

# Presbyterian Early Learning Center

Where Love and Learning Go Hand in Hand

2011-2012

## Preschool & Pre-Kindergarten Handbook: School Policies & Procedures

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License #430700524

## INTRODUCTION

The Presbyterian Early Learning Center (PELC) offers Part-time Preschool, Full-time Preschool, Pre-Kindergarten, and a Mother's Day Out Program. Since 1961, the Center has been an outreach program of the Sunnyvale Presbyterian Church as a response to the community's need for quality child care. The policies and procedures of this handbook are in effect for the 2011-2012 school year and 2012 summer program.

**Philosophy:** The PELC believes in the development of the whole child, which includes physical, social, intellectual, and emotional growth. In a warm and loving environment children are encouraged to reach their fullest potential in all areas of life.

- We nurture each child's development in the natural way children learn, through play
- We believe each child is a gift, a special and unique individual
- We focus on the development of self-esteem, awareness of others and of the natural world, in a blend of education and Christian spirit

**Mission Statement:** The Presbyterian Early Learning Center is committed to providing a nurturing, creative, and stimulating environment for children. Our experienced faculty is dedicated to creating a safe and engaging place to learn with an emphasis on love, respect, and peace.

## LICENSE

The Presbyterian Early Learning Center is licensed by the State of California, Department of Social Services. The licensing agency has the right to inspect the facility at any time. The agency also has the authority to interview clients, including children, or staff, and to inspect and audit the client or facility records without prior notice. The licensing agency monitors our sign-in and sign-out records.

## HOURS OF OPERATION

The PELC is open from 6:45 a.m. to 6:00 p.m. Monday - Friday. Hours of operation for individual programs can be found on our website ([www.pelc.us](http://www.pelc.us)), as well as in the "At A Glance" school flyer. Holidays are listed on the PELC Calendar which is posted on the website, and in the classrooms.

## ADMISSIONS POLICY

The PELC Preschool and Pre-Kindergarten programs serve children who are 2 - 6 years of age. Children must be 2 by August 31 of the school year to enter the 2's program. Children must be 3 by December 2 of the school year to be admitted into the 3's program and will not be allowed to advance into the 4's program during the school year. Children must be 4 by December 2 of the school year to be admitted into the 4's program. A child must be 4 by August 31 of the school year to be admitted to the Pre-Kindergarten program. **Children in the Part-time 2's program do not need to be toilet trained, but all children in the Part-time and Full-time 3's and 4's and Pre-K programs must be toilet trained.**

Children accepted into the program must be able to adjust to a group environment and be able to relate to adults and other children. If, for any reason, the child is unable to adjust to the new environment, he or she will be re-evaluated by the teachers and a recommendation will be made by the Director for a more appropriate child care placement and/or dismissal from program.

**Failure by parents to comply with school policies and procedures may result in dismissal from program.**

### **TARDINESS**

Part-time Preschool morning classes begin promptly at 9 a.m. and end at noon. Afternoon classes begin promptly at 1:00 p.m. and end at 3:30 p.m. It is important to be on time for the preschooler's sense of security, to have a consistent schedule, and to cause the least amount of disruption to the class. If a child's tardiness is having a negative impact on the child or the classroom environment, parents will be asked to speak with the Director.

### **REGISTRATION**

***Full-time Preschool:*** Applicants are enrolled on a space-available basis. This is a year-round program, and the new school year begins in August. A waiting list is begun in the prior September. A non-refundable registration fee of \$135 will be required for students new to PELC, and \$100 for continuing students. To withdraw from the program you must give written notice one month in advance. You are required to pay tuition during that month. If no notice is given, you are still responsible for one month's tuition. Upon registration parents will pay a tuition deposit of 1/2 month's tuition. This amount is non-refundable after June 1, 2011 and can only be applied to tuition for June 2012.

***Part-time Preschool and Pre-Kindergarten:*** registration is by lottery. In addition, currently enrolled children and their siblings, church members, and alumni are given priority in that order. A non-refundable registration fee of \$135 will be required for students new to PELC, and \$100 for continuing students. To withdraw from the program you must give written notice one month in advance. You are required to pay tuition during that month. If no notice is given, you are still responsible for one month's tuition. Upon registration parents will pay a tuition deposit of one month's tuition. This amount is non-refundable after June 1, 2011 and can only be applied to tuition for June 2012.

### **FINANCIAL POLICY**

A Financial Agreement will be required at the time of registration. Monthly tuition payments are due on the first operating day of the month. If payment is not received by the 7th of the month, a \$25.00 late fee will be assessed. If payment is not received by the 10th of the month, the child will not be permitted in class until arrangements have been made with the Director for payment of outstanding fees. Any alternative payment arrangements must be approved in advance by the Director. **There is no reimbursement of tuition for illness, absence, vacation, or extended trips. Tuition is not pro-rated for school holidays or in-service days.** For part-time students the tuition is based on a yearly (September through June) rate divided into 10 equal monthly payments. For full-time students the tuition is based on a yearly (September through August) rate divided into 12 equal monthly payments. However, August tuition for graduating full-time 4's students will be pro-rated based on the daily rate. A 10% sibling tuition discount applies for the 2<sup>nd</sup> (and 3<sup>rd</sup>) child when 2 or more siblings are enrolled in the Full-time Preschool.

**Unless prior arrangements are made with the Director, PELC reserves the right to drop any family whose payment is two weeks overdue.**

### SIGN IN AND SIGN OUT

Parents are required to sign in upon arrival and sign out at the time of pick-up. When signing in or out each parent is required to sign his/her full name, the child's full name, and the time in the spaces provided. ***This is a monitored requirement of our licensing agency.*** Parents will be assessed a \$15.00 fee if they fail to sign in/out, fail to note the time, or if they fail to follow school policy and procedures for signing in and signing out.

Always be certain that a staff member is aware of your child's arrival and departure. Your child will be released only to those people listed on your emergency form- anyone else must have a written letter of permission signed by you on file in the office. Anyone other than parents must be prepared to show a photo ID card.

### PICK UP

***Full-time Preschool:*** Parents must be on time to pick up their children. Late pick-ups are a hardship for the child and an inconvenience for the staff. In the event of an emergency, please contact the school to advise us of your situation. **There is a \$15.00 late fee for each 15 minutes you are late (\$15.00 is the minimum charge.) Late fees may be paid by check (made out to PELC) or by cash. If you are late three times to pick up your child, you may be dismissed from the program.**

PELC closes at 6:00 p.m. Monday – Friday. That means that our teachers finish their day at 6 p.m. If parents hang out or want to chat, then teachers are working overtime to accommodate parents. **It is necessary for each parent to arrive by 5:50 p.m. in order to be able to sign out his/her child and collect the child's belongings by 6 p.m.** The PELC campus will close at 6 p.m. daily. Anyone on the PELC campus after 6 p.m. will be assessed a \$15.00 late fee.

***Part-time Preschool and Pre-Kindergarten:*** Parents must arrive on time to pick up their child. Late pick-ups are a hardship for the child and an inconvenience for the staff member who has to wait for the parent. Parents **will be charged \$1.00 a minute for tardiness.** Late fees must be paid before the child can return to class. Late fees may be paid by check (made out to PELC) or by cash. **If you are late three times to pick up your child, you may be dismissed from the program.**

### HEALTH

Each child is required to have a Physician's Report completed and signed by the child's physician on file in the office. Prior your child's entrance to school all immunizations as required by the State of California Department of Health Services must be met and indicated on the report. All children are to be screened by a physician for TB risk factors and tested if risk factors are present. Any exceptions must be documented by your child's physician.

If your child has an allergy, it is **imperative** that you inform your child's teachers. Whenever there is a substitute teacher please remind the sub that your child has an allergy.

Upon arrival, a health check will be given. The parent must remain until the check is complete and the child is accepted. The teacher will look for obvious signs of illness and the child will be sent home if such signs are found. This daily health inspection is required by our licensing agency. **Please let us know upon arrival if your child has had a recent fever, illness, bump, or injury (such as one requiring stitches), or is on special medication.**

If your child is not feeling well, is running a fever, has diarrhea or has a green runny nose he/she must be kept at home. Your child must be kept home for 24 hours after a fever, diarrhea, or until vomiting has stopped and the child shows no other symptoms of illness. A child who shows symptoms of illness at MDO will be isolated and the parents will be called to take him/her home. If we call you to pick up your child, you are expected to arrive within 30 minutes. After 30 minutes the late fee policy applies.

Do not bring your child to school when he or she has any contagious illness. A child cannot be at school if he/she has:

- A fever of 100 degrees or more within the past 24 hours
- Any rash unless your doctor has written a note saying your child may attend school
- Diarrhea – 2 times within one hour- within the past 24 hours
- Vomiting within the past 24 hours
- A green runny nose
- Lice or nits

If your child has contracted a communicable disease: i.e. strep infections, chicken pox, diarrhea, pink eye, or a rash illness **notify the PELC office immediately 408-245-2253**. We are required to tell other parents if their child has been exposed to this type of disease so they may be alert for symptoms in their own children. Remember that sending a sick child to school exposes others to possible infection and if your child is ill he is more susceptible to other germs to which he may be exposed.

Medication, including over-the-counter ointment and lotion, can be administered to the child by the teacher only if a permission slip is filled out by the parent and on file. Prescription medications must be in the original container with the child's name, dosage indicated, and the reason for the medication

All minor injuries will be recorded in a daily "Ouch Report" book which can be found on the counter along with the clipboard used for signing in/out. A notation will be made in the comment column of the sign-out sheet indicating that your child got a bump or bruise that day. You will need to initial the corner of the page of the "Ouch Report" book when you take your copy of the report home.

All information about your child will be kept confidential with one exception. We are required by state law to report all suspected child abuse. Failure on our part to make such a report is a felony. Suspected child abuse includes any repeated or marked incidence of marks found on a child without probable or accidental explanation. Each child's file is located in the PELC office and is always available to the child's parents or legal guardian.

### **INJURY**

In case of injury, we will attempt to contact a parent immediately. If we cannot reach a parent, we will call the emergency contact person(s) and/or the child's physician. Until the arrival of a parent, physician, or ambulance, the Director or teacher will be in charge and will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense. The school will maintain a signed parental consent form agreeing to the procedures listed above.

## EARTHQUAKE

In the event of an earthquake or other disaster, children will be cared for by their teachers who are trained in emergency and first aid procedures. PELC is equipped with enough food and water to handle an emergency lasting 3 days. If it becomes necessary to move to a safer location, a sign will be posted telling you the location. The two pre-defined off-site locations are (1) Resurrection School next door to us on Hollenbeck Ave. and (2) Fremont High School, on the corner of Fremont Ave. and Sunnyvale-Saratoga Road.

Be sure that your family has a plan of action that includes the person who will be picking up your child. Your child can be released only to people listed on your emergency form.

Please avoid telephoning us in the event of an earthquake, as lines need to be kept open for emergency use.

## DISCIPLINE

An important goal for early childhood is the development of self-control and appropriate techniques for conflict resolution. Teachers will assist children in developing these abilities through discussion and positive reinforcement of appropriate actions. Children are encouraged to express their feelings and thoughts in words. A quiet conversation or the suggestion of a different activity is usually sufficient to handle most situations. Occasionally we do have children who benefit from firmer action. When this happens a teacher will spend “time-in” with the child to help work through the issue. If a child ever needs to be removed from the classroom, the Director or staff will inform the parent.

## CLOTHING

- Identification labels with the child’s name should be on all clothing including jackets, sweaters, shirts, pants, underwear, socks and shoes.
- We recommend that children wear washable play clothes as we encourage them to experiment with many media including paint, chalk, sand, etc. Sensible shoes are recommended. Open-toe sandals and flip-flops are **not** allowed at school. All shoes must have a strap or a back on them.
- Knees can be protected during warm weather with long, lightweight pants. Water shoes are encouraged for water, sand, and mud play.
- **Full-time preschool** children need 2 changes of clothing & one extra pair of shoes at school.
- **Part-time preschool 2’s and 3’s** children need 1 change of clothing to keep at school.
- **Full-time preschool** age children must bring appropriate items for naptime- your child’s teacher will provide a list. Parents should take these items home on Fridays for laundering and return them on Monday for use during the week’s naptime periods.

## SAFETY

Parents picking up children throughout the day need to be aware of security issues. We must keep all children at PELC safe and secure. All gates must be closed and latched when entering or leaving.

Parents dropping off a child must be sure that their child has been given into the care of a teacher or staff member of PELC before leaving the school.

No unsupervised children are allowed on any PELC playground. **Please do not allow your children to play on the playground before or after school.** This creates a distraction and a potential safety hazard for the other classes on the playground. If you wish to visit with other parents and children, please go to the Trinity Court area where children can play safely. While on the church's campus, children must be under the supervision of a parent or responsible adult.

Church policy prohibits the use of bikes, skateboards, scooters, Heelys, or any recreational vehicle with wheels on campus. Please have your children walk their bikes, skateboards, scooters and remove the wheels from their Heelys when they are on campus.

The church has requested that all children playing on the open area of the church campus be respectful of the property. Plants, bushes, trees and flowers are to be admired, but not touched. The one exception is the climbing tree on the corner of Trinity Court next to the 900 building.

Dogs on campus must be on a leash and with their owner at all times.

### **FOOD**

Morning and afternoon snacks are provided for both Full-time Preschool and Part-time Preschool children. We strive to serve snacks of high nutritional value and ask that candy, gum, and additional food not be brought to school except for special events and with teacher approval.

### **CURRICULUM AND ACTIVITIES**

***Lesson Plans:*** Parents will receive lesson plans monthly or can read the posted lesson plans. The purpose of the lesson plans is to keep parents informed of classroom activities and to encourage discussion of classroom objectives at home.

***Sharing Time:*** Language skills are enhanced by sharing time. Items related to the lesson plan are especially appropriate. Please bring non-breakable items for sharing, and label them with your child's name. **No toy weapons will be accepted for sharing.**

***Evaluations:*** PELC does periodic written or oral evaluations of your child. Conferences may be requested by parents or a teacher at any time. Conferences will be held during the teacher's normal work hours, but not during class time.

***Movement and Music:*** Movement and music activities are included in our curriculum. Additional opportunities are available through other programs on the church's campus. This includes the **Hot Shots Sports Program**, a motor development and physical education class for 3's, 4's, and Pre-K (flyers are distributed to each classroom.) and music lessons at **The Music School** (see [www.themusicschool.org](http://www.themusicschool.org).)

### **DONATIONS**

PELC gratefully accepts donations (toys, books, strollers, etc.) if the school has a need. Donations must be in good condition. Please contact the PELC office to arrange donation.

## MISCELLANEOUS

**Communication:** Our monthly newsletter goes out by email to each family. The newsletter contains updated calendars, general school information, upcoming events, and a section specific to your child's class. In winter, there is an Open House where parents and community members can learn about the variety of programs offered at the PELC.

**Parking:** Each person who comes to PELC is required to park in an appropriate parking place. We are not allowed to park in the mortuary parking lot or in marked handicapped spaces without the proper handicapped identification. Parents who fail to comply with this policy jeopardize their student's ongoing enrollment at PELC.

**Holiday Gifts:** If you choose to give a holiday gift, instead of giving gifts to individual teachers we recommend you give gifts to the classroom in honor of the teachers. Items such as books, puzzles, games, puppets or manipulatives are examples of great gifts and are well-appreciated by the class. This gift then becomes a lasting memory and a reminder of your child, your family and the honored teacher.

**Birthdays:** We celebrate birthdays at snack time with a "Happy Birthday" song and a crown. You may provide special birthday napkins to make the table festive, or you may wish to provide a special birthday snack. Fresh fruit or whole grain muffins are great snack ideas. You may want to continue a school tradition by donating a book to PELC in honor of your child's birthday. If you wish, we will add a bookplate with your child's name and birthday.

**Volunteers:** We encourage parents to help with field trips and other special activities. We will provide sign-up sheets in the classroom well in advance of such events. We appreciate your participation. Without your help we wouldn't be able to provide these special opportunities.

**Visitation:** PELC has an open-door policy. We welcome your visits and encourage you to be involved in your child's class and school. Periodically, we offer parenting classes and other educational and faith-development opportunities through the church.

## ENRICHMENT (noon-2pm)

PELC will offer Enrichment for most morning part-time classes. Enrichment will include music, physical education, science, art, cooking, free play, and lunchtime, is noon-2pm, and costs \$20 per day. Please see your teachers or the office for details about sign-ups.

## EXTENDED CARE (2-5pm)

For our 3's, 4's, and Pre-K classes we also offer Extended Care 2-5pm daily for \$10/hour, as long as we have 5 or more sign-ups. Please see your teachers or the office for details about sign-ups.

*The Presbyterian Early Learning Center is an outreach ministry of the Sunnyvale Presbyterian Church, and is administered by the PELC Advisory Board. Any questions, concerns, or input can be sent to the Executive Director or any member of the Advisory Board. Check with the PELC office for contact information.*

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## Preschool & Pre-Kindergarten Handbook Signature Page

I, \_\_\_\_\_, agree to abide by all the policies and procedures stated in the 2011-2012 Preschool & Pre-Kindergarten Handbook: School Policies and Procedures.

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

\_\_\_\_\_  
Print Child's Class

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I authorize my child's picture to be used for marketing opportunities in any media including the PELC's web site [www.pelc.us](http://www.pelc.us) with the understanding that my child's name not be used.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date