



Alania Steven, Preschool Director

www.foursquarechristian.org

Dear Parents,

Welcome to the Foursquare Christian Preschool. Thank you for entrusting us with your child's first school experience. This handbook has been prepared as an informational guide to acquaint you with our programs. It is our goal to provide balanced programs for your child's development.

Please read carefully the information contained in this handbook. We will be happy to answer any questions you may have.

Serving joyfully,

Alania Steven, *Preschool Director*

FOURSQUARE CHRISTIAN PRESCHOOL

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PHILOSOPHY

The Foursquare Christian Preschool is a ministry of the Foursquare Church and is governed in accordance with the bylaws of that entity. We believe that education is the right and duty of every parent and our purpose is to offer programs that will partner with parents in this responsibility. We also strive to be a service to our community; offering high quality childcare programs.

Our curriculum is designed to promote the development of the whole child. We are aware that children will develop at somewhat different calendar ages. It is our belief that children, given a wide variety of experiences, will attain a positive self-concept which will lay a foundation for future school success.

GOALS

To provide a safe, caring environment where children will:

- Develop a good self concept
- Develop fine motor/gross motor skills and adequate visual and auditory perception
- Grow intellectually with basic concepts of time, space, numbers and letters
- Acquire a life-long love for knowledge
- Grow physically by making safe, healthy choices in what children eat and do
- Develop appropriate social skills- sharing, taking turns and using good manners
- Grow spiritually through the understanding of God's love for them
- Develop language skills so they will become confident communicators
- Develop their creativity through the use of art, drama and music

PROGRAM

The Foursquare Christian Preschool is licensed by the State of California and is staffed by qualified Christian teachers. We strive to offer balanced programs to maximize your child's development spiritually, emotionally, socially, physically, and intellectually. Our programs offers both structured and open-ended activities which include quiet and active times; Bible stories; music; creative play; gross and fine motor skill development; language and cognitive development; and indoor and outdoor activities

LICENSING

Our Preschool meets all the State of California licensing requirements as specified in the general licensing requirements for Childcare Centers Title 22, Division 12, Chapter 1 and 2, including educational requirements for staff. The licensing agency has the authority to inspect and audit client and facility records without prior consent. The Department of Licensing also has the authority to observe the physical condition of students, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical physician examine the student.

Complaints

Complaints concerning the licensing organization, staffing or program of a licensed child care setting which are not able to be resolved directly with the Preschool Director or staff may be filed through the Department of Social Services Community Care Licensing - (916) 895-5033. Our State License Number is 085400291.

ADMISSIONS

Non-Discrimination Policy

The Foursquare Christian Preschool admits students of any race, color, national and ethnic origin to all 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 educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

Enrollment in the Foursquare Christian Preschool

We accept children between the ages of 2-1/2 (toilet trained) and five years old.

Preschool Enrollment Procedures

1. Visit the school (preferably by appointment)
2. Pick up and fill out the enrollment packet
3. Schedule an interview with the Director

At this interview, the parents will:

- Return all enrollment forms
- Discuss operating policies and the Preschool Manual
- Have a special orientation with their child to help them adjust comfortably to their new environment
- Ask any questions they may have regarding the Preschool
- Complete the FACTS Management Tuition form to set up a payment schedule for the year unless a special payment schedule has been arranged with the school office.

ATTENDANCE

The Foursquare Christian Preschool offers a school year program, which is open from 8:00 am to 12:00 pm Monday through Friday.

Arrival and Departure

A parent or designated adult must accompany the child into the Preschool classroom. Sign the attendance roster, recording their full name and time to the nearest minute. Please make contact with the teacher before leaving your child.

Your child will be released only to the parent or an authorized adult (authorization must be on file) unless we are notified otherwise in writing. Every person picking up a child must sign out and notify a staff member upon departure from the center. For the safety of your child, the person picking up your child may be required to show a picture I.D.

Withdrawal

Two weeks advance notice of withdrawal is required except in the event of accident or serious illness. Please talk to the Director if you have concerns or problems. Your feedback is very important to us.

PRESCHOOL FEES

Registration Fee

A non-refundable annual registration fee of \$50.00 per child covers the cost of registration and insurance.

Materials Fee

An annual materials fee of \$70.00 per student will be assessed to cover the costs of curriculum.

Tuition is on a monthly basis for 9 ½ months (September 8th – June 10th)

| Days per week | | <u>T/TH</u> | <u>MWF</u> | <u>M-F</u> |
|---------------------------|-------------------|--------------------|-------------------|-------------------|
| 8:00 am – 12:00 pm | Regular Preschool | \$200 | \$250 | \$350 |

Tuition is based on enrollment, not on attendance.

The school has taken holidays and vacations into consideration when establishing rates; no additional adjustment will be made for months with holidays.

Overtime

A charge of \$5.00 will be made for any portion of the first five minutes after the end of each Preschool (12:00 pm) session and an additional \$5.00 for any portion of every five minutes thereafter.

Delinquent Fee Policy

- Accounts are considered delinquent 5 days after the due date to the FACTS Management Tuition Company.
- A \$25.00 late fee will be charged to any account not paid by 5 days of the due date.
- The school reserves the right to dismiss a student whose account is delinquent.
- Students whose accounts are delinquent may not be allowed to re-enroll until the accounts are paid in full.
- Students whose accounts are delinquent may not be allowed to participate in special activities.

HOLIDAYS

Foursquare Christian Preschool will be closed on the following holidays:

- Labor Day – *September 7th*
- Veteran’s Day – *November 11th*
- Thanksgiving (3 days) – *November 25th – 27th*
- Christmas Vacation (2 weeks) – *December 21st – January 1st*
- Martin Luther King Jr. Day - *January 18th*
- Lincoln's Birthday – *February 12th*
- President’s Day – *February 15th*
- Easter Vacation (1 week) – *March 29th – April 5th*
- Memorial Day – *May 31st*

All holidays we observe are posted on the annual calendar, the monthly newsletter and the parent’s bulletin board two weeks in advance.

CLOTHING IN THE PRESCHOOL

- All clothing should be simple and comfortable. Self-help apparel is a real boost to your child's confidence, so clothing that is easily zipped, buttoned, or snapped is best.
- Socks and shoes are required. Flip-flops, slick-soled dress shoes, cowboy boots and open-toed sandals are not allowed.
- Make-up and jewelry is not allowed. Girls may wear small simple post earrings.
- Please label jackets, sweaters, and caps with your child's name to avoid loss. A complete change of clothing in a large zip-lock bag should be left at school in case of accidental soiling. If an accident does occur, please replace the extra set of clothing promptly.

EMERGENCY PROCEDURES

In case of accident or emergency, we will immediately contact a parent or the person specified as emergency contact. If we are unable to reach a parent or the emergency contact person, we will call the child's physician. If necessary, we will also call an ambulance to take the child to the hospital or doctor's office for treatment. Until the arrival of a parent or a physician, the Administrator or Director will make all decisions about the care of the child. Please keep the school up to date on phone numbers and other pertinent information for this purpose. You are expected to assume financial responsibility for any resulting expense, as our insurance is secondary to any coverage you may have. List your preferred physician and hospital names and numbers on the emergency form. Your physician needs your permission to administer treatment when neither parent nor guardian accompanies the child. We urge you to file a statement with your physician and hospital allowing for medical treatment as well as signing a Medical Consent Form at the center.

In case of an emergency, the following steps will be taken in this order:

- We will attempt to reach parent or guardian by phone.
- If parents or guardians cannot be reached, we will call the emergency names listed on the emergency form.
- If emergency contacts cannot be reached, we will call the child's physician.
- If the physician cannot be reached or cannot refer us to an associate, we will have the child taken to the nearest hospital unless you have specified a different one.
- If the emergency is such that immediate care is needed a call to 911 will be made.

DISCIPLINE

Partnering With Parents

It is our belief that the basic responsibility for loving discipline resides with the parent. Therefore, parents will be informed when circumstances warrant parental follow-through. Your active support of school discipline is important to your child's learning process and respect for standards and responsibility.

The staff at the Foursquare Christian Preschool uses the following discipline guidelines:

- Staff encourages children to use language to express emotions.
- If conflict is not appropriately resolved, a teacher will intervene and offer suggestions and/or alternatives.
- Our staff reinforces positive behavior.
- We redirect inappropriate behavior using natural consequences when possible.
- We establish reasonable and understandable limits for children.
- We consistently enforce established limits.
- We use verbal approach when we discipline children.
- Appropriate action will be taken if a children, is creating a disturbance, refuses to cooperate, or is being aggressive.
- Naps and food are never used as a discipline measure.
- Our staff never physically or verbally punishes or intimidates a child.

Continued Misbehavior

If the situation continues to be disruptive to the class, we shall then respond in this order:

- A call to parents, at work or home, to assist in communication of the necessity for change.
- A letter to parents explaining the situation.
- A conference with parent, child and staff member.
- Dismissal

PARENTS

Communication

Good communication between staff and parents is vital to an effective childcare setting. We value your input and feedback about your child. We will strive to keep you informed about daily activities and how your child is doing, in a variety of ways:

- Parent's bulletin board
- Preschool notes to reinforce positive behavior and to keep parents informed
- Monthly newsletters

Please feel free to set up an appointment with the Director and/or Teacher for any concerns you may have about your child or the program.

Responsibilities

Sign child "in" on arrival and "out" before leaving the center each day, USING YOUR FULL SIGNATURE. If someone other than the parent is bringing or picking up the child, they must also sign the child "in" or "out".

Do not bring your child when he/she is sick (*see Health Policies*).

Call when the child is going to be absent.

Give the Director at least two weeks notice when a child is dropping out of the center.

Adhere to scheduled days and hours, and send a note when the child will be picked up by someone not mentioned on the emergency form (Do not call in, this MUST be in writing).

Volunteers

Parent volunteers are welcome at school. There are special events throughout the year that require extra help. Please see the Director or Teacher if you will be available to help.

CONFIDENTIALITY

The staff of the Foursquare Christian Preschool is aware of the professional ethics of their jobs. Staff will maintain confidentiality about children and their families enrolled. Staff will not give out phone numbers, addresses or information about children or families without written permission from the parents or legal guardians.

CHILD ABUSE

As mandated by law, all Foursquare Christian Preschool staff are required to report suspected physical/emotional/sexual child abuse, and neglect of a child to a Child Protective Agency.

CHILD ORDERS AND CUSTODY

Foursquare Christian Preschool recognizes that in most situations both parents have a legal right to be a part of their child's life. Foursquare Christian Preschool staff will deny a parent access to their child ONLY if there is a legal document that addresses that denial. The custodial parent stating that the other parent is not allowed to pick up the child must provide a copy of a certified legal restraining order stating that limitations have been placed on a parent. Without such documentation, any legal parent (natural or adoptive) is entitled to pick up the child.

HEALTH

California state law requires your child to have a physical examination. A physician's report of that exam is required for our files within thirty days of enrollment. All immunizations must be current prior to enrollment. Failure to comply may result in your child's suspension from the Preschool until the forms are acquired.

Illness

For the protection of the children in our program, a staff member will greet your child upon arrival and assess their general health. Please keep your child home if they have any of the following symptoms:

- diarrhea or vomiting during the previous twelve hours
- fever during the previous twenty-four hours
- heavy nasal discharge
- heavy or persistent cough
- sore throat
- rash
- swollen neck glands
- displays drowsiness, listlessness or unusual behavior such as loss of appetite.

If your child becomes ill during the day, they will be placed in an isolation area until someone can come for them. It is essential that you have a plan for alternate care for your child when ill. If it is determined that a child has been at Preschool with a communicable disease, parents of all children exposed will be notified within 24 hours.

Medication

Medication can be given to your child at school only when it is determined by a doctor that your child is not contagious and is well enough to attend school. This must be in writing from the doctor when you bring any medicine to be administered. You must give written authorization with specific instructions for a staff member to give any medicine, including aspirin. Medicine release forms are provided in the office for this purpose. If a child needs aspirin for a fever, they will be sent home. Do not send medicine such as aspirin, vitamins, cough drops, etc., with your child to administer for themselves.

Disease and how it's transmitted

| <u>DISEASE</u> | <u>HOW TRANSMITTED</u> | <u>WHEN CHILD MAY RETURN TO SCHOOL</u> | <u>INCUBATION PERIOD</u> |
|-----------------------|--|---|-------------------------------------|
| 1. Chicken Pox | Contact with infected person or articles by them. Very contagious. | Exclude from school for one week after eruption appears. Chicken pox must have scabbed over before child may return to school. | 13-21 days |
| 2. Measles (Rubella) | Same as above | Exclude from school for one week after appearance of rash. | 14-21 days |
| 3. Mumps | Same as above | Exclude from school for 9 days after onset of swelling. | 8-13 days |
| 4. German Measles | Same as above | Exclude from school for 5 days. | 8-13 days |
| 5. Tuberculosis | Exposed to bacteria in airborne droplet from sputum of infected person. Also prolonged contact with infected person. | Must have written Physician release before returning to school. | |
| 6. Strep Infection | Contact with infected person. | Exclude from school for one day after the start of treatment with antibiotic. Temperature must be normal for 24 hours. | 1-3 days |
| 7. Conjunctivitis | Contact with discharge from the eye or upper respiratory tract of the infected person. | Must be treated with eye medication. Exclude from school during acute stage. | 24-72 hours |
| 8. Lice (Pediculosis) | Direct contact with infected personal belongings. Especially with headgear or an infected person. | Exclude from school until all the following have been done: 1) Wash hair with insecticidal soap designed to kill lice. 2) Wash clothing and bedding in hot water. 3) Remove all nits from hair of infected person. | immediate |
| 9. Scabies | By direct contact with infected person and by garments, sheets blankets, etc., that have been contaminated by infected person. | Exclude from school for 48 hours after treatment. Must also launder in hot water all bedding used by infected person 48 hours prior to treatment. Entire family may need to be treated. | 2-6 weeks with previous exposure |
| 10. Impetigo | Contact with lesions or discharge of infected person. | Exclude from school until lesions are treated with proper medication and lesion is covered by clothing or bandage. | undetermined, but probably 2-5 days |

| <u>DISEASE</u> | <u>HOW TRANSMITTED</u> | <u>WHEN CHILD MAY RETURN TO SCHOOL</u> | <u>INCUBATION PERIOD</u> |
|---------------------------|--|---|----------------------------------|
| 11. Ringworm | Direct or indirect contact with skin or scalp of infected persons, lesions on animals, contaminated floors, shower stalls, benches, etc. | Exclude child until treated with proper medication and lesion is covered by clothing or bandage. | |
| 12. Pinworm | Transferred to mouth by scratching or from soiled night clothes, under clothes, bed sheets or other contaminated objects; may breathe in and ingest airborne eggs. | Exclude from school until treated with proper medication and clothing has been washed in hot water. School personnel should take extra care that all children and staff wash hands often, especially after using the toilet and before touching food. | 6 weeks |
| 13. Common Cold | By direct oral contact or by droplet spread: indirectly by hands and articles freshly soiled by discharges of nose and throat of infected person. | Exclude from school if child has any of the following symptoms: 1) Temperature of 101 or above 2) Other symptoms such as an earache or prolonged coughing. 3) Profuse green discharge from nose or throat. 4) Vomiting or diarrhea. 5) Too cross to participate in regular activities. | Not known estimated 5-15 days |
| 14. Roseola | Contact with infected person, Contagious. | Exclude from school until fever has been normal for 24 hours and child is feeling well enough to participate. | |
| 15. Herpes Simples Type 1 | Direct contact of virus containing secretions with a mucus membrane. | When blisters are crusted over. | |

INTESTINAL/DIARRHEA DISEASES WHICH REQUIRE LABORATORY

| | | |
|---------------------|--|--|
| Infectious Diarrhea | Prevent with proper hand washing. Length varies with type. | Increased number of stools per day or loose, watery stools. May be accompanied by fever, abdominal pain, cramps. |
| Shigella | Notify Health Department. Lasts 1-7 days | Acute bacterial disease. Symptoms: fever, abdominal pain, cramps, bloody diarrhea. |
| Salmonella | Notify Health Department. Last 6 hours to 4 days. | Fever, diarrhea, abdominal pain, nausea, and sometimes vomiting. |
| Campylobacter | Exclude until asymptomatic. Notify Health Department. Lasts 1 to 10 days | Acute Bacteruak disease. Symptoms: diarrhea, fever, muscle aches, nausea. |

Immunization Schedule

State law requires all students attending Preschool to have satisfactory evidence on file of having met all immunization requirements. Parents must present their child's Immunization Record prior to enrollment. Below is the schedule of immunization requirements.

| | |
|-------------------|---|
| 2-3 months | 1 each of Polio, DTP or DTaP, Hib, Hep B |
| 4-5 months | 2 each of Polio, DTP or DTaP, Hib, Hep B |
| 6-14 months | 3 DTP or DTaP |
| 15-17 months | 2 each of Polio, Hib, Hep B |
| | 3 each of Polio, DTP or DTaP |
| | 2 Hep B |
| 18 months-4 years | 1 MMR, on or after the first birthday, |
| | 1 Hib on or after the first birthday regardless of any doses given before the first birthday. |
| | 3 Polio |
| | 4 DTP or DTaP |
| | 3 Hep B |
| | 1 MMR, on or after the first birthday |
| | 1 Hib on or after the first birthday regardless of any doses given before the first birthday. |
| | 1 Varicella (chickenpox) |

GENERAL

Cubbies

Your child will be assigned a "cubbie" (a small shelf for personal items and parental communications) when registering for school. Please check this each day before leaving.

Snack

Breakfast should be eaten at home. A nutritional morning snack will be provided by the school each day. Please advise us of any known food allergies your child may have.

Birthdays and Celebrations

We encourage you to celebrate your child's birthday at school with a simple treat. Please inform your child's teacher at least two days before you plan to celebrate. Additional parties for holidays will be planned by the school staff to help your child enjoy these special days. We invite you to participate with planning and helping in the classroom on those days. Foods must be store-bought or prepared in the school kitchen.

Field Trips

Travel and Activity Authorizations signed during registration will serve as formal release forms each year. In addition, a permission slip will be sent home before each planned field trip. If you do not wish for your child to participate in a particular trip, please inform the school and make other arrangements for your child's care that day. Parent volunteers are welcome to attend. Volunteer drivers must provide a copy of their valid driver's license and proof of insurance to the school office.

Do Not Send to School

Do not send candy, gum, electronic devices, toys, toy guns or weapons of any kind to the center.

TERMINATION POLICY

Services may be terminated for one or more of the following:

- Failure to complete in full, all enrollment forms.
- Falsification of or withholding of any information requested by the Director.
- Failure to pay fees.
- Repeated late pick-up of child.
- Child continues disruptive behavior after parent/staff conferences and attempts to modify child's behavior have been made.

NOTE: Any such termination will be preceded by a 2-week warning period during which families may correct the situation or find alternative care.

**FOURSQUARE CHRISTIAN
PRESCHOOL SCHEDULE**

8:30 – 9:00 Circle

9:00 - 9:30 Class

9:30 – 10:00 Snack

10:00 – 10:30 Bible

10:30 – 11:00 Discovery

11:00 – 11:30 Gym

11:30 – 12:00 Tickets/Story/Dismiss

FOURSQUARE CHRISTIAN PRESCHOOL

Scope and Sequence

Letters and Sounds

- 2's & 3's Recognize and name letters
A-Z Capitals only
- 4's & 5's Recognize and name letters
A-Z Capital and lower case letters
Know some letter sound

Numbers

- 2's & 3's Recognize and name 1-10
Count to 10 well
- 4's & 5's Recognize and name 1-31
Count to 31 well

Health & Science

The Five Senses: Touch, Taste, Sight, Sound and Smell
Seasons: Know characteristics and name all four seasons
Caterpillars, Butterflies & Dinosaurs
Animals: Farm, Zoo and Pets
Weather and appropriate dress taught during calendar time
Good Health habits
What's up in the sky?

Concepts

Shapes: Circle, Square, Triangle, Rectangle, Oval, Heart, Diamond
Colors: Red, Green, Orange, Yellow, Brown, Black, Blue, Purple, White
Positions in space: Over, Under, Beside, In Front Of, Behind
Opposites: Big/Small, Up/Down, Open/Closed, Right/Left,
Top/Bottom, Happy/Sad, Long/Short, More/Less, Noisy/Quiet

Readiness Skill

Cutting, Gluing, Pre-writing, Pre-math, Pre-reading,
Will recognize their name
Calendar skills
Sharing Echo Stories, Story Time
Poetry/Language Development Cards
Singing

Social Studies/History

Abraham Lincoln/George Washington
Seasonal Holidays
Post Office/Mail Person
Doctor/Nurse/Dentist
Pilgrims/Native Americans

Bible

Bible Stories/Praise & Worship
Songs, Bible Memory Verses

Physical Development

Gross Motor Coordination (movement of large and small muscles), balance, eye hand coordination, visual and/or muscular coordination (jumping jacks, balloon toss)

Foursquare Christian School Pre-Kindergarten Schedule

| | |
|------------------|---------------------------------------|
| 7:30 – 8:00 am | Welcome / Check in with teacher |
| 8:00 – 8:25 am | Circle Time |
| 8:25 – 8:40 am | Review of Previously Learned Letters |
| 8:40 – 9:00 am | Animal Song & Story |
| 9:00 – 9:15 am | Physical Development |
| 9:15 – 9:25 am | Master the Letter |
| 9:25 – 9:45 am | English |
| 9:45 – 10:00 am | Snack |
| 10:00 – 10:20 am | Character Building Bible Story & Song |
| 10:20 – 10:30 am | Scripture Memory |
| 10:30 – 11:00 am | Break |
| 11:00 – 11:15 am | Science / Math / Art |
| 11:15 – 11:30 am | Social Studies |
| 11:30 – 11:45 am | Quiet Time |
| 11:45 – 12:00 pm | Final Activities |

Foursquare Christian Pre-Kindergarten Scope & Sequence

Week 1 - 9

Students learn to enjoy “school” and to develop the “I-can-do-it” attitude. Scripture verses are learned, numbers 1-24 are introduced as well as nine animal letter sounds, Bible stories, colors, physical development, character objectives, science and art.

Week 10 – 18

Students continue the pattern set up in earlier weeks. Nine new sound letters are introduced along with their stories. Number concepts are increased (25 – 31, dot-to-dot, size and shape), family member roles are studied as well as the role of neighborhood helpers.

Week 19 – 27

Students continue learning and enjoying nine more animal letter sounds and stories, nine new character objectives, continue in art and physical development, increase in number concepts (pattern, sequences and sets), study of body senses, health and hygiene, and safety rules.

Week 28 – 36

Maturing student are presented the last of the animal letter sounds and stories, Bible stories, Scripture memory, and number concepts (addition and subtraction). Art, Physical development and character objectives are continued. Health, safety, plant, animal concepts are reviewed.