



Welcome to Long Beach Christian Daycare Center!

This Parent Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to *Long Beach Christian Daycare/Pre-school*. The guidelines have been prayerfully considered and established with the child's best interest in mind. The parent is required to read the Handbook carefully. You will be held accountable for everything written in this book.

OUR PURPOSE

The purpose of our program is to service the families of our community, to educate and equip the "Whole Child" to grow and develop in all areas of their lives. God's word will be integrated into all experiences that your child encounters. The pre-school years hold great possibilities for learning and each day offers something new and surprising. We invite you to consider sharing these early years with us at Long Beach Christian Daycare/Pre-school.

PHILOSOPHY

Our Pre-School provides an environment that is safe and conducive to positive exercise. Children, ages 2 through Pre-K, assemble and play together while being guided toward a joyful, wholesome pre-school experience. An exciting learning environment is created to assist children in their skill development. The pre-school's objectives are to develop the total character of each child by providing a experience of lasting value in the following areas: Indoor and outdoor play (on equipment suitable to age), theme based activities, creative arts and crafts, science, Bible time, nature observation, rhythm and music, story time and much more. Children are surrounded by a Christian atmosphere of respect and loving appreciation for each individual.

THE DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services is our licensing agency. They have the right and inspection authority to enter our school to review our staff and children's records. In addition, they also have the right to interview our staff and children without prior parental consent.

ORGANIZATION

Our Pre-School is licensed by The State of California's Department of Social Services. The Pre-school is a Non-profit organization governed by 5-member Board of Directors which are members of Long Beach Christian Reformed Church. The Pre-school Director works in cooperation with the board members and church. It is a vital ministry of the church and has a "Shared Facility" agreement.

HOURS OF OPERATION

The Pre-School's Full-Time hours are 6:30am - 5:30pm. The Pre-school's Part-Time Half Day hours are 8:00am - 12:10pm. Core Pre-school hours are 8:00am – 12:00pm. Extended Daycare is from the hours of 6:30am - 8:00am and 12:15pm – 5:30pm. Extended Day Care is available upon request only for our half day children.



ARRIVAL POLICY /DEPARTURE

Children arriving prior to 7:30 a.m. drop off locations for the 2- and 3-year-olds will be in sunshine class. The pre-k class will be dropped off in the Rainbow room unless otherwise stated on the door. Children arriving late after 9:00am will not be permitted to enter the Pre-School, unless prior arrangements with the Director have been made.

SIGN-IN AND SIGN-OUT PROCEDURES

The State requires all children to be signed in and out with an adult's complete signature. Class sign in/out sheets are legal documents and parents should discourage children from using it for playful drawings. Parents are required to sign children in and out; the sign in and out sheets will be located at the entry of the pre-school. Cut off times are as follows: The 2- and 3-year-old children can arrive no later than 9am. Pre-k class can arrive no later than 8:30. For all those arriving later than drop off times must receive prior approval or will not be able to stay. Please see Director for all questions or approvals.

SPECIAL EVENTS

School will be closed at 12:30 or other designated times for special events. Please refer to the Pre-school calendar.

FUNDRAISING EVENTS

Participation is appreciated!!!!

There will be 1 fundraising events in our school year.

STAFF

Each staff member meets the state's educational requirements and higher standards set by the school. All staff members are trained in CPR and First Aid procedures. The teaching staff is highly qualified and dedicated to help each child foster growth and development in a positive way; spiritually, mentally, and physically. All staff and faculty have a personal commitment to Jesus Christ.

CURRICULUM

"Learning through Play" (All Classes) Curriculum Reinforcing Worksheets and other Hands on modalities will be used as a tool for classroom readiness.

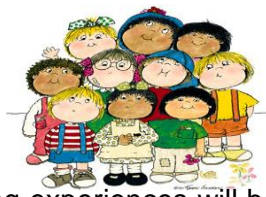
Children will be engaged in daily creative play activities. They will socially interact with each other and learn a multiplicity of concepts. Children will develop language skills, attain socially acceptable behaviors and learn to negotiate with one another. Creativity will be encouraged during arts and crafts. They will be supervised at all times.

Two year old class

Children will be introduced to age-appropriate pre-school academics. The children will learn to socialize and communicate with their classmates. The two-year-old class will be introduced to letters, numbers, shapes, and colors through themes. Academics will be taught through playful methods and fun activities. Large and fine motor skills will be fostered using sensory play, language arts, and social skills will be developed through circle time, purposed play, and much more.

Three year old class

Children will be introduced to age-appropriate pre-school academics through Oral, visual, and hands on materials to cover all learning modalities. They will be introduced to numbers, letters sound of letters, colors and shapes. The children will learn how to identify their written name. Academics will be taught using playful methods and fun



activities. Open ended learning experiences will be used to help critical thinking skills, challenging the several levels of thinking with open ended questions and experiments.

Pre-Kindergarten Classes

The four- and five-year-old children will enjoy pre-school academics using a three fold approach: oral, visual, and written instruction. They will develop age-appropriate critical thinking skills. They will learn how to count, identify numbers, and practice writing their names. They will play academic games that allow them to categorize, sequence, and grasp advanced concepts. Pre-Kindergarten readiness activities will be introduced and developed in fun, age-appropriate ways.

The children, who will enter Kindergarten, will require parent's active participation to prepare them for a successful admittance. The parents who actively assume this responsibility will enhance their child's success on the Kindergarten entrance test and beyond. You will receive an assessment of your child's growth and development and as necessary an appointment to meet with the teacher and/or the director to go over your child's readiness for Kindergarten.

BIBLE CURRICULIM (ALL CLASSES)

The Bible, God, Jesus, and church are concepts that are tied into our everyday curriculum. It is divided into two areas that are introduced in the individual classroom and chapel time:

In the classroom, the teacher chooses the Bible story and verse that corresponds with the monthly theme. Because children learn best through play, activities are used in a variety of ways to communicate God's word. Puppets, stories, flannel boards and Bible picture books are just a few of the many creative ways teachers use to create quality "Bible Time" into their daily schedule.

Chapel times will be held weekly. The Director and Teachers lead Chapel time. Fun worship songs and a short age-appropriate message are part of Chapel.



Admissions

ELIGIBILITY: *Parent Qualifications*

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the parents, in this endeavor. In order to establish and maintain a successful partnership, you, as a parent, find that you are in disagreement with the philosophy standards of Administration of the school; you should make every effort to work with the Director for a solution. If a harmonious solution cannot be reached, without publicity, your child may be disenrolled from the school.

ENROLLMENT PACKET REQUIREMENTS

- Application/Registration Fee Upon Starting \$150.00
- Enrollment Application
- Licensing Forms
- Copy of Immunization Records
- The Physical Exam - Physician clearance
- Administration/Director Interview
- Additional Documentation is submitted – Court orders, IEP
- Allergy Alert or food restrictions submitted
- Contract signed – In agreement with Parent Responsibilities (Parent Handbook)
- 3 Day Emergency Supply Kit

NON - DISCRIMINATION POLICY

Enrollment is open to all children without regard to race, color, national origin or ancestry. Parents and children undergo a personal interview and tour of the facility with the Director prior to the acceptance in the school. A 2-week probation period is given to all newly enrolled children to determine school readiness and may result in dis-enrollment of the child if determined by the LBCDC Director and or Teacher(s) that LBCDC is not a fit.

SCHOOL WITHDRAWALS

The school reserves the right to dis-enroll a child if it is determined the child is not benefiting from the program or displays a behavioral challenge. Withdrawal can be sought as well if the parent has a negative attitude towards the pre-school, staff, children, or other parents. Dis-enrollment will be immediate.

WELCOME PACKET

A folder will be provided with a list of teachers, a check off list of items that will need to be provided by the parent for the first day of school and a letter from the Director to help prepare your child for the first day of school.

ACCIDENT/INCIDENT REPORTS

Minor injuries will be treated by a staff member. An "Accident Report" will be completed whenever an injury has occurred. A staff member will administer first-aid treatment for all minor injuries or accidents. The parents will be notified first and given that option before the child is taken to the hospital for any nonlife threatening emergency medical treatment. The paramedics will transport a seriously injured child to the nearest hospital with a staff member if allowed by the paramedics. All serious injuries are reported to the parents. All staff members are trained in CPR and in first-aid procedures.



DISASTER READINESS

Monthly earthquake drills and fire drills are scheduled during the school year. The Pre-School follows specific procedures recommended by the Long Beach Fire Department and required by the Department of Social Services. In the event of a community emergency or disaster, parents are instructed to provide an “Emergency Kit” per child. A three-day food, water and medical supplies need to be reserved for each child on campus. The Emergency kit will be used in the event of a major disaster.

PAYMENT POLICY (TUITION)

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children.

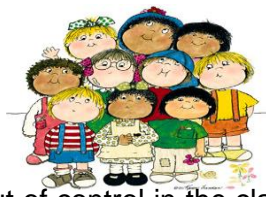
Every family is given a contract agreement to sign that states the monthly amount of the tuition due. **The contracting parent** is responsible for the payment of all fees the tuition, regardless of who makes the payment of tuition, fees, or any other charges, as well as NSF checks, will be addressed to the contracting parent.

In a joint custody situation, the contracting parent is responsible to furnish all court documents to the school to prove legal and physical custody of any student attending the school.

Tuition payments are due the 1st of each month and considered late after the 10th. All payments must be in the form of a money order or check. **No cash Payment** is allowed. Please drop off all payments in the drop box located directly in front of the Pre-school Office. A monthly statement will be sent each month through the email provided on your contract. All parents will be given a year-end statement detailing all payments. A receipt is available as requested. If you are late and do not have a plan of action in writing approved by the pre-school Director, it will result in suspension. Each month tuition is required to be paid in full regardless of your child’s attendance or when school is closed for a special event or Holiday break. See Calendar for all scheduled Holiday’s and or staff training. July and August are months where LBCDC will allow tuition to be prorated and or adjusted for our current families who plan to take the summer off, vacation and or change their schedule without losing enrollment for the upcoming school year with completing the Summer Intent/Re-enrollment form in March. **Returned checks Fee: \$25.00** After the third returned check, all future tuition payments must be made with a money order **Late payment after the 10th: \$30.00** If there is no communication to the Director or plan of action in writing approved by the Director for a late payment, it may result in the suspension of your child or dis-enrollment of your child. **2-week written notice for all withdrawals** - If you would like to dis-enroll your child from Long Beach Christian Pre-school it is required to provide the school a 2 week written notice prior to the last day you would like your child to attend. All tuition submitted is non-refundable. Parents who withdraw their child without a 2 week written notice will be responsible for payment of the entire bill.

DISCIPLINE POLICY

Teachers will incorporate a positive re-directive approach to discipline. They will encourage and model appropriate behavior. The staff will redirect inappropriate behavior and remind the children of the rules. Children are protected from hurting each other and staff will intervene when necessary. The Director will take care of any



discipline problems that are out of control in the classroom or playground. Parents will be informed of any serious discipline problems. Corporal punishment and other humiliating or frightening techniques are prohibited.

LATE PICK UP AFTER 6:00pm.

A late fee of \$25 dollars will be charged for any child not picked up by 5:30pm. After the first 15 minutes at 6:15pm a \$1.00 per minute will be charged thereafter. If a child is not picked up by 7:00pm, a sign will be on the Pre-schools front door indicating the child's location at the local police department. If you know that you will be arriving late you must call the Pre-school with an estimated time of arrival.

RELEASE OF CHILDREN

Your child will be released only to persons 18 years of age or older whose names are on the Family Registration form. Parents must advise the office in writing if a person not on the list is permitted to remove the child from the school. The Individual must stop by the office for an Authorization to Release a Child Form. Any person requesting to remove a child from the school should be prepared to present his or her driver's license, for positive photo identification upon request.

PARENT VISITATION

Parents are encouraged to visit the school at any time. All relatives and visitors must receive a security check in the office prior to entering the classrooms or the playground area. Parents may not allow their infants or toddlers on the playground or in the classroom unsupervised. We also ask all adults not to assist other children. Please ask a staff member to assist another child.

If this is your child's first experience at school, we recommend a swift departure and that you leave soon after saying goodbye, even if your child is crying. It is recommended that your child gets use to attending Pre-school before you decide to stay for a visit.

DRESS CODE CHILDREN

Children should be dressed in clothes that are easy for them to manage. Clothes that are roomy and washable are encouraged. Oversized clothing is unacceptable. Girls must wear shorts under dresses. Rubber sole shoes are recommended. Sandals will not be accepted without a strap in the back. Parents must give the teacher an extra pair of clothing in a "zip-lock" bag. These clothes will be kept in the children's classroom and used when needed. All sweaters, coats, and jackets should have the child's name on the label.

NAP TIME

Nap time is scheduled from 12:15pm to 2:45pm. Children are provided a cot. A sheet and blanket need to be sent with your child to school on Monday in a plastic tote and will be sent home to be washed every Friday. Each child may receive a back rub from the staff. The parent or child may decline the back rub.

TOILET TRAINING

All children must be fully potty trained in our three-year-old classes. The children who are eligible to move up to the 3-year-old class must be able to use the toilet tissue themselves when wiping and wash their hands afterward. The child who is in the three-year old class who experiences frequent toilet accidents may be placed in our



two-year-old class until fully potty trained, if there is availability. If not, dis-enrollment will result. In our two-year old class, it is the parent's responsibility to provide an ample amount of clothing for their child during this process. All children while toilet training will be required while at school to use underwear and not "Pull-Ups". "Pull-Ups" are only allowed if the child can not fit into a large size diaper and or approved by the Director. A plastic cover that is used to shield the underwear may be used during this process. Please discuss with your 2-year-old teacher when your child displays the following signs of readiness: 1. Can pull their clothes up and down 2. Is displaying interest with sitting on the toilet 3. Is waking up dry from nap or in the morning 4. Is taking off diaper on their own and using words to describe BM or potty time 5. Is making the connection when soiled to communicate verbally or nonverbally to the teacher or parent. These things suggest that your child is possibly ready to move forward in the potty-training process. LBCDC will communicate to the parent when we are recognizing these areas of readiness and will need to be discussed to plan with proceeding forward with potty training.

LUNCH TIME

Lunch time is scheduled from 11:30 to 12pm. Lunch will not be provided by our school. Please provide a lunch from home. All lunches provided from home must be freshly cooked and packed daily. Please do not bring back any uneaten lunches. We cannot open any cans or uncooked noodles. All lunches must include a cold pack to maintain cold food. We cannot refrigerate any lunches. The staff will assist children with their food items and warm if necessary. We will warm up food items as needed and necessary each day.

SNACK TIME

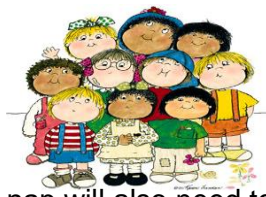
All children will be served a mid-morning snack and afternoon snack for children staying a full day. A parent participation program will be implemented using a snack calendar system. Parents will receive a snack calendar every month to provide snack for their designated day. If you have more than one child in our Pre-school, both names will be placed on the snack calendar. All snacks should be brought in an unopened package. Snack ingredients should be written in English to avoid problems for children who have allergies and or food restrictions. Cookies, doughnuts, or any non-nutritious "food" will be returned to the parent unopened. Only 100% juice can be served to the children by law. Parents are requested to avoid bringing in punch and soft drink type of refreshments or products.

BIRTHDAY PARTIES

Children's classroom birthday parties will be celebrated with one month for every child who has a birthday in that month. Please discuss the details with your child's teacher. The teacher will distribute the refreshment items during snack or lunch time. Parents may bring cookies, muffins, party napkins, cups and goodie bags.

SHARE DAY

Teachers will designate a share day. All toys must be labeled with the child's name. Children must keep all toys at home unless it is share day. Any toys that are brought to school will be confiscated and returned to the parents. Staff is not responsible for lost toys. It is important not to share toys that produce negative play in our pre-school setting. Toy guns, ropes, or play weapons are not permitted. "Transitional" toys/blankets from home will be permitted at the request of the parent and with the Director approval. With parental request only, these toys will need to stay in their



child's cubby. Special toys for nap will also need to be approved by the Director. If the toy becomes a problem, we will ask parents not bring in the special nap toy.

PLAYGROUND RULES

Each age group will be directed by their teacher in activities that are age appropriate and safe. We do ask that you help us by having your children walk on the cement.

HOLIDAY PARTIES

Classroom holiday parties will be planned by the teachers. Teachers will organize the parties and encourage the parents to assist. Sign-up sheets for refreshments will be posted in the office or classroom. Please refer to the pre-school calendar for Holidays where the school is closed or special events where we will have a half day.

GIFTS AND DONATIONS

All gifts and donations are highly appreciated. Donations can be art supplies, paper goods, snack supplies, and recyclable materials for classroom activities upon teacher's request.

IMMUNIZATION AND HEALTH RECORDS

All children must be fully immunized, unless you sign a waiver/exemption (Blue Card) which states that due to health or personal preferences your child's not fully immunized. If your child is not up to date or you only choose some but not all then your child's physician must state, the plan of action and time frame in which they will be complete and why.

HEALTH POLICY

Children cannot attend school if they are ill. If a child appears ill during school hours, the parent will be contacted and required to be picked up as soon as possible. If the parent does not pick up the child, the Department of Social Services will be notified. Ill children should be picked up 30 minutes after receiving a phone call from the Pre-school. Parents are required to notify the Pre-school if their child has a contagious disease or serious illness. Parents will be notified if their child's class has been exposed to a communicable disease at school. Children with the following illnesses: diarrhea, severe coughing, irregular breathing, pink eye, unusual spots or rashes, sore throat, infected skin conditions, stiff neck, vomiting, severe itching or ill behavior, color discharge from nose or eye, will be sent home and may not return to school until they are symptom free and may not return the following day. If the child is brought back to school the following day with symptoms, parents will be called to pick up their child and they will not be able to return to school until they have a physician's note and have stayed out of school for an additional day. If your child has a temperature of a 100.4 or higher your child may not return for 48 hours fever free without fever reducing medication and with no other symptoms. Please inform the school of all allergies and or food restrictions that may require a plan of action or medication to be kept on hand.

MEDICATIONS

All medications must be brought into the Pre-School in their original container. Medication should be given to the morning staff person in your child's class. Written instructions on a specific school form must be completed and accompany the medication before it can be dispensed. This procedure must be done on a daily basis when needed. **DO NOT PUT MEDICATION, INCLUDING COUGH DROPS, IN THE CHILDS LUNCH BOX, CUBBIE OR BACKPACK.**