

# **FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER ENROLLMENT AND CHECK SHEET**

## **HAVE YOU COMPLETED AND RETURNED THE FOLLOWING?**

- Contract
- Illness and Accident Procedure
- Behavior Contract
- Biting Policy
- Illness Policy
- Religious Instruction Form
- Email/ Photo Release Form
- Student Info Sheet
- Infant Service Plan
- Handbook Policy
- ID/Emergency Info
- Parent's Right
- Personal Right
- Parent's Report- Health History
- Physicians Report/ T. B. Report
- Food Program
- Emergency Cards (1)
- Copy of Immunization Record
- Copy of Birth Certificate
- Registration Fee \$175.00

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# FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER

## Contract and Financial Agreement

➤ We understand and agree to the FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER Financial Policy and Handbook.

➤ We understand a **Non-Refundable Registration Fee of \$ 175.00** must be paid before my child may be admitted. **This fee is renewable each year.**

➤ We understand that all payments must be made in advance in accordance with the contracted agreement of attendance. Tuition is due by the 1st of each month and is late after the 5th. An invoice will be sent via provided email. Payment options include: Cash, Check, Money Order, Visa, and Master-card. Checks should be made payable to FCOGEEC. **Please note there is a 3% service fee for use of a credit card.**

➤ We agree to pay a late fee of \$25.00 each month the monthly tuition is not made by the 5th day of the month. We understand that there is also a \$25.00 charge for any returned check. If we have two returned checks by the bank, we will be required to pay cash for the future payments. If we are 30 days past due on our account, my child will be removed from school until such time as my account becomes current. If a payment is not made within the 30 days our account will be sent to a collection agency and a \$75.00 bookkeeping fee will be charged to my account.

➤ We understand that after 6 months of attendance a one week vacation deduction can be made only if the office is notified in writing two weeks in advance.

➤ We agree to pay a late fee of \$5.00 for any part of the first 15 minutes per child after 6 PM. After 6:15 PM it will be \$1.00 per minute per child.

➤ We understand that we must sign our child in and out each day. If my child is not signed in or out, a \$5.00 penalty will added to my bill.

➤ We understand there will be no makeup days for illness or holidays. If my child misses his/her regularly scheduled day for any reason there will be no make-up days. Additional days outside contracted day will be charged separately at your daily – calculated rate of \_\_\_\_\_.

➤ We understand that this contract is for 12 months from the start of the school year.

➤ We understand that the school office must receive a two week written notice and a withdrawal form must be completed and submitted to the school office for children who are going to be withdrawn from the program.

We understand that we are responsible for tuition until we have signed and submitted the notification of withdrawal and for the two weeks following even if your child does not attend school.

➤ We understand that the department of Community Care Licensing has the authority to interview children or staff and to inspect and audit child or childcare records, without prior consent. The community care licensing department also has the authority to observe the physical condition of the child (ren) including conditions that could indicate abuse, neglect or inappropriate placement. LIC 101200 (b) (c)

➤ *Please sign the reverse*

- **We agree to be responsible for the following:**  
My child will attend **MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY**

\_\_\_\_\_AM to \_\_\_\_\_PM **Full Time** \_\_\_\_\_ **Part Time** \_\_\_\_\_

- **We understand that if we wish to change our child’s daycare program, we must receive approval from the Preschool Director and complete a new Financial Agreement Contract.**
- **We also understand that Monthly tuition fees are subject to change.**

**MY MONTHLY TUITION WILL BE \$ \_\_\_\_\_**

**In the event that the total tuition charge is divided between two parents not living together and one does not pay it’s half, the total will have to be paid by one of the parents in order to keep the child in FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER.**

Fathers/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mothers/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fathers/Guardian Driver’s License #: \_\_\_\_\_ D. O. B.: \_\_\_\_\_

Mothers/Guardian Driver License #: \_\_\_\_\_ D. O. B.: \_\_\_\_\_

Child’s Name \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Government Service: Cal. W. \_\_\_\_\_ S. S. \_\_\_\_\_ CSN \_\_\_\_\_ Family Fee \$ \_\_\_\_\_

Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER**  
**Illness and Accident Procedure**

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Student Name: \_\_\_\_\_ DoB: \_\_\_\_\_ Age: \_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**IN CASE OF SUDDEN ILLNESS OR ACCIDENT TO THIS CHILD**

Mother's Name: \_\_\_\_\_ Home / Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home / Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Doctor: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Policy #: \_\_\_\_\_

Dentist: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

This child has a known health condition which may affect him/her Yes \_\_\_\_\_  
No \_\_\_\_\_

**MY CHILD HAS THE FOLLOWING HEALTH CONDITIONS:**

Serious Illness Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

Allergy Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

Vision Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

Hearing Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

**PERSONS AUTHORIZED TO TAKE MY CHILD FROM SCHOOL: (must be 18 years old and have valid state ID)**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and have verified the information on both sides of this document

Email Addresses: \_\_\_\_\_

**It is the responsibility of the parent/guardian to keep this information current.**

**MEDICAL AUTHORIZATION:**

In the event of an emergency, I hereby authorize FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER School personnel to make arrangements for my child to receive medical care, including necessary transportation. I authorize the physician and/or dentist to undertake such care if considered necessary. In the event that the above doctor/dentist/hospital is unavailable, I authorize FCOGEEC personnel to arrange for emergency medical care. I agree to bear all costs incurred. Further, I hold FCOGEEC and all of its employees harmless for any result of said treatment and solely bear the financial responsibility for any and all treatment.

If an emergency should arise which requires immediate medical attention and we as parents or guardians cannot be contacted, you are authorized to take whatever steps are needed to protect the health of this child. **Yes** \_\_\_ **No** \_\_\_

**AUTO INSURANCE INFORMATION**

Auto Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Please submit your driver's license and proof of insurance to the school office with this document if you plan on participating as a driver for a school field trip or sporting event.**

# **Behavior Policy**

## **FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER**

### **Unacceptable Behavior**

*Unacceptable behavior is defined as repeated acts of defiance including but not limited to.....*

Biting another child or teacher, spitting, not obeying when disciplined, kicking screaming, throwing furniture or toys, or any other act that could cause harm or injury to another student, teacher or self.

### **Consequence to Unacceptable Behavior**

First consequence is the child is placed in time-out. The teacher tries to redirect unacceptable behavior and if the child does not respond, the child is taken to the office of the Preschool Director. The Preschool Director then tries to redirect the child to a positive solution. In the event that neither process is successful, the parent is notified by telephone and asked to talk directly to their child to redirect unacceptable behavior. In the event that this does not solve the problem, the parent is asked to come immediately to take their child out of school for the rest of that day.

### **Chronic Unacceptable Behavior**

*Marked by long duration or frequent recurrence; constantly disturbing*

At FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER we are expected to keep the welfare of every child in a nurturing, loving, safe environment. Therefore, when chronic unacceptable behavior occurs in excess of three times in the same week, the following steps will be taken.

*Behavioral Contract will be signed by parents stating that their child is on probation and the next offense will result in a three day suspension. Two suspensions within one month period will result in immediate dismissal of the child at the parent's expense.*

I agree to the following stipulations regarding my child \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/ Guardian

\_\_\_\_\_  
Preschool Director

**FIRST CHURCH OF GOD EARLY  
ENRICHMENT CENTER  
Biting Policy**

To All FCOGEEC Parents:

It has become necessary to implement a new policy regarding biting with our preschool children. Biting is a common problem with young children as they go through different stages of development. Many times a child will bite when frustrated and when they are not able to express themselves adequately through speaking. We understand it is a stage but feel it is necessary to address the number of times a child can bite before being dismissed from FCOGEEC.

Before writing this policy, our center contacted many other centers in the Fresno area. We also, received advice from the state licensing department and the Association of Christian School, International. We believe we have adequately researched this problem and believe we have a policy that will best serve all children.

Our policy states:

1. Any child (ages 2 and older) who bites any child or teacher more than three times may be dismissed from the program. This means three times total-not three times per "bite". The teachers will keep a log of times child has bitten. If your child has bitten more than three times, the center director will contact you.
2. For children younger than 2 years of age, the teacher and director will handle biting on an individual case. Children who bit in their toddler years will generally bite only once or twice. Teachers will provide suggestions to parents to address this problem.

We implement this policy for the welfare and safety of all our FCOGEEC children. We ask you to sign and return the bottom portion of this policy and return it to the school office. Thank You.

Lisa K. Antaramian  
Pre-School Director

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I, \_\_\_\_\_, parent of \_\_\_\_\_, have read, understood and will abide by the Biting Policy of FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER

Signed \_\_\_\_\_ Date \_\_\_\_\_



# ILLNESS POLICY

## FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER

If a child comes to school when he/she is not feeling well, he/she will be vulnerable to infection. It is in the best interest of your child and the other people at FCOGEEC to keep your child at home when he/she is ill. A child needs to be able to participate in our school program.

If a child displays any of the following symptoms, he/she must be kept or sent home.

- Fever
- Diarrhea one time: accompanied by a fever
- Diarrhea two times in one hour (even without a fever)
- Cough accompanied by a fever, chills, and the coughing up of green or yellow mucous.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Vomiting
- Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloud or colored nasal secretions may indicate an allergy.
- Thrush- white puss pockets inside a child's mouth.
- Child is feeling well again and normal behavior has returned.

**The child must remain home for one entire day before he/she can return to the preschool.**

Medication Reports: If your child needs to be given medication during school hours, we are required to have on hand; directions for use, written permission from parent or guardian. The pediatrician must prescribe all medications. We will not allow any exceptions to this rule; it is a state law. Your signature below indicates you have read this policy and will abide by it.

**Signature:**

**Date** \_\_\_\_\_

# Religious Instruction Form

I, \_\_\_\_\_, give permission for my child,  
\_\_\_\_\_, to be an active part of on-going religious training. I  
realize this includes Bible songs, stories, videos, and other curriculum. This training will  
not represent a certain church doctrine but rather a Bible believing Christian approach.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Rm. \_\_\_\_\_

## Email Bulletin

Get Weekly updates from the Preschool Director Lisa Antaramian, via email.  
Note: Your email will only be used for this purpose and this purpose only.  
We will not spam or sell your email address.

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Photo Release

\_\_\_\_\_ I, release First Church of God Early Enrichment Center to photograph  
and/ or videotape my child while participating in daily school activities. I  
agree to allow First Church of God Early Enrichment Center to use these  
photographs and/or videos in displays, publications (including yearbook), and  
**social media**. I understand names and/or addresses will NOT be released.

\_\_\_\_\_ I, DO NOT release First Church of God Early Enrichment Center to  
use photographs and/or video of my child in daily activities for any  
publication (including yearbook), display, and **social media**.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

# Student Information

Child's Name \_\_\_\_\_

Child's Birthday \_\_\_\_\_

Starting Date \_\_\_\_\_

Days your child will attend M T W TH F (please circle)

Hours in School \_\_\_\_\_

Parents Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Work Phone Number- Mother \_\_\_\_\_ Father \_\_\_\_\_

Cell Phone Number- Mother \_\_\_\_\_ Father \_\_\_\_\_

Email- Mother \_\_\_\_\_

Email- Father \_\_\_\_\_

What is your evaluation of your child's personality? \_\_\_\_\_  
\_\_\_\_\_.

How does your child get along with parents & siblings and other children? \_\_\_\_\_  
\_\_\_\_\_.

Has your child had any group play experience? \_\_\_\_\_  
\_\_\_\_\_.

Does your child have any special problems/fears/needs? \_\_\_\_\_  
\_\_\_\_\_.

Does your child have any eating problems? \_\_\_\_\_  
\_\_\_\_\_.

List your child's favorite activity/toy \_\_\_\_\_  
\_\_\_\_\_.

How did you hear about FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER? \_\_\_\_\_  
\_\_\_\_\_.

FIRST CHURCH OF GOD  
EARLY ENRICHMENT CENTER  
Infant Feeding Plan

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Breast Fed or Formula?: \_\_\_\_\_

Type of formula (if applicable): \_\_\_\_\_

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Does your infant have any food allergies? YES NO (circle one)

If yes, please list them: \_\_\_\_\_

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Does your infant eat solid foods? YES NO (circle one)

If yes, what foods have already been introduced? \_\_\_\_\_  
\_\_\_\_\_

Times of Feeding? \_\_\_\_\_.

What Plan do you have for introducing new foods? Please give details of what new foods you plan to introduce and when?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parents signature \_\_\_\_\_

Caregivers signature \_\_\_\_\_



FIRST CHURCH  
OF GOD EARLY  
ENRICHMENT CENTER

Infant Care  
& Preschool

HANDBOOK

**FCOGEEC**

**3920 N. First St.  
Fresno, CA 93726**

**Phone:**

559-227-3222

**Fax:** 559-227-0723

**Website:**

www: [fcogeec.org](http://fcogeec.org)

**Email:**

[Mrs.A@fcogeec.org](mailto:Mrs.A@fcogeec.org)

Cell- 559-978-3886

**FIRST CHURCH OF GOD  
EARLY ENRICHMENT CENTER  
Preschool  
Mission Statement**

It is the mission of FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER Preschool to provide a fully integrated preschool program designed to foster the child's social, emotional growth, as well as physical, mental and spiritual growth and to encourage parents to be a vital part of their child's spiritual development. The preschool will provide a superior learning curriculum designed to enable child academic development.

**Philosophy:**

**We believe** that the educators, parents, and children working together will produce the highest quality Christian Education.

**We believe** that Holy Bible is God's Inerrant Word.

**We believe** that Christ died and rose again for the salvation of children and adults.

**We believe** that God loves, cares for, and is concerned for children.

**We believe** that every child is promise with potential.

**Purpose:**

The program of FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER was established to provide an educational experience in a warm and friendly atmosphere for children 6 weeks old through school age. Recognizing the importance of balanced growth, our staff will provide many opportunities for the social, mental, physical and spiritual development of the child.

FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER was also established as a service to the families and children of Fresno. This service has grown from a sincere love for the children of Fresno and a desire to help with proper development and adjustment in our modern world.

Our aim is to develop the total personality of each child by providing an educational experience of lasting value.

**Intellectually-** by exploring and using first hand experiences that help to build an enthusiasm for learning.

**Physically-** by offering experience that will develop large and

**Socially-** small muscle coordination and motor skills.  
by encouraging participation in group activities,  
and getting along with others, which will help  
bring a feeling a security and belonging.

**Spiritually-** by inclusion of God's word interspersed in the  
daily program with Bible Stories, verse memorization songs,  
as well as a Chapel time each day.

FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER is licensed by the Department of Social Service of the State of California. We are currently licensed for 20 infants/toddlers, and 72 preschool children.

The FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER invites you to take a look at our remarkable licensed facility. We serve Infants, Toddlers and, Preschool through Early Kindergarten. The children in these programs are being trained in the Word of God so that they might one day excel in life and in their service to Jesus Christ.

- Christian Character Trait Building - obedience, patience, honesty, thankfulness, wisdom, loyalty, preciousness of others
- Chapel And Daily Bible
- Caring Nurturing Environment
- Math and Language Readiness-recognition of letters, phonics sounds, recognition of numbers, sequencing skills, math graphs
- Early Reading Skills - blending and reading in Early Kindergarten
- Creative Art and Craft Activities
- Hands on Science
- Music and Sign Language

## **Non-Discriminatory Policy:**

FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER is open to all children ages 6 weeks to 6 years regardless of race, color, national and ethnic origin. Class size will follow all state regulations.

### **Arrivals:**

Our center is open from 6:30 a.m. – 6:00 p.m. Monday-Friday. Children are welcome anytime.

### **Chapel:**

Chapel is held every morning in the classroom. This will be an extension of each child's Bible training. Bible time is held daily in each classroom.

### **Communication:**

FCOGEEC desires to handle all concerns in an efficient Biblical, manner. Please help us to handle problems or concerns effectively, and in a Christian manner, by following the scriptural guidelines. This complaint procedure is widely used in Christian Schools and is recommended by ACSI, Association of Christian Schools International.

If you have a complaint or concern:

- 1) Express it promptly. Keeping it to ourselves can cause ill feelings and friction, which would decrease our effectiveness as a Christian. Jesus says that we cannot properly worship or serve God if there is a disagreement between our self and someone else. (Matthew 5:23 and 24) Get it out of your system. If it needs to be dealt with, express it promptly.
- 2) Tell it to the right person. Complaints about school policy or operation should be expressed directly to the person in charge of the dept. If you have a complaint about discipline or a classroom subject, see the child's teacher first. All classroom situations should go through the teacher first. If you have gone through this procedure and the situation cannot be resolved, please see the Preschool Director.
- 3) Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His kingdom. If you overhear, or are told a complaint; direct the person to the one it concerns. Express it promptly to the person who should hear it, and only him.



## **Curriculum:**

The center provides nurturing early care and education in a responsive, caring environment for children. Our curriculum helps children master age-appropriate tasks at each stage of individual development. Social, emotional, physical, and cognitive activities are integrated into all aspects of the curriculum. Children's development is encouraged through play and exploration of process-oriented rather than product-oriented activities. All classrooms have Bible based curriculum. Play and spontaneous exploration are fundamental to childhood and essential for learning. An NAEYC publication states, "through play children explore their world, find out how they get along with others, test their skills and muscles try out new ideas, and feel confident enough to try different activities". At our center children are given the opportunity for many different kinds of play. Much of what happens in the daily life at the center provides the context for learning experiences; hellos and good-byes, eating, resting, keeping clean and comfortable, enjoying nature, being with friends, coping with emotional experiences, taking turns, and respecting others. Ultimately, the goal for each child is to develop self-esteem in preparation for a happy and productive life among peers, colleagues, and loved ones.

## **Daily Program:**

A carefully supervised and balanced program is offered to assist the child in his/her learning process. This includes varied activities of play, reading readiness, music, stories, art, science and health. All of these provide an educational experience of lasting value in the physical, mental and emotional development of each child. We will be sharing with the children about creation and the creator. Bible stories and songs will be told daily with a positive emphasis placed upon the fact that Jesus loves us.

## **Daily Sign In-Out Procedure:**

Parents are required by State Law to sign their child in and out each day. A penalty of \$5.00 will be charged to your account each time your child is not signed in or out. Please sign your full name & time of day.

## **Departures:**

The center closes at 6:00 p.m. Parents who are late to pick up their child will be charged a late fee of \$5.00 for any part of the first 15 minutes per child after 6:00 p.m. After 6:15 p.m. parents will be charged \$1.00 per minute per child. Parents who are excessively late in picking up their child risk the termination of child care services.

## **Discipline:**

Each classroom has a set of rules and a discipline procedure for all children. Our preschool wide discipline plan for all children is as follows:

### **REAL-LIFE DISCIPLINE: 3'R'S**

1.) Respect: Guiding the child– 1Tim. 3:4

Definition: consider worthy of high regard; give attention to: and refrain from interfering.

2.) Redirect/ Remove: Protecting the child– Prov. 4:1 Redirect: to closest parallel activity

Remove: many forms of “time-out” (removal)

A: attention– none

T: time to think about

M: missing the activity or your presence

3.) Restore: Loving the child– Gal. 6:1 and Duet. 30:1-3

A. Forgive: separate deed from doer. Build self-esteem and confidence in child.

B. Focus: on the acceptable behavior.

There may be situations that a teacher uses time-out.

## **Safety:**

FCOGEEC encourage families to administer sun screen to their children all year –round. The ADA advises using products containing antioxidants because they also have sun-protection properties. During the summer months we ask that parents bring sun screen for teachers to administer when necessary. Jackets, hats & gloves are necessary during the colder months. Please be sure to provide seasonal extra clothes for your child’s cubbie.

## **Dress Code:**

Girls

1. Modesty at all times
2. Clothing with cutouts, tube tops, visible midriff, are not appropriate.
3. Pants and jeans may be worn in good condition.
5. No article of clothing may be worn if it suggests lewd or improper language, beer or alcohol, or gang related colors or symbols.
6. No dangling earrings. Only safety back (screw on backs) earrings allowed for children ages 0-2 yrs. Jewelry should be modest.

## Boys

1. Hair should be neat, clean and well groomed.
2. Shirts must be free from lewd improper language, beer, alcohol or gang related colors or symbols.
4. Earrings are not allowed for boys.

Shoes must be worn at all times. Shoes should be worn that support the foot. Footwear that does not support the foot causes accidents and injuries, Tennis shoes are the best types of foot wear for all children. Sandals can be worn if there is a back strap. Heeled shoes are discouraged.

## **Emergency Plans**

In the event of a medical emergency requiring a trip to the doctor, the center will first attempt to locate and notify the parents so that they can transport the child. If you cannot be reached, an authorized emergency person on your Emergency Procedure Card will be contacted. If the situation warrants, a staff person from our center will accompany your child to seek medical treatment. We will call you or a person on your Emergency Procedure Card, to meet the staff person and your child at the medical facility.

## **Emergency Procedure Cards:**

This card is placed on file in the school office and in the child's classroom. Please fill out this card completely and return it to the school upon enrollment. If you cannot be reached by phone, please give us the number of someone who can reach you and will be responsible in an emergency. It is imperative that you maintain current names and contact information on your child's Emergency Procedure Card. Please notify the people you choose to put on your card, and alert the staff to any changes in authorized people and phone numbers. It is your responsibility to update the card if the information changes. Please be sure to indicate if your child has any health problems or allergies that of which we need to be aware. On the back of the card is a list of people that can pick your child up from school. Only these people will be allowed to take your child off campus. There must be at least one person on the back of the emergencies card. They will be asked for a picture I.D. before taking the child. This is done for the safety of your child and the school.

## **Field Trips:**

Classes will take field trips to local points of interest throughout the school year. Only children that are potty trained are able to attend. Chaperones are required to provide to the school office a copy of their, immunization record that includes pertussis, measles, and TB. When you sign up to drive or to chaperone on a field trip, please do not bring younger or older siblings. Our children need your full attention.

## **First Church of God**

FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER is a ministry of First Church of God, Fresno. First Church of God has general headquarters in Anderson, Indiana. Our pastor is available to you and your family. He and the congregation of First Church invite you to participate in the worship services and activities of the church.

## **Fundraisers:**

Our school will participate in a variety of fund-raisers throughout the school year. These are needed to provide many extras to the education of FCOGEEC children and teachers. We appreciate your support in any of the school fundraisers.

## **Holidays: See Event Calendar**

## **Injury or Illness:**

If a child becomes ill or is injured at school, they are sent to the office for assessment. The child is cared for in one or more of the following ways, ice is applied to injuries abrasions are cleaned and bandaged, they are allowed to rest in the office, temperature is taken if needed, and/or parent called for consultation. If the supervising adult determines that the injury is a very serious emergency the child's parents will be called immediately. The child will always be made as comfortable as possible.

Ouch reports are filled out when an injury occurs and sent home in the child's cubby documenting the course of action taken and how the injury took place. One copy is given to the parent and the other is kept on file for the school year.

If your child becomes ill at home or has an appointment that will affect their regular schedule, please give the preschool office a curtesy call, email or text.

## **Health Checks:**

The staff assesses the health of your child daily upon arrival and throughout the day. Your child is admitted to the center if no symptoms of illness are present. Symptoms include, but are not limited to:

- Fever
- Diarrhea one time: accompanied by a fever
- Diarrhea two times in one hour (even without a fever)
- Cough accompanied by a fever, chills, and the coughing up of green or yellow mucous.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Vomiting
- Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloud or colored nasal secretions may indicate an allergy.
- Thrush- white puss pockets inside a child's mouth.
- Child is feeling well again and normal behavior has returned.

## **The child must remain home for one entire day before he/she can return to the preschool.**

Due to risk of contagion and supervision concerns, an ill child should not be brought to FCOGEEC under any circumstances. If your child has any of the symptoms listed above, your child **MUST** stay home. To protect the health of all, your child must remain at home for one entire day. If there is a question regarding symptoms, a doctor's note indicating an absence of contagion may be required for your child to be readmitted to the center.

A child who becomes ill while at FCOGEEC with any of the above symptoms will be isolated and the parent will be called to pick the child up. An ill child will be isolated from other children until the parent or other authorized person can pick the child up. Due to health and safety considerations, an ill child can only be accommodated for a brief period of time. The child must be picked up within one hour of the call. If the child is not picked up within an hour the Fresno CPS will be called and it may be seen as form of neglect.

**Immunizations:**

An immunizations record and physical examination form must be completed and submitted to the center by your family physician before your child can attend the center. The director should be informed immediately of any changes concerning your child's medical record or health needs.

**Lost and Found:**

Please be sure to mark coats, sweaters, etc. with the child's name. Items turned into lost and found will be kept in a box next to the staff work room. If these items are not claimed by the end of each month, they will be donated to local charities.

**Medication:**

All medication must be prescribed by your child's physician. Parents must bring the prescription with the child's name included on the medication. The first dose of medication must be given at home first.

**Nap:**

Children need to have a small crib sheet and blanket for naptime. Please make sure his/her name is on it. All blankets will be sent home on Friday to be washed. Please return the blanket on Monday. The School will provide a mat or crib for each child.

**Preschool Nutrition:**

A nutritious breakfast will be served at 8:30 a.m. and a snack in the afternoon at 3:00 p.m. for all children. Lunch is provided for every child and included in your tuition price. The lunch menu is subject to change. Please do not send candy or sodas.

**Nursery Lunch/Bottles:**

FCOGEEC provides one kind of formula and baby food for all children. All bottles must be labeled with the child's name and current date each day. This is a requirement of Community Care Licensing.

**Parking:**

Please park in the lot on the north side of the school. Please do not park in the space between the modular building and the last wing of classrooms.

## **Parties:**

Teachers will plan class parties throughout the year to celebrate events such as Thanksgiving, Christmas and Valentine's Day. Parents who would like to celebrate their child's birthday can make arrangements with their child's teacher to bring a **store bought** small treat for the class. No elaborate parties may be held on campus. Any questions you might have concerning your child's birthday; please share them with your child's teacher.

## **Prayer:**

Prayer is a vital part of our program. Students are trained in the importance of prayer. Prayer occurs at the beginning of each day, before eating lunch and snack, at Chapel, as well as for their special needs throughout the day, and for the needs of others.

## **Reporting Suspected Child Abuse:**

Any employee of our school is required by law to report any suspicion of child abuse to Child Protective Services.

## **School Calendar:**

At the beginning of each school year, you will receive a master calendar with all the important dates listed. A weekly newsletter will be emailed. This newsletter will list all of the weekly events.

## **School Pictures:**

School Pictures are taken twice a year. The fall picture includes a class portrait. Pictures can be taken with siblings or individually. Check the school - wide calendar for dates.

## **Staff:**

Each member of the staff has been employed as a qualified and competent person to provide loving and understanding care for each child. They have met the requirement of the State Licensing department. They will be firm but kind in dealing with each child, according to his/her needs.

## **Suspension and Termination:**

The center reserves the right to terminate childcare services for the following reasons.

- Nonpayment of fees after 30 days
- Non Compliance with state regulations requirements

- Excessive absenteeism
- If a child is a danger to other children or to themselves and cannot be protected.
- If the child's needs cannot be adequately met by the center.
- In appropriate parental behavior towards the staff or children.
- Parents will be notified in writing, and in a person-to-person meeting if possible. Recourses for termination of child care services, the steps taken to alleviate the problem, and the timing of termination will be discussed.

### **Toys:**

Children are asked not to bring toys from home to the center. Children have great difficulty sharing their own toys with other children. If you have trouble setting limits, try statements like, **“I know you want to bring the toys to school, but that is not OK. I’ll hold the toy for you and bring it with me when I pick you up.”**

### **WIC:**

California WIC, women, infants and children information is available upon request.



## **Tuition:**

A non-refundable registration fee must be paid before the child may be enrolled. All payments must be made in accordance with contracted agreement of attendance. Payments must be made by the 1<sup>st</sup> of every month. If your account is not current by the 5th of each month, a \$25.00 late fee will be charged to your account. Checks should be made to FCOGEEC. If you are 30 days past due on our account, your child will be removed from FCOGEEC until such time as your account becomes current. If a payment is not received within the 30 days your account will be sent to a collection agency and a \$75.00 bookkeeping fee charged to your account.

No deduction will be made for any illness, absences of one week or less. Vacation deductions may be made if the office is given one week written notice. Children are given a vacation credit based on their contracted days, per year after six months of attendance.

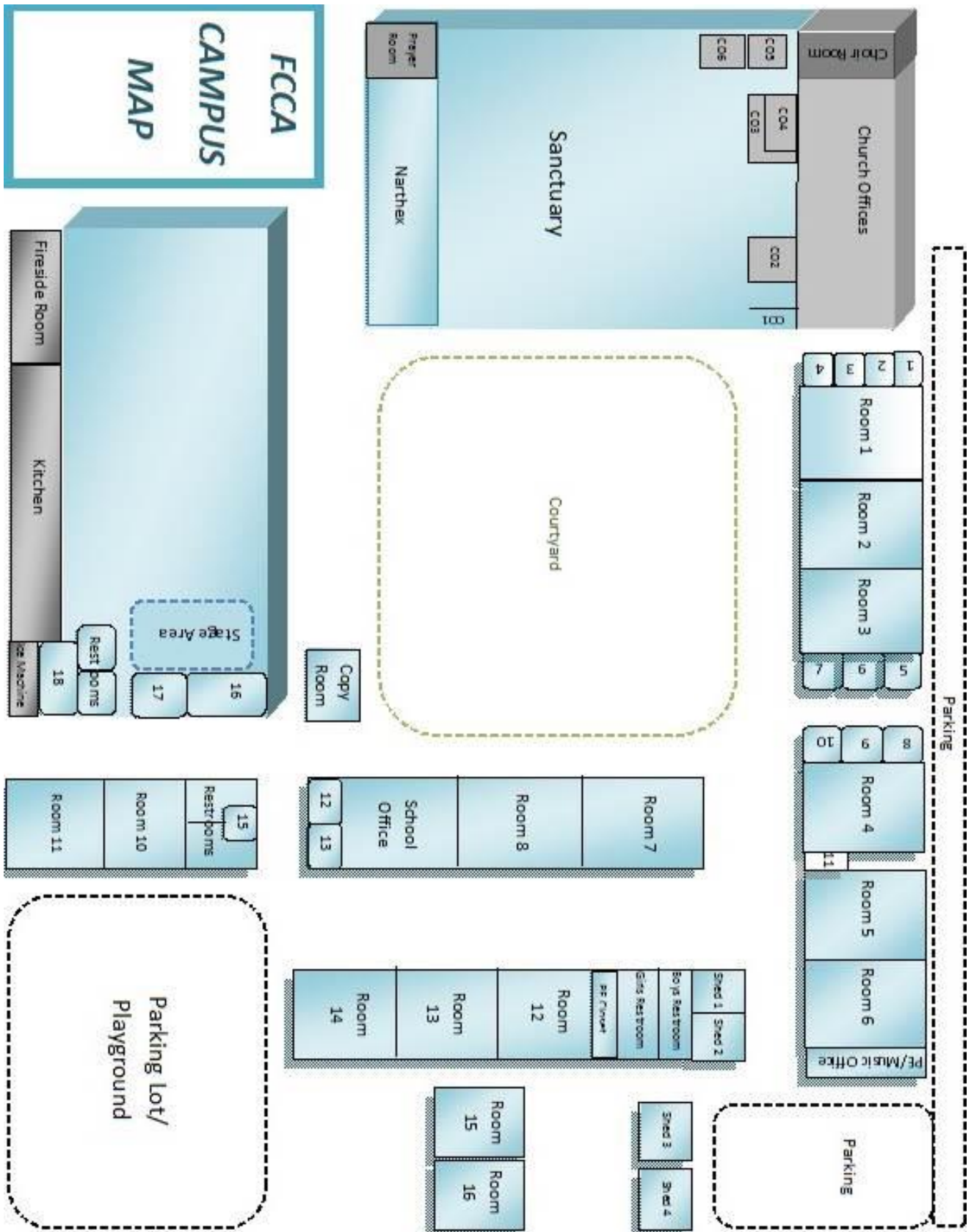
*For example, if your child attends 3 days a week you would receive a 3 day credit on your invoice.*

A late fee of \$5.00 for any part of the first 15 minutes per child after 6:00 p.m. will be invoiced, and after 6:15 p.m. a \$1.00 per minute per child will be invoiced. There is no make-up days for illness or holidays. Make-up days will not be permitted for illness holidays or if your child misses their regularly scheduled day. Additional days outside of the contracted days will be charged separately at the daily rate, per director's approval. To change your child's daycare program, you must receive approval from the Preschool Director and complete a new Financial Agreement Contract. We also understand that monthly tuition fees are subject to change.

In the event that two parents, not living together, pay tuition equally and one does not pay its half, tuition must be paid in full by the parent in order for the child to remain in FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER, Preschool.

This handbook has been prepared to offer information and suggestion to help you and your children have an enjoyable and productive year at FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER, Preschool.

FIRST CHURCH OF GOD EARLY ENRICHMENT CENTER, Preschool depends on parent cooperation and support in every way. Please help us by observing the following policies and guidelines. Thank you for your support and commitment to make a complete team this year, through home, school and most importantly, our lives.



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FCOGEEC Handbook Policy

We, the parent of \_\_\_\_\_ have read the General Policy and Parent Handbook and will cooperate with the policy and purpose of the school. We further understand that the Bible and religious training are a part of every aspect of the preschool program.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

