

# PIERSIDE

## PRECHOOL

where excellence,  
education and faith unite.

# Parent Handbook

A Ministry of First Christian Church  
1207 Main Street, Huntington Beach, CA 92648  
[fcchb.com/pierside](http://fcchb.com/pierside)  
(714) 536-4111

# Our Purpose

As a ministry of First Christian Church of Huntington Beach, we are dedicated to providing a learning environment for the preschool child that is conducive to their intellectual, social, spiritual, physical and mental growth. The school seeks to provide each child with a Christian atmosphere and experience that will encourage an awareness of God's love for them as individuals. We believe each child is unique and special in every way, deserving of quality care and academic excellence.

Each child will be encouraged to progress at their own pace through enriched experiences with self-discipline and the ability to make choices. Our goal is to develop the potential of each child by providing an educational experience of lasting value in the following areas:

- **Intellectually** - By encouraging an enthusiasm for learning, exploring and first-hand experiences.
- **Socially** - By participating in group activities, getting along with others, and developing a feeling of security, belonging and self-esteem.
- **Spiritually** - By having prayer time, weekly chapel services, Bible stories and songs that will be included in daily activities. Also giving each child the awareness and knowledge of God's love for them and others.
- **Physically** - By offering experiences which will develop large and small muscle coordination and motor skills.

“And Jesus grew in wisdom [intellectually], and stature [physically], and in favor with God [spiritually], and man [socially].” Luke 2:52

Pierside Preschool is open to children of all races, creeds, national origin or ancestry. The children will be surrounded by a Christian atmosphere of respect and loving appreciation for each other and for the wonders of God's world. Because we encourage a Christian atmosphere at the school and want to instill Biblical values in our children, any appearance, behavior or language exhibited by a child or parent that is not representative of our philosophy will not be permitted.

We believe that positive expressions and attitudes should be used to guide the behavior of each child to help them become a self-directed individual.

Strengths and weaknesses will be viewed individually and objectively.

# Our Philosophy

Pierside Preschool operates as a ministry of First Christian Church, and encompasses the beliefs of the Church as found in the Vision Statement. Our primary purpose is to help children grow spiritually, socially, emotionally, physically, and intellectually in Christian surroundings, as a complement to their home environment, following the example of Christ.

We strive to develop a partnership with parents to assist in guiding their children by providing a sound academic program in an atmosphere of dependence and commitment to God and His Word.

We seek to create a nurturing environment with an educational program that is appropriate for the developmental level of each child. The activities that we introduce are based on the philosophy that children develop in an orderly, predictable pattern. As a result, we recognize that learning is best served through active exploration, manipulation of concrete (hands-on) materials, self-initiated projects, creative expression and guidance from teachers who pick up clues from the interests that children display.

Everything a child experiences throughout the day is a part of their total education. In these early years, concepts of oneself and others are formed. Therefore, our focus is to create a climate in which children feel competent in what they can do and integrate life-learning skills into their daily lives.

A Christian emphasis is incorporated and appropriate to the child's level of understanding. This is done through uplifting Jesus Christ, teaching the Bible as the Word of God, prayer, music, drama, art and the lifestyles of our staff. The Bible speaks clearly to us concerning how essential it is to bring a child up in the principles and direction of Jesus Christ.

Since our philosophy focuses on the age-appropriate development of the child, we promote programs that include opportunities for growth in all areas of development. We want to encourage children to participate in diversified activities that promote gross (large) and fine motor coordination, creative expression, exploration and interaction with the environment.

Recognizing that children learn very differently than adults do, we feel children will only comprehend a concept if it is meaningful in the child's experience and development.

As a staff, we seek to learn more about effective teaching methods that will enhance meaning and experience for the child. Our school philosophy focuses on the developmental aspect of growth, which is reflected in the curriculum we have designed.

# Our Philosophy

## Continued

Our curriculum emphasizes monthly thematic teaching units that are broken down into sub-themes for each week. We also focus on learning themes that include shapes, colors, science emphasis, numbers and letters that correspond to your child's age and abilities.

Our basic approach includes hands-on learning, literature-based activities, and an emphasis on creative and dramatic play. Language development is accomplished through the use of music, dramatic play, blocks, creative art, and social interaction. Small muscles are strengthened with scissor skills, play dough and other manipulative materials. Our perceptual motor program enhances growth of large muscles with carefully selected weekly activities using obstacle courses, balance beams, and games with balls. Perceptual and conceptual development are encouraged with puzzles, board games, finger plays and books.

Parents are encouraged to follow-up with activities at home that relate to our monthly theme. Information regarding our themes is sent home in our monthly newsletter and individual classroom correspondence. We hope you will participate with us!

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

- Halloween - Our focus is autumn and harvest, garden harvest, pumpkins etc. We do not observe Halloween as a holiday. We do celebrate with a pumpkin party.
- Thanksgiving - We have a thanksgiving feast, thanking God for His provisions and blessings.
- Christmas - Our focus is the birth of Jesus Christ.
- Easter - Our focus is the death and resurrection of Jesus Christ and new life.

Halloween costumes, Santa Claus and the Easter Bunny do not play a part in our curriculum. Please understand that we do not teach against these secular traditions, but that our emphasis is scriptural.

We take every opportunity to teach and model Biblical characteristics and standards, as well as using every-day occurrences to teach God's character and creation. Each week the children enjoy a special chapel time. The entire school gathers together to have a chapel story, sing songs and learn about God's love through special presentations by our teachers and their students, as well as special guests.

# Vision & Mission

## OUR VISION

We want to see children who are growing, learning, loving and thriving in a safe, Christ-centered environment.

As a partner in ministry with First Christian Church, we share the same Mission Statement, Family Values and Beliefs.

## MISSION STATEMENT

“Inspiring people to follow Jesus by experiencing grace and discovering purpose.”

## FAMILY VALUES

Pierside Preschool exists to serve families as a ministry of First Christian Church and as such, we share the same mission.

Like any family, we have a set of values. These values provide us with clarity and guidance in fulfilling our mission to help people experience grace and discover purpose. Pierside and First Christian Church have a shared set of Family Values.

# Family Values

- We live every day to love God and people more.

Luke 10:27 He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind;" and "Love your neighbor as yourself."

John 13:34 "Love one another. As I have loved you, so you must love one another."

- We bring our best, without exception.

Colossians 3:23-24 "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

- We practice outrageous generosity.

1 Timothy 6:17-19 "Command those who are rich in this present world not to be arrogant or put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they make take hold of the life that is truly life."

- We honor Christ and build up his Church.

Ephesians 4:15-16 "...speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body... grows and builds itself up in love, as each part does its work."

- We remove all barriers and exhaust all resources in leading people to Jesus.

1 Corinthians 9:22-23 "...I have become all things to all people so that by all possible means I might save some. I do all this for the sake of the gospel that I may share in its blessings."

Acts 15:19 "It is my judgement, therefore, that we should not make it difficult for the Gentiles who are turning to God."

- We believe that spiritual growth happens in genuine community.

Acts 2:42-47 "All the believers were together and had everything in common. They sold property and possessions to give to anyone who had need. Every day they continued to meet together in temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people." • We are spiritual contributors, not spiritual consumers.

1 Peter 4:10 "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

# Educational Goals

## YOUNGER 3's & YOUNG 4's

### SPIRITUAL

- To learn who God is and that He created everything
- To know that God created them in His image and they are special
- To know that God loves them
- To learn that God is with us and takes care of us
- To learn to talk to God through prayer
- To learn that Jesus loves them unconditionally

### PHYSICAL | MOTOR DEVELOPMENT

- To develop large motor skills (jumping, running, hopping, throwing and balance)
- To develop small motor skills and eye/hand coordination (cut across a strip of paper, copy a circle, string beads, roll and shape clay forms, better crayon grasp and control)
- To learn good health habits (take care of bathroom needs, learn cleanliness skills)
- To learn spatial awareness (over, under, front, back, up, down, in, out, above, below)
- To be able to sit quietly for about 10 minutes

### COGNITIVE DEVELOPMENT

- To be able to recognize basic colors
- To be able to recognize shapes (circle, square, triangle, star, heart)
- To be able to recognize their name, begin printing
- To be able to count numbers 1-10 (1 to 1 correspondence skills)
- To be able to recognize numbers 1-10
- To be able to draw a circle, horizontal and vertical lines
- To be able to recognize size differences
- To begin sequencing and sorting skills
- To be able to match like objects
- Introduction to the letters of the alphabet

### SOCIAL DEVELOPMENT

- To learn to respect others' property and space
- To learn to adjust to a new environment
- To be able to use their words to express themselves
- To learn to share and take turns
- To learn to say "Please" and "Thank you"
- To be able to follow directions
- To be able to interact during Circle Time
- To join in play and interact with other children

### EMOTIONAL DEVELOPMENT

- To develop a healthy self-esteem
- To learn to express their feelings
- To learn to try new things on their own
- To feel secure, loved, respected and cared for
- To become more independent

# Educational Goals

## PRE-KINDERGARTEN & TRANSITIONAL KINDERGARTEN

### SPIRITUAL

- To learn who God is and that He created everything
- To know that God created them in His image
- To know God loves them unconditionally
- To know that when they pray, God listens
- To know that the Bible is God's Word
- To know that God will always love them and be with them
- To learn how to show God's love through behavior, prayer and speech
- To know that Jesus is God's Son and that He has a plan for their lives

### PHYSICAL | MOTOR DEVELOPMENT

- To develop large motor skills (jumping, running, hopping, throwing, skipping, crawling, rolling, tumbling and balance), and be able to demonstrate these skills in different games and activities.
- To develop small motor skills and hand/eye coordination (cutting, tracing, coloring, beginning printing skills, drawing simple shapes, holding pencil properly)
- To reinforce good health habits
- To be able to sit quietly for 10-15 minutes during Group Story or Circle Time

### COGNITIVE DEVELOPMENT

- To recognize and write their first name (with upper and lower case letters)
- To recognize the letters of the alphabet and learn their individual sounds
- To print upper and lower case letters A-Z correctly and neatly (5's)
- To identify rhyming words
- To identify colors and shapes (circle, square, triangle, rectangle, oval, diamond, star, heart)
- To count from 1-20 (or further for 5's), 1 to 1 correspondence up to 10
- To identify numbers from 1-20
- To print numbers from 1-10
- To recognize and identify the order of different patterns along with sorting and classification skills
- To become familiar with math vocabulary such as over, under, more, less, etc.
- To be able to follow three verbal directions
- To be able to complete a given task independently
- To begin to learn left to right tracking

### SOCIAL | EMOTIONAL DEVELOPMENT

- To be able to play cooperatively with friends
- To respect other children's property
- To communicate his or her feelings and ideas
- To wait for their turn
- To be able to share and take turns
- To be able to ask for help
- To be flexible when confronted with new situations or with frustrations
- To learn to raise their hand and be acknowledged before speaking in a group setting



# General Information

## TEACHERS

Each staff member is qualified by the standards listed under the Department of Social Services. Each teacher will provide loving and understanding care for your child and provide a secure and loving environment where positive learning can take place. Every staff member is a professing believer in Christ and is committed to teaching and modeling Christian values to the children in their care.

## ENROLLMENT

Enrollment is open to any child who will be two years and nine months by the start date of the desired school year and is independent in the restroom. We continue to enroll children throughout the year as space is available.

## REGISTRATION

Fall enrollment begins in the Spring and priorities are given to current Pierside students and siblings, and Huntington Christian School siblings. Once priority registration is complete, students on the waiting list are called to fill any remaining openings.

Tuition payments will be made through our tuition management company, FACTS. An email will be sent from FACTS for any changes or set-up, we need you to make on your account after you register. Completion of these procedures and payments of your registration fee through FACTS within two weeks of the signed financial agreement, constitutes registration and admission to Pierside Preschool.

Failure to complete these procedures after two weeks will result in loss of the spot held. The registration fee is non-refundable.

The registration packet must be completed and returned within two weeks of the signed financial agreement.

The packet includes the following:

- Information Card • Notice of Parents' Rights
- Consent for Medical Treatment • Notice of Personal Rights
- Parent Directory Authorization • Admission Agreement
- Identification and Emergency Information • Physician's Report
- Child's Health History – Parents' Report • Medication Permit
- Health Policy • California School Immunization Record
- Contract • Current Vaccination Record
- Picture Release Form • Permission for On-Campus Walks

# Tuition & Programs

Pierside Preschool is a non-profit organization and is licensed by the State of California.  
(Facility #304370500)

## TUITION

- We offer a “School Year” contract – September through the middle of June. Tuition fees are based on a yearly fee, divided into 10 equal payments for your convenience. For the School Year contract, tuition payments begin in August and end in May. From mid-June through mid-August, Summer Camp may be available. A separate contract will be issued for Summer Camp.
- Tuition is payable in advance by the 10th of each month. A late fee of \$25 will be added to delinquent accounts.
- Pierside Preschool closely follows the calendars of Huntington Beach City School District and Huntington Christian School.
- Tuition rates are determined on an overall yearly basis and include the following holidays: All major holidays, two weeks for Christmas break, one week for Easter break and two weeks before Labor Day. The new school year begins the Tuesday after Labor Day. Monthly tuition remains the same.
- If your child needs to be excluded from school because he/she or someone in his/her family becomes ill, tuition will remain the same. If we are forced to shut down a class due to Covid-19, tuition will remain the same unless otherwise communicated. Depending upon each situation and length of closure, tuition will be assessed accordingly.

**CALIFORNIA STATE LAW REQUIRES THAT EACH CHILD BE SIGNED IN AND SIGNED OUT BY AN AUTHORIZED PARENT | ADULT, WITH THE TIME OF DROP-OFF & PICK-UP NOTED.**

## PROGRAMS

Pierside Preschool offers several different programs. Children may be enrolled two days (Tuesday & Thursday), three days (Monday, Wednesday, Friday) or all five days, and may choose from the programs listed:

- Morning Program: 9 a.m. – 12 p.m.
- Full Day Program: 7 a.m. – 5:30 p.m.
- Lunch Bunch: Monday, Tuesday, Wednesday & Friday from 12 – 2 p.m.

The children who attend the morning program (9 a.m.-12 p.m.) may be dropped off at 8:50 a.m. Please make every effort to arrive by 9 a.m. so that the teacher can greet your child and you can discuss anything pertinent to your child’s day without interrupting the class. During the first few moments of Circle Time, the teacher will be going over the activities of the day. Children who arrive late often have a difficult time separating from their parent and are unsure of what will be happening throughout the day. If you have an appointment and know you will be bringing your child in late, please call.

# Programs Continued

## **SUMMER PROGRAM**

Summer Camp is offered mid-June through mid-August and the same program times and schedules apply. Each session has a special theme with various activities planned by our regular school year staff. A separate contract will be available late spring.

## **LUNCH BUNCH**

Lunch Bunch is offered on Monday, Tuesday, Wednesday and Friday from 12 - 2 p.m. Lunch Bunch children need to bring a lunch and parents must sign-up on a daily basis. The Lunch Bunch fee is separate and will not be a part of your child's tuition. You may purchase Lunch Bunch tickets ahead of time or on the day you wish your child to stay. Please purchase what you intend to use, as there will be no refunds for unused tickets at the end of the year.

## **CLASSES**

Our preschool children are placed into classes depending upon their age. For older children, we offer Pre- Kindergarten and Transitional Kindergarten (TK) classes. The TK class is for those children who have already turned five years of age or will be turning five by March of the current school year. Children in the TK program are required to attend school five days per week. Both classes present materials that will prepare the children for kindergarten.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled in the fall and spring. Watch for the conference dates and sign-up sheets to schedule your conference time with your child's teacher. A meeting can be scheduled with the teacher or director if there is a need.

## **KINDERGARTEN TESTING**

Children must be five years of age by September 1st to attend kindergarten. If you want your child to attend Huntington Christian School, you may contact HCS at 714.378.9932 to have your child tested for Kindergarten readiness.

## **INFORMATION**

A classroom calendar will be sent home once a month to keep the parent informed of current activities. A monthly newsletter "The Grunion Gazette" is sent out bimonthly. Please check your child's book bag on a daily basis for additional information. Other classroom information may be communicated through email and Class Dojo. Teachers can not respond to emails or Class Dojo during class hours.

## **EXTRA ACTIVITIES**

Extra activities include Art & Kids by Art Collective OC, Webby dance, Tumble cats gymnastics and Soccer Shots is offered in the afternoon. These activities are available for an additional charge, paid directly to the program.

# Programs Continued

## **FIELD TRIPS**

Field Trips will be scheduled throughout the year to enhance our curriculum and to broaden the experiences of the children. Our preschool children may participate in two to three field trips during the school year. Your child's teacher will provide permission slips for each field trip that must be signed and returned to the teacher in order for your child to participate. The teacher will also post a sign-up sheet in the classroom for those parents who wish to drive and be a chaperone. To ensure the proper supervision of each child, we request that siblings do not attend the field trip.

**PIERSIDE PRESCHOOL WILL COMPLY WITH CAR SEAT LAWS AS MANDATED BY THE STATE OF CALIFORNIA. PARENTS ARE RESPONSIBLE FOR PROVIDING A CAR SEAT FOR THEIR CHILD ON FIELD TRIPS.**

During field trips, your child is still signed in under the school's care, and therefore you must always sign-out your child. If you do not wish your child to attend scheduled field trips, please make alternate child care arrangements.

## **PARENT PARTICIPATION**

In order to volunteer in your child's classroom, proof of TB test, MMR, TDaP and influenza vaccinations must be provided to the preschool office prior to being in the class. There is a form in the office you must sign if you choose not to have the influenza vaccine (see Senate Bill 792). Parents that volunteer must take their temperature and fill out the Daily Health Check in the Lobby and get a Volunteer badge.

## **TRANSPORTATION**

California Health and Safety Code Section 1596.959(g) requires childcare centers to inform parents regarding child car seats. The law states that children under the age of six, regardless of weight, must be in an approved child car seat.

## **LUNCH**

Children who are in the Extended Care Program or who stay for Lunch Bunch will need to bring a lunch and a drink. Please make sure the lunch box is clearly labeled with the child's name. Do not send food or juice in glass containers and do not send candy. Children may not share their lunch with others in case there are food allergies. Please make sure to send healthy food items such as: sandwich, protein, cheese, yogurt, fruit, etc. We ask the children to eat their "healthy, grow food" first before they can eat their dessert. Pierside does not have a kitchen and is unable to heat or cook children's lunches.

**WE ARE A NUT-FREE SCHOOL. PLEASE PACK YOUR CHILD'S LUNCH ACCORDINGLY.**

# Programs Continued

## **BIRTHDAYS**

Birthdays are very special days! Check with the teacher if you would like to bring in a special treat for your child.

**PLEASE CHECK ALL STORE-BOUGHT ITEMS TO MAKE SURE THEY ARE PEANUT NUT-FREE AND NOT PROCESSED ON EQUIPMENT POSSIBLY USED ON NUTS OR NUT PRODUCTS.**

## **SNACK**

Nutritious whole grain snacks and fresh fruit and vegetables will be served every day. A snack list will be posted outside of the school office. The school will provide a morning and afternoon snack. Parents may be asked to bring in a morning snack for their child's classroom once a month. The Department of Social Services is very specific about what we must serve. Snacks must be store-bought and sealed. The beverage must be 100% juice and unopened. At every snack, two of the four food groups need to be represented. **NOTIFY THE SCHOOL OF ANY FOOD ALLERGIES YOUR CHILD MAY HAVE.**

## **REST TIME**

Children who are enrolled in the Extended Care Program will have an afternoon rest time each day from approximately 1:30 - 3 pm. Cal. Code Regs. Title 22, § 101230 states, "All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center." Each child has their own mat and will need to bring in a fitted crib/toddler bed sheet and a small blanket. They may also bring a small pillow and stuffed animal to sleep with. Each child should be able to fit all of his or her rest items easily into a zippered backpack. Rest items will be sent home at the end of the week to be laundered. Please make every effort to avoid picking your child up during rest time. Interrupting nap time to pick up your child is extremely difficult on the other children.

## **CLOTHING**

Your child is best suited for playing safely in play clothes and tennis shoes or shoes with rubber soles. Clothes and shoes should be easy for the children to manipulate on their own. Mark all jackets clearly with your child's name. **No open-toed shoes, flip-flops, or sandals.** You may keep an extra set of clothes in your child's bag. The preschool office does keep some extra clothes on hand in case of accidents. Please be sure to wash and return borrowed clothes the following day so that other children will have them available.

## **SHARE DAYS**

The teacher will inform you of your child's share day and of what type of items they may bring. Please do not allow your child to bring anything of value to school, as things can get lost. When possible, label all items with your child's name.

**THE FOLLOWING ITEMS MAY NOT BE BROUGHT TO SCHOOL: TOY WEAPONS, BREAKABLE, SHARP OR SCARY ITEMS, SMALL ITEMS EASILY SWALLOWED, SUCH AS LATEX BALLOONS, ETC.**

# Programs Continued

## **DAILY ACTIVITIES**

Pierside Preschool offers a program that stresses social relationships and spiritual, physical, emotional and cognitive development. Each classroom has planned, age-appropriate activities geared to the interest level of that particular age group.

Some of the activities include:

- **Bible:** Bible stories, songs about God and Jesus, memorization of Bible verses and prayer; values such as kindness, love, respect and patience stressed at all times.
- **Music:** Songs, singing games, creative movement and playing instruments.
- **Art:** Creating with many different types of materials, feelings expressed through creation.
- **Dramatic Play:** Role playing, puppets, acting out a story.
- **Science and Nature:** Explore, question and discover by providing a classroom science center and field trips.
- **Motor Development:** Develop coordination and strength in small and large muscles through activities and play (outside play and perceptual motor).
- **Math and Reading:** Building foundation skills for math and reading, such as visual discrimination, classifying, sorting, counting, comparing, sequencing, measurements, and introduction to letters and their sounds. Teaching procedures appropriate to age level.

## **RAINY DAYS**

On rainy days your child will be involved in an activity inside their classroom or they may watch a short video.

# Policies & Procedures

## **OPEN DOOR POLICY**

All parents are welcome to come and check on their children unannounced or call the office at any time. Please check in at the office before visiting the classroom.

## **CONTRACTS**

Each family is required to sign a financial agreement, admission agreement and parent handbook acknowledgement upon admission. A 30-day written notice prior to the child's last day is required for termination of the contract.

# Policies & Procedures

## TERMINATION OF AGREEMENT

All children are accepted on a six-week trial basis. If at any time the Director feels Pierside Preschool does not meet the needs of the individual child, the parent may be asked to seek other arrangements for care.

Pierside reserves the right to terminate this agreement for any of the following:

1. Parent/Guardian is deemed to be verbally or physically abusive to staff or anyone on site.
2. Student exhibits excessive, unacceptable or inappropriate behavior that may endanger him, other children or staff. This includes but is not limited to: biting, hitting & kicking.
3. Non-payment of tuition.

A Parent/Guardian may withdraw their child from school at any time by giving the Director a one-month written notice. The tuition account balance is to be paid in full before the child is withdrawn from school.

## ARRIVAL AND DISMISSAL

It is important that every child comes to school on time and is picked up according to their schedule. Parents who are not in the Extended Care Program may drop their child off in their classroom by 8:50 a.m. When your child is brought to school late (after 9 a.m.) it is disruptive to the class and difficult for your child to transition into the day's activities. Each child needs to be picked up promptly at the end of their contracted program or a late fee will be assessed.

### Late Pick-up:

Children must be picked up when their program ends (12:00 p.m./2:00 p.m.). A fee of \$5.00 will be charged for the first 10 minutes and \$1.00 per minute after that. After 5:30, fees of \$1.00 per minute will be charged.

In the event that you will be late in picking up your child, please notify the office.

Pierside Preschool adheres to Title 22 with respect to signing your child in and out, which states: **“... the person who brings the child to, and removes the child from, the center shall sign the child in/ out, and use his/her full legal signature and shall record the time of day.”** The only persons allowed to pick up a child from school are those whose names are indicated in the child's records. Identification will be required of persons picking up the child, if the teacher or director does not recognize the person. Parents should advise the office and teacher in writing in advance if a person not listed on the Identification and Emergency Form is to pick up the child. In the case of divorce or separation, a child will be released to either parent unless a copy of the court ordered visitation is on file.

## PHYSICIANS REPORT

Community Care Licensing requires all children have a Physician's Report, completed by a physician, on file within 30 days of enrollment. Children who do not have a completed Physician's Report on file after the first 30 days of enrollment will be denied admittance to the center until a completed Physician's Report is received.

# Policies & Procedures

## Continued

### **DISASTER PREPAREDNESS**

All teachers are trained in CPR, AED and First Aid. Staff is trained on emergency procedures and protocols. School wide earthquake, fire and shelter in place drills are performed every other month.

Each child needs to have an earthquake kit prepared. Please pack enough non-perishable food items for three days and send them in a gallon-size Ziploc bag labeled with your child's name and teacher's name.

You will need to pack three-day food supply of non-perishable foods. We will store them here all year, in case of emergency. You can pick them up at the end of summer.

Below are some ideas of food items you may want to pack:

- Canned tuna fish, chicken, meat with flip open lid
- Dried beef stick or jerky
- Dried or canned fruit (raisins, applesauce, etc.)
- Individual sized pre-packaged crackers (Cheez-its, Ritz, etc.)
- Protein or granola bars
- Sunflower butter or seeds
- 1 small drink (Gatorade or Powerade) and/or 100% juice box or pouch
- Picture of the family and a note for your child.

Please do not pack nuts in your kit, as we are a nut-free school.

Water and an emergency blanket will be provided by Pierside Preschool.

Fire, Earthquake, and Shelter in Place drills are practiced regularly in order to familiarize the children with the proper and safe procedures for in a disaster. The children learn to line up quietly, follow their teacher to our designated area and become familiar with the sound of the fire alarm.

In the event of any type of disaster, your children will remain at school until they are checked out by one of the preschool staff. Parents and only those individuals that the parent has listed on the emergency list will be allowed to sign a student out. Pierside uses One Call Now to contact parents.

### **BULLYING & HARASSMENT**

It is the priority of Pierside Preschool to provide each and every student with a safe, orderly and caring learning environment. To this end, the school specifically prohibits bullying and harassment under any circumstances.

- Harassment means any offensive verbal, non-verbal or physical conduct that is sufficiently severe persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity.
- Bullying is a form of habitual aggressive behavior that is hurtful and deliberate.

Any parent who believes that his or her child has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or the director. All complaints of harassment shall be promptly and thoroughly investigated by the school administration and appropriate action shall be taken.



# Policies & Procedures

## Continued

### **BEHAVIOR MANAGEMENT AND DISCIPLINE**

Pierside Preschool adheres to Title 22, Section 101223, with regard to corporal punishment. The code states:

"A child has rights which include, but are not limited to: "Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature..."

Pierside staff manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management.

Children are encouraged to learn problem-solving skills and become self correcting. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers assist in pointing out logical consequences to both positive and negative behavior.

Staff uses positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example of inappropriate behavior is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the behavior management plan is crucial to the success of the plan. It is important that the messages the child is receiving at home and school are consistent.

### **CHILD ABUSE**

The staff of Pierside Preschool is required by California state law to report any suspicion of child abuse or neglect. This means if we have reason to suspect abuse or mistreatment or are told by a child they have been abused in any way, we are required by law to call and report this to Child Protective Services (CPS). We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not established fact, but rather is the beginning of a helping process for children and families.

### **ACCIDENTS**

All staff members are certified in CPR and Child First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the Director and or teacher. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be called. A parent will be notified if a child receives a bump on the head. All accidents are recorded.

# Policies & Procedures

## Continued

### IMMUNIZATIONS

Pierside Preschool is licensed by the State of California. The requirements for the Department of Health Services in the State of California are as follows:

Age When Admitted	Number of Doses Required of Each Immunization
2 through 3 Months	1 Polio, 1 DTaP, 1 Hep B, 1 Hib
4 through 5 Months	2 Polio, 2 DTaP, 2 Hep B, 2 Hib
6 through 14 Months	2 Polio, 3 DTaP, 2 Hep B, 2 Hib
15 through 17 Months	1 Polio, 1 DTaP, 1 Hep B, 1 Hib On or after 1st birthday: 1 Hib*, 1 MMR
18 through 5 years	3 Polio, 4 DTaP, 3 Hep B, 1 Varicella On or after 1st birthday: 1 Hib*, 1 MMR

\*One Hib dose must be given on or after the 1st birthday regardless of previous doses.  
Required only for children younger than 5 years old.

DTaP = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hib = Haemophilus influenzae, type B vaccine

Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chicken pox vaccine

Parents must show their child's Immunization Record as proof of immunization.

### CELL PHONE POLICY

Drop off and pick up time is all about communication with your child and the teaching staff and we want to give you our full attention at these times. We prefer you finish all cell phone conversations before you enter your child's classroom. Cell phone conversations inside the classroom detract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

# Policies & Procedures

## Continued

### **CURRENT AND UPDATED EMERGENCY CONTACT INFORMATION**

It is essential that each child's Emergency Contact/Parental Consent be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is a change in your contact information, please notify the center promptly.

### **CUSTODY ISSUES**

Pierside Preschool cannot prevent any parent from removing his or her child from the center if there is no current court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the current court order must be provided to Pierside Preschool, which will be placed into the child's confidential file.

### **AUTHORIZED PERSONS TO PICK UP**

Pierside maintains an Emergency Contact/Parental Consent form for every enrolled child. Persons (in addition to the parents) you authorize to pick up your child must be listed on this form. At the end of the day, a child will not be permitted to leave the center with anyone who has not been previously given authorization by the parent.

If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact/Parental Consent form, then written advance authorization must be provided by the parent via Class Dojo, email or hard copy. In the event you are unable to provide written notification, the parent must call Pierside and speak directly with the child's teacher, Mrs. McClellan or Mrs. Ly to advise us of your authorized pick-up plans. Anyone who is authorized to pick up your child must bring photo identification that lists his or her name and address (such as, a driver's license).

We reserve the right to request a photo ID of anyone that is not recognized or known by staff.

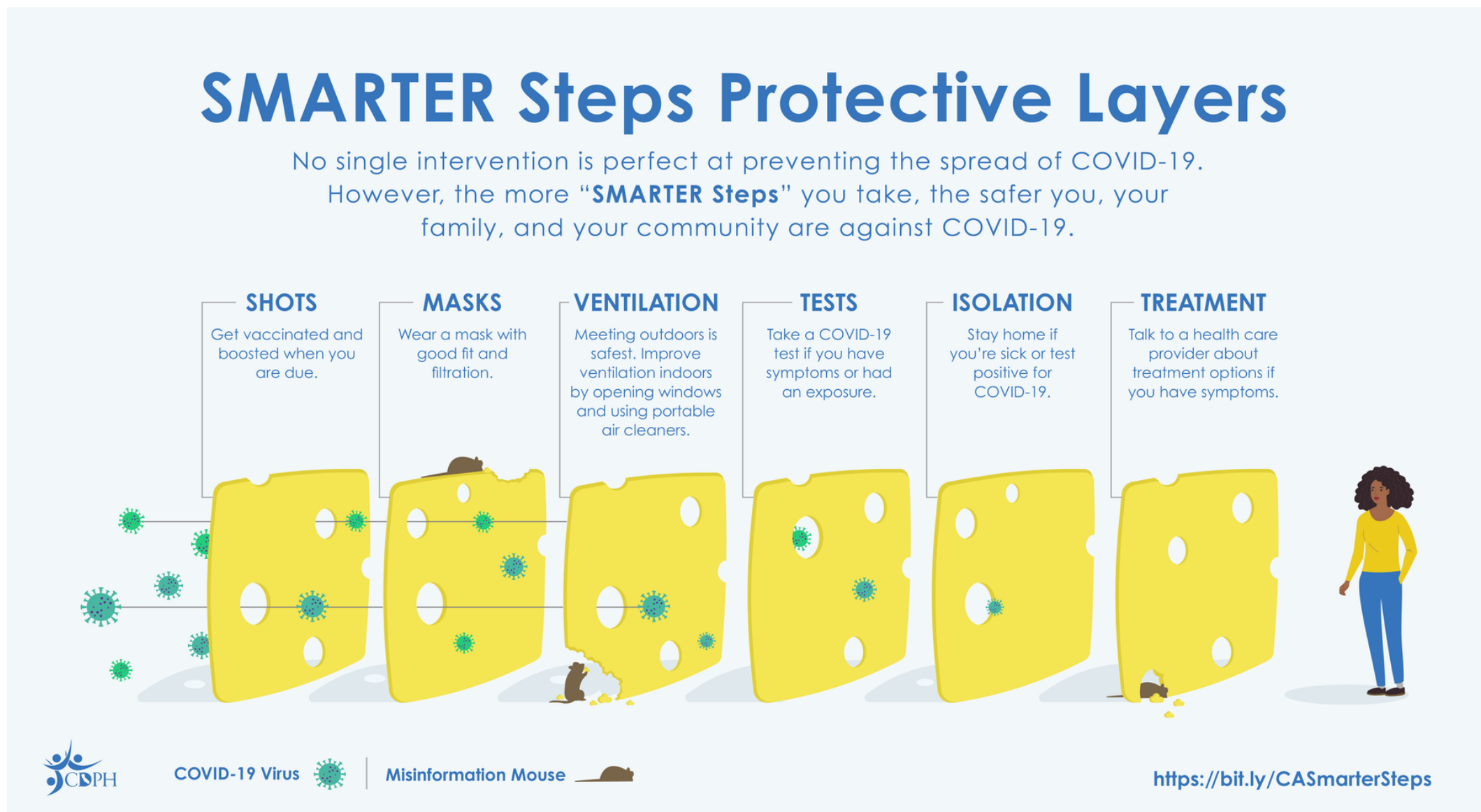
### **SAFETY AND SECURITY**

Children must be signed in and out upon arrival and departure, with the exact time and a full signature as required by Community Care Licensing and the California Department of Education. Each classroom keeps a running count of the number of children in attendance as well as a list of each child by name. Children are counted before and after each transition within the classroom and the transitions from outside to inside.

**Visual observation of all children is maintained at all times by Pierside staff members.  
At no time is a child ever left alone.**

# Health Policies

## Covid Guidance for Child Care Providers:



What are the requirements that child care licensees must follow?

CDPH has requirements applicable to child care providers and programs in Orders of the State Public Health Officer. Cal/OSHA requirements are set forth in the COVID-19 Prevention Emergency Temporary Standards (ETS).

Local health departments may have additional requirements. Therefore, child care providers should always check with their local health department due to variation in requirements across the state. Implementation of this guidance should be adapted for the setting in which care is provided and may require training and support for staff, with adequate consideration of the needs of children and their families.

What are recommended practices for addressing COVID-19 in child care?

Guidance from CDPH, including current CDPH Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public and additional materials referenced in response to the questions in this FAQ document, are recommendations.

If a local health department has stricter child care guidance than the state, which takes precedence and should be followed?

The stricter guidance should be followed. Child care licensees must comply with any local public health orders or required guidelines.

# Health Policies

## **MEDICATION**

It is recommended that medication is administered at home.

Pierside Preschool will dispense medications. Medicine must be in its original container, properly labeled with the child's name, with a doctor's note.

Parents must complete the Medication Form, stating time and dosage to be given. The Medication Form and medication must be given directly to staff upon arrival at the school.

**NEVER place medication of any kind in your child's lunchbox or backpack.**

## **Sunblock**

Pierside Preschool teachers will apply sunblock if its original container, properly labeled with the child's name, with a medication form filled out with exact times to apply. Please coordinate with your child's morning and extended care teacher for outside times.

## **Pacifiers**

We request that children are weaned from their pacifier before starting preschool. If your child still uses a pacifier when they start school, we request a four-week weaning process be initiated at that time. During those four weeks, children may only use their pacifier during rest time. AAP guidelines on pacifiers, ensure proper hygienic practices will be followed.

- The shield between the nipple and the ring should be at least 1-1/2 inches (3.8 cm) across.
- To prevent pacifier colonization with microorganisms, it must be kept in a case and sterilized every day .

## **ABSENCE AND ILLNESS**

Each day, upon arrival, staff will complete a health check of each child and your child will be asked to wash their hands before joining the classroom activities.

We cannot admit or retain in care, any child whom:

A. Is diagnosed as having a contagious disease only upon written instructions of a licensed physician or certified health care provider and/or the health department.

B. Has one of the following symptoms, or combination of symptoms of illness within the past 24 hours:

- Fever over 101.0 Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting in the past 24 hours
- Nausea or severe stomach cramps
- Severe cough
- Unusual yellow color to skin or eyes
- Draining eye (pinkeye or sinus infection)
- Skin or eye lesions or rashes that are severe, weeping or puss filled
- Difficulty breathing or wheezing
- Complaints of severe pain
- If a child is notably tired and/or irritable and needing one on one care

# Health Policies

## Continued

### **ABSENCE AND ILLNESS continued**

If your child has exhibited any of the symptoms above you **must** keep your child at home for a minimum of 24 hours, even if your pediatrician has given authorization for your child to return. If your child exhibits these symptoms at the center we will contact you immediately. **You must pick your child up within one hour of notification.** We regret any inconvenience these policies may cause but it helps us keep all of the children and staff healthy.

The school must be notified of all communicable diseases such as: chicken pox, head lice, impetigo, strep throat, hepatitis, etc. California State law requires that we post notices of possible exposure.

*We know that this handbook cannot cover all possible situations, so please check with the director if you have any questions or concerns.*

### **HEAD LICE**

Pierside follows recommendations from The American Academy of Pediatrics and The Center for Disease Control regarding head lice. We have a no-live lice policy.

The essential components of a no-live lice policy are the following:

- Early detection of head lice infestations through routine screening by parents and/or caregivers
- Treatment of children found to have live lice
- Distribution of educational material to school staff and parents on head lice, nit combing, and treatment such as “A Parent’s Guide to Head Lice” brochure (available at local health departments and online).

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/HeadLice.aspx>

If lice are found on a child at the center the child’s parent will be called and asked to pick their child up. This policy allows the parent to treat overnight. The day following treatment the child will be re-examined and admitted if no-live lice are present.

# Daily Schedule

## **7– 8:30 a.m. MORNING EXTENDED CARE**

### **8:50 a.m.–12 p.m. CLASS TIME [Individual class schedules may vary]**

- Circle Time: Helpers, Share & Story
- Center Time: Art, Housekeeping, Manipulatives & Blocks
- Bible Time: Memory Verse & Story
- Concept Time: Colors, Shapes, Numbers, Alphabet, etc.
- Music
- Perceptual Motor
- Snack & Outdoor Play

## **12 p.m. MORNING PROGRAM ENDS**

### **12–2 p.m. LUNCH BUNCH**

#### **Monday, Tuesday, Wednesday & Friday**

- 12pm – 12:30 Lunch
- 12:30 – 1:45 Gymnastics, Dance, Art, Soccer

## **12–5:30 p.m. AFTERNOON EXTENDED CARE**

- 12pm – 12:30 Lunch
- 12:30 – 1:45 Gymnastics, Dance, Art, Soccer
- 1:30 – 3:30 Rest Time
- 3:30 – 4:00 Snack, Outdoor Play, Story Time, Center Time, Art & Devotions
- 4:00– 5:00 Outdoor Play
- 5:30 PRESCHOOL CLOSING TIME