

# **HANDBOOK**

**2009-2010**

**KING'S VALLEY PRESCHOOL  
4255 CLAYTON ROAD  
CONCORD, CA 94521  
(925) 687-2020**

## **PHILOSOPHY**

We are a Christian preschool. We believe that God has created each one of us as an individual with individual differences. He places a high value on each person and desires a one-on-one relationship with each of us. We believe that God, in His wisdom, has given us directions on how to live to have the fullest and happiest lives. We employ and teach these principles to the children in our care.

In the Bible God places a strong priority on the family. As a Christian preschool, we believe that God has given ultimate responsibility for the care of each child to the parents. We believe that parents are responsible to God for how they teach and discipline their children. We try in every way to respect the wishes of the parents and support them in their responsibility of raising their children.

No child will be denied enrollment because of race, color or creed.

## **GOALS**

KVP encompasses a preschool program and day care center, which is designed to provide developmental and recreational opportunities for all potty-trained children ages 2 years through kindergarten entry.

We are dedicated to developing:

- \* Healthy and positive self-concepts
- \* Creativity
- \* Cooperative attitudes and social skills
- \* A loving and caring atmosphere

We will do this by:

- \* Giving opportunity for healthy physical and spiritual development, for intellectual growth and educational stimulation
- \* Providing space, time, equipment and other resources which give the child opportunity to investigate, experiment, discover and create
- \* Developing physical skills, coordination, self-confidence, emotional stability and satisfying relationships with peers and adults

King's Valley Preschool will prepare your child for almost any school situation.

## ADMISSION

The following registration procedure must be completed at least **two working days prior** to entering school:

1. Complete, sign and return all registration papers.
  - a. Contract
  - b. Medical Release & Emergency Information Form
  - c. Health History
  - d. Inquiry Sheet
  - e. Hurtful Behavior Policy
  - f. Physician's Report Form
  - g. Parents' Rights Form
  - h. Personal Rights Form
  - i. Child Abandonment Policy
  - j. Sign In/Out Policy
  - k. Parent Volunteer Form
  - l. Parent and Student Handbook form
2. Provide a complete immunization record from a health care professional.
3. Complete interview and tour with the administrator or director.
4. Pay the non-refundable registration fee, non-refundable consumable fee and first month's tuition.

## WITHDRAWAL

When withdrawing a student from school, written notice must be taken to the office **one week in advance**. If a child is withdrawn without giving notice, tuition will continue to be charged until one week **AFTER** the written notice is received by the school. If the student is being withdrawn but wishes to return at a later date, you may pay a registration fee to have your child on the waiting list to return.

## DAILY PROCEDURES

KVP opens at 6:30 a.m. and closes at 6:00 p.m. When you pick up your child from the morning half-day program, please be considerate of those who are preparing for naptime.

Children must be accompanied by an adult to the classroom and turned over to a teacher, not just left in the room. Those responsible must clock **AND** sign the child in and out. It is a state requirement that a **full** signature be put in the sign in/out book. **NO INITIALS!!** It is very important to clock in and out correctly to avoid being charged for more time than you actually use.

Children will only be released to leave with those for whom we have written authorization on file. To add or delete someone from your list, please stop by the classroom and the office to update your emergency form. If you need to have someone not on your list pick up your child on a given day, you **MUST** notify the office **AND** teacher **in writing** that morning. Without proper verification, your child will not be released. If you find yourself in an emergency situation where you must send a person not on your list to pick up your child, you **MUST**:

1. Call the office to notify us who will pick up the child.
2. Fax us a signed note giving your permission for that person to pick up your child.
3. Have that person bring driver's license or other I.D. to show the teacher.

**PARKING:** Because preschool students cannot be dropped off, but must be delivered to the classroom by an **ADULT, 18 years of age or older, with photo I.D.**, it will be necessary for you to park in a **DESIGNATED PARKING AREA**. **Do not park in the circular driveway during the hours of 7:45 a.m. – 8:30 a.m. and 2:45 p.m. - 3:30 p.m.**

*The gate between school office and the Multi-Purpose Room will be locked each day at 4:00 P.M. Parents who pick up their children after 4:00 P.M. are requested to park in the back parking lot and enter through Room 2, which is the Extended Care Room for the elementary school (KVCS). Please introduce yourself so they can get to know you.*

### **DAYS, HOURS & HOLIDAYS**

The preschool is open Monday through Friday, 6:30 a.m. to 6:00 p.m., except on the following holidays:

Labor Day (*September 7, 2009*) ACSI Convention (*2 days in October every other year*)  
Thanksgiving (*November 26-27, 2009*)  
Christmas Vacation (*December 24-31, 2009*) New Year's Day (*January 1, 2010*)  
Martin Luther King, Jr. Day (*January 18, 2010*) Presidents' Day (*February 15, 2010*)  
Good Friday (*April 2, 2010*) Memorial Day (*May 31, 2010*)  
Teacher In-Service Days (*June 14-15, 2010*)  
Fourth of July Holiday (*July 5, 2010*) Teacher In-Service Days (*August 26-27, 2010*)

If a holiday falls on Saturday, we are closed on Friday. If a holiday falls on Sunday, we are closed on Monday.

### **LUNCHES AND SNACKS**

Morning and afternoon nutritional snacks are provided for our students. Lunch begins at 11:30 a.m. If your child is in school at that time, it will be necessary to have brought a lunch. The lunchbox/sack and thermos should be clearly marked with your child's name. **There is no refrigeration for lunches. For safety, please put an ice pack in your child's lunch.** A hot lunch program is available (except summer months) for an additional fee.

Well-balanced lunches should not include a surplus of sweets, starches and additives. It is important for your child to have a nutritious lunch.

Children are able to eat a limited amount of food. They should not fill up on those with little nutritional value. Protein foods such as cheese lean meat slices, cottage cheese, plus fresh vegetables and fruits provide the greatest enduring energy for your child. For the thermos, send milk, 100% fruit juice, water--**no carbonated drinks**. For special treats, suggestions are popcorn, trail mix, nuts, seeds, carob, crackers and cheese, etc.

We believe that proper nutrition is a very important factor in each child's behavior, learning ability and morale.

### **CLOTHING**

Mark all removable garments such as boots, sweaters and coats with your child's name to avoid loss. Washable play clothes are recommended to allow your child to play freely without feeling guilty for getting dirty. Each child should have a complete, extra set of clothing including socks and shoes to be kept at school. Please send this set to the teacher in a shoebox marked with your child's name. **Flip flops are not permitted at preschool. Sneakers are the appropriate footwear for preschool.**

## DISCIPLINE

Because our teachers are selected on the basis of their love for children, they are able to give a greater measure of love, understanding and compassion to each child. Your child is God's precious gift to you and is to be treated as special and unique. It is God's plan to bring happiness to the parents and the home.

Discipline, which is learning to control one's actions, is a part of the school program. A child whose "obedience quotient" is lacking will find himself faced with the need to be corrected. Our teachers strive to be most fair and as knowledgeable of a child's individual background as possible. They will endeavor to work with the parent and the child in order to build acceptable behavior patterns. **At no time will corporal punishment be allowed.**

If a child is a disturbing factor in the classroom and does not respond to usual methods of discipline, re-direction, the parents will be asked to cooperate in efforts to change the behavior. In extreme cases where maturity level will not allow a child to perform with the class and continual class disturbance is experienced, for the sake of the other children, parents may be asked to withdraw their child from school.

Knowing that specific actions change throughout life, we will discipline to an attitude rather than the action. Our goal is to change negative attitudes to positive attitudes using problem solving language. Children who know the limits of their lives prove to be more secure, well adjusted and happy. We want the BEST for your child and appreciate your cooperation in attaining this goal.

For the child's sake, parents should inform the teacher of any irregularities or upsets in the daily routine. This information may help prevent unnecessary discipline problems at school.

Because your child's safety and well being are so important to us, we have implemented a "4 Step Hurtful Behavior Policy" at our school. Although, we understand that hurtful behavior may be a part of some children's development, we feel it is necessary to explain our policy concerning hurtful behavior.

### 4-STEP HURTFUL BEHAVIOR POLICY

Step 1: If your child has hurt another child for the first time, you will be informed by an incident report (see attached). The report will explain what happened. At that time, we will ask you to speak with your child about the incident in helping your child express his/her feelings in other ways besides hurtful behavior towards others and himself/herself.

Step 2: If your child hurts a child a second time, you will receive a second step incident report. A conference with administration and your child's teacher will be scheduled.

Step 3: If your child hurts a child a third time, the administration will talk with the parents concerning that the first two steps that are proving ineffective. Also, you will be expected to pick up your child within a reasonable time (2 hours maximum). Before he or she can return, a conference will be necessary with teacher, administration and parents.

Step 4: If your child hurts a child for the fourth time and the three previous steps are proving to be ineffective, you will be asked to remove your child from the school. The administration may give you a one (1) day notice or a five (5) day notice, depending on the severity of the situation.

Our goal is to work with you in finding a solution that will help your child overcome his/her behavior. At the same time, we want to assure all children of a safe, loving and caring environment. This step policy is a way of letting us work together for all concerned.

## HEALTH INFORMATION

Before a child can be enrolled in the school, we must have a health form filled out by a physician who has given your child a medical examination. Your child must be up to date on all required immunizations.

In order to come to school, a child must be in good health and physically and emotionally able to participate in the full program of the school. If your child is not feeling well enough to participate in class activities, including outside activities, he should not be in school.

According to state law, a child who has a contagious cold, a fever, diarrhea, or vomiting, for the protection of all concerned, cannot be left at the school. Children with just a common cold are requested to remain absent at least two days during the most contagious period (sneezing, running eyes and nose, etc.). **Please do not** send your child to school with a fever or any other indications that he or she may be ill. Be aware of the crucial role that sufficient sleep, nutritious food and a wholesome attitude plays in your child's progress. Children with a fever may not return to school until 24 hours after temperature has returned to normal. Impetigo, pink eye, measles, mumps, whooping cough, chicken pox, pneumonia, pinworms, ringworm, or scabies are contagious and children are to be kept home until well again. A child who becomes ill at school will be isolated, and the parent will be called. Parents should make arrangements for someone to pick up the child within one half hour of the call. If a child is not picked up within two hours, a conference with administration is required before child returns.

If a child is absent for any reason, please call the office.

Health regulations require that you notify the school immediately of any contagious diseases or serious illness in the family. A physician's health report must accompany the child when returning to school after two weeks of serious illness stating that the child is healthy enough to return.

Medicine may be given at school only under the following conditions:

1. Medicine is in its original container.
2. Parent must fill out the "Authorization to Administer Medication" form

## ACCIDENTS

If a child has an accident, no matter how small the injury, an "ouch" slip or accident report will be sent home. The teacher may administer first-aid as needed. If medical aid is necessary, the office will contact the parents or follow other instructions on the emergency information form. (This form should show at least two people, in addition to parents, who can be contacted.)

In the event of an extreme emergency, we will call 911. Parent's insurance will cover cost of the treatment. Our insurance is secondary coverage to cover any deductible or portion that parent's insurance does not pay.

It is extremely important that we have current phone numbers and addresses in order to reach you in case of an emergency. Notify the office and the director immediately of ANY changes in address, phone numbers or names.

## **CURRICULUM INFORMATION**

Our preschool is nonsectarian and does not offer a specific doctrinal training. Practical Christianity as demonstrated in Old and New Testament Bible stories and by the lives of the staff members is treated as part of the normal school life.

Instruction is given in:

- \* Pre-Reading
- \* Language & Socialization
- \* Number Concepts/Math
- \* Music & Movement
- \* Science
- \* Creative Art
- \* Bible Stories

To enhance this instruction, we offer specialized programs in motor skill development and an age-appropriate curriculum.

### **PRESCHOOL PROGRAM**

Our preschool program is developed especially for children entering our Jr. Kindergarten program the following year. The children learn to get along with one another and how to work along side one another. Their play activities are designed to develop those skills necessary to facilitate learning. They are introduced to the letters of the alphabet, colors, numbers, and shapes.

### **JR. KINDERGARTEN PROGRAM**

Our jr. kindergarten program offers a curriculum developed especially for children entering into kindergarten the following year. Our program is complete with reading readiness, music and movement, math concepts, language/story time, creative art projects, science, and large motor skills. In this classroom, children will continue to develop problem solving, and socialization skills.

### **SHARE DAY**

Books, records, flowers, bugs in plastic containers, toys, or similar objects may be brought to school on "share day" and then must be taken home the same day. Children are not allowed to bring toys to school on any other day. Money, guns, ropes, and weapons are not permitted.

### **BEDDING**

Children remaining beyond 12:30 p.m. will have a rest period. The school provides cots or mats. The child is to bring two crib-sized sheets, and a crib-sized top blanket. These should be marked with the child's name and will stay at the school. If you wish your child to have a pillow, you may bring a crib-size pillow with two cases. Parents must take sheets and pillowcases home once each week for laundering, and return them the following school day.

## CONDITIONS OF YOUR SIGNED CONTRACT

The following items are a part of your signed contract. Be sure that you are familiar with each one.

### 1. **REGISTRATION:**

- a) This completed application, with the non-refundable registration fee, must be received and approved by the office to constitute enrollment. There is a discount if this is completed by June 1. Spaces are reserved on a first-come, first-served basis.
- b) A non-refundable consumable fee is due annually prior to the beginning of the new school year. There is a discount if this is paid by August 3. If you are registering after the fall session begins, the consumable fee is due at the time of registration.

2. **ANNUAL FEES:** The non-refundable registration and consumable fees are to be paid annually.
3. **TUITION:** Tuition must be paid in advance. Once a child has started, tuition must be paid on the first of each month. Parent has the option of paying for more than one month at a time. If tuition is two weeks overdue, your time card will be pulled and you will be required to come into the office and bring your account current before your child will be allowed to return to class. No credit is given for illness or missed time other than scheduled vacation. If your child is absent due to illness or any other reason, **tuition is still due.** A place is held for your child during his absence; therefore payment must be made.

Tuition is based on a yearly fee; charges for holidays have been excluded.

4. **LATE CHARGE:** A \$20.00 late charge will be added to your account if payment is **not paid in the office by 4:00 p.m. on 10<sup>th</sup> of the month** and/or billed overtime or other charges are not paid by the 2nd Thursday of the month.
5. **OVERTIME** is charged when your child is in school longer than the scheduled number of hours per day. Overtime charges will be billed the first of the month following the close of the time card period and are due upon receipt of the statement. This includes payment by mail.

If you will be more than **20 MINUTES LATE** picking up your child, an arrangement in advance or a phone call in an emergency is required. You will be billed at the overtime rate.

Our **PRESCHOOL CLOSSES AT 6:00 P.M.** Overtime charges for a child who remains beyond that time are extremely high. Please arrange to have your child picked up before **6:00 P.M.**

6. **CASH PAYMENT REQUIREMENTS:** Cash payments will be required for all accounts if there have been three returned checks.
7. **INTEREST:** Interest will be charged on a delinquent account at the rate of 1-1/2% per month (18% per annum), or a \$.50 minimum, on the unpaid balance until the account is paid in full.
8. **SIGN IN/OUT SHEETS:** The State of California childcare licensing requires that student sign in/out sheets be completed daily by the person responsible for bringing the child to and from school. Please write your full signature, not your initials, and the time that you bring your child to school. Repeat the process when you pick you child up from school. State licensing routinely comes to inspect these records. If they find that a parent has not signed the book correctly, they will issue the school a fine. The fine can be as much as \$50 or more. If this happens, the fine will be added to your account. Please take the time to properly sign in and out. It is your responsibility to inform any person who brings your child or removes your child from our facility of this requirement.

9. **VACATION:** Your child is eligible for two weeks' vacation per year at no charge (from start date) and may be requested any time after the first 90 days if your account is current. A written vacation request must be given in person in the school office at least one week in advance to avoid being charged. Vacation may be taken in any combination of days or weeks; however, **vacation days cannot be accumulated from year to year.**
10. **SCHEDULE:** Schedule changes must be made in person in the school office at least one week in advance and must be in writing. **KVP RESERVES THE RIGHT TO LIMIT THE NUMBER OF SCHEDULE CHANGES TO ONE (1) PER MONTH.** All changes made midweek will be effective on the following Monday.
11. **HOLIDAYS:** Tuition is based on an annual rate; charges for holidays have been excluded. No additional credit will be given for these days. See "Days, Hours & Holidays" for a list of the days we are closed.
12. **HEALTH RECORDS:** A physician's report must be returned to the school office with the completed application. Each child must be current on all required immunizations. You must provide evidence of current immunizations at the time of enrollment for your child to be accepted.
13. **REFUNDS:** If it becomes necessary to withdraw your child, any unused pre-paid fees (except non-refundable registration and consumable fees) will be returned **after** all checks presented as payment on account have cleared.
14. **FEE ADJUSTMENT:** King's Valley Preschool reserves the right to adjust fees/hours as necessary with a 30 day written notice.
15. **CHANGES:** King's Valley Preschool may add any other terms to the agreement deemed necessary, as long as they are not contrary to licensing regulations, or state law.
16. **COURT ORDER:** The preschool will not be involved in conflicts between husband and wife. If at any time one parent should request the school to withhold the child from the other parent, this request must be accompanied by a COURT ORDER. Otherwise, the school cannot comply.
17. **LICENSING AGENCY RIGHTS:** The Department of Social Services shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for private interview with any child(ren), or any staff member; and for the examination of all records relating to the operation of the facility.

The Department of Social Services shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

18. **REQUIRED EARLY PICKUP:** If a child is not picked up within two (2) hours of being called, a conference with administration will be required before the child can return to school.
19. **CHILD ABANDONMENT:** In the event a child is unable to be picked up in the scheduled hours of preschool, and everyone on the list has been called and no one has been reached, the following procedure is required by the State of California and the Child Protective Services:

“If a child is left for an hour or more after hours of closing and no one has responded to a telephone, pager or cell alert call, the following procedure will be followed:

1. We will continue to call all numbers listed on emergency form.
2. The police department will be called and will send an officer to the school.
3. The police will then call Child Protective Services, at which time they will take custody of your child.

20. **TERMINATION BY PARENT:** When withdrawing a child, written notice must be in the office at least one week **in advance** of the drop date. If child is withdrawn without giving advance notice, tuition will continue to be charged until one week **AFTER** the written notice is received by the school. All balances are to be paid before the last day of attendance.

If a student wishes to return at a later date, you may pay the non-refundable registration fee to have your child on the waiting list to return.

21. **TERMINATION BY SCHOOL, DISCIPLINE:** A student may be terminated by King's Valley Preschool with one day's notice or five days' notice if the child has engaged in hurtful behavior toward another student or a faculty member or if the parent/guardian/child has not cooperated with KVP regarding the child's discipline needs.
22. **TERMINATION BY SCHOOL, FINANCIAL:** A student may be terminated by King's Valley Preschool for financial reasons with a 1 week notice as follows: (1) Failure to pay tuition when due will terminate this contract, and child will be allowed one week of services (for pay) beyond the delinquency point; i.e., the payment is due on the first day of each month; it is considered delinquent if not paid by 4:00 p.m. on the 10<sup>th</sup>. A one week notice of forfeiture of space will be issued on Monday morning of the following week; Friday of that week is the final day of attendance. (2) A pattern of falling into the delinquent period without permanent remedy will be grounds for termination of this contract.
23. **ENROLLMENT AT KVP IS CONSIDERED A PRIVILEGE.** Consequently, students and parents/guardians are expected to conduct themselves according to the expressed principles, policies and programs of the school. Parents/guardians are responsible for their child's behavior. Students and or parents/guardians who choose not to confirm to these rules are in violation of school policy and subject to the disciplinary action of the school. Our ultimate goals are to provide a classroom setting in which the teacher is a facilitator of learning, to ensure that the educational process is going forward, and that the continual need for discipline is minimized.
24. **IT IS A REQUIREMENT** to read a copy of the handbook and agree to all the Preschool's operating policies and procedures that are described therein.
25. **IF YOU HAVE ANY QUESTIONS** regarding the handbook please discuss your questions or concerns with preschool administration so when the contract is signed, you will be able to abide by the contract.
26. **THE CONTRACT WILL BE VALID ONLY** when it has all the necessary signatures.
27. **CONDITIONAL ENROLLMENT:** All children must be completely potty-trained. For two weeks, school will assess how the student is adapting to his/her new surroundings and new structure in our learning centers. If the student is not acclimating to our learning environment or is not completely potty-trained, administration will give notice to the parent that the student may not continue.