

**2021-2022**

**Parent / Student**

**Handbook**

(updated 8/17/21)

**RANCHO CHRISTIAN PRESCHOOL**

**31300 Rancho Community Way**

**Temecula, CA 92592**

License Number 334816340

**Phone: 951.303.1304**

[**www.ranchopreschool.org**](http://www.ranchopreschool.org)

updated 8/5/21

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Dear Parents,

Welcome to Rancho Christian Preschool. It is a pleasure for us to share our school and its program with you. The primary objective of Rancho Christian Preschool is to provide each student with a developmentally appropriate and Christ-centered learning experience, which recognizes Christ and the Christian philosophy of life as the center of all knowledge.

The children at Rancho Christian Preschool are surrounded by an atmosphere of respect and a loving appreciation for each individual. Our staff strives to develop the total personality of the student—spiritually, academically, socially, mentally, and physically, in a safe and nurturing environment. Each student will be encouraged to progress at his/her own rate. Our developmentally appropriate curriculum provides experiences, through active exploration, which nurtures and challenges a child in all areas.

This guide will answer many of your questions about the operation of the preschool, its philosophy and procedures. Please read it carefully. If you have any questions, please feel free to ask.

May our Lord continually bless and guide us as we seek together to train your child in the way he/she should go. With your prayers, cooperation and support, we know this will be a rich and rewarding experience for us all.

Sincerely,

Mindy Silberman

Rancho Christian Preschool Director

**AFFILIATION**

Rancho Christian Preschool is a non-profit corporation in the State of California, owned and operated by the Rancho Community Church as a ministry to the community.

Rancho Christian Preschool is a member of and accredited by the Association of Christian Schools International (ACSI).

Rancho Christian Preschool is a state-licensed facility under the State of California Department of Social Services. Facility number 334816340.

**LOCATION**

Rancho Christian Preschool is located at:

31300 Rancho Community Way

Temecula, CA 92592

Phone (951) 303-1304

Fax (951) 303-6419

E-mail: erin.fonda[@ranchochristian.org](mailto:sonshine@ranchocommunity.org)

Web Site: www.ranchopreschool.org

**PURPOSE**

Rancho Christian Preschool was founded as Sonshine Preschool in 1981 and was established as a ministry of Rancho Community Church as a service to the families and children in this community.

**MISSION – VISION - VALUES**

**Mission - To build Christ-centered leaders who are University Ready – Life Ready.** (For Preschool this means sharing the love of Christ as our #1 priority and helping the children to develop a dream and encourage an educational plan to achieve their dream)

**Vision –** Rancho Christian School is a model of exceptionalism, centered on the grace and truth of Jesus Christ. We cultivate a safe and positive environment where students journey through a comprehensive, premier educational experience. Graduates will transform their communities, our nation, and the world.

**Core Values –** Loving God and Others

Christ-like Character

Premier Education

Exceptional Programs

**PHILOSOPHY OF EDUCATION**

Young children learn and grow best when they are touching and interacting with real things and have caring people around them. Recognizing the importance of balanced growth, our program is designed to engage children in active learning opportunities that enhance a child’s social, emotional, physical, spiritual and cognitive development.

(*Luke 2:52 “And Jesus grew in wisdom and stature, and in favor with God and men.”)* God is central to our educational approach and all teaching is Christ-centered. (*Proverbs 9:10 “The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding.”)*

Our daily schedules are set so that children spend time in both active learning of their own choosing and learning specific skills and information in small group settings with teacher direction and assistance. The children will participate in active learning through free choice play, exploring objects, ideas and nature, acting out roles, singing songs, reading books, using art materials, playing outdoors, and learning academic skills in structured small group settings.

**WHAT WE BELIEVE**

We recognize the Bible to be the inspired Word of God, the believer’s only guide for faith and practice. Although each person shall have the undisturbed right to interpret the Word of God under the enlightenment of the Holy Spirit, according to the dictates of his or her conscience, the following doctrines are believed to be essential and no one shall hold office or teach who does not ascribe to them.

We believe in One God, who is our Heavenly Father, who made all things and rules over all in wisdom, righteousness and love. We believe that this one living and true God is a Trinity of persons: The Father, the Son, and the Holy Spirit.

We believe that man was originally created in the image of God. As he came forth from the hand of the creator he was truly righteous and holy. By a free act man rebelled against God’s rule, and by this rebellion separated himself from God who is the source of all life.

We believe that sin is rebellion against God. Whenever we break God’s holy laws we sin against Him. Since sin cuts one off from fellowship with God, who alone is the source of life, it can finally lead only to eternal death.

We believe that “God so loved the world that He gave his only begotten Son, that whosoever believes in Him should not perish but have everlasting life" (John 3:16). We believe that the Eternal Son of God became man for us and our salvation, and that He is forever the Son of God and Son of Man, in one Divine Person. We believe our Lord Jesus Christ was born of the Virgin Mary, that He lived a perfect and holy life, and that He died on the cross to bear the sin and guilt of His people. We believe that this same Lord Jesus Christ arose from the dead, and is even now reigning at God’s throne in Heaven.

We believe that by faith we have applied to our hearts all the benefits, which Christ merited for us on Calvary’s cross. We believe that by a living faith in the Savior, our sins are forgiven by God and the perfect righteousness of Christ Jesus is declared to be ours.

We believe that everything we receive, including our faith and salvation, is due only to the grace of God. By grace we mean God’s unmerited favor toward us; God blesses us because of what He is, rather than what we are. This marvelous truth forever cuts off all grounds for human pride and vainglory.

We believe that we are saved from sin and condemnation by God’s grace, through faith alone. Faith, however, is never without good works. As Christians we are called upon to pattern our lives after the example of the Lord Jesus Christ. These good works can never become a source of pride, as though God has saved us because we are better than other men, of these very works, also are the result of God’s grace in our lives.

We believe that the church is the special possession of the Son of God, who in every age and in every place calls people into its fellowship by His Word and Spirit. We believe that all those who by true faith are united to the Savior, and are part of His body, the church. We believe that it is the duty of every Christian to unite himself to a worshipping congregation where the true Christian faith, as presented to us by the witness of the Holy Scripture, is proclaimed.

We believe that there are but two sacraments, instituted by Christ for the edification, or strengthening of the faith of His followers. The sacraments of Baptism and Holy Communion are signs and seals of God’s activity and grace. In baptism we receive the mark that sets us apart as belonging to the family of God. The water of baptism symbolizes the washing away of our sins by the blood of Jesus Christ. The sacrament of Holy Communion presents to us in visible and symbolic form the same Savior who is proclaimed in Holy Scripture. Thus, when by faith we partake of the bread and fruit of the vine we reaffirm our faith in Jesus Christ.

We believe that the same Lord Jesus Christ, who ascended into Heaven, shall one day return as the judge of the living and the dead.

We believe that at the return of Christ the dead shall arise, and all men shall receive their just judgment of God.

We believe that those who have confessed Christ before Him, He will own and confess before God and the holy angels, and received them into the eternal joys of Heaven.

We believe that these doctrines are confessed in the Apostles’ Creed, which reads as follows:

I believe in God the Father Almighty Maker of Heaven and earth,

And in Jesus Christ His only Son our Lord;

Who was conceived by the Holy Spirit and born of the Virgin Mary, suffered under Pontius Pilate, was crucified dead & buried:

He descended into Hell. The third day He arose again from the dead;

He ascended into Heaven and sits at the right hand of God the Father Almighty:

From thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Universal Church, the communion of saints,

the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

**HOURS AND OPERATION**

Children may attend 2, 3, 4, or 5 half or full days per week.

* Morning preschool classes are in session from 8:30 a.m. to 12:00 p.m.
* The preschool is open daily for childcare from 7:00 a.m. to 5:30 p.m. Monday through Friday.
* Any half-day student may stay for an occasional afternoon at school if space permits. Parents need to make arrangements through the school office for this service. Half-day and hourly rates are listed on the current Schedule of Tuition. **Half Day with Lunch not available during this time (8/17/21).**
* For special events the preschool will occasionally close early.
* A full month’s tuition is due even when the school closes for holidays and school closures.
* Children picked up late more than 4 times per school year may be subject to dismissal.
* Please no parking in red zone in front of the Preschool, please use the yellow loading zones on either side of the Preschool.

**ADMISSION PROCEDURES**

Rancho Christian Preschool operates on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, national origin or ancestry.

Registration is based on available space within the child’s developmental level. Developmental level is determined by the child’s chronological age as of September 1st, as well as how the child fits into the academic and social framework of the school. Rancho Christian Preschool accepts the obligation to work with each child and family to determine the proper placement of each child.

The preschool shall maintain a waiting list in general chronological order to inquiries received, giving preference to siblings of enrolled children in the Rancho Christian Preschool and Rancho Christian School system.

Each child must present proof of proper immunization as stated in the California Health and Safety Code (SB 277, Section 1 , 120325) prior to enrollment. Rancho will not accept children who are not fully vaccinated. All medical exemptions must be cleared through the Preschool Office prior to registration. A Physician’s Report Form is required prior to enrollment documenting the child’s physical ability to attend a child care center, that a Tuberculosis (TB) test has been completed and any special needs or medical conditions that the child may have.

A registration packet must be completed which includes the following forms:

* Identification and Emergency Information
* Pre-Admission Health History
* Signed, Notice of Parents Rights
* Signed, Notice of Personal Rights
* Consent for Medical Treatment
* Physician’s Report Form
* Pre-Admission Agreement (signed acknowledgement of understanding Handbook)
* Contract for Financial Obligation
* Media Release Form
* On-Campus Field Trip Permission Slip
* Teacher Information

*\*Note: We will need signed hardcopies of the following forms:*

* Identification and Emergency Information
* Preadmission Health History
* Signed, Notice of Parents Rights
* Signed, Notice of Personal Rights
* Consent for Medical Treatment
* Physician’s Report Form
* Immunization card - yellow

**PRIORITY REGISTRATION**

Each year, during Priority Registration, all students returning to the preschool and Rancho Christian School and their siblings will be given priority registration if registration is received prior to the deadline date. Information regarding the specific dates will be sent home at least two weeks prior to the beginning of Priority Registration.

**ADMISSION REQUIREMENTS**

Each child admitted must be determined by the Director to be able to benefit from the program offered and that his/her needs can be met. Classroom assignments are determined according to the child’s age in September. Children enrolling in Little Tots must be 2.5 old by August 1st, 2021 (or at the Director’s discretion).

All children 3 years and older should be able without assistance:

* To care for his/her toilet needs, and wash his/her hands.
* To use tissue to blow his/her nose.
* To put on and take off necessary clothing.
* Pull-ups are **not** allowed for children unless they are enrolled in the Little Tots program.
* **Diapers are not permitted.**
* Pacifiers are not permitted, (or at the Director’s discretion for a short transitional time period).

In case the child should not be able to meet these requirements or should, for some reason, continually revert to an earlier stage of development, it may be necessary to withdraw the child from school.

**Children With Special Needs**

Children who have special needs shall be accepted only if it is determined by the Director that:

* There will be no adverse effect upon the other children either through direct behavior of the child or through requiring one to onestaff time needed by the other children.
* The school is able to meet the needs of the child.
* The parents of children who do not speak and/or understand the English language must meet with the Director prior to the child enrolling into the preschool program to establish a written plan for communicating with the child.
* If it is suspected that a child may have special needs after they begin our program the parents must cooperate with the school in obtaining the necessary assessments to determine if the preschool is able to meet the needs of the child.

**CURRICULUM**

Our curriculum was developed to meet the individual needs of the child. Curriculum is a word used to describe the whole school experience – text used, thematic learning units, character development, Bible training, skills for getting along with others, solving conflicts and acting cooperatively, free choice exploration, learning center activities, physical play, and structured learning is used to develop the whole child.

A portion of the curriculum is matched (through observation) to the needs and interest of the child, allowing him or her to learn by making decisions and choices, problem solving, exploring God’s world through their environment, playing games, using toys and learning materials, and interacting with each other and their teachers through extended discussions, sharing ideas, and mutual questioning. Letters, numbers, and phonics are taught along with school readiness skills that will meet California Preschool Learning Foundations. Our curriculum is designed as preparatory learning for entry into Kindergarten. A curriculum overview is available in the Preschool Office.

**SAMPLE DAILY SCHEDULE**

A carefully supervised and balanced program is offered to assist the child in his/her learning process. This includes activities of play, school readiness skills, reading readiness, letter and number recognition, music, stories and literature, creative arts, science, health, and motor development. We will also be sharing with the children about God and His Word through Bible stories, songs, memory verses and a weekly chapel.

Below is a sample schedule of daily events:

7:00-8:00 Morning daycare in Assigned Classrooms

8:00-8:30 Go to AM Classrooms

8:30 - 8:45 Half-Day Children Arrive and greeted by teachers

8:45-12:00 Preschool class (includes activities from above program description)

12:00 Half-day children dismissed

12:00 – 12:30 Lunch

12:30-1:00 Prepare for Nap, Quite Time

1:00 - 2:30 Rest and nap

2:30 - 3:00 Wake-up, potty and snack

3:00 – 5:30 Children participate in planned activities

5:30 School closed

**STUDENT ASSESSMENTS/PARENT TEACHER CONFERENCES**

Teachers monitor your child’s progress on an ongoing basis through observations, assessments and reviewing work samples that are kept in a portfolio. Progress Reports are prepared twice a year; one shared at parent-teacher conferences and one at the end of the school year sent home with the portfolios. You are welcome to schedule a conference with your child’s teacher at any time.

**EXPECTED STUDENT OUTCOMES**

The goal of Rancho Christian Preschool is to spiritually, socially, emotionally, physically, and cognitively prepare children and their families for the coming years of formal schooling. Our target outcomes in each of these areas are listed below:

**Spiritual**

**Understand that God is a loving God.**

* Understand that Jesus is God’s Son.
* Know that Jesus wants to initiate a personal relationship with each person.

**Understand that the Bible is a special book.**

* Understand that the Bible is God’s Word.
* Know that the Bible is truth (stories that are fact, not fantasy).

**Use prayer to express their thoughts and needs to God.**

* Understand that prayer is talking to God.
* Know they can request His help to take care of them.
* Know they can ask for His help in being kind and thoughtful to others.

**Freely share about God, Jesus, and the Bible with others.**

* Talk about spiritual things as “real”.
* Speak spontaneously about spiritual things.

**Know God created the world.**

* Enjoy direct experiences with nature.
* Know that God wants each person to care for the world.

**Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work.**

* Take pride in their own work.
* Have positive attitudes about involvement in projects.

**Social/Emotional**

Value family relationships and understand the importance of obeying parents and teachers.

**Enjoy and initiate friendships with a variety of individuals.**

* Develop friendships with those who may not be the same gender, race, or age, or have the same ability.
* Benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members.

**Begin to learn the art of sharing.**

* Share their own ideas with friends and family.
* Share toys or other items with friends and family.

**Begin showing empathy and kindness.**

* Show empathy to family members.
* Express empathy to friends.

**Use language to express self, developing positive conflict resolution.**

* Express both positive and negative emotions.
* Observe teachers who model and scaffold to this end.

**Develop self-confidence in self-initiated activities.**

* Gain competence through age-appropriate activities.
* Have opportunities to share their new skills with others.
* Master new skills through encouragement and direction from the teacher.

**Begin to exhibit self-control.**

* Begin to understand and control their emotions.
* Begin to act appropriately, whether or not they are directly interacting with an adult.

**Be comfortable participating in group discussions.**

* Enjoy and participate in child-to-child and child-to-adult interactions.
* Communicate effectively using their words.
* Be able to attend to other’s comments.

**Physical**

**Acquire and refine the fundamental movements of balance, movement, touch, and coordination.**

* Enjoy rhythm and movement.
* Explore these fundamental movements through time, activities, and equipment that are made available to them.
* Actively pursue gross and fine motor activity.

**Acquire and develop fine motor skills.**

* Become acquainted with and have time to use the appropriate equipment and materials that aid in this development.

**Recognize that their body is created by God and takes special responsibility to care for it.**

* Be introduced to health and nutrition.
* Make good food and activity choices.

**Cognitive**

***General*:**

**Be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question.**

**Initiate investigation as a result of carefully observing their surroundings**.

**Enjoy creative expression.**

* Be encouraged to express creativity within their own multiple intelligences and are provided the materials for this expression.
* Be free to work with mediums that uniquely express the creative element for process art.
* Sing songs and tell stories.
* Use imagination in dramatic center play.
* Find creative solutions to problems that arise during center play.

***Numeracy*:**

**Understand math vocabulary, concepts, and directed activities**

* Have appropriate counting, sorting, and comparing skills.
* Work well with manipulatives to achieve an appropriate transition into formal schooling.

***Language and Literacy*:**

**Understand the importance and use of language in the environment**

* Be able to participate in receptive language activities using literature as the foundational tool.
* Have a desire to look at books with text and illustrations.
* Engage in expressive language experiences that foster growth in language proficiency.

**Have cultivated prewriting skills in the context of emergent literacy**

* Be able to write their own name and some alphabet letters.
* Spontaneously choose to use writing implements.
* Understand that print carries meaning.

**Be aware of different letter sounds**

* Possibly begin to hear rhyming sounds in prominent words.
* Become phonetically aware of alphabet and letters through classroom activities.

**Expected Outcomes for Families**

The goal for Rancho Christian Preschool is to spiritually, socially, emotionally, physically, and cognitively prepare children and their families for the coming years of formal schooling. Our target outcomes are as follows:

**Understand the importance of being the primary educator of their child and of participating in the educational process.**

* Partner with the school in providing an enriched educational experience for their child.

**Understand the significance of continuing Christian education through elementary, secondary, and college years.**

**FINANCIAL POLICIES**

**A. Application and Registration Fees**

A one-time application fee of $50.00 is required for all new students (this fee is non-refundable). A non-refundable registration fee of $150.00 is required for all students due each year before a child is admitted or re-enrolled to the summer and fall programs.

**B. Tuition**

* Tuition is paid in advance on a monthly payment schedule. The monthly tuition and other fees are due by the first of the month and are to be paid in full regardless of the child’s attendance, illness, emergency closings, evacuations, holidays or school closures therein. A $35.00 late fee will be assessed for late payment. Due dates remain the same during holidays and school closures.
* Please be advised that if your account becomes delinquent your child will not be allowed to attend school until the account is brought current. Sibling discounts will only be applied monthly to accounts that are current and in good standing.
* In the event of illness tuition shall be as follows:
  1. If a five full day student is out for 5 consecutive days, ½ week tuition credit will be given with a doctor’s verification.
  2. There is no illness credit for students who are scheduled to attend school for less than five full days a week
* If a child is absent a portion of a week, tuition must be paid in full for that week. Children cannot make-up the days they are absent.
* The School Board reserves the right to increase tuition fees with a 30-day notice.

**C. Sibling Discounts**

An annual family discount of $750 applies when more than one child from a family is enrolled at Rancho Christian School. Family discounts will only be applied to accounts that are current and in good standing. Family discounts do not apply to the tuition of children enrolled in the Rancho Christian School Summer Program.

**D. Holiday and School Closures**

The school will be closed for all nationally recognized holidays, professional development days, and staff orientation days. Please see current school year calendar for specific closure dates.

**E. Overtime Fees**

Hours for the half day programs are 8:30 a.m.-12:00 p.m. A child left after the half day program ends or the closing time of 5:30 p.m. will be charged $1.50 per minute, with a minimum charge of $15.00. When the preschool closes prior to 5:30 p.m., late fees will apply at the stated time of closure. It is the parent’s responsibility to notify the school in the event of a late pick-up. If the school is not notified of a late pick-up, the staff will contact someone whom you have given authorization to pick up your child from the facility. If the school has not been in contact with a parent or someone with permission to pick up your child from the facility after one hour of closing, we will call the police and release your child to their authority. Children picked up late more than four times during the school year may be subject to dismissal.

**F. Drop-In Daycare**

Drop-in daycare is available for students who are already enrolled in the half-day program if room is available and **prearranged with the school office.** Daycare is available for students enrolled in the morning half-day program from 7:00 a.m. to 8:30 a.m. and 12:00 p.m. to 5:30 p.m. When parents have pre-arranged drop–in daycare for their child to stay, they will be charged the drop-in daycare hourly fee at the end of the month. See Tuition Schedule.

**G. Delinquent Account Payment**

There will be a $35.00 late charge for payments received after the 1st day of the month. If your tuition is not paid by the 1st of the month, and you have not arranged for a suitable payment plan with the Accounting Department, your services will be terminated.

Your child may be reinstated within 30 days if there is a spot open in your child’s age group. The past due amount will be due before he/she can be re-admitted. The first month’s tuition must be paid in advance. If after 30 days you want your child to return, you may be required to pay new registration fee.

**H. Insufficient Funds/Returned Payment Fee**

There is a $30.00 fee for any returned checks or statement of insufficient funds.

**I. Absences and Parties**

There are no make-up days for absences and full tuition is due.

**J. Withdrawal Policy**

A two-week written notice is required when you withdraw your child from the school. Those forms are available in the Preschool office. You are responsible for two weeks' tuition from the date of the written notice.

This policy includes children who have registered in our program, but have not started to attend. If you paid the registration fee and you decide to withdraw your child before they start attending school, you must notify the school with a two week written notice of your intent to withdraw. If your child is enrolled in the program and they do not show up to begin attending school on the intended date, you will be responsible for two weeks’ tuition starting on the day they were scheduled to begin attending.

If you withdraw your child with a two week written notice during the school year and if after 30 days you decide you want your child to return you may be required to pay new registration and material fees.

**K. Other Costs**

Parents should anticipate additional cost for class pictures, special class projects, etc.

**SCHOOL POLICIES AND PROCEDURES**

**A. Classroom Placement**

Children are placed in a classroom based on their chronological age as of September 1st. They will remain in that classroom from the start of the school year until the end of the school year. Children enrolling in the Little Tots Program must be 2.5 years old by August 1st of the current school year.

**B. Potty Training Policy**

Learning to use the toilet is a huge milestone in a child’s life. To help reach this milestone successfully, there are a few points that families need to consider before and during the potty training process. Listed below is a readiness checklist and guidelines to follow when teaching a child to use the toilet properly.

When will I know my child is ready to potty train? Your child should:

* Be able to follow simple instructions
* Remain dry for at least 2 hours at a time throughout the day
* Regular and predictable bowel movements (child may have bowel movements once a day or every 2-3 days)
* Does not like to be in a soiled/wet diaper
* Has an interest in the potty
* Requests to wear big-kid underwear
* Can walk to and from the bathroom and can pull their pants up/down with little-to-no assistance

If your child can accomplish most of these tasks, then your child is likely ready to start the potty training process. If your child does not possess any of the tasks listed above or has a fear of using the potty, then your child may need some more time until a majority of those skills are checked off. If a child starts potty training before they are ready, then the process may become frustrating and may even delay the process. Waiting for a child to have a majority of the checklist complete would result in an easier, smoother and successful potty training process.

Rancho Christian Preschool will practice the following sanitation and safety guidelines:

* Child-sized toilets and sinks are provided
* The toilet and equipment will be cleaned and sanitized after each use
* Wet or soiled clothing will be placed in a sealable plastic bag and sent home (we will not rinse the soiled clothing as this will contaminate hands/other surfaces)
* Each child should have complete sets of extra clothing (a minimum of 2 for 1/2 day students or 4 for full day students) and a pair of shoes that will remain inside their cubby
* Children will be taught and encouraged to wipe front to back
* Children will wash their hands after using the potty or having their clothes/ changed
* Teachers will wash their hands after assisting a child with using the potty, cleaning the toilet/surrounding areas and/or handling contaminated items
* We do not allow the use of diapers for potty training
* Children need to wear clothing that is easy to pull on/off by themselves (i.e. pants with elastic waistbands, skirts/dresses, etc.)
* We do not allow pacifiers, bottles, or sippy cups at the preschool

Parents are responsible for furnishing the following items:

* Plenty of extra underwear and/or pull-ups
* Wipes
* Extra change of clothing (2 sets for children who attend 1/2 day and 4 sets for children who attend full day)
* Extra pair of shoes
* 2 crib sheets and blankets (full day children only)
* Label all of your child’s belongings

**C. Child to Teacher Ratio**

Our classrooms are designed to have 18 children with a Lead Teacher and a Classroom Assistant. If enrollment in an individual classroom does not reach 18 children, then the child to teacher ratio will be 1 teacher to 12 children, with the exception of the Little Tots classroom; the ratio will be 1 teacher to 7 children.

**D. General Health Policy**

Because we are concerned about the well-being of all our children we require you to please keep your child home if he/she shows any signs of illness. It is imperative that we take extra precautions to prevent illness and diseases among the children and staff.

A child with any contagious disease or illness may return to school after being on antibiotics for at least 48 hours and shows no symptoms for all of, but not limited, to the following:

* Conjunctivitis/pink eye (the student may return after 48 hours)
* Tonsillitis
* Strep Throat
* Ring Worm
* Pin Worm
* Scarlet Fever
* Fifth Disease
* Ear Infection
* Skin Rash
* Lice (the student may not return until all nits/lice are removed)
* Fever (100.4)
* Upper Respiratory Infection
* Vomiting
* A child with Chickenpox may return to school only after all the lesions are scabbed and no new ones have been formed (a minimum of 7 days).

If, during school, your child develops a fever of 100.4 degrees or more, vomiting, diarrhea, or upper respiratory infection symptoms, they **MUST** be picked-up and taken home from school within one hour of when the parents are notified by the school. Alternative arrangements are the responsibility of the parents in cases where they are unable to pick-up the sick child.

If your child has a fever of 104.0 degrees or greater, the office will contact the parent and call 911.

Children must be fever and symptom free for a 48-hour period before returning to school without the use of any medication.

A child with diarrhea must remain home until they have been free from loose bowel movements for 48 hours.

A child with vomiting must remain home until they have not vomited for 48 hours.

Title 22 mandates that children must be well enough to function and participate in the daily school routine. Therefore, if a child is not well enough to go outside he/she should not attend school.

Upon arrival to school, staff members will do a health inspection and temperature check. If your child shows early signs of illness you will be asked to keep him/her home. If the following symptoms are observed you may be asked to take your child home: red, swollen or blistered throat; red, running, and/or crusted eyes; runny nose; cough; fever, rash, vomiting or diarrhea within the last 48 hours.

In order to assist in the spread of germs and cross-contamination of allergens in the preschool the following hand washing policy is followed:

1. All children, when they arrive to school must wash their hands (either in AM daycare or their classroom).
2. Before AND after they eat snack, they must wash their hands.
3. Before AND after they eat lunch, they must wash their hands. If they have any kind of nut butter in their lunch they will wash their face also.
4. When they come off the playground and enter a classroom (or PM daycare) they must wash their hands.
5. When they leave the classroom for the Playground, they must wash their hands.
6. After they blow their nose, pick their nose, cough or sneeze, they must wash their hands.

Handwashing is the number once defense in the spread of germs.

**E. Dispensing Individual Medications**

All medication will be kept in the Preschool office. Medication can only be dispensed by a staff member with written permission from a parent or legal guardian. This includes both prescription and non-prescription medicines. Items like vitamins, hand soap, chap stick, \*sunscreen, etc. cannot be administered without written permission.

\*Regarding Sunscreen: Please apply sunscreen on your child before coming to school. The school is unable to apply sunscreen before the lunch time.

If your child requires medication, you must follow the following procedures:

* The medication is brought to the office and a Medication Permission Form is completed and signed by the parent.
* The medication is in the original prescription container, or over the counter container, dated and labeled with the child’s name. Expired medications will not be given.
* Asthma Medication: Because each child with asthma is unique he/she will have different triggers, symptoms, and require different medications. To comply with the state requirements, a parental release form must be signed, showing that the parent has instructed the caregiver on the use of the asthma equipment and medication. In addition to the parental release from the parent, the child’s physician must complete and have on file at our school a written customized action plan. The action plan outlines different triggers, symptoms and gives us the caregiver steps to follow in administering your child’s medication and directions about proper use of the equipment necessary to administer the medication. The action plan also lets the caregiver know, without a doubt, when it is time to call a parent, physician or 911.

The biggest question a parent or caregiver may have is if a child should be sent to preschool when they are exhibiting asthma symptoms. Peak flow meters are a helpful guide for the parents at this time. Having a peak flow reading in the normal (green) zone will pose no problem. If the reading is in the yellow (mild to moderate) zone, caution should be used. A nebulizer or MDI treatment should be given. If, after the treatment the peak flow reading rises to the normal range, the child should be able to go to school, but limit physical activity. If after a treatment the levels do not rise or the child is already in the red zone, the child should not be sent to school.

If your child has asthma you must contact the school office to obtain the necessary paperwork so we can work together to ensure proper asthma management.

* Action plans are also required for epi-pens and blood glucose testing. Contact the school office for specific requirements.

Absolutely **NO MEDICATIONS ARE TO BE SENT TO SCHOOL WITH YOUR CHILD** either in his/her lunch pail or pockets. This includes Tylenol, vitamins, cough drops, chapstick, sunscreen, anti-bacterial hand soap and hand sanitizer, and/or anything that states “keep out of the reach of children”. These medications could be deadly to another child.

**F. Peanut Sensitive Policies**

Rancho Christian Preschool would like to partner with you in limiting your child’s exposure to peanuts while on campus. Please note, RCP does not claim to be a “peanut-free” facility, but is sensitive to helping reduce your child’s exposure to peanuts and peanut products. Following are our policies regarding peanuts.

Rancho Christian Preschool’s Action Steps

* We exclude curriculum activities that contain peanuts or peanut butter.
* We will send home a letter to the families in your child’s class asking them to refrain from sending peanut products to school, but we cannot guarantee that they will comply.
* We will do a limited screening of the foods that children bring into class, but we cannot guarantee the absence of peanuts or peanut products.
* We will post a sign-up sheet in advance for the parents to list food items that will be brought for special treat or events, but we cannot guarantee the absence of peanut or peanut products.
* We will screen the foods that we purchase from our food vendors, but we cannot guarantee the absence of peanuts or peanut products.
* We will teach children not to share food and to eat their own food. We will stop the sharing of food between children when observed. RCP needs parents of children with peanut allergies to understand that staff’s attention is shared between multiple children at the same time; therefore, we cannot guarantee that a child will not come in contact with another child’s food.
* We will administer the physician’s medical plan for your child in the event that he/she shows signs of an anaphylactic reaction.
* If your child has a reaction and the use of an Epi-Pen is required, 911 will be called.

Required Action Steps From Parents/Guardian

* You must provide RCP with medical documentation of your child’s peanut allergy.
* You must provide RCP with a list of signs/symptoms to watch for.
* You must provide RCP with the physician prescribed medications to treat possible anaphylactic reactions.
* You may provide your child’s snacks/lunch with the understanding that you will be responsible for meeting your child’s daily nutritional requirements. RCP does not provide special food outside of the above steps.
* You must provide RCP with updated medical documentation and prescriptions as prescriptions are changed by your child’s doctor. This insures that the dosages and procedures are appropriate for your child’s growth and development.

**G. Reporting Accidents at School**

* In case of a serious accidental injury, the parent will be notified immediately.
* If a parent cannot be reached, the child’s physician might be contacted and/or, if necessary, the school will call an ambulance or paramedic. In some cases it may be necessary to call 911 before contacting the parents.
* The Administrator, or designated responsible personnel in charge, will make all decisions about the care of the child until the parent arrives or physician is contacted.
* In the event of a non-emergency head injury we will call the parent and notify them that the child experienced a bump to the head and complete an “OUCH” Report that will be placed in your child’s file/cubby.
* Non-serious accidents or injuries will be handled at the school and an Accident Report Form (“OUCH” Report) will be completed and placed in the child’s file/cubby. Please check your child’s file/cubby daily.

**H. Child Release Policy**

* All authorized adults (per family) will have a special code assigned to them for drop off and pick up through the Brightwheel app. All children coming to school must be signed-in by the authorized adult (18 years or older) and their care discharged to the responsibility of a staff member or teacher. No child may leave the premises until they have been signed-out by an authorized adult and released by the teacher in charge. It is imperative that all children are signed in/out in the school Brightwheel app daily. The school cannot be responsible for children who are not signed in. If a child is not signed in, regulations mandate that we must call the parents/person responsible and they must return to the school to sign their child in before he/she can attend his/her classroom.
* Only those individuals listed on the child’s Emergency Information form will be allowed to take the child from our facility. Unfamiliar persons will have their ID checked and verified. Be sure to list all people in Brightwheel and all paperwork who might possibly be picking up your child. Only person’s 18 years or older will be allowed to sign a child in or out. Please contact the school office to make alternate arrangements.
* All changes of information on the Identification and Emergency form must be submitted in writing to the preschool office. Please be sure to keep the information current.
* If the person picking up your child appears to be under the influence of alcohol or drugs, we will not allow the child to leave with this person. For your clarification, if a staff member can smell alcohol, the child will not be released from Rancho Christian Preschool and another authorized person must pick up the child.

**I. Custody Issues**

In cases where there exists a custody situation, the custodial party must provide the school with official court stamped copies of court documents (i.e. restraining orders and/or custody orders) in which the other party has restricted access to the child.

**J. Parent Volunteers and Visits**

It is the parents right to inspect the school without advance notice whenever children are in care. All visitors must report to the office first to sign-in and get a “visitor pass.” Temperature checks and masks will be required in the classroom.

At this time, there will be limited Parent Volunteers in the Classrooms. All volunteers must submit to a LiveScan fingerprint background check. Information on LiveScan appointments and fees is available in the preschool office. A Health Form must also be submitted and on file in the Preschool office. In addition, proof of current TB clearance, current MMR, current TDaP, and current Influenza immunizations will be required. Temperature checks and masks will be required in the classroom.

**K. Toys from Home**

Rancho Christian Preschool requests that your child not bring toys from home.

**L. Lost or Damaged Personal Property**

Rancho Christian Preschool is not responsible for lost articles or damaged personal property. We encourage you to write your child’s name on clothing and personal property.

**M. Meals and Snacks**

Learning to eat the right foods is a necessary part of every child’s education. A mid-morning and mid afternoon snack that includes two of the four basic food groups is provided by Rancho Christian Preschool every day. A snack menu is posted in your child’s classroom and posted on the Brightwheel classroom app for your review. All food served at Rancho Christian Preschool must be commercially prepared or prepared on the preschool premises.

**Lunch**

The lunch period is from 12:00pm to 12:30pm. Children bring their own lunch. A child’s lunch should be nutritious, healthy and include 4 food groups; absolutely *no candy, gum or, soda.* All candy, gum and soda will be sent home. Research shows that sugar and excess sweets affect the behavior of children, Mark Mincolla, a Boston nutritionist and author, offers these “Eight Great” list of school lunch nutrition do’s and don’ts.

|  |  |
| --- | --- |
| **“The Eight Great Do’s”**  Put these in your kid’s lunch:   1. One Fruit (apple) 2. One Vegetable (carrot or celery) 3. One protein in sandwich (chicken, tuna) 4. Whole grain bread, not white 5. Water 6. Diluted juice (50/50) 7. 1% milk (lower in fat) 8. Low-fat vanilla yogurt | **“The Eight Grate Don’t’s”**  Take these out of your kid’s lunch:   1. Prepackaged foods (with increased sodium, fats, sugars and food coloring) 2. Sugared snacks 3. White bread and other white flour 4. Whole milk and chocolate milk 5. Non-diluted drinks high in sugar 6. Processed meat 7. Fried foods 8. Aspartame products (Nutra-Sweet) |

Please do **not** send lunches that need refrigeration or heating.

If your child has food allergies and will need specialized snacks, it is the parents’ responsibility to provide the necessary items.

Please feed your child breakfast prior to coming to school. Parents may provide a breakfast for their child to sit and eat if they arrive at school between 7:00 a.m. – 7:30 a.m. All breakfast activities must be completed by 7:30 a.m. so as to not impede classroom routines and activities. When sending a child with breakfast, the parents must provide all the necessary supplies (i.e. spoons, bowls, milk etc.).

Birthday parties in the classroom are welcome! We encourage you to participate in celebrating your child’s birthday. If you would like to bring food to share, please make arrangements with your child’s teacher and bring only store bought food, nothing prepared at home. In an effort to encourage life-long healthy habits, we ask that you refer to the “Healthy Guidelines for Celebrations” section of this handbook.

**SAFETY TIPS: CHOKING PREVENTION**

If you are the parent or care giver of an infant or child under 4 years old, follow these tips from the American Academy of Pediatrics, the American Red Cross, and the Centers for Disease Control and Prevention (CDC) to reduce the chances of choking.

**At Meal Time**

Insist that your children eat at the table, or at least sitting down. Watch young children while they eat. Encourage them to eat slowly and chew their food well. Cut up foods that are firm and round and can get stuck in your child's airway, such as:

* Hotdogs -always cut hotdogs length-wise and then into small pieces
* Grapes-cut them into quarters
* Raw Vegetables-cut them into small strips or pieces that are not round

Other foods that can pose a choking hazard include:

* Hard or Sticky Candy, like whole peppermints or caramels
* Nuts and seeds (don't give peanuts to children under age 7)
* Popcorn
* Spoonful's of Peanut Butter

**Nutrition and Physical Activity Policies:**

In an effort to provide the best possible nutrition and physical activity environment for the children in our facility, we have adopted the following policies. The administration and staff appreciate support from the parents in promoting the health of our children.

**Nutrition:**

Fruits and Vegetables

* We serve fresh fruit or vegetables with our mid-morning and mid-afternoon snack along with crackers or dairy.

Beverages

* We serve water with both morning and afternoon snack.
* We make drinking water freely available so children can serve themselves both inside and outdoors.
* We do not serve sweetened drinks for snack.
* We do not serve soda or allow sodas to be brought in the children’s lunches.

Feeding Practices

* We serve a mid-morning and mid afternoon snack.
* Our staff gently and positively encourage children to try a new or less favorite food.

Foods Offered Outside of Regular Meals and snacks

* Children bring their own lunch and healthy suggestions are outlined in our handbook.
* All food brought in for parties must be commercially prepared.
* We celebrate holidays with mostly healthy foods.

Supporting Healthy Eating

* Our staff rarely eat less healthy food in front of the children.
* Our staff often talk informally with the children about trying and enjoying healthy food.

Nutrition Education for Staff and Children

* We provide teacher-directed nutrition education to the children, through our curriculum.

**Physical Activity:**

Active Play and Inactive Time

* We provide at 40-60 minutes per day of active outdoor play to children enrolled in our full day program (7:00 to 5:30).
* We provide 20-30 minutes of active outdoor play to children enrolled in our half day program (8:30 to 12:00).
* Children in the classroom rotate between active play and inactive lesson time throughout the day.
* We ensure that children are rarely seated for periods of more than 30 minutes.
* A one-and-a-half-hour rest period is mandatory for children under 5 years of age if they stay for a full day.
* We limit passive television and videos.

Play Environment

* We provide fixed play equipment (climbers, slides, swings, teeter totters, etc.) that is extensive and varied for all children.
* We provide portable play equipment (wheeled toys, balls, hoops, ribbons) that is diverse and available for children to use at the same time.
* We make outdoor portable play equipment freely available to all children all of the time.
* When weather does not permit outdoor play, the children engage in active classroom play.

Supporting Physical Activity

* Our staff often encourage children to be active and often join children in active play.

**HEALTHY GUIDELINES FOR CELEBRATIONS:**

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child’s birthday or other special occasion and bring food to help celebrate. Please select healthier food options that your child enjoys. Suggestions include:

· Favorite fruit, vegetables, cheese, yogurt

· Favorite dishes that aren’t necessarily desserts (yogurt, jello, pudding)

· Foods with special family or cultural significance

· Healthy foods in fun shapes

Please check with your child’s teacher regarding allergies in the classroom prior to providing treats to share.

**N. Attendance**

Please notify your child’s classroom teacher (you can use the Brightwheel app to notify the teacher) or the school office if your child will not be attending his/her normally scheduled program for that day.

**O. Discipline/Dismissal**

Our goal with discipline is to reinforce desirable behavior and to prevent undesirable behavior by being prepared, establishing consistency in routines, role modeling, and having age appropriate expectations. We use a “redirect” approach when a student’s behavior needs to be addressed. The preschool staff will speak to the child to gather facts, reinforce desirable behavior, give the child choices and consequences, redirect them to other activities, children or alone time, and if necessary call the preschool office to send someone to assist with the situation.

Corporal punishment or humiliating or frightening techniques are never used. Punishment is never associated with food, rest, isolation for illness, or toilet training.

The following basic expectations will be introduced the first few weeks of school, and reinforced the remainder of the year.

Classroom

* Walk in the classroom
* Use inside voices (talking not yelling)
* Keep toys and games in the appropriate areas
* Use toys, games and other supplies and materials appropriately

Circle Time

* Three checks on the rug:

1. Folded legs (pretzel)

2. Folded hands

3. Quiet mouth

* Raise hand to talk
* Listen when the teacher and others talk

Nap Time

Before lying down:

* Go to the bathroom
* Wash hands
* Rest quietly and be still on mat or cot

Bathroom

* Doors remain open
* One person at a time (except in Little Tots classroom)
* Wash hands when finished

Outside

* Use equipment properly
* No standing on the swings; sitting on bottoms only
* No twisting on swings
* Sitting, face forward on the slide
* No throwing sand, rocks, sand toys or woodchips
* Use toys appropriately
* Bikes stay on the bike track
* Keep sand toys in the sand box
* Keep hands to yourself

Transitions

* Must be able to transition from one activity to another or from one location to another with self-control

Lunch Time

* Stay seated while eating
* Raise hand for help
* Empty lunch box of trash when finished
* Put your lunch box away when finished

Lining Up

* Stand one behind the other facing forward
* Keep hands to yourself

The following suggestions are ways in which parents can assist their children in becoming more comfortable with developing a positive attitude toward school.

* Make going to school a pleasurable experience.
* Send your child regularly and arrive on time.
* Tell the teacher anything about your child that will help him/her understand your child better.
* Be interested in what your child brings home from school – remember that the focus and learning is in the process not the product.
* Ask your child about his/her day and listen to what he/she has to say.
* Put your child’s first and last name on everything that is brought to school.
* Let your children see your confidence in the teacher.
* Never discuss the teacher, school, or church negatively in the presence of your child.
* If your child is ill or has symptoms of an illness, keep your child home from school.
* Please read all correspondence/newsletters etc. coming home from school so as to be informed of upcoming activities involving your child.
* Remember to sign your child in and out every day that they attend. If a child is not signed in, state regulations require the school to contact the person responsible for the child and they must return to the school and sign the child in.

Dismissal from the school – We work very closely with parents to resolve on-going inappropriate behaviors. If the staff and parents cannot work out a successful behavior modification plan or if the child progresses to a point where their behavior is not responding to our discipline methods, he/she is subject to dismissal from the school. When the Director determines that it is in the best interest of the school, the other children, and the child involved, the Director will request that the child leave the school.

Rancho Christian Preschool reserves the right to dismiss or refuse admission to anyone who is unwilling to comply with the school requirements, policies and procedures. Reasons for termination shall include, but not limited to, the following:

* Any tuition account that is delinquent
* If the parent/guardian refuses to sign forms required for admission
* Refusal from the parent/guardian to pick up a child after being called when a child is ill, lethargic or showing unmanageable behavior that hinders their ability to learn and participate in school activities
* When a child is repeatedly causing harm to himself/herself, or others, due to dangerous or unsafe behavior
* When parent/guardian repeatedly fails to pick-up their child at their designated time. A courtesy call of pending termination will be provided after three late pick-ups.
* When parent/guardian repeatedly fails to sign-in and sign-out their child; signature by the parent/guardian of the child is required by the State of California.
* When parent/guardian repeatedly fails to acknowledge arrival of child to a classroom teacher or teacher assistant
* When behavior of parent/guardian harasses, is verbally or physically abusive toward any staff member, child or any other person present at the school facility

Any of the above non-compliance issues can result in an immediate termination.

**P. Biting**

Our state licensing agency views biting as a violation of the children’s personal rights. If a child bites another child while they are at preschool you will be notified and will need to work with the director and teacher to prevent any future incidents of biting. If a child cannot gain self-control with biting they will be asked to leave the program.

**Q. Clothing**

Rancho Christian Preschool is not responsible for any personal items damaged, lost or stolen at the preschool. Please label everything in permanent marker. Children should come to school dressed in comfortable clothing that parents do not mind getting soiled.

Children will wear closed-toe and closed-heel shoes or tennis shoes. The reason for this policy is to prevent injury to your child. While your child is at preschool they run, jump, climb and do many other physical activities so they need the comfort and support of shoes that support and protect their feet. We have observed that children who wear ‘flip-flops”, open heel or toe shoes and the “croc” style shoe are more likely to fall and suffer injuries. These styles of shoes do not usually fit properly on the child’s foot or offer the support and protection they need when they engage in active play. If your child does not have proper shoes we will call you to come bring proper footwear and your child will not be able to participate in outside activities until proper shoes are on their feet.

Girls should wear shorts under their dresses for climbing and playing. Elastic waist bands and snaps are preferred for shorts and pants. Belts, suspenders, and overalls are too difficult for the younger children to manage, so we recommend that they do not wear them to school.

Clothing and accessories including socks, backpacks, lunch boxes, blankets, sheets and other items worn or brought from home that are contrary to Rancho Christian Preschool Christian values are not acceptable. This includes, but is not limited to, clothing and/or any pictures, drawings, symbols or values advertising/promotional material that promote drugs, alcohol, tobacco, anti-Americanism, gang affiliations, racism, sexual promiscuity, and scenes that are scary, violent or demonic. Skull and cross bones attire and accessories are not allowed. Children may be asked to change clothes that do not fit into the above stated guidelines. All parents and visitors should dress in modesty and follow these guidelines when on our campus.

Every child needs to bring an extra change of clothing to leave at school in case of an accident. Please mark all items and the bag they are in with the child’s first and last name.

If your child has a messy accident at school he/she will be assisted in cleaning his/herself. Soiled clothing will be sent home in a plastic bag. You must send another clean set of clothing with your child on his/her next day of attendance.

It is the responsibility of the parent to ensure that their child has a change of clothes at the preschool at all times. If a child has an accident and does *not* have a change of clothes available, the child’s parents could be called to bring their child a change of clothes if none are available. The preschool has a limited amount of extra clothes available.

**R. Naptime**

Children who stay for a full day will have a nap period. Naptime is a one and a half to two-hour period after lunch depending on age group. Children who stay for nap need to bring a fitted crib size sheet and light weight blanket to use on their mat or cot. If your child has a favorite stuffed animal or doll that they sleep with you may send that too. It makes the afternoon nap adjustment easier. Bedding is sent home once a week to be laundered. Bedding must be returned on the first day of attendance the following week. Please do not bring pillows or sleeping bags. Remember to label all bedding with your child’s first and last name.

**S. Parent-School Communication**

Parents will be informed of the latest announcements relating to the school through notices sent home, notices posted in the Preschool, teacher emails, Brightwheel announcements, and emails from the Preschool Office.

**T. Parent-Teacher Communication**

When differences between teachers and parents develop we ask you to follow the Matthew 18 principle for solving problems. Jesus gives us His formula for solving person-to-person problems. The principles include; keep the mater confidential sharing only with those directly involved, keep the circle small by initiating face-to-face dialogue, be straightforward, and be forgiving. Eighty percent of school problems can be resolved at the two-person level. The Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

**U. Emergency School Closures or Evacuations**

Each month, Rancho Christian Preschool will participate in school wide emergency evacuation drills.

We will follow the recommendations of our local emergency services and Temecula Valley Unified School District concerning emergency school closures and evacuations. In the event of an emergency school closure or evacuation; attempts to notify you by telephone will be made, if telephone services are not available you will need to come to the school site for information. When you are notified about a school closure or evacuation you must make immediate arrangements to comply with picking your child up from the school or evacuation site. Your child will only be released to individuals who are listed as an authorized person to take your child from the school. Please keep this important information updated in your child’s file.

**V. Emergency Preparedness**

Each child is required to bring in an “Earthquake Kit” to leave at school. Parents will furnish the Earthquake Kit which consists of juice boxes and recommended food items stored in a large Ziploc bag. The children and employees will participate in evacuation drills throughout the year. In the event of an emergency school policies for dismissing children will prevail; only individuals listed on your children’s paperwork will be allowed to take your child from the facility.

**W. Field Trips**

Preschool children do not leave the Rancho School campus, however; they may on occasion visit other areas on our campus. You will need to sign a field trip permission slip (included in the registration package) for your child to visit other areas on campus for special programs, events, etc.

**X. Chapels**

All the preschool children join together for chapel on Wednesday every other week. Chapel is divided into two groups (TK and PreK) and (2s and 3s). They will rotate every other Wednesday.

**Y. Atmosphere**

Children at Rancho Christian Preschool are surrounded by a Christian atmosphere of respect and a loving appreciation for each person and the wonders of God’s world. Our environment is designed to allow freedom within limitations. We want each child to learn self-discipline, experimentation, and investigation, to make mistakes, have ideas and carry them out. We also want your child to learn about safety, respect for the rights of others, respect for property and embrace a desire for learning.

**Z. Animals on Campus**

Service animals are the only dogs that are allowed on the Rancho School campus. At no time are animals to be on the school campus or the sidewalks where student pick-up and drop-off area (except for trained service animals) are located. Animals are not allowed on campus unless approved by administration for classroom, assemblies and /or special events. Animals are not allowed during or after school hours for any activity or event, including but not limited to sporting events.

**LIABILITY INSURANCE**

Rancho Christian Preschool carries Student Accident Insurance for all students enrolled in the school through a School time Coverage Plan.

**SCHOOL BOARD**

The School Board is a council under the authority of the church leadership. It is responsible to oversee the operation of the school. It consists of dedicated Christians committed to this ministry.

**STAFF REQUIREMENTS**

*“So in Christ we who are many from one body and each member belongs to all the others.”* Romans 12:5

1. **Qualifications –** All employees must be Christians who have had experience working with children. Preschool teachers must have a minimum of 12 college units in Early Childhood Education and experience working with young children. However, many of our teachers have an AA or a BA Degree in Early Childhood Education. Ongoing staff training is provided through teacher webinars, guest speakers, and staff in-service training.
2. **Medical –** All employees at Rancho Christian Preschool must have a health certificate certified by a practicing physician, be free from any limitations which would prevent him/her from caring for children under their supervision, and provide proof of required immunizations.
3. **CPR/First Aid Trained –** All school employees are trained in CPR and basic Pediatrics First Aid every two years. Other designated employees are trained in Pediatric Preventative Health.
4. **Criminal Clearance Check –** All employees at Rancho Christian Preschool must submit fingerprints to be cleared through the California Department of Justice in Sacramento and the FBI.
5. **Mandated Reporter Training:** Every two years the staff is required to participate in mandated reporter training to satisfy AB 1207.
6. **Staff Evaluation –** All employees are observed on a regular basis and formally evaluated annually to determine if they are meeting expected standards of performance.

**SEXUAL HARASSMENT POLICY**

Sexual harassment of or by any employee, volunteer, parent, or student shall not be tolerated. The School Board considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee, parent, volunteer or student.

Pursuant to Education Code 212.5, unwelcome sexual advances, request for sexual favors, and the other verbal or physical conduct of a sexual nature constitute sexual harassment when:

* Submission to the conduct is made either an explicit or implicit condition for employment admission to school, status or promotion.
* Submission to or rejection of the conduct is used as the basis for an employment decision or admission to school decision affecting the harassed employee, parent, volunteer or student.
* The harassment substantially interferes with an employee’s, parent’s volunteer’s or student’s work performance or creates an intimidating, hostile, or offensive work environment.
* Submission to, or reflection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee, parent, volunteer or student who feels that he/she is being harassed is encouraged to immediately report such incident to the immediate supervisor of the accused person without fear of reprisal. The Director and/or School Board shall be informed of all such complaints and will assist in the investigation and resolution of complaints. Complaints involving sexual harassment shall not be subject to any requirement of Board Policy that would cause the employee, parent, volunteer or student to resolve the complaint directly with the offending person.

**LIFESTYLE STATEMENT**

It is our vision that every family at Rancho Christian Preschool grow into a loving, gracious, peaceful, Christ-centered home where children are taught the life-giving truths of God’s word, and where husbands and wives as parents model those truths in everyday life.

**PARENTS’ RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the childcare facility without advance notice whenever children are in care.
2. File a complaint against the facility with the licensing office and review the facility’s public file kept by the licensing office.
3. Review, at the facility, reports of licensing visits and substantiated complaints against the facility made during the last three years.
4. Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
5. Request in writing that the non-custodial parent not be allowed to visit your child or take the child from the facility, provided you have shown the appropriate documentation from a court.
6. Receive from the licensee the name, address and telephone number of the licensing office.

**Community Care Licensing Office**

Name: Community Care Licensing, Dept. of Social Services

Address: 3737 MAIN ST., STE. # 700

RIVERSIDE, CA. 92501

Office Phone: (951) 782-4200

*NOTE: California state law provides that the licensee may deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the children in care.*

**CHILDREN’S RIGHTS (Personal Rights)**

Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. 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, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

The representative/parent/guardian has the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

Community Care Licensing, Dept. of Social Services

3737 MAIN ST., SUITE # 700

RIVERSIDE, CA 92501

(951)782-4200

**Covid-19 Guidance for Child Care Programs from the CDC As of July 9, 2021**

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination among eligible individuals can help Early Care and Education (ECE) programs protect staff and children in their care, as well as their families.

Prevention Strategies: Promoting vaccination, consistent and correct mask use, physical distancing and cohorting, ventilation, handwashing and respiratory etiquette, contact tracing in combination with isolation and quarantine, and cleaning and disinfecting.

When Indoors: Face Coverings (masks) are required for Child Care Workers. Face coverings are strongly encouraged for young children two years and older.

When Outdoors: In general, people do not need to wear masks when outdoors. However, particularly in areas of [substantial to high transmission](https://covid.cdc.gov/covid-data-tracker/#county-view), CDC recommends that people age 2 and older who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

Masks and gloves are required for staff when serving food, handling trash, or using cleaning and disinfectant products.

All staff are trained in enhanced sanitation practices, physical distancing guidelines, proper use of face coverings, personal hygiene, and screening practices.

Children are encouraged to bring their own labeled water bottle or give them a cup of water from the classroom.

Rancho has implemented a strict handwashing policy for all staff and children.

Rancho has implemented and models proper cough and sneeze etiquette: using tissues to blow nose and cough or sneeze into your elbow.

All personal items should be labeled and kept in a separate bag.

Nap cots are be labeled with individual child’s name.

Ventilation:Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. Along with [other preventive strategies](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html), including wearing a well-fitting, multi-layered mask, bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be done by opening front doors as long as it is safe to do so.

Arrival Procedures: Children will be signed in/out in the office, have their temperature checked with a “no touch” thermometer, then taken to their classroom door by their parents. We ask that parents do not cross into the classroom at drop off or pick up as much as possible. If parents must enter the classroom to assist with drop off transition, we ask that they enter only as much as needed for a smooth drop off and stay close to the door.

Children should remain in groups distinct groups as possible that stay together throughout the entire day. We will combine for morning and afternoon daycare, two classes on the playground, and two classes at PM nap program.

Classroom Spacing and Supplies: Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. Use opportunities to reduce time spent indoors by bringing children outside as much as possible. Offer opportunities for individual play.

Limit the amount of sharing (create their own supply boxes – crayons, markers, scissors, glue, etc.)

Cleaning and Disinfecting the Facility: In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. However, in addition to cleaning for COVID-19, ECE programs should follow recommended procedures for cleaning and disinfection in their setting (e.g. after diapering, feeding, and exposure to bodily fluids). Rancho has implemented procedures to frequently clean and disinfect all high-touch surfaces. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, phones, faucets, sinks, toilet handles, etc.

Preschool Plan if Staff Becomes Sick: If a child becomes sick while at school, they will be isolated in the preschool office with a nap cot away from the other children and staff. This will ensure they are being supervised while still being isolated from the main group. If the child has COVID-19 symptoms (fever, cough, shortness of breath), the child’s primary physician should be contacted for guidance. The physician will recommend if Riverside County Public Health (RCPH) needs to be called. RCPH will determine the next steps.

If the child has no COVID-19 symptoms, a staff member will call the parent to pick them up. The child will need to remain home until his/her symptoms are gone for a minimum of 48 hours without the aid of medication.

If a sick child has been isolated in the facility, we will clean and disinfect surfaces in the isolation room or area after the sick child has gone home. ECE programs should continue to collaborate with state and local health departments, to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19. This allows identifying which children and staff with positive COVID-19 test results should [isolate](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html), and which [close contacts](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact) should [quarantine](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html).

**Child Care Center Integrated Pest Management Plan**

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan.

An IPM plan is required if a child care center uses pesticides1 .

# Contacts

# Rancho Christian Preschool 31300 Rancho Community Way, Temecula, CA 92592

# Cheree Howe, [cheree.howe@rancho.tv](mailto:cheree.howe@rancho.tv) , (951)303-6789

# IPM statement

It is the goal of Rancho Christian Preschool to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

To ensure rest management according to Title 22 licensing regulations in compliance with the Healthy Schools Act.

# IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying

pesticides, and complying with the Healthy Schools Act requirements, include:

|  |  |
| --- | --- |
| **Name and/or Title** | **Role in IPM program** |
| Mindy Silberman | Preschool Director |
| Shawn Wilkinson | Facilities |
|  |  |
|  |  |
|  |  |

# Pest management contracting

x Pest management services are contracted to a licensed pest control business.

Pest Control Business name(s): Dewey Pest Control

x Prior to entering into a contract, the child care center has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

# Pest identification, monitoring and inspection

Pest Identification is done by: Dewey Pest Control

*(Example: College/University staff, Pest Control Business, etc.)*

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by

Dewey Pest Control and results are communicated to the IPM Coordinator and Preschool Director.

*(Example: Center staff title, e.g. Custodial staff)*

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

*(Example: Sticky monitoring boards are placed in the kitchen and are checked weekly by custodial staff.)*

Monthly preventative inspections.

Interior and exterior of building spraying for insects, depending upon the identified activity.

Locked bait boxes placed at exterior locations for rodent control.

# Pests and non-chemical management practices

This child care center has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pest** | **Remove food** | **Fix leaks** | **Seal cracks** | **Install barriers** | **Physical removal** | **Traps** | **Manage irrigation** | **Other** |
| Insects/spiders | X | X | X |  | X |  | x |  |
| Mice | X |  | X |  | X | X | x |  |
| Bees | X |  |  |  | X |  | x |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Chemical pest management practices

If non-chemical methods are ineffective, the child care center will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This child care center expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by child care center staff or licensed pest control businesses.):

Monthly Spraying – Bifenthrin 7.9%

Locked Bait Traps – Imidacloprid 0.020% and Warfarin 0.025%

# Healthy Schools Act

X This child care center complies with the notification, posting, recordkeeping, and all other requirements of the Healthy

Schools Act. (Education Code Sections 17608 – 17613, 48980.3; Food & Agricultural Code Sections 13180 – 13188)

# Training

Every year child care center employees who make pesticide applications receive the following training prior to pesticide use:

 Pesticide specific safety training (Title 3 California Code of Regulations 6724)

X School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

# Submittal of pesticide use reports

X Reports of all pesticides applied by Dewey Pest Control during the calendar year are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, by Dewey Pest Control. Form provided at [www.cdpr.ca.gov/schoolipm.](http://www.cdpr.ca.gov/schoolipm) (Education Code Section 16711) See notation (1) at bottom of form.

# Notification

This child care center has made this IPM plan publicly available by the following methods (check one):

X This IPM plan can be found online at the following web address: ranchochristianpreschool.org

 This IPM plan is sent out to all parents, guardians and staff annually.

# Review

X This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of next review: July 1, 2021

*I acknowledge that I have reviewed this child care center’s IPM Plan and it is true and correct.*

Signature: Mindy Silberman Date: July 1, 2021

1 These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)