



Parent Handbook

A Ministry of Shoreline Baptist Church

Serving ages 2 months through Pre-K

School Hours: **7 am to 6 pm**
Office Hours: **8:30 am to 5 pm**
Monday-Friday

Tax I.D. #95-2701263
Preschool License #300600328
Infant License #304270885

10350 Ellis Avenue, Fountain Valley, CA 92708
Office: (714) 962-6886
www.shorelineoc.org

WELCOME

We are happy you have chosen Shoreline Preschool for your child/children. The staff welcomes you and your family.

The Parent Handbook contains important information for the school year. Please refer to the handbook when you have questions about the preschool. Feel free to contact us at any time with any questions, concerns or comments. It is our desire to provide your child and family with the best possible care as well as engaging learning to reach those developmental milestones in a young child's life.

ABOUT OUR SCHOOL

Shoreline Preschool is designed to help children develop a healthy relationship with their teachers, friends, family, and God. Opportunities are provided for children to develop an eagerness to learn in an atmosphere of love and joy. Children are precious. They need safe and caring environments where they can learn about the world, about their strengths and talents, and about how to get along with others. Shoreline Preschool accepts children as young as 2 months old and nurtures them until they enter kindergarten or turn 6 years old. If you are in the neighborhood, you are welcome to come and visit! Tours of the classrooms and playground are available by appointment.

MISSION STATEMENT

“God’s Love * Planting Faith * Enriching Childhood * Building Community”

SHORELINE BAPTIST CHURCH INFORMATION

We invite you to come to our weekend church services. For more information about Shoreline Baptist Church, please go to www.shorelinebaptist.org or call 714-968-4222.

ARRIVALS AND DEPARTURES

Arrival and Departure Procedures – All vehicles are to be parked in marked parking stalls only. All children should be dropped off and picked up by the parent or an authorized adult. The adult must sign in the child on your phone from the BrightWheel app. Each classroom teacher has a QR code to scan and using a PIN and virtual signature completes check in. At departure, the same process applies.

The State of California requires that all children be signed in and signed out each day. The requirement must be met with a FULL LEGAL SIGNATURE at the time of each arrival and departure. No child will be released to anyone younger than eighteen (18) years of age. No child will be released without authorization by the parent or guardian. Any changes in authorization must be in writing. Persons may be asked for proper identification.

Authorized Adults for Drop Off and Pick Up – Parents are required to complete an authorization form indicating who is an authorized adult to drop off and pick up a child. For two household families, both mother and father are allowed to choose who is authorized to drop off and pick up. If there are custodial restrictions, a valid legal document must be in your child's file describing in detail any and all restrictions. If no such legal document exists, then Shoreline Preschool will honor both mother's and father's list of authorized adults. If applicable, a monthly custody calendar signed by both parents is due before each month starts.

ATTENDANCE

Please notify the school through BrightWheel in the morning if your child is unable to attend that day. We appreciate knowing whether your child is ill or absent for another reason. If your child has a contagious disease please inform us as soon as possible. If you have a planned day off/vacation, please inform us of the absence in advance. No tuition credit is issued for your child not attending.

REGISTRATION & DROP POLICY

A \$90 registration fee will be charged for returning students registering before mid-June of each school year. A \$130 registration fee will be charged for new students and all students registering after mid-June of the school year. The non-refundable registration fee must be paid at the time of application. If a registered student drops before school begins in September, a written notice must be given to the office prior to August 20th. If the student drops after Aug. 20th but prior to the first day of school, a written notice must be given to the school office and a two-week tuition rate will be charged. During the school year, we require two weeks notice if you wish to withdraw your child from our program. Tuition will be prorated for that month according to the notice given.

DAILY ACTIVITIES

Each day the curriculum is presented so each child can experience a wide variety of age-appropriate activities. These activities include the following:

Hands-on Learning Centers: Students are encouraged to make independent choices and develop their thinking skills as they learn at various learning centers. These centers provide opportunities for the individual child as well as the entire group to develop sensory, listening, writing, and math skills. We use art materials, easels, manipulatives, dramatic play, and much more to engage the students with hands-on experiences in an age-appropriate setting, stimulating their curiosity and intellectual growth.

Creative Movement: Each classroom introduces new songs and creative movement as well as activities with instruments. This time can include singing, dancing, rhythm instruments, and creative drama. A wide variety of art media promotes opportunities to develop self-expression and confidence.

Motor Development: Gross motor skills are developed with ample play and activities are set-up on our private fenced-in playground, in the Gym, and in the classrooms to stimulate large muscle development.

Outdoor Classroom: The outdoor classroom is an extension of the activities and learning that is present in all classrooms. In addition to the large motor equipment, interest centers are set up to encourage and focus the learning of curriculum concepts. The teachers create lesson plans for the outdoor curriculum based on the needs and interests of the children.

Bible: Children learn Bible verses and are read Bible stories in Large and Small Groups. Prayer is incorporated throughout the day – at Large Group, Small Group, before snack, before lunch and for the occasional ouchie.

Snack: Children learn to eat nutritionally in a group setting while practicing social and verbal skills as well as life skills and good manners. We enjoy our morning snack early since we are not permitted to have breakfast in the classrooms per Licensing.

Nap Time: Children are provided daily nap/rest time.

WHAT TO BRING TO PRESCHOOL

Infants

Daily pre-made bottles and food (each item marked with name and date), extra formula/breast milk, several pacifiers, diapers, wipes, ointment (requires a signed permission slip), socks, jacket/sweater, several outfits, 5 crib sheets and a sleep sack. Everything must be labeled with child's name.

Infant Walkers

2 sipper cups(water/milk) and food (each item marked with name and date), extra formula/breast milk/milk, several pacifiers, diapers, wipes, ointment (requires a signed permission slip), socks, shoes, jacket/sweater, 5 crib sheets, sleep sack and several outfits. Everything must be labeled with child's name.

Toddlers

Lunch in a lunchbox, morning & afternoon snack, labeled water bottle (marked with name and date), diapers, wipes, ointment (requires a signed permission slip), crib sized sheet, small pillow, socks, shoes, jacket/sweater and several outfits. Everything must be labeled with child's name.

Two's

Lunch in a lunchbox, morning & afternoon snack, labeled water bottle, several outfits, including underwear, socks, shoes, jacket/sweater, diapers, wipes, ointment (requires a signed permission slip), crib sized sheet, small pillow and small blanket. Everything must be labeled with child's name.

Three's

Lunch in a lunchbox, morning & afternoon snack, labeled water bottle, several outfits, including underwear, socks, shoes, jacket/sweater, crib sized sheet and small blanket. Everything must be labeled with child's name.

Preschool

Lunch in a lunchbox, morning & afternoon snack, labeled water bottle, several outfits, including underwear, socks, shoes, jacket/sweater, crib sized sheet and small blanket. Everything must be labeled with child's name.

Other Provisions

Teachers will let parents know via the Brightwheel app when additional supplies are needed. If items are not provided promptly, a \$25 per day fee will be charged to your account.

Baby Wipes

For each child who wears diapers, parent(s) need to provide wipes as follows on the first of every month:

- Infants / Walking Infants / Toddlers – 4 packages of wipes*
- Two's – 4 packages of wipes*

*A package must contain approximately 80 wipes. The staff will let you know if the amount should vary according to your child's individual needs.

Bottles

Bottles are used in the Infant and Infant Walker classes only. Bottles need to be brought daily – prepared and ready to warm and serve – marked with the child's name and the date. An emergency supply of formula or frozen breast milk needs to be kept at the preschool.

Diapers

It is the parent's responsibility to provide diapers (no pull ups) daily. Please provide a full pack of diapers to keep in the classroom. A \$25 fee will be charged to your child's account by the 3rd day that diapers are not provided.

Pull ups are not to be worn at preschool except during naptime while completing potty training. In a group care situation, children need to be able to be changed without removing socks, shoes and clothing.

Lunch and Snacks

Parents are responsible for providing a daily lunch, morning & afternoon snack, and drink for their child in a clearly marked lunchbox. The lunch should be simple and well balanced.

Pacifiers

Pacifiers are used in the Infant, Infant Walkers, and Toddlers (during nap time) classes only. The pacifiers must be permanently marked with the child's name and stored in a bag.

Potty-Training

Taking the lead of the child, we begin potty training.

Program Completion Date

Pre-K children have a celebration in June prior to entering Kindergarten; however, you have the option of staying through the summer. Shoreline Preschool offers an exciting, fun filled summer program through the months of July and August. Please see our office for more information.

Rest Period

Nap/rest times are provided everyday. Children are encouraged to rest quietly with music or stories in the background. Each child will need a crib sized sheet and small crib sized blanket which are transported to and from home in a backpack. Napping items are to be taken home at least once a week to be laundered. All items, including small pillow, need to fit nicely into your child's backpack without overflowing. Everything must be labeled with child's name.

FOOD ALLERGIES

Allergy Alert: We have students with various allergies and the most severe allergies are nuts and nut products. **We are a nut free school.** Please refrain from sending peanut butter in your child's lunch. An alternative is sunflower butter. We will assist students in washing their hands after eating foods produced in a nut facility to avoid spreading the oils to our play equipment.

GOOD HEALTH GUIDELINES

Our goal is to create a germ and contagion free environment as much as possible for our children and teachers. At the discretion of the teachers and office staff, your child may not be admitted to the school or may be sent home if any of the following symptoms of illness are present:

1. The illness and recovery prevents your child from participating in school activities.
2. The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children (requires one-on-one care).
3. Temperature of 100.3 degrees or greater.
4. Vomiting – one incident (on a case by case basis).
5. Diarrhea (one to two incidents), increase in stool water and/or form that cannot be contained – even if caused by medication (on a case by case basis).
6. Discharge in or around the eyes – which could include Conjunctivitis/Pink Eye (only exception for which a child may return the following day with prescription eye drops and/or a doctor's note).
7. Difficulty breathing, respiratory illnesses, lethargy, persistent crying and/or irritability.
8. Runny nose (clear or colored) and/or coughing – with a change in behavior.
9. Rash with fever or behavior changes.
10. An open sore which for any reason cannot be kept totally covered.
11. Mouth sores with drooling or other draining sores.

12. Strep throat.
13. Scabies, head lice or other infestation.
14. Impetigo.
15. Chicken Pox/Shingles – exclude from school for six days after onset of rash or until all sores have dried and crusted.
16. Mumps – exclude until nine days after onset of gland swelling.
17. Measles – exclude for six days after onset of rash.
18. Rubella – exclude for six days after onset.

If a child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies is requested.

It is important to let your child's teacher know if you have given him/her any medicine in the morning that may affect their inability to participate in the classroom's daily activities so that we are not worried if your child becomes lethargic or overly tired from a decongestant or antihistamine; however, if your child is unable to participate or falls asleep mid-morning, we will call you to pick him/her up.

Notify the office immediately if your child has a communicable disease.

Notify the office if your child has a broken bone, sprain or other injury that may limit their participation in daily activities. According to our licensing, all children must be ambulatory – meaning that they are able to follow daily routine/activities of the program – both indoor and outdoor.

Shoreline Preschool does not consider Pedialyte to be an acceptable "food" for preschool. A baby or child who is unable to keep down formula, milk or food is an ill child and needs to be at home.

When a child is sent home with any possible signs of illness, including the non-exhaustive list above, he/she may not attend school the following day. Children may not return to the school until they have been symptom free for 24 hours – without the use of a fever reducer.

OUR DEVELOPMENTAL PHILOSOPHY

The Shoreline Preschool program is designed to foster a love for God, a God centered self-image, confidence, competence in self-help skills and those inner controls and language abilities necessary for effective social interaction. The process of learning and discovery rather than the product.

Our goal is to encourage children through their vigorous discoveries, while supporting them in becoming confident, self-reliant and inquisitive learners. When children investigate or observe their environment, when they ask questions, when they experiment and talk about their findings, when they record them through drawings, recreate them with blocks, or interpret them through dramatic play, they are learning to understand their world. Daily activities are designed to encourage children to act upon their environment. We provide an environment rich in materials to explore, manipulate and talk about. Children are guided to question, to experiment, to think and to reason. We believe in fostering the growth of the whole child spiritually, emotionally, physically, socially and intellectually.

To help children develop into confident, caring, competent individuals, our preschool program is developmentally academic. We believe "play is a child's work" and that through play, children acquire the foundations for reading, writing, and logical thinking. Learning through play is the preparation children need before they can understand how to use abstract symbols such as letters and numbers. Before children can understand the concept of "soft" and "hard" they need to experience "soft" and "hard" by working with play dough or building with blocks. Before they can hold a pencil or control it to make a letter on paper, they need to have developed their small muscle skills through cutting, pasting, pouring, stringing beads, kneading dough and drawing. Likewise, to understand why $1 + 3 = 4$, a child needs to first have concrete experiences of counting objects, sorting them into piles, adding and removing some. In this way they acquire the foundation for logical thinking to later do math.

Our Pre-K style of teaching goes beyond just preparing your child for Kindergarten with reading and writing development. Our curriculum also focuses on creative development, thinking, reasoning, problem solving, emotional and social competency. In addition, health and safety are practiced on a daily basis. Children are taught how to be independent in personal hygiene, participate in emergency drills, how to display caution around water, fire, unsafe heights, unfamiliar people or animals.

We believe every activity is an opportunity to teach. Our teachers guide the daily curriculum to stimulate your child's fullest potential. In nurturing all areas of your child's development, we are creating good citizens and lifelong learners with a strong intellectual curiosity.

Chapel is a vital part of the school week. We seek to keep the programs lively and interesting. One of the keys to meaningful chapel programs is children involvement. The children participate in skits and songs, dramas and discussion. We have rotating schedules that allow all teachers to be responsible for the chapel's content. Guest speakers are sometimes invited and provide excellent teaching on a wide range of topics.

PARENT CLASSROOM INVOLVEMENT

Parents and guardians are welcome in the classroom to help with special projects, read to the class, offer a lesson in an area of expertise, and, of course, celebrate their child's birthday and/or holidays throughout the year. Please make arrangements with your child's teacher and office prior to your visit. When arriving on campus, please check in at the office. We respectfully request that siblings be kept home to avoid distractions in the class. Please contact the office for specific health requirements before volunteering in your child's room.

PRESCHOOL COMMUNICATION WITH PARENTS

Please download the BrightWheel app to your cell phone. An invite will be sent to you by email to set up your account upon registration. We use this tool to record your child's day, communicate with you, as well as send you photos or videos of your child's day. This app is private and not part of social media.

BIRTHDAYS

We want to celebrate each child's birthday. The birthday child will be recognized with a birthday sign and a birthday crown. If parents would like to celebrate their child's birthday with a special treat, arrangements can be coordinated with the teacher. Due to allergy issues, all food brought into the preschool to share **must be commercially made**.

If you are planning a party away from school, please coordinate with the individual parents or create an invitation to be placed outside the classroom inviting all girls, all boys or all children. Please have the invitation pre-approved by the preschool office. Individual invitations cannot be distributed by the teacher or office.

CELL PHONES

Please feel free to finish your phone conversations before entering the facility. Drop off and pick up times are important bonding times to help your child not only feel safe and secure, but it is important for your child to be your primary focus during these home/school transitions.

CUSTODY ISSUES

Regarding custody issues of your children or other legal matters, our policy is to remain neutral. Please do not ask our staff for written or verbal statements about these issues.

DISASTER PREPAREDNESS

Shoreline Preschool has an inclusive program to deal with various potential disasters if one should occur. There are basic survival kits in place and we are prepared to provide for and feed each child up to three days.

Disaster drills are scheduled throughout the year and all staff is well versed on fire drills, earthquake drills and lock down drills. In the case of an emergency we will contact you regarding the status of your child(ren) as soon as possible. Your child(ren) will be our first priority. We ask you to please keep your phone lines open to receive communication from us. In the event we lose phone access or internet service we will secure the children until you arrive. Please **DO NOT** send anyone unknown to pick up your child(ren). If the situation occurs that we need to relocate, we will contact you as soon as practical with the new location.

EMERGENCY NUMBER AND EMAIL (First Point of Contact)

A first point of contact phone number and email address is required with your child's registration. This is the first phone number and first email address that will be called in the event of an emergency that would cause us to vacate our building or if an event occurs that could become newsworthy.

IMMUNIZATIONS

Medical examinations and immunization records, in accordance with state child care licensing regulations, are to be provided by the parent, kept current, and on record in the child's file upon child's enrollment and throughout attendance in school. **No Immunization Waivers are accepted, all children must be immunized.**

CHALLENGING BEHAVIORS

Many times we are faced with challenging behaviors. We realize that these behaviors can be concerning to the parents, whether it be your child or your child is the recipient of the behavior. Our teachers are trained on working with these types of behaviors and we partner with the parent(s) to ensure a positive action plan to decrease the incidents or stop the behavior altogether.

If a behavior becomes a persistent problem, it may be necessary to hold a conference with parent(s), teacher, and director to plan consistent strategies for school and home to accomplish the desired behavior/outcome.

Injurious behaviors like biting is a common challenging behavior amongst young children. Lack of impulse control and full developed language can lead to these types of behavior. If this occurs in your classroom, know that you will be informed immediately and that action will be taken to protect all children in the classroom. Redirection and other tactics will be used to help the child stop this behavior.

However, if any injurious behavior is repeated three times within the course of the day, the child will be sent home for a 24 hour period in order to protect the other children. Continued aggressive behavior may result in the child's termination in the program.

No physical punishment or violation of children's rights will ever be permitted.

HOLIDAYS, PARTIES, AND CLASSROOM CELEBRATIONS

The goal of our classroom celebrations is not only to celebrate, but also to have our children learn why we observe a particular day or season as special. For Christmas and Easter, we emphasize the Biblical celebration; however, some holiday traditions such as Santa Claus and the Easter Bunny may be included. Preparing for the celebration is an important part of the fun. We want our children to participate in the overall preparation of the celebration – which may include food preparation and decorating.

HOURS OF OPERATION

Preschool Hours: The preschool is open Monday - Friday from 7am – 6pm.

Children may attend anytime between the hours of 7am – 6pm. In order not to disrupt the group and the lunch/naptime routine, **we ask that you not pick up or drop off between 12pm – 3pm**. A late fee is assessed for children who are picked up after 6pm. The fee is a dollar every minute past 6pm.

Office Hours: The Preschool Office is open Monday - Friday from 8:30am – 5pm. We are here to answer questions and help with any problems that may arise. Call (714) 962-6886 to leave a message after hours.

LUNCHES AND SNACKS

Lunches and snacks are provided by the parents. Please clearly mark your child's lunchbox. A nutritious, well-balanced lunch and snack are appreciated. Foods can be reheated by the teachers in the microwaves equipped in each classroom. Due to time limitations, please do not bring frozen meals. For the safety of all children, glass containers are not allowed. Please see your child's teacher if you need refrigerated storage for milk or juice at lunch time. Cold packs in the lunch box will suffice.

When sending the following food items please cut them into small bite size pieces to avoid possible choking hazards: hot dogs, grapes, carrots, steak and chicken.

NOTICE OF FIRST AID GIVEN

If your child is injured while at school (scraped knees, etc.) you will be notified through an "Incident" notification on BrightWheel, which you will receive from the teacher that witnessed the incident. If a serious injury occurs we will first try to make contact with a parent and have the parent take the necessary medical actions. If the parent cannot be reached, we will take the child to the closest medical facility.

NOTIFICATION OF CHANGE OF ADDRESS AND TELEPHONE NUMBER

As soon as possible, please inform the office of changes in address, phone numbers (home, cell, and work), email addresses and authorization for picking up your child. This information is vital for contacting parents when children become ill at school and in keeping our emergency information up to date.

REPORTING SUSPECTED CHILD ABUSE

The Department of Social Services, Community Care Licensing, mandates that "an employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the

scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

REQUEST OF RECORDS

As the child’s authorized representative you may request in writing copies of the student’s records. There is a charge for retrieving records at the rate of \$20 per hour, or any portion thereof. Depending on the request, it can usually be processed in 3-5 working days. We keep enrollment information for three years. If you are not the person listed on our enrollment and registration papers as the authorized representative you will need to give us written legal proof that you are able to receive this confidential information before we will begin the retrieval process. Please complete the Request for Archival Retrieval form or send us an email to begin the retrieval process.

SCHOOL DRESS

Children should attend school in clothes that are appropriate for the many “messy” art and sensory activities. We want children to feel free to participate without the concern of ruining their clothes. For safety reasons, we encourage you to have your child(ren) wear comfortable shoes they can run and play in. Flip flop type sandals and Crocs are not acceptable shoes. Four year old & Pre-k girls should wear shorts under their dresses.

SEPARATION ANXIETY

In early childhood, crying, tantrums, or clinginess are healthy reactions to separation. Separation anxiety can begin before a child’s first birthday, and may pop up again or last until a child is four years old, but both the intensity level and timing of separation anxiety vary tremendously from child to child. A little worry over leaving mom or dad is normal, even when your child is older. You can ease your child’s anxiety by staying patient and consistent, and by gently but firmly setting limits. We will provide a sympathetic environment at school to make your child feel more comfortable. Please feel free to speak with your child’s teacher regarding the matter.

SUNSCREEN

Please apply sunscreen to your child in the morning. When needed in the afternoon, we will apply sunscreen that you have provided to your child’s exposed skin, including, but not limited to, the face, tops of ears, nose and bare shoulders, arms and legs. Sunscreen is applied only to children one year old or older. We require a signed authorization submitted with the sunscreen in order to apply it to your child.

LEGAL MATTERS

Resolving disputes through processes alternate to the court system is often faster, more economical and confidential than the traditional court process, and tends to preserve relationships between the disputing parties.

Therefore, in the event a dispute arises out of, or relates to a child, parent or Shoreline Preschool employee, and if the dispute cannot be settled through negotiation, the parties shall first make a good faith attempt to settle the dispute by mediation before commencing arbitration, litigation, or some other dispute resolution procedure.

If any party initiates an arbitration or court proceedings based upon a dispute to which this paragraph applies, without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, such party shall not be entitled to recover attorneys' fees, even if fees would otherwise be recoverable by that party in any such arbitration or court proceeding.

In the event the parties are unable to resolve their dispute by mediation, the parties shall submit their claims to binding arbitration and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties further acknowledge that where emergency interim relief is required by a party, including but not limited to injunctive relief and orders for the protection or conservation of property and/or disposition of disposable goods, such relief may be granted by an arbitrator upon application under arbitration rules, even when the dispute is still in the mediation phase of resolution. The parties acknowledge and agree that an application for such emergency interim relief shall not constitute a waiver or breach of mediation requirements under this provision.

If any party hereto initiates court proceedings based upon a dispute to which this arbitration paragraph applies, without first attempting to resolve the matter through mediation and arbitration, then in the discretion of the judge, such party shall not be entitled to recover attorneys' fees, even if fees would otherwise be recoverable by that party in any such court proceeding.