

## Mission Statement

Stockdale Christian Preschool is a ministry of Bakersfield First Assembly of God Church and seeks to glorify God by providing a Biblically integrated curriculum that meets the spiritual, academic, emotional, physical, and social needs of each student.

The mission of Stockdale Christian Preschool is to develop, nurture, and equip the children to positively impact their world for Jesus Christ.

## Purpose

Stockdale Christian Preschool was established by Bakersfield First Assembly of God Church as a service to the families and children of the church and the community. This service has been developed from a sincere love for the children and a desire to help promote proper development and adjustment in today's world. The program at Stockdale Christian Preschool provides a Christian educational experience in a warm and friendly atmosphere for children from 2 years to 6 years of age. In recognition of the importance of balanced growth, Stockdale Christian Preschool provides opportunities for the social, mental, physical, and spiritual development of each child.

## Statement of Faith

Stockdale Christian Preschool stands firmly on the changeless word of God as expressed in the following statement of historical evangelical Christianity.

1. The Bible is the inspired, infallible, authoritative Word of God, and is considered to be a guideline for daily Christian living.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We affirm faith in the deity of our Lord Jesus Christ, in His virgin birth, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father and His ultimate personal return to this world in power and glory to rule over the nations.
4. Salvation is received through repentance of sin, regeneration by the Holy Spirit, and through personal faith in the Lord Jesus Christ. (Romans 3:23, John 3:16, Titus 3:5-7). Regeneration is absolutely essential for personal salvation.
5. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life.
6. We believe the scriptures teach a life of holiness.
7. There will be a resurrection of those who have fallen asleep in Christ together with those who are alive and remain. This is the imminent and blessed hope of the Church. (1 Thess. 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51-52)
8. We believe that Christ's death on the cross provides healing for the human body in answer to believing prayer. (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16)
9. We believe the second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the return of Christ with His saints to rule on the earth for a thousand years. This millennial reign, will bring the salvation of National Israel and establish universal peace. (Revelation 1:7; Zech. 14:5; Matthew 24:27; Revelation 19-20, 20:10-16; 21:8).
10. We believe there will be a final judgment in which the wicked will be raised and judged according to their works. Whoever is not found written in the Book of Life will be consigned to everlasting punishments, which is the second death (Matthew 25:45; Mark 9:34-48; Revelation 19:20, 20:11-15, 21:8)
11. Everlasting life through Jesus Christ is the promise to all who believe in Him. The wicked dead, together with the devil and his angels, will be consigned to everlasting punishment, which is the second death.
12. We affirm faith in the spiritual unity of believers in Jesus Christ. The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in Heaven (Eph. 1:22-23, Hebrews 12:23)

## Family Life Values Statement

Stockdale Christian Preschool is a ministry because we believe in the truth and relevance of the Bible.

Each of our faculty members have a personal relationship with Jesus Christ

Our curriculum is taught from a Christian perspective and is based on the principles of the Bible.

We honor the parenting roles and child development principles taught in Scripture. Here are the key examples...

*Genesis 1:27 "So God created people in His own image; God patterned them after himself; male and female He created them."*

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that He loves them intensely.

*Ephesians 5:21, 6:4 "And further, you will submit to one another out of reverence for Christ... Don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord."*

We believe that the family as God intended is, whenever possible, a partnership between a husband and a wife who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love People.

*Deuteronomy 6:6-7 "And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again."*

Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

As a parent, you must agree to support the principles mentioned here and, to the best of your ability, fulfill your role as the primary teacher and encourager of your child.

### Philosophy of Education

The philosophy of Christian education is based upon the existence of a living God who created all things and has revealed Himself to us. The revelation has come through the written word, the Bible, and through the living Word, Jesus Christ, and through creation.

The Bible is the only inspired, infallible, and authoritative word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do, or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death, and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God. Reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for the individual's development in matters physical, mental, social, and spiritual. All members of the educational process are personally committed to Jesus Christ. We believe that true and complete educational process cannot truly take place apart from the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train the child. Stockdale Christian Preschool is an extension of the educational process at home.

The education offered at Stockdale Christian Preschool is designed to meet the needs of each student depending on his level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at our school are committed to the basic principles of our philosophy, and have demonstrated effectiveness in their ability to communicate them.

## Statement of Objectives

To help each child rely upon God as the source of all knowledge and wisdom, and the Bible as the only inspired, infallible, and authoritative Word of God.

To teach each child to love God with all his/her heart, soul, mind, and strength through a personal relationship with Jesus Christ as Lord and Savior.

To discipline each child so that he/she may develop a lifestyle conformed to the image of Jesus Christ, becoming an effective, responsible, and pleasing servant of God.

To guide each child in understanding, and applying the fundamental doctrine of the Christian faith.

To educate each child so that he/she may formulate a distinctive Christian mind and is able to think and act according to biblical principles.

To equip each child with the basic skills necessary to attain his/her God-given potential.

To develop in each child creative and critical thinking skills.

To provide instruction and opportunities for each child to learn and successfully communicate with others.

To instill in each child the understanding that he/she is a unique individual created in the image of God.

To assist each child toward physical fitness, good health habits, and the wise use of the body as the temple of God.

To Prepare each child to assume the responsibilities and privileges of citizenship.

To encourage each child to develop Christian attitudes and principles of behavior based upon the spiritual, moral, and ethical values of the Bible.

To stimulate in each child an interest in fine arts and other activities which are Christ honoring and self-fulfilling.

## Developmental Goals

Our preschool program is designed to assist your child in growing according to his/her individual development in the following areas:

### Spiritual Development:

Give children an understanding of God's presence in the world. Help children develop a positive self-image through the knowledge of God's love and express his/her love to God. Encourage each child and parent to discover Christian concepts and biblical principles.

### Social Development:

Create friendships with children his/her own age. Achieve a balance between spontaneous and obedience to acceptable social standards. Provide positive and trusting experiences in working with adults. Encourage good manners, self-control, and following directions given by an adult.

### Intellectual Development:

Encourage curiosity and creative thinking. Build listening and communication skills. Provide an experience for learning in a planned program. Broaden the child's horizon beyond the home through varied experiences.

### Physical Development:

Reinforce good health habits. Build listening and communication skills. Provide an environment that utilizes an innovative, creative and highly organized plan for sequential development of the children's fine and gross motor skills.

### Emotional Development:

Become self-confident, self-reliant, and self-disciplined. Help the child feel accepted by others. Reinforce the demonstration of caring behavior and interest in others by channeling inner destructive impulses in to positive responses.

## ACSI

Stockdale Christian Preschool is a member of the Association of Christian Schools International (ACSI). The school closes for 2-3 days each fall in order for our staff members to attend the annual ACSI Teachers Convention. Please refer to the school calendar for specific dates of this convention.

## Statement of Non-Discrimination

Stockdale Christian Preschool admits students of any race, color, national, and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its education or admissions policy.

## Admission Policy

In order to meet licensing regulations each child admitted to Stockdale Christian Preschool must be at least 2 years of age and can be no older than 6 years of age.

Each child admitted must be determined to be ready for the type of group experiences that the school offers and be able to benefit from them. Children shall be admitted that can readily adjust to a large group setting. If a child is having problems adjusting to a group situation, we will work with the child and parent to make every possible effort to overcome the problem. However, if the situation continues to be such that it constantly requires the teacher to be away from the classroom, it will be necessary to remove the child from the preschool until he/she is mature enough to handle a group situation.

It is our desire to provide a spiritually, emotionally, and educationally motivating and secure school environment. A child that bites, scratches, or continues to hurt others purposefully will be considered on probation and could possibly be dropped from our center. This is very serious and can pose a health problem with both individuals.

In unusual situations where, individual youngsters and/or parents (legal guardians) choose to continually disrupt the environment or choose not to follow recommendations provided by the school or its personnel, the student's attendance at Stockdale Christian Preschool could be placed in jeopardy and/or terminated.

## Teachers

All staff members are trained in Early Childhood Education. All participate in professional development and continuing education in order to remain informed to the ever-changing needs of today's families. Our teachers are certified in Pediatric First Aid and CPR.

## Curriculum

Our curriculum is designed to help the young child become a well-rounded individual. As children learn through play, many activities are designed to teach, while the children think they are only "playing". Cognitive skills, problem solving, and critical thinking, as well as social skills are enhanced through play. We encourage children to share and feel self-confident. Christian traits are included in the curriculum taught each day.

A copy of our annual curriculum guide is given out to every family at the beginning of the year. Daily our curriculum includes: Art, Bible, Music, Phonics, Science, Outdoor Play, Centers, and much more.

Children are placed in the classrooms according to their birthdates. Age appropriate goals are set for each classroom.

## Inclement Weather

Stockdale Christian Preschool operates despite rain, fog, or hot weather. We are sensitive to the varied air quality of our valley. We will limit the outdoor activity on days when the air quality is bad. We will also limit outdoor activities if it is too hot, too cold, or too foggy.

## Admission Procedure

A family inquiring about the preschool will be given an application packet which includes a welcome letter, our application, financial policies, and a calendar.

Beginning the process:

Step 1: Turn in a completed application and the registration fee. (Registration is non-refundable)

Step 2: All forms and required agreement packet will be given to the enrolling family to be filled out and completed.

Forms include:

Parent Affirmation

Parents Rights

Emergency Report

Parents Report

Personal Rights

Admission Agreement

## Tuition Agreement

Physicians Report (to be completed within 30 days of admittance)

Step 3: Return all completed forms along with a copy of the child's immunization record and a copy of the child's Birth Certificate. All immunizations must be up to date.

Parents must read our Parent Handbook and subscribe to and uphold the policies stated therein, which includes our Statement of Faith and our Family Life Values Statement. Signing our Parents Affirmation Form confirms that you have read this handbook.

Stockdale Christian Preschool is operated on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color and ethnic origin. Siblings with children in the Elementary School or Junior High, members of Bakersfield First Assembly of God Church, and local church members will have first priority.

**Attending our preschool does not guarantee your child's admittance into our elementary school.**

## Custody

A separate emergency form can be filled out for each custodial parent, should the need arise. Each parent may designate who may be allowed to pick up his/her child on his/her day.

We are legally unable to refuse visitation or the privilege of picking up a child to a parent unless we have a certificate of custody or restraining order from the legal guardian with physical custody. It is the parent's responsibility to furnish a copy of the court order for the child's file. Should there be any kind of problem concerning custody at pick-up time, the police will be called. If custodial problems continue to disrupt the center, your child can be dismissed from our center.

## Absence from School

There are no make-up days for days that may be missed due to illness or other absences. There will be no credit given on the child's tuition for days absent.

Occasionally, a parent can make arrangements to bring a child on a day that he/she is not normally scheduled to come. This is not always possible, as we are only allowed so many children per day. Please do not assume that your child can come on a day that is not his/her regular day. This must be cleared by the director and you will be charged the daily fee which is written in the Financial Policy.

It is possible to have a half day child stay for nap on the occasional day that this may be needed. Again, this **must** be cleared with the front desk and you will be charged the fee that is stated in the Financial Policy.

### Withdrawal Policy

If it is necessary to terminate enrollment for any reason, a two-week written notice or payment of two-week tuition is required. A form is available at the front desk.

### Holidays

A calendar will be given out annually along with fall schedules and classroom information. Check the school calendar for days that the preschool may be closed. School is generally closed on the following days:

Labor Day

Veterans Day

ACSI Teachers Convention (Week of Thanksgiving)

Thanksgiving (Thursday and Friday)

Christmas Vacation (2 Weeks – same as Elementary and Junior High)

Martin Luther King's Birthday

Lincoln's Birthday

President's Day

Easter Vacation (1 Week + 1 day)

Memorial Day

Summer Prep Days (1 week between Spring and Summer sessions)

July 4<sup>th</sup>

Fall Prep Days (1 week between Summer and Fall Sessions)

Please mark these days on your calendar. Exact holidays vary from year to year.

## Hour of Operation

The Preschool opens its doors at 7:00am and closes promptly at 6:00pm. No child will be admitted in to the center before 7:00am. Children in the half day session must be picked up by 12:30pm. Any child picked up after 12:30pm will be charged for the afternoon.

Any child picked up after 6:00pm will be charged \$5.00 for the first five minutes and \$1.00 every minute thereafter. This amount will be added to your monthly statement or may be paid and receipted the same day. This is addressed in our Financial Policy.

## Arrival and Pick-up Procedure

All children must be signed in and out of the center. The person signing the child in or out must use his/her complete name; i.e. Jane Smith, as opposed to Jane or Mrs. Smith. This is a State law. The time of drop off and pick up must also be indicated. Sign in sheets are located at the front desk. Please make sure that you walk your child into the classroom or onto the playground when dropping him/her off. Allow yourself enough time in the morning to make this a pleasant experience. This will help set the mood for a happier day. The child should be taken to a teacher or the teacher must be made aware that the child is here. Do not leave your child in a classroom unattended.

No child will be released to an unauthorized person. All authorized persons must be indicated in the child's records. A child will not be released to anyone under the age of 16. We will ask for identification. Please have your Drivers License ready to show at any time. This is for your child's safety. If your child needs to leave with someone other than those that are mentioned on your Emergency Form, then you must notify the front desk. There is an Authorization Form that must be filed out and signed.

We ask that if it is your child's first experience in a preschool setting, that you make your goodbyes brief. We have found that the longer the parents stay, the harder it is for the child to make the break from parent to preschool.

If your child is having a hard time separating from you, it is sometimes a help to reassure your child that you will return after, lunch, snack, nap, etc. This helps them to realize that you will come back after certain events occur throughout the day.

The parent is responsible for notifying the preschool office if your child is to be absent or sick. Tuition charges will continue until a 2-week withdrawal form is received.

If a child is not picked up by 6:05pm and we have not heard from the parent, we will begin calling the contacts listed on your Emergency contact form. Failure to receive parental notification by 6:30pm will result in the staff contacting the police department. The police will attempt to locate the parents as well as emergency contacts. If no one can be reached, the Police will assume custody of the child. If your child should continually be picked up late, it will be grounds for dismissal.

## Class Schedules

Each classroom has its own class schedule. Students should be at school by 8:30am to begin their morning activities. Children arriving earlier than this are together in Room 1. At 8am all children will go to their own classrooms. Check with the front desk if you are unsure where your child should go. All classrooms will be served a snack at 9am. All classrooms have an opening group time and then each class is free to structure their day as they choose. Activities that are provided daily are music, movement, art, story time, Bible, prayer time, calendar, inside and outside centers, phonics, and science. Lunches are served in the classrooms at 11:00am. Outside times are scheduled throughout the day. Nap time is scheduled from 12:30pm to 3:00pm. From 2:00pm to 3:00pm children who are awake will be taken outside or into another classroom to play. At 3:00pm all children are awakened and snack is served soon thereafter. Children will remain in their classrooms or outside and will combine into Room 1 after 4:30pm. There is always the exception, so check with the front desk if you are not sure where your child may be.

## Communication

Communication is an important aspect of the partnership that exists between school and home. Every effort will be made to keep you informed.

Each child has a folder in a file box in their classroom. Please check your child's folder regularly for notices that may be sent home. You will receive monthly newsletters, menus, weekly Bible take home papers, flyers, classroom notices, such reports, notes from your teachers or director, health notices and other general information. You will also find art work and classwork in their folder as well. Some artwork may be saved by the teacher to be used in other projects that will be completed by the end of the year.

A parent bulletin board is located in each classroom. On these you will find lesson plans, lunch and snack menus, parent notices, party information, etc.

A parent information center is located in the hallway between the restrooms near the front desk. Take home papers and community or church information is located here. A large bulletin board is displayed with notices from the State of California and other pertinent information is located there as well.

## School Visits

We are happy to have you visit anytime. However, since the duty of the teacher is to the children while in a teaching situation, please remain in the background while observing. It is disruptive to the classroom and the children in the classroom when younger siblings are in the room during a group time. We ask that younger children be accompanied by an adult. If

you will be staying for any length of time, you will need to sign in as a visitor and wear a Visitor's badge. This is for your child's safety.

We strive to know your children well. Therefore, we will ask for a parent conference when we need some additional information. This will help us to better serve your child. Parents are encouraged to ask for a conference with the Director or teacher as often as they would like.

### **Confidentiality**

All staff agree to respect a code of confidentiality regarding information about your child and family. We encourage you to share any information about your child with the Director or the staff in order to give us insight when planning to best meet your child's needs. Staff will respect the privacy of the children and parents and will respond to them on a professional level. The code of confidentiality continues after a staff member has no affiliation with the program. In addition, financial information or other information concerning children and families will be limited to purposes directly connected with the administration of the facility. No other use of this information is allowed without the parents written consent (except for Child Protective Services inquiries). Parents shall have access to all information contained in their own child's file.

### **Potty Training Assistance**

Potty training assistance is available for families that have begun this process at home. We will follow through and encourage your child while they are in our care to communicate their toilet needs to their teachers. We will communicate daily with parents to be sure that we are working together to accomplish this very important developmental stage while encouraging and building up your child's self-esteem and independence.

Families will be required to provide the center with:

Pull-ups

Wipes

2 Changes of clothing

Change of shoes and socks

Accidents will happen. The high activity level here at SCS may distract your child from responding to the urge of needing to use the potty. Center will supply a small amount of these products in the event that a child has run out of their own supply.

\*Staff cannot wash out soiled clothing per regulations by the CDC. Soiled clothing will be put into a plastic bag for you to take home and wash.

\*Please send your child in loose fitting clothing so that we can encourage them to manage independently.

\*Children will be encouraged to use the potty every 30 minutes.

\*Use of a Pull-up will be required. No diapers or training pants.

\*Staff will never put a child on the potty unless the child is willing.

We are committed to helping you and your child successfully master the task of using the restroom by themselves.

### Illness

We ask that you be sure that your child is feeling well before bringing him/her to school. If your child is too sick to play outside or participate in regular school activities, he/she is too sick to attend school. He/she will not be admitted for any of the following reasons:

- an obvious cold that is making the child feel miserable
- continuous cough
- vomiting or diarrhea within 24 hours
- congestion
- sore throat
- fever of 100.4 or above within 24 hours

Please do not administer Tylenol or any other medications to mask any symptoms and then bring your child to school. We follow the regulations set up by the Department of Health with regard to communicable diseases.

If your child should come down with a communicable disease such as chicken pox, measles, strep throat, pink eye, head lice, etc., please notify the preschool as soon as possible so that a notice can be posted for the benefit of the other parents.

If your child should become ill while at school, he/she will be isolated and you will be notified to pick up your child as soon as possible.

Upon recovery from the following communicable diseases, the child must be cleared by a doctor before returning to school:

- Measles
- Mumps

- Pneumonia
- Whooping Cough
- Chicken Pox
- Lice

The following are guidelines to be followed when sending your child back to school after an illness:

**Infectious Conjunctivitis (Pink Eye)** – At least 24 hrs. after treatment has started. Eyes must also be clear with no redness and discharge.

**Head Lice** – 24 hours after treatment and free of nits

**Strep Throat** – 24 to 48 hrs. after treatment (antibiotics) and the child is free from fever

**Chicken Pox** – all sores must be clear and crusted over.

### Daily Inspection for illness

The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Special attention will be paid to children who have been absent because of illness or who have been exposed to contagious or communicable disease. Please **DO NOT** send your child to school if they are sick. They will be sent home!

### Medications

California State law requires that we obtain written authorization to administer any medication, prescription or non-prescription. Parents or guardians must sign an **Authorization for Medication Administration** form, stating the name of the medication, the dosage, and the prescribing physicians name of the medication, the dosage to be given and the time that the medication is to be administered.

All **Prescription Medication** is to be in the original container, with the child's name, the exact dosage and the prescribing physicians name. The medication will be administered only in accordance with the label directions.

All **Non-Prescription Medication** must be in the original container, labeled with the child's name, and will only be administered in accordance with the label directions. Parents instructions must not conflict with those printed on the product.

Special authorization is required for administration of medications via a nebulizer. If your child requires this type of medical treatment, please see the doctor.

We do not routinely administer Tylenol. If your child needs to be taking an over the counter medication throughout the day, then your child is not well enough to be at school.

All medication will be stored at the front desk along with the appropriate instruction and authorization form completed. Medication may be picked up from a staff member. The staff member is required to give the medication to the parent or guardian. For our convenience, most medications are administered at mid-day.

### ***Accident Reports and Care***

First Aid is administered in each classroom, outside and in the Directors office. All teachers are required to wear gloves when washing a wound or bandaging. Wounds will be washed with soap and water and band-aids will be administered. An "ouch" report will be filled out anytime a teacher is aware of an injury. This will be sent home in your child's folder.

If the injury seems to be serious we will call you immediately and if necessary we will call 911. We will always call you with any type of head injury. A complete accident report is written up for any serious injury.

Your child's clothing will be changed if damaged by bodily fluids.

### ***Accidents***

All teachers are certified in Pediatric CPR and First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or Director. If further treatment is deemed necessary, the parent/guardian or emergency contact person will be called. All accidents are recorded on either an "Ouch Report" or an Accident/Injury Report form. In the case of minor injuries, requiring only first aid, an "Ouch Report" will be placed in your child's folder. If the injury is more severe, requiring medical assistance, you or your authorized emergency contact will be called and advised of the situation. At the time your child is picked up, an Accident/Injury form will be filled out. The school has accident insurance to cover all students during regular school time hours. This insurance is supplemental and secondary to any insurance coverage carried by the family.

## Allergies

All allergies to medication and/or other substances must be stated on the Registration form and all Emergency and Medical forms. California State Law requires that any food allergies be noted on the Physician's Medical Assessment. Please clearly label foods with the child's name, as well as the teacher's name and the room #. Information about children with allergies will be posted in all classrooms, in the kitchen, and in the main office.

## Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after use of the restroom. Disposable paper towels are used for drying hands.

## Child Abuse

California State law mandates all childcare professionals to report any suspicion of child abuse.

## Toys/Pets from Home

We provide a wide variety of play equipment at the school which makes it unnecessary for the children to bring toys from home.

Each of our preschool rooms may have a special share day. On these days and ONLY these days, may your child bring something to share. It is best to check with your child's teacher on this and also about what is appropriate. When helping your child pick a share toy it is best to bring something keeping in touch with the letter, number, color, shape, or theme of the week. We cannot be responsible for anything that may get lost or broken. Please do not send anything of value to school.

Pets are not allowed at the Preschool. Children could be allergic, afraid or hurt by animals.

## Clothing

Children need to wear clothes to school to participate in all activities, painting, gluing, coloring with markers, etc. Children will also play outside in sand areas. Please dress your child appropriately for these activities.

Clothing should be easy for the child to undo or take off on their own. Jeans that snap and zip, overalls, t-shirts that snap at the crotch, belts, should not be worn unless that child is

capable of taking them on and off by themselves. Blouses or shirts that do not cover the stomach or crop tops, should not be worn. Backless shirts or dresses are not allowed. Please refrain from sending your child in clothing depicting monsters, skeletons, or any form of scariness or evil. We will change your child's clothing if necessary.

Children should wear tennis shoes or rubber soled shoes. These work best on our playground. Sandals with a back strap are acceptable. Because of the nature of our playground, socks are preferred by most children, with their shoes and sandals. Flip flops are not acceptable as they make climbing and running a hazard. Hats may be worn with the bill facing forward on the playground only.

Hooded jackets or sweatshirts that have a string around the hood should not be worn for the safety of the child. If there is a string it is best to remove it before coming to school.

Jewelry is not acceptable. Please do not send your child with watches, bracelets, rings, necklaces, etc. Dangly or hoop earrings should also not be worn.

### Lost and Found

We cannot be responsible for anything that your child brings to school. Please mark all outer clothing such as jackets, sweaters, sweatshirts, hats, gloves, etc. with your child's name. We do our best to keep track of these items. Clothes that are not marked will be located in the lost and found bin in the hallway.

### Discipline

The staff at Stockdale Christian Preschool is honored that you have chosen us to partner with you in the care and training of your child. Respect, good manners, responsibility, appreciation, and honesty are only a few of the character traits taught by our qualified Christian Staff. Our structured environment allows loving discipline to shape character. We believe an awareness of these principles and the life values they imply are of critical importance in a child's life. We further believe that a child needs to become responsible for his/her behavior.

Positive redirection is the first choice of discipline. If a child willfully chooses to continually disobey the rules, a time out is given. If misbehavior continues or harm is done to another child, the child is taken out of the room to the Director's office. A discussion of appropriate choices ("What could you have done differently, so that you don't break the rules?" "What could you have done differently when he made you mad instead of pushing him down?") and/or time out is given. Children are asked to acknowledge that what they did was wrong, and if appropriate, ask the other child to forgive them. This enables the offended child the

opportunity to forgive. The Director often prays with the child(ren). The Director will contact the parents and/or guardians to discuss behavior improvement plans.

If you are experiencing any behaviors at home that you would like us to follow up in resolving, please feel free to contact your child's teacher or the Director. It is our desire at Stockdale Christian Preschool to work with families to enable children to develop positive behavior skills. A parent conference with the teacher and/or the Director will be requested for a child that regularly exhibits harmful or disruptive behavior. Our desire is to work with parents to affect a positive change in the child's behavior. If, after an agreed time period, the child's behavior does not improve, childcare at Stockdale Christian Preschool will be terminated.

Undesirable Behaviors include:

Excessively hurting others; hitting, kicking, throwing toys or sand repeatedly, scratching, etc.

Excessive disruption of class time; the child required one on one attention from a teacher at all times. The child continually disrupts the classroom during group time.

Excessive biting.

Excessive disrespect to adults; talking back, hitting, kicking, biting, spitting, throwing toys, etc.

### **Action Taken for Undesirable Behavior**

- Student will be brought into the Director for discussion and prayer. The child will return to the classroom if compliant.
- If the behavior occurs again, the child will be brought back into the office. A note will be sent home to the parent(s). A copy of the note is put into the child's permanent folder.
- If the child continues to act out the same behavior, the parents will meet with the Director to deal with the situation. Because we see the parents on a daily basis, conferences are sometimes informal.

The school and the parent work together on handling inappropriate behavior. It is important at this time that both parents and teachers are consistent with their discipline.

- If behavior continues, the parent may be advised to get additional community services such as: Doctor's care, counseling, or other outside resources.
- If behavior still occurs, the child is removed from the school.

### Birthdays

Birthdays may be celebrated in your child's classroom. They are usually celebrated after lunch or after PM snack. Please make arrangements with your child's teacher before bringing anything to school. Cookies work best in the classroom setting. If you choose to bring a drink, red punch or grape juice are not allowed. Please do not send anything with nuts, tree nuts, or peanuts or peanut butter.

Due to privacy laws, we are unable to give out personal information to contact parents. You are welcome to bring your invitations to school and the teacher will distribute the invitations in the children's file folders for them to take home.

### Daily Supplies

All children are required to bring a complete change of clothing. Each item should be labeled with your child's name and placed in a zip lock bag or backpack. Please be sure to replace these as needed or as the seasons change. Children occasionally may get wet, muddy, spill paint or food, have potty accidents, etc. It is much easier for the child if he/she has their own clothes to change into when this occurs.

Children that will be staying for nap must have a child's size sleeping bag or a fitted sheet and blanket to cover the cot and themselves. All bedding must be properly labeled with your child's name. Blankets and sheets should be taken home each Thursday or Friday to be washed and brought back the following week.

### Chapel

Chapel is held each Wednesday from 10:30am to 11am in the Church Sanctuary. Our chapel is age appropriate and coincides with the weekly Bible theme and story. Chapel awards are given out to one child in each classroom each week for displaying a Fruit of the Spirit. The children learn to sit quietly and listen to the speaker, have respect for God's House, along with being happy for their friends' accomplishments.

## Meals

All children will be provided a morning snack and a lunch. The morning snack is given around 9am and lunches are served at 11am. Afternoon snack is provided to full day children after naptime around 3pm. All meals are prepared by our Preschool cook in our kitchen and delivered to each classroom. All meals are served in each classroom. There is a meal charge in addition to the monthly tuition for this service. The meal plan is not optional.

A lunch and snack menu are sent home each month and is posted on the parent bulletin board in the mail hallway. If your child has a food allergy, please be sure that we are aware of this. If your child's allergies are severe, we ask that you monitor the lunch and snack menus carefully. We will do our best to accommodate any special allergies by substituting alternative foods that are safe for your child.

We will not force your child to eat anything that they do not wish to eat. However, we do encourage children to try new things.

If your child arrives between 7am and 8am and you wish to provide a snack for them to eat at school, please do not send sugary breakfast foods, sweet drinks such as sodas, or anything with peanuts. Any food that your child does not finish will be thrown away. Please mark any containers that you wish to be returned with your child's name. Children who arrive after 8am should not bring any breakfast items.

Please do not send gum or candy to school.

## Nap Time

All children staying a full day are required to have a rest time. Naps are taken between 12:30pm and 3pm. Those children that do not require the entire rest time are able to get up at 2pm and play either outside or in another room until naptime is officially over.

Proper bedding is required by the State of California. Please see Daily Supplies.

## Disaster Preparedness

Fire Drills, Earthquake Drills, Lockdown Drills, and Duck and Cover Drills are scheduled on a monthly basis.

Staff members are trained in First Aid and CPR and are assigned different areas of responsibility in case of an emergency.

Emergency information is posted in the Preschool office.

All staff are instructed in Emergency Drills and are prepared with an Emergency Manual.

Earthquake and emergency supplies are located in each classroom and also outside in the Preschool shed.

In a Lock-Down situation all outer doors are locked and curtains and blinds are shut until the emergency is over. Teachers are trained to remain calm and to keep the children quiet and calm in the classroom.

The Police Department will contact the school if there is something in the area that would affect the safety of the school or it's students. In the event of an emergency on campus, all parents/guardians will be contacted by email.

Cell phones and walkie talkies are located in each classroom and in the Preschool Office for emergency purposes.

In the event of an Evacuation, children will be relocated to the far end of the school parking lot, the school gym, or the football field across Marella Way.

In the event of a chemical spill or other emergency that would require immediate school evacuation and departure, all students will walk to Patriots Park. Patriots Park is located on New Stine and Ming Avenue, adjacent to West High School.

### **Smoking, Illegal Substances, Guns**

Stockdale Christian Preschool is a non-smoking facility. It is against the law for any smoking to take place on our facility, grounds, or parking lot during school hours.

Persons suspected to be under the influence of drugs or alcohol will be asked to leave the school. Another person on the child's Emergency Contact list will be called to pick up your child. The authorities will be called if necessary.

Guns or weapons are not permitted at our facility. If your occupation is, for example, in law enforcement, please leave your gun in your vehicle.

### **Parent/Childs Rights and Communication**

As parents or guardians, you have the right to enter and inspect the child day care facility in which your child is receiving care without advance notice to the provider. Entry and inspection are limited to the normal operations hours while your child is receiving care. When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment, growth, and development. Your child will be given maximum consideration as an individual. We will look after his/her health and safety while in our care. We will present a planned program geared to what we believe

to be developmentally sound and educationally beneficial. We believe in clear communication between parent and teacher.

We would consider it a privilege to pray with and for you, should you desire it. Please contact the director or your child's teacher with any specific prayer requests.

### **Parent Information Center**

Stockdale Christian Preschool has an information center located in the hallway between the two restrooms. There you will see pertinent information posted regarding a myriad of subjects. Topics include: school calendar, monthly menus, current Bible and Unit studies, health and safety issues, seminars, church functions, and upcoming community events. Please take home any of these handouts that interest you. Each classroom has a message board, either on the inside or outside of the classroom where information pertaining to your child's class will be posted.

### **Newsletters**

Stockdale Christian Preschool sends home a monthly newsletter. This newsletter will give general information about activities held on our campus.

### **Parking Lot Rules**

1. Loading and unloading can be done at the yellow curb on the Marella side near the preschool. Please park in a parking space if you will be on campus longer than drop off or pick up.
2. The yellow curb on the California Ave parking lot cannot be used for dropping off or picking up children. This space is designated for church business only. You can, however utilize the parking spaces in the California Ave parking lot.
3. Please drive very slowly, 10 mph, in the parking lot and watch carefully when backing out.
4. DO NOT use a cell phone while driving.
5. Please drive slowly on Marella and watch for children crossing in the cross walk.
6. Smoking is not allowed in the parking lot or anywhere on the campus. This is a state law.
7. Do not leave your car unlocked or leave your engine running.

8. Do not leave money, purses, or anything of value in your car where it can be seen, even if keeping your car locked.

9. Most importantly, NEVER LEAVE A CHILD ALONE IN THE CAR. This is against the law. Should you be reported, you will go to jail.

10. Always use a car seat or booster for any child who is under the age of 8 years.

11. Please do not allow your child to exit the facility without you. It is imperative that the parent/guardian hold the child's hand when traveling to or from the parking lot for the safety of all parties.