



FREE CHAPEL
PRESCHOOL

PARENT HANDBOOK
2019 - 2020

WELCOME TO FREE CHAPEL PRESCHOOL!

It is our goal and desire to provide quality care, a nurturing environment, and a valuable preschool education for your child, from ages 2 through Pre-K. We will partner with you in the total development of your child as he or she grows spiritually, socially, emotionally, and academically. Once you have read our Parent Handbook, we ask that you please sign our Parent Contract, indicating your full understanding and compliance. Thank you for your trust and confidence in this partnership.

HOURS OF OPERATION

Free Chapel Preschool will be open Monday through Friday, from 8:30 am – 4:30 pm. For an additional fee, extended care is available from 7:00 am and 8:30 am, and between 4:30 pm and 6:00 pm. Extended care's fee is based on a flat rate, and not the amount of time attended. In the event a child needs to be dropped off early or picked up late, the extended care will be billed to your family and will be added to the following month's tuition. There will be a \$1 per minute late fee for pick-ups past noon and 4:30 pm or 6:00 pm.

ENROLLMENT OPTIONS, TUITION, AND ENTRANCE FEES

Based on availability, we provide Monday through Friday, MWF, and T/TH enrollment. Half and full days are available for these three options. If a desired slot is full, you may be placed on our waiting list and notified once there is an opening.

Tuition is due by the first day of each month. If the first falls on a weekend or a holiday, tuition will be due by closing time of the previous Friday. Delinquent tuition will result in an additional \$20 per day fee. Returned checks will result in a \$35 fee.

A non-refundable registration fee of \$200 will be due at the time of enrollment.

A \$100 supply fee will be due at the time of enrollment and at the beginning of each school year in August.

For children in our Pre-K program (4 and 5-year olds), there will be a \$57 S.T.E.A.M. (Science/Technology/Engineering/Art/Math) curriculum fee.

There will be a \$15 fee to supply your child with an emergency kit.

If your child is not yet potty-trained, your tuition will be raised by \$5 per day. Once your child is completely potty-trained, that cost will be dropped from your tuition.

CURRICULUM

We provide age appropriate curriculum for each class. Curriculum includes letter and number introduction and recognition, phonics, name recognition, literacy, language and social development. We will have weekly themes that incorporate related books, crafts and activities. Additionally, we will also focus on a Bible story each week.

We will also provide weekly Spanish lessons for our students and introduce a variety of enrichment programs throughout the year.

Our Pre-K class will have a stronger focus on kindergarten readiness skills. We also integrate technology with traditional learning in Pre-K classes.

CHAPEL

Students start off each day with Chapel Time. It is during this time that we do our pledges to the Bible, as well as the American and Christian flag. This will also be an opportunity for singing, learning our Bible story for the week, and focusing on our monthly Bible verse.

CHECK IN PROCESS

Upon enrollment it is necessary to designate who is authorized to drop off and pick up your child. If for some reason an undesignated family member or friend needs to pick up your child, written notification must be given to the Director or Assistant Director.

Each parent or authorized representative will sign their child in at the Front Desk and then walk their child to their designated classroom. We ask for parents to please not linger at classrooms as it makes drop off more challenging for the child.

Parents and authorized representatives will sign their child out prior to picking them up from their classroom.

LUNCHES AND SNACKS

Parents will provide a healthy, filling lunch for their child each day sent in a marked lunch box with child's first and last name. Parents will additionally send a full sippy cup of water, also marked in sharpie with the child's name and contents of the cup. Water cups will be filled throughout the day as needed. Lunch boxes and sippy cups need to

be picked up each day when student is picked up. We appreciate you keeping lunches as healthy as possible with limited sugary items to support our efforts in teaching your child about healthy eating.

Preschool will provide a morning and afternoon snack consisting of 2 foods from various food groups. In the event of any allergy, special arrangements for snacks will be made at time of enrollment.

Prayer will be led by a child at snack and lunch time.

CUBBIES

Each student will have a cubby. These cubbies need to always contain a weather appropriate change of clothes, including underwear and socks. In the event this change of clothes is used, parents are responsible for replenishing this set the next day the child attends. Parents are responsible for checking daily their child's cubby for any crafts or teacher communication (ex. Ouch Reports and Hip Hip Hooray forms).

INCIDENTS AND ILLNESS

If your child should get hurt, involving "real tears" or any form of bleeding, you will receive an ouch report in your child's cubby at the conclusion of that day. Our staff is trained to treat all incidents with love and care, applying appropriate first aid where necessary.

In the event of a more serious head bump or injury you will be quickly notified by phone call. If you are not immediately available, please call us back at your earliest convenience.

In the unlikely case of medical injury or illness requiring professional emergency care, the staff will call 911, giving the location and nature of emergency. For your assurance all Preschool staff members are CPR trained and certified and will administer CPR or first aid measures when necessary. Parents will be notified immediately.

If your child is ill with a fever, vomiting, or diarrhea rash, they may not attend or return to school until they have been free of these symptoms for at least 24 hours. We thank you in advance for respecting and protecting the other families and students from contagious symptoms. If your child has a common cold or cough, and we feel it is too severe, exposing others to germs, you will be notified to pick up your child.

If your child develops a fever, vomiting, diarrhea, rash, any flu-like symptoms, severe cough or runny nose while in our care you will be called and notified to pick up your

child. In the event you are unable to leave work at that time, your child will need to be picked up by someone who has been preassigned or authorized over the phone.

Upon drop-off your child's teacher will visually observe the children for any noticeable health ailments to ensure your child is in the best health and the health of other children.

EMERGENCY DRILLS AND EVACUATIONS

Twice a year we will have earthquake and fire drills to equip and prepare the students in the event of an actual emergency. No fear will be instilled in the children during these drills but rather confidence in their knowledge and reactions during this unlikely event. Teachers are trained and fully aware of procedures during these emergency drills, including how to keep your children safe and secure.

In the highly unlikely event for need of evacuation, all students will be safely transported to a secure evacuation site, and parents will immediately be notified by staff.

BIRTHDAYS

We recognize that birthdays are a very significant and joyous time for children. We want to help you and your child celebrate. If your child attends on their actual birthday, we will celebrate that day. If your child's birthday falls on a day where they do not attend, we will celebrate on a day during the week of their birthday.

For these days, we ask parents to bring a special birthday snack for their child and their classmates. Sugary treats are permitted but we ask that they be smaller in nature, such as donut holes, mini donuts, small cupcakes with little or no frosting, small cookies, or muffins. If you prefer that your child does not have sugary items on the day of a birthday celebration, or if your child has allergies, please send a special snack for your child that day.

Birthday treats will be eaten during morning snack time. Our birthday child will be given a special hat to wear that day and they will be sung to by classmates and get special privileges of holding the flag or Bible during Chapel Salute Time. A birthday blessing prayer will also be prayed over the child at snack time by his or her teacher.

SHARE DAYS

Each student will have a Share Day each month to bring a special toy or book to present to the class. Please label your child's toy or book with a sharpie. Share items will be placed in your child's cubby and should go home at end of school day.

NAP TIME

Nap time will be provided for all students. During this time classroom lights will be dimmed, and instrumental music played to assist the children in slumber. Parents are required to bring crib-sized sheets with names written on them in sharpie at the beginning of each week. Light blankets and cuddle toys are also permitted but need to be clearly marked. Nap items will be returned to their cubbies at the end of the week to be laundered and returned to school the following week.

ABSENCES AND WITHDRAWAL

If a child is sick or absent for any reason, please notify the preschool office. Absences cannot be made up on a different day. There will not be a tuition deduction for absences. In the unlikely event of a hospitalization or lengthy illness (more than 1 week), tuition arrangements may be arranged with the Director.

If your family chooses to withdraw from the preschool, one month written notification will be required.

HOLIDAYS AND CLOSURES

Free Chapel Preschool will be closed the following days and holidays. If your child attends on a day that falls during a holiday, the day cannot be made up a different day. Tuition cannot be adjusted due to holidays or days the school is closed.

- Labor Day
- Columbus Day
- 2-3 Professional Development Days throughout year (TBA)
- Thanksgiving Day and Friday following Thanksgiving
- Christmas Break (Tuesday, December 24, 2019 – Wednesday, January 1, 2010)
- Martin Luther King Day
- Presidents Day
- Good Friday
- Easter Break (Monday, April 13, 2020 - Friday, April 17, 2020)

- July 4
- Fall Prep Week (Wednesday, August 12 – Friday August 14, 2020)

SPECIAL EVENTS

We will host multiple events throughout the school year during the evening. Events with days and times will be announced on our monthly calendar. We encourage all students and their families to participate in these events. All events take place on campus. These events include the following:

- Open House
- Christmas Pageant
- Mommy & Me Night
- Family Campout
- Daddy & Me Night
- Pre-K Graduation

HOLIDAY PARTIES AND CELEBRATIONS

We love to celebrate. We will have the following parties and celebrations throughout the year. Details of these events will be announced as they occur. Parents will be asked to participate in certain events by bringing food items or supplies. All of our events take place on campus.

- Costume Day
- Pajama Day
- Crazy Hair Day
- Community Helper Week with special visits from firemen and other guests.
- Color Week (Students will wear a certain color each day of week)
- Grandparent or Very Special Guest Lunch
- Thanksgiving Feast
- Christmas Party
- Valentine Party
- Easter Egg Hunt and He is Risen Party
- End of School Year Party
- Fourth of July Picnic
- Water Day
- Hip Hip Hooray forms will be given to your child when they reach a milestone (such as tying their shoe, or mastering a small or large motor development), or when they exhibit kindness and character.

MEDICAL DISTRIBUTION

We are not permitted to apply diaper rash ointment or distribute any over the counter medication. Exceptions to this are the application of home remedies for bee stings, as well as Neosporin for cuts and scrapes – some cuts and scrapes may just require cleaning. If your child is in need of a prescribed medication, it must be brought to school in packaging given to you by a pharmacy with clear instructions by a pharmacist or physician.

IMMUNIZATION RECORDS

Parents are responsible for providing immunization records for their child at time of enrollment. Immunizations must be current in order for enrollment acceptance.

HEARING AND VISION SCREENINGS

Hearing and vision screenings will be provided for students if parents wish to participate. Company cost for student will be paid for by parents choosing to have their child screened.

SCHOOL PICTURES

We will help you capture your child's cuteness with providing professional school pictures. Please dress your child up this day in their camera best! Pictures may be purchased and will be delivered through the preschool.

TEACHER CHILD RATIOS

Our preschool will remain in compliance with CA Title 22 ratios at all times. The safety and care of your child is our highest priority.

PARENT CODE OF CONDUCT

Free Chapel Preschool is directly connected with Free Chapel OC Church. We thank you for your respect and compliance with the following policies.

- No smoking on campus or parking lot
- No offensive or foul language on campus or parking lot

- No threatening words or behavior to any student, parent or staff will be permitted.

DISCIPLINE POLICY

We exist to build up, care for and nurture your child. Appropriate discipline is a part of shaping his or her character and we take it very seriously. We use appropriate methods that are in full compliance with CA Community Care Licensing. Your child will be free from corporal or unusual punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

PERSONAL BELONGINGS

We will do our best to identify and protect your child's belongings. The more items are labeled with first and last name, the more secure belongings will be. We are not responsible for lost items. We use washable markers and paint but occasionally your child's clothes will become stained. Please dress your child in appropriate play attire since playing hard is a big part of what we do!

CUSTODY ORDERS

If there is a specific custody or restraining order to be followed, Free Chapel Preschool must be given a copy of legal documentation at time of enrollment to be kept in our files.

FREE CHAPEL PRESCHOOL SCHEDULE

7AM - 8:30AM	Early morning drop-offs for extended care participants. Individual classroom activities.
8:30AM	Pre-school drop off in classrooms – table top activities
9AM – 9:20AM	Chapel Time
9:20AM	Morning Circle Time – individual classrooms
9:40AM	Morning Snack Time
9:50AM – 11:30AM	Each class will have their own individual time with the following during this time period <ul style="list-style-type: none">• Learning centers• Crafts• Language development• Playground• Free play• Letter and number recognition/practice• Bathroom break
11:30AM	Lunch
12PM	Half Day Pick-Up Time
12PM	Quiet activities and learning centers
12:45PM	Naptime
2PM– 4:30PM	Afternoon crafts and activities
4:30PM	Afternoon Pick-up Time
4:30PM – 6PM	Extended care activities & Afternoon Snack

SCHOOL CALENDAR

2019-2020

First Day of School & Open House	Monday, September 9, 2019
Fall Celebration	Thursday, October 31, 2019 (FCOC Fall Festival PM)
Thanksgiving Feast	Tuesday, November 26 & Wed. November 27, 2019
Thanksgiving (Closed)	Thursday November 28 & Friday November 29, 2019
Christmas Pageant	Thursday, December 12, 2019
Christmas Break	Tuesday, December 24 – Wed. January 1, 2020
Martin Luther King Day (Closed)	Monday, January 20, 2020
Parent Teacher Conferences	Wednesday, January 22 & Thursday, January 23, 2020
Valentine’s Day Celebration	Thursday, February 13 & Friday, February 14, 2020
President’s Day (Closed)	Monday, February 17, 2020
St. Patrick’s Day Celebration	Monday, March 16 & Tuesday, March 17, 2020
Easter Celebration	Wednesday, April 8 & Thursday, April 9, 2020
Good Friday (Closed)	Friday, April 10, 2020
Easter Break (Closed)	Monday, April 13, 2020 -Friday, April 17, 2020
Mommy & Me Night	Wednesday, May 6, 2020
Memorial Day (Closed)	Monday, May 25, 2020
Parent Teacher Conferences	Wednesday, June 10 & Thursday, June 11, 2020
End of the Year Family Event	Friday, June 12, 2020
Daddy & Me Night	Wednesday, June 17, 2020
Independence Day Celebration	Wednesday, July 1 & Thursday, July 2, 2020
Independence Day (Closed)	Friday, July 3, 2020
Pre-K Graduation	Friday, August 7, 2020
Last Day of School	Tuesday, August 11, 2020
Teacher Development (Closed)	Wednesday, August 12 –Friday August 14, 2020