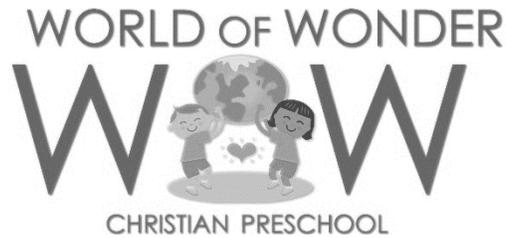


PARENT HANDBOOK
WOW CHRISTIAN PRESCHOOL POLICIES AND PROCEDURES



We realize that enrolling your child at WOW Christian Preschool is a very important decision for your family. This handbook is designed to help answer some of your questions and address some of your concerns. Please read the handbook carefully and keep it in a convenient place for future reference.

OUR TEACHING PHILOSOPHY

We are a Christian Preschool that is designed to help children reach their fullest potential. We believe that the first five years of life are especially crucial in building a foundation that will remain firm throughout life.

Our curriculum core values focus on developing the child's spiritual formation, academic skills, critical thinking development, and social responsibility. Our teaching philosophy is inspired by a combination of the Reggio Emilia approach and Emergent Curriculum.

We firmly believe that a child's work is play, so we take advantage of teachable moments throughout the day and incorporate lessons into whatever activities they show interest in. We encourage each child to explore and discover at his or her own pace. Every day your child will learn new things from ordinary moments that are made extraordinary through the natural curiosity and explorative heart of a child.

"Train up a child in the way that he should go and when he is old, he will not depart from it."

-Proverbs 22:6

The center is licensed by the State of California's Health and Welfare Agency. We will admit children and employ staff without regard to gender, race, and color, national and ethnic origin.

License #370805052

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HOURS OF OPERATION

The preschool is open from 6:30am-6:00pm, Monday thru Friday. We run on a 12-month program. There will be no reduction in tuition for holidays.

- Morning Program (Half-Day) is from 9am-12pm schedule.
- Full-Time Program is from 6:30am-6:00pm. (Full-time students can be at the preschool a maximum of 10hours within the scheduled school hours.
- Summer Program: Months of July & August.

HOLIDAYS

WOW Christian Preschool will be closed for the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Independence Day & the day after
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day & the day after
- Christmas Eve & Christmas Day
- The days between Christmas & New Year's

There are some non-holidays when the school is closed. A few days before the new school year starts are set aside for staff/teachers to prep. These days will usually fall in between the year and right after our Summer Program has ended. Our Staff Development Days are important for our teachers to get organized and get their classrooms prepared.

A **Holidays & Event Calendar** will be distributed each September and will be posted in the Parent Bulletin Board as well.

**Regularly scheduled tuition is due and payable for all
holidays and Staff Development Days.**

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TUITION AND FEES

The center is operated as a non-profit community service, supported by the tuition and fees of clients. Tuition rates vary depending upon the age of the child, the number of days the child attends, and the program the child is enrolled in (Half-day or Full-day)

Tuition is a weekly fee (adjustments may be made), and you must pay, regardless of whether the center is closed, or your child/children are absent. Tuition is due and payable on the first day your child attends school weekly. Special arrangements can be made with the Director.

If tuition isn't paid by Friday of every week a \$10.00 late fee will be added to your bill. After 15 days non-payment, participation in our program may be suspended. Accounts unpaid for 30 days will go to a collection agency.

PAYMENTS

For liability purposes, we do not accept cash as a form of payment, only on special circumstances it will be acceptable, at the Director's and Church Board consent.

* Make checks/money orders payable to **Grace Covenant Church**.

* We are also linked through Zelle/Chase Quick Pay (if you bank with Chase).

Please use the church's email, gracecovchurchsv@gmail.com

*** You can place your payments in an envelope and dropped inside the mailbox slot (below clock) in the office.**

REGISTRATION AND SUPPLY FEE

A non-refundable, one-time registration fee is due the first day your child attends school, as well as an annual supply fee. The annual, nonrefundable supply fee will due again on the anniversary of your child's start date.

We will charge a \$20.00 fee for any tuition check returned N.S.F (non-sufficient funds) by the bank, plus a \$10 late fee, and reserve the right to accept only cash for tuition payments due thereafter.

NOTICE OF WITHDRAWAL OR CHANGE IN ENROLLMENT STATUS

A two-week notice in writing, to be placed in your child's file, must be given to the director to discontinue enrollment. If you fail to notify the director of withdrawal, you will be billed for two weeks.

AFTER HOURS & PROCEDURES

WOW Christian Preschool will close promptly at 6:00pm daily. It is the parent's responsibility to have their children picked up before 6:00pm. If the parents are

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unable to pick up their children before 6:00pm, it is their responsibility to contact someone on the authorized pick up list to pick up the child. Our staff members have worked hard all day and should be able to leave work promptly to join their families.

You will be charged \$1.00 per minute per child if you are late. Repeated late pickups may result in termination of your childcare services. We do not take this lightly.

On the occasion that a child is here after hours, there is a set of procedures that staff members will follow:

- If a parent has called to indicate he/she is on the way but will be late, staff members will ask for an approximate arrival time and wait for you.
- If a parent or guardian has not arrived and has not contacted the Preschool by 6:05pm, staff will begin to contact the parents and emergency contacts. We will use the phone numbers supplied by you and call each number provided. It is very important that you keep the Preschool with up-to-date phone numbers.
- If we have not heard from or been able to get in touch with any authorized individual by 6:15pm, staff will contact San Diego Police Department to ask for their assistance in locating an authorized adult for the child.

Our staff will continue to be responsible for the protection and well-being of the child until a parent, authorized adult or outside authorities arrive.

10 HOUR POLICY

Our policy states that children may not be left at our center for more than 10 hours a day. If a child is left for more than 10 hours a day, an EXTRA fee of \$10.00 will be charged to your account.

ENROLLMENT

All forms from the **Enrollment Packet** must be completed, returned to the center and reviewed by the Director before the child's first day of school.

- Forms required by Community Care Licensing
- Identification and Emergency Information
- Physician's Report
- Updated Immunizations
- Preschool Consent Forms

Parents are required to disclose any known developmental delays that may require special accommodations.

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Decisions to move children from one age group to another will be based on chronological age and developmental readiness as determined by staff and parents together.

TRANSITIONS

During the first few weeks of school or anytime a child moves to a new school, parents should not be disturbed if their child:

- Is shy and clings to them
- Is aggressive and won't share
- Hits and refuses to take turns
- Tires easily and cries a great deal
- Resists using the school bathroom and has accidents
- Doesn't talk much about what happened at school

These are typical and expected reactions to a new situation and environment and will disappear as the child becomes familiar with the teachers, other children, and classroom routines. You can help your children adjust to the new routine by:

- Letting the child just stand and watch, knowing observation is one way of participating
- Not putting pressure on the child to produce something to take home
- Not pushing the child to conform to routines without time to adjust
- Allowing lots of time for personal routine-a pleasant, safe ride to school
- Having a cheerful, positive attitude when you depart, saying "goodbye, I'll see you later"

PERSONAL BELONGINGS

We ask that children do not bring personal belongings to the Preschool. WOW Christian Preschool is not responsible for the loss or damage to personal belongings brought to the Center by the children. Children are not allowed to bring toys to school. We have a wide selection of toys to keep them well entertained.

PETS

Due to allergies and safety precautions, pets are not allowed at the Preschool unless authorized by the Preschool Director and Church Board. This also includes holding pets in arms or in carry totes while picking up children.

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CHILDREN'S DRESS

We ask that you send children to the Preschool dressed in comfortable play clothing. Appropriate footwear is also required. Outdoor play is important part of the children's learning and will occur almost every day. Please dress the children appropriately. The children will play outdoors every day. Children will remain indoors if the chill factor falls, raining, or an excessive heat alert has been issued.

In addition, all children must have a complete change of clothes kept in their cubby. Parents of children that are not toilet-trained must provide diapers/pull-ups and wipes. All personal belongings must be clearly labeled with child's name.

- Each child must have a complete change of clothes (shirt, pants, underwear, socks and shoes)
- It is the parent's responsibility to replace the clothes as needed.
- Occasionally a child will be sent home in the center's emergency clothes. If this happens, parents are asked to wash and return those items as soon as possible.
- Shoes should be sturdy and allow active play without slipping (Sandals or open toed shoes can be worn if the shoe has a back strap to keep it on)

SIGN-IN & SIGN-OUT

You must accompany your child into the classroom. The adult who brings the child must sign-in the child. When the center first opens for the day and attendance is low, children are frequently gathered in one classroom before they move to their respective classrooms. We do encourage all the children to arrive before 9:30am.

Title 22 of California State Law regarding childcare facilities, states clearly that facilities will not be responsible for your child/children unless he/she is properly signed in/out daily

When departing, don't forget to check your child's cubby and files. All children must be signed-out by a parent or authorized person prior to being released. The parent/guardian must provide a list of people authorized to pick up their child. The staff reserves the right to ask for identification.

***Children who arrive at the Preschool after 9:30am will not be admitted. However, if medical or dental appointments must be made during a child's regular hours, please communicate this with the Director.**

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BREAKFAST, SNACKS & LUNCH TIME

Children may bring their own breakfast between the hours of 6:30am and 7:30am. Food should be low sugar and nutritious. After 7:30am, breakfast will not be given. It may be saved later for snack. Our AM SNACK is served at 9:00am.

A mid-morning and afternoon snack will be served by the center. Lunches are to be brought from home. As a State Licensed Preschool center, we are required to ensure that the child has a balanced lunch. Parents are encouraged to pack their child a well-balanced, nutritional lunch. Examples can be found on a handout at the end of this packet. Please be sure to label your child's lunch box with their full name.

- AM Snack is served at 9:00am
- PM Snack is served at 2:30pm (after naptime)
- Menus are posted on Office Parent Board
- Remember to place an icepack in your child's lunchbox. Lunches that need to be warmed up will be taken out by teacher.

FOOD ALLERGIES

Please inform the staff immediately of any allergies that your child may have. A list will be posted in each classroom. Staff will make sure that children are not served these foods and will discuss possible alternatives with parents.

*No reduction in tuition will be given for families that need to supply their child's health/dietary needs.

BIRTHDAY CELEBRATIONS

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebration and like to recognize birthdays here at the Preschool. Each birthday celebration varies depending on what families want to do. We have parents bring pizza, fruit, juice box, goody/candy bags, and cupcakes. We do ask that you don't bring a sheet-cake to slice, instead we ask for mini-cupcakes to pass out during our Afternoon Snack. No pinatas please. Remember- everything must be store-bought.

****We offer a bouncy house that we can set-up during outside playtime; with a donation fee of \$40.00. Whatever your plans are, please inform the teacher and Director.**

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NAPTIME

After hours of exciting, educational and fun activities your child needs rest. We usually rest from 12:15pm – 2:45pm. Depending on the day's activities we may rest for a longer or shorter period of time.

We provide the cot, we ask that you bring a pillow, sheet and blanket. Again, just remember to label.

- Every child is expected to at least rest at nap time. Many children have a very long day in childcare and need time to rest and have quiet time.
- Parents are responsible to take home: pillow, blanket and sheet to wash and be brought the following school day.

TOILET TRAINING & PROCESS

We recognize that every child develops at his or her own pace, so we do not set a certain “age” that the children begin toilet training. We encourage all the children in the toddler classroom to sit on the toilet each day. The next step is for your child to use the toilet consistently, again, this may take weeks or months to accomplish. We also start working with children on pulling up/down his/her own pants. Once your child uses the toilet consistently here at WOW Christian Preschool, your child's diaper is usually dry, and he/she exhibits the ability to pull up/down his/her own pants, the teachers will talk to you about taking the next step to underwear. Please do not send your child in underwear or pull-ups until you've discussed this with the teachers.

Our goal is to have all the children completely potty trained, wearing underwear, and able to pull his/ her own pants by 3 years of age. Toilet independence is a requirement before transitioning to the Preschool classroom.

Toilet training is a lengthy process that requires a team effort between our staff and you as the parents. We encourage you talk with the teachers and be consistent at home when potty training. Consistency is the key to a successful process!

ATTENDANCE

In order for our program to be most beneficial for a child, it is important that he/she attend every day they are scheduled.

If your child is ill or will be absent, please call or email the center:
619-267-0885, wowchristianpreschool@gmail.com

DAILY HEALTH CHECK

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Children who arrive at the Preschool noticeably ill, will not be admitted for that day. For the protection of all the children, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A fever of 99.7F or higher
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears
- Profuse nasal discharge (green or yellow)
- Difficulty breathing

If your child/children become ill while attending school, the parent or person/s on the Emergency Medical form will be contacted. In the interest of your child's comfort and to prevent others from becoming ill, please make immediate arrangements for the child/children to be picked up. Please help the school by notifying the director of any communicable disease, (such as chicken pox, pink eye, hand foot and mouth, strep, etc.) so we may notify other parents.

Do not bring your child/children to school with a fever, diarrhea, vomiting, green runny nose, or pink eyes, mouth sores, strep throat, etc. **They must be SYMPTOM FREE FOR 24 HOURS PRIOR TO RETURNING TO SCHOOL.**

- Children must be able to fully participate in the activities and follow the daily schedule, including outdoor play
- If your child is sent home with a fever, he/she must be free for 24 hours before returning to the preschool. There is no credit given to absences due to illness.
- We deserve the right to require a doctor's note before re-admitting a child.

HEAD LICE

We enforce a "NO NIT" policy. If your child acquires head lice, they need to be free of any nits before they may return to school. Treatment must be completed. No live lice are seen, before attending school. Child will be checked again in 2 weeks to ensure the problem has been resolved.

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE PRESCHOOL WITH A DOCTOR'S NOTE, SO THE PARENTS OF OTHER CHILDREN CAN BE NOTIFIED.

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IMMUNIZATIONS

By law, the state requires that your child may not be admitted to school unless all immunizations are up to date.

Department of Children and Family Services requires licensed childcare providers to keep immunization records on file for all children. Records must include the name of the child, date of birth, date (month, day and year) of each immunization, and a signature of the health care provider who administered the immunization.

Immunization records must be provided before/ or on the day a child starts attending WOW Christian Preschool. Parents are responsible for providing current documentation each time their child completes a series of shots. In addition to immunizations, a Physician's Report, completed and signed by your doctor is required. You have 30 days to have the Physician's Report completed.

EMERGENCY MEDICAL CARE & ACCIDENTS

If a child receives a minor superficial wound/injury while at the Preschool, the staff will administer First Aid. Every staff member is certified in Adult, Child and Infant CPR and First Aid. A written report, Ouch Report, will be provided to the parent at the time of pick-up.

If a child receives an injury or illness that needs emergency medical attention, the staff will call 911. The parent or guardian will be contacted immediately after the ambulance has been called. If parent/guardian cannot be reached, the emergency names will be contacted.

MEDICATION

Prescription medication will be administered by staff only if the prescribed medication is under a doctor's orders, the parent/guardian has completed and signed the appropriate forms, and the medication label contains the child's name, directions for administering the medication, date and doctor's name. All prescription and non-prescription medication will always be stored. Must not be left in students cubbies.

***You are required to notify your child's teachers whenever your child is taking medication. This will ensure we have the most accurate information in case of a medical emergency.**

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ALLERGIES & ASTHMA

Parents/guardians of children with allergies and asthma need to have the child's physician provide the Preschool with an Action Plan that includes everything the child is allergic to, along with the types of reactions the child experiences and the treatment needed during an allergic reaction or asthma attack (Benadryl, epi-pen, etc.). A list of allergies will be posted in every classroom.

BEHAVIORAL ISSUES

Children whose behavior is unacceptable will first be redirected, and staff will encourage age-appropriate problem solving. Parents will be contacted and asked to participate in a plan for intervention. If problems persist and the child continues to present a danger to other children, staff, or him/herself, WOW Christian Preschool reserves the right to terminate services. Every attempt will be made to avoid this last resort.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many children are not verbal and may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children, and bite as a response.

When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned, and an Ouch Report will be filled out.
- The biting child will be redirected to appropriate activities. His/her parent will be notified, and an Ouch Report will be filled out as well.
- Teacher/staff will carefully assess the classroom and the biting child will be closely supervised.
- Teacher/staff will keep track of every occurrence, including attempted bites
- "Shadow" children who indicate a tendency to bite.
- Teacher may consider changes to the room environment that may minimize congestion, commotion, competition for toys and materials, or child frustration

Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the Preschool, either for a short period or permanently.

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COMMUNIATION WITH PARENTS

At WOW Christian Preschool, we believe that success in the classroom begins with good parent communication and involvement. We recognize the parents are a child's first and most influential teacher. When parents are involved in their child's early education, children experience less anxiety and stress and increased academic achievement.

A parent-teacher partnership is a two-way relationship. We ask that parents do the following to enhance this partnership:

- Take the time to read the monthly newsletter and stay informed about our activities
- Read the additional information that the teacher/Director sends home
- Be available to talk in person, telephone, or email whenever a teacher or Director requests it
- Parents are encouraged to share ideas, interests and special skills with staff
- Parents are welcome to be more involved through classroom participation based on their own time and availability.
- Always contact the teacher or Director when you have concerns
- Treat all staff members with respect and dignity

A parent bulletin board is located in the office and each classroom.

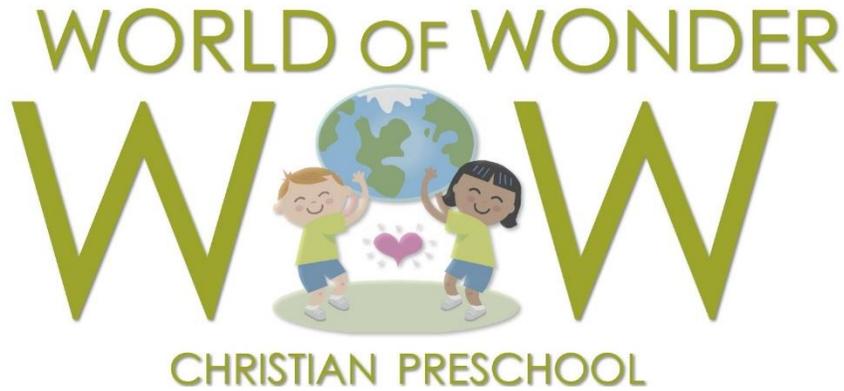
One form of communication used is email. Upon enrollment, we ask that each family provide one or more email addresses that may be used to remind families of upcoming events and other general information/news.

In addition, WOW has a website (**wowchristianpreschool.squarespace.com**) that contains important information, such as a calendar of events, photos, teacher information, WOW Blogs, etc.

OPEN DOOR POLICY

Our center is always open for parents/guardians to see how their child/children are progressing throughout the day. We will also have semi-annual parent/teacher conferences, but if you would like to speak with the director or teachers at any point throughout the year, please schedule an appointment. They all welcome open communication.

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By signing, you certify that you have received and read the parent handbook. This handbook explains our philosophy and rules. If you have any questions or concerns, contact the director. Your child's/children's happiness and well-being are our greatest concern.

Child(ren)'s Names: _____

Parent Name: _____

Parent/Guardian Signature: _____

Date: _____