or eyes discharging mucus
4. Child has a rash
5. Child has had a loose bowl movement within the last 24 hours.
6. Child has vomited within the last 24 hours.
7. (Pink Eye) Red, itchy or runny eyes.

When all families observe these rules your child and staff will be protected from unnecessary exposure. If your child is being treated with antibiotics, your child should be on prescribed medication for at least 24 hours before returning to school.

Please notify the school if your child has a confirmed case of a contagious illness in order for us to inform other parents. If your child becomes sick at school, we will make them comfortable (away from other children) and you will be called to pick up your child.

When able to please notify your teacher of any new medication that your child may be on so they are aware and can watch out for any potential side effects as well as any dietary restrictions the child is temporarily or permanently on.

ALL CHILDREN ARE REQUIRED TO BE CURRENT ON ALL IMMUNIZATIONS UPON THE START OF THE SCHOOL YEAR

New Pre-kindergarten School Immunization Requirements

Starting in the 2019-2020 school year, school immunization requirements will include:

TK/K Admission —

Vaccine	Doses required	
	Starting July 1, 2019	Before July 1, 2019
Varicella	2	1
MMR	2*	same**
Hep B	3	same
Polio	4	same
DTaP	5	same

* **New** requirements also met by 2 doses measles, **2 doses mumps**, and 1 dose rubella vaccine.

** Prior requirements also met by 2 doses measles, 1 dose mumps, and 1 dose rubella vaccine.

- 2 (rather than 1) doses of chickenpox vaccine at
 - ◆ TK/Kindergarten entry
 - ◆ 7th grade advancement
 - ◆ TK/K-12 admission or transfer
- 2 MMR doses and 3 Hepatitis B vaccine doses at admission or transfer for most K-12 students.

DTaP = Diphtheria, Tetanus, and Pertussis

Hib = Haemophilus Influenzae type B

Hep B = Hepatitis B

MMR = Measles, Mumps, Rubella

Varicella = Chickenpox

Parents must show their child's Immunization Record as proof of immunization.

ALLERGIES

If your child requires an inhaler or Epi-pen please provide all medications in original packaging with doctor's prescription.

Parents of children with food allergies must provide a daily snack from home for your child.

The school cannot give out medication without very specific guidelines provided by your child's physician.

Please DO NOT put any medications or vitamins in your child's lunch box.

We cannot provide or apply sunscreen. Please apply sunscreen before your child comes to school.

Due to State Laws we are not allowed to use anything but soap and water to clean cuts and scrapes. Please check all bandaged areas when you get home.

PETS

Due to allergies and safety reasons animals are not allowed on the preschool campus.

Safety

We make every attempt to provide a safe environment for your child. Children are active and energetic, accidents will happen. Minor injuries will be cleansed and handled with lots of TLC and a report of injury will be placed in your child's file. Parents will be notified immediately in case of a serious accident and immediate action will be taken if deemed necessary. Please be sure all emergency information and phone numbers are updated.

We encourage you to participate in a **cell phone free environment** so that your child may have your full attention as you drop off and pick up. With that in mind, **please update all cell phone numbers and be sure to keep them on while your child is at school.**

Disaster Preparedness

All school personnel are trained in First Aid, CPR, and Emergency Procedures in fire and earthquake readiness. Our school is also required to be alert to suspected child abuse and findings must be reported to Child Protective Services as required by California Law.

California State Law requires all schools to have a plan in place in order to provide care for students in the event of a major earthquake or other major disaster.

Fire, Earthquake and Lock Down drills are held once a month to familiarize staff and children on the procedures to follow in the event of an emergency.

Our school is a closed campus facility with video surveillance through-out the grounds. We will follow the evacuation instructions of the local officials as to the location to evacuate. Be assured your children will be safe and well cared for until your arrival.

Parent Teacher Conferences

Parent Teacher Conferences are planned during the fall in order to “getting to know you and your child. In the spring we will share information about your child’s activities, growth and needs. If anytime during the year, you would like to conference, please don’t hesitate to ask. We will make arrangements to set up a conference with your child’s teacher. Please remember that the teachers time in the classroom belongs to all the children and that it is best not to discuss your child in his/her presence.

Written progress reports are given out towards the end of the school year to let you know how your child is doing in all areas of their development.

Parent Volunteers

We would like to have you share your hobbies, talents, careers or cultural traditions. We would love to know if you play a musical instrument or have a special talent you can share with your child’s class. There will be opportunities throughout the year for you to volunteer at the preschool. If you are interested in being a room parent throughout the school year please let your child’s teacher know. A room parent can be one or more parents working together to provide classroom information to parents and/or organizing special activities, events and teacher gifting. All volunteers must have MMR, Dtap, Influenza vaccinations and a signed “Good Health” form.

Photography

Photographs taken on campus of children other than your own may not under any circumstances be posted onto any social media sites. This act will result in termination of our program.

Chapel

Chapel visits are usually held on the first Tuesday and Wednesday of each month (Oct-May). Children and staff visit our Chapel, sing a few songs and hear one of our Pastors share stories that relate to children and God’s love for them. All parents are welcome to join us from 11:30-11:45.

Carpools

It is up to parents to make arrangements for carpooling. If your carpool involves several children, please give yourself enough time so that you arrive at school to pick up each child on time. Please be sure all carpooling parents are on your child’s authorized pick-up list.

NOTE: Only ADULTS may remove papers from child’s classroom file.

Parking

We are located on the northeast corner of San Rodolfo Dr. and Stevens Ave. We need your help to make certain that the nearby traffic is not impeded by our peak drop off and pick up times at the preschool (8:00-9:00 a.m. and 12:00 to 1:00 p.m.).

- **Parking lot #4** off San Rodolfo is for **10 minute drop off and pick up for carpools, parents with two or more students and/or infants.**

Please call the office at 858-755-4133 when you are in the parking lot if you have a sleeping or sick child. We will make every effort to assist you.

- **Parking lot #3** off Stevens Ave. is for all other preschool parking. Please DO NOT let your child ride on elevator without adult supervision or play with inside buttons. If you accidentally hit emergency button, please respond to operator and let the office know.

Parking Lot Safety

Our parking lots can be a busy place at certain times of the day. Help us in providing a safe environment by following these rules:

1. Hold your child's hand in the parking lot.
2. Make sure your child does not run ahead of you or lag behind you during drop off and pick up.
3. Turn off your car upon arrival.
4. Drive slowly in the parking lot.
5. Park in designated areas only.

CLASSROOM INFORMATON

Lunch and Snacks

Learning good health habits and good nutrition are a part of our curriculum, not only during class snack time and special cooking projects, but at our lunch time as well.

The classroom snack and juice can be provided by the parents on a sign-up basis and by the school when needed.

When your child stays for lunch, please send your child's lunch in a well-marked lunch box or bag. Milk and or water will be provided.

Please do not send: Drinks, candy, toys, gum, money or vitamins.

Your child needs nutritious foods to get them through their active day. We will send home any leftovers, so you may see what your child has eaten.

Please notify the school if your child has any food allergies or restrictions. Parents must provide child's daily snack.

Birthdays

Birthdays are a very special time. Please check with the teachers so that we can make it a special day for them. Teachers will have suggestions for birthday treats, such as mini muffins, washed/cut fruit (grapes too, please) and veggies or mini bagels with cream cheese. NO NUTS, CHOCOLATE OR PEANUT BUTTER due to allergies and choking hazard. *Due to high levels of competition and hurt feelings, we do not allow party invitations to be distributed in student's files. A directory will be provided to email invitations. Directory is for school related activities such as party invitations and play dates, not to be abused or used for personal gains.*

Clothing

We want children to be active, vigorous, and creative, sometimes this means getting quite messy and wet. Please dress them in play clothes that enable them to be active and comfortable. We also appreciate clothing that is easily manipulated for using the bathroom. Please apply sunscreen daily.

Only closed toe shoes with socks are allowed at school. Shoes such as opened toed sandals, Crocs and boots are unsafe and therefore discouraged.

Please refrain from sending your child with any type of jewelry that is easily broken or lost.

The 2 ½ & 3 year olds need to bring an extra set of seasonably appropriate clothing, socks and shoes. Please send easy to pull up and down clothing, no belts or tights. Place in a Zip-lock bag with child's room number, first and last name.

PLEASE LABEL ALL CLOTHING ITEMS

Items from Home

Please keep all toys, jewelry and any special items that may be broken or lost, at home.

Consult with your child's teacher before you bring anything you think will contribute to a positive learning experience. We welcome such contributions, but like to plan for them. Please label all objects and containers with your child's name.

Amendment Policy

Solana Beach Presbyterian Preschool reserves the right to amend the policies and procedures outlined in this handbook. This handbook is not an all-inclusive manual. Any questions or concerns regarding any policies or procedures should be directed to the Preschool Director.