

**Preschool & Pre-K
PARENT HANDBOOK**

Lic #370805052

WOW Christian Preschool Mission Statement:

To provide children and families with a learning, nurturing, love of God and happy setting while children are away from home. We want to reach the highest level of early childhood excellence in our preschool daily.

WOW Christian Preschool 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. We are a Christian preschool, meeting the spiritual needs of our preschoolers as we include Bible stories, children's songs, and our daily prayers.

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 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.

Dear Parents and Guardians, Welcome to WOW Christian Preschool:

We realize that enrolling your child at WOW Christian Preschool is an 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. We are happy to have you and your child join our community. Please read our enrollment and admissions agreement, it contains everything that you will want to know about our program. If you have any questions about anything in the handbook please let

the director know, she will be happy to answer any questions you may have.

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.

Hours of Operation:

The preschool is open from 7am-5:30pm, 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 8:30am-12pm schedule.
- Full-Time Program is from 7:00am-5:30pm.
- 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
- Juneteenth
- 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.**

WOW Christian Preschool runs solely on Tuition & Registration Fees. Weekly tuition is due even if your child is absent for more than 1 or more days during the calendar week (Monday-Friday) or if the center is closed for ANY reason (Holidays, Staff Dev. Days, emergency closures, etc.)

Sign In & Sign Out: Children need to be signed in and out every day they attend our preschool. If someone that is not from the Pick-Up list comes to get your child, we will have to call parents & check ID's. Please maintain an updated pickup list in your child's file.

Title 22 of CA 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.

Latest Drop-Off time is 9:30am: However, if medical or dental appointments must be made during a child's regular hours, please communicate this with the Director.

Attendance:

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

If your child will be absent, please send an email, message through the REMIND APP, or call the office.

Schedule Changes: A 2-week emailed/written noticed is required if you need to make a schedule change. This is to make sure adequate staff to child ratios is always maintained.

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.

After Hours & Procedures:

WOW Christian Preschool will close promptly at 5:30pm daily. It is the parent's responsibility to have their child picked up before 5:30pm. If parents are unable to pick up their children before 5:30pm, it is their responsibility to contact someone on the authorized pick up list to pick up the child.

→You will be charged \$10.00 after 5:30pm; regardless of the amount of minutes you were late for pickup. Repeated late pickups may result in termination of your childcare services.

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 5:45pm, 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 6:00pm, 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.

Meals:

Lunch is solely provided by parents. Please pack a lunch your child enjoys & is familiar with. If any food needs to be warmed, please drop it off in the cart every morning, label any Tupperware/container with your child's name.

Nap Time:

Nap Time runs from 12:00pm-2:30pm. (after lunchtime)

- Students who are on our Morning Program will not stay for nap time.

Of course, not all children sleep right away, some take longer, others do not sleep at all, but it is required by Licensing to have a specific resting time for students.

Please make sure to provide Nap bedding for your child.

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.

Cubbies: Each child has his/her own cubby where he/she can keep his/her personal belongings, a set of extra clothes and place their jackets once they get warm.

Moving to the Preschool Classroom: The decision to move up classrooms will be based on several factors and evaluations. Teachers & the director will contact you when we believe your child is ready to move up a class.

Daily Health Check:

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:

Fever, 99.7F or higher	Diarrhea	Mouth Sores	Difficulty breathing
Green runny nose	Vomiting	Undiagnosed Rash	Head Lice
Eye Discharge	Strep Throat	Pink eye	Etc.

If your child becomes 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 your child 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.

Students 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

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 contact names will be contacted.

Medications:

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 in the Preschool Office.

*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.

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.

Immunizations:

By law, 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 1st day your child attends school. 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.

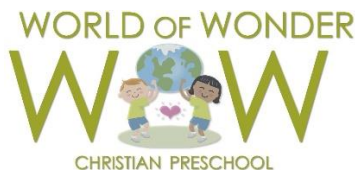
Biting:

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 Preschool, either for a short period or permanently.



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

Child Name: _____

Parent Signature: _____ Date: _____