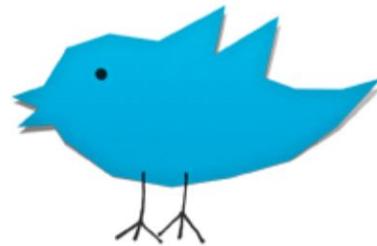


# CALVARY CHAPEL PRESCHOOL

## Parent/Student Handbook

Calvary Chapel Preschool  
3800 S. Fairview Street, Santa Ana, CA 92704



**2019-2020  
School Year**



**“Let the little children come unto Me.”**

**Matthew 19:14**

# Table of Contents

**INTRODUCTION ..... 3**

    WELCOME ..... 3

    EDUCATIONAL PHILOSOPHY ..... 3

    OBJECTIVES ..... 4

**POLICIES AND PROCEDURES ..... 5**

    ADMISSION POLICIES ..... 5

    ADMISSION REQUIREMENTS ..... 5

    SESSIONS ..... 5

    HOURS OF OPERATION ..... 5

    CLASS PLACEMENT ..... 5

    STUDENT / TEACHER RATIO ..... 5

    SNACKS AND LUNCHES ..... 5

**STAFF AND CURRICULUM ..... 6**

    STAFF ..... 6

    DAILY SCHEDULE AND ACTIVITIES ..... 6

    CURRICULUM ..... 6

    SPECIFIC CURRICULUM AREAS ..... 7

    CHILD GUIDANCE AND DISCIPLINE ..... 8

    STUDENT REMOVAL PROCEDURES ..... 8

**PARENT-SCHOOL COMMUNICATIONS ..... 10**

    PARENT OBSERVATIONS / CONFERENCES ..... 10

    CHANGE OF ADDRESS / PHONE NUMBERS ..... 10

    EMERGENCY INFORMATION AND PICK-UP ..... 10

    FIRE AND EARTHQUAKE PREPAREDNESS ..... 10

    NEWSLETTERS ..... 10

    CALVARY CHAPEL SCHOOLS ..... 11

    VOLUNTEER OPPORTUNITIES ..... 11

**HEALTH ..... 12**

    MEDICATION ..... 12

    IMMUNIZATION CHECK LIST ..... 12

    ILLNESS POLICIES ..... 12

**DAY-TO-DAY CONCERNS ..... 13**

    ABSENCES AND TARDINESS ..... 13

    ARRIVAL AND DEPARTURE ..... 13

    DRESSED TO PLAY ..... 13

    SHARED ITEMS / TOYS ..... 14

    QUIET TIME ..... 14

    BIRTHDAYS ..... 14

    SCHOOL PICTURES ..... 14

    PARENTAL RIGHTS / CHILDREN’S RIGHTS ..... 14

**PARENT/STUDENT HANDBOOK AGREEMENT FORM ..... 15**

## Introduction

### ***Welcome***

Welcome to Calvary Chapel Preschool! We are glad you have chosen our program.

We hope this Handbook will answer most of the questions you may have regarding our Preschool Program. Please feel free to contact our Preschool Director, Leslie Steinhaus, at 714-556-0965 Ext. 2272, if you have further questions.

Once again, welcome to the Calvary Chapel Preschool family!

### ***Educational Philosophy***

We recognize that children are a gift from the Lord, a family's most precious blessing. So, we at Calvary Chapel Preschool want to provide a loving, nurturing, joy-filled atmosphere where children can grow spiritually, physically, socially, emotionally and intellectually by developing the gifts and talents God has given them. We want them to hear about Jesus' love for them and to make friends with other children and adults while they enjoy their preschool experience here at CCP. Our hope is that we can help support your family as you guide your children following the principles in God's Word. We desire that the love of Jesus Christ be made clear to each child. Our program is geared toward transitioning from the security of a child's loving Christian home life into the security of a loving, nurturing Christ-centered classroom. Our program is designed to introduce a student into a developmentally educational environment where they can create a foundation to grow spiritually, physically, socially, emotionally and intellectually.

We believe that when a child is secure with their environment, they will thrive as individuals. By nurturing the development level of each child, and allowing them to feel safe, they may best optimize their growth in an educational setting.

We believe a consistent yet flexible program will allow the child to be comfortable with classroom routines. This will give a sense of security, confidence and an understanding that classroom settings will be part of their future. Our goal is to transition children from everyday home life to a classroom environment by keeping a consistent, nurturing, and joyful program.

**Objectives**

Calvary Chapel Preschool will provide a nurturing atmosphere where children can grow academically, spiritually, physically, socially and emotionally by:

- Teaching children through the Bible that God loves them and listens to them.
- Teaching appropriate peer interactions and self-control through sharing, good manners and cooperation.
- Providing an atmosphere where hands on experiential learning are the foundations.
- Providing children opportunities to experience God's creation outdoors in Abba's Garden Playground
- Planting and caring for vegetables, fruit and flowers
- Developing fine and gross motor skills through a structured Physical Education program, play, and planned activities.
- Instilling in children a sense of confidence and competence.
- Introducing children to a variety of literature, music, art, science and academic activities.
- Preparing children for a successful transition to kindergarten, especially our own- Maranatha Christian Academy!
- Enhancing developmental and self-help skills, sharpening fine motor abilities, and reinforcing appropriate social and academic behavior through our enrichment class.



## Policies and Procedures

### **Admission Policies**

Calvary Chapel Preschool is faith based and does not discriminate based on race, color, national and ethnic origin in admissions policies. CCP grants students of any race, color and national or ethnic origin all the rights, privileges, programs and activities generally made available to students.

### **Admission Requirements**

All students must be at least 3 years old and fully potty-trained for acceptance. We offer a 2, 3, 4, and 5 year old program. A transitional kindergarten class is available also. We are not equipped to fully provide any "Special Needs Services"; however, we welcome students who have certified BA's to help with their development.

### **Sessions**

Parents may enroll their children in five, three or two day sessions for mornings or full days. Our Toddler Programs Has one to five day sessions available.

### **Hours of Operation**

#### **Monday-Friday**

#### **Extended Hours:**

7:00-7:50 am and 3:00-6:00 pm

#### **Full-Day Hours:**

8:00am – 3:00pm

#### **Half-Day Hours:**

8:00am-12:00am

### **Class Placement**

Class placement will be determined by chronological age yet is subject to change upon teacher and director discretion.

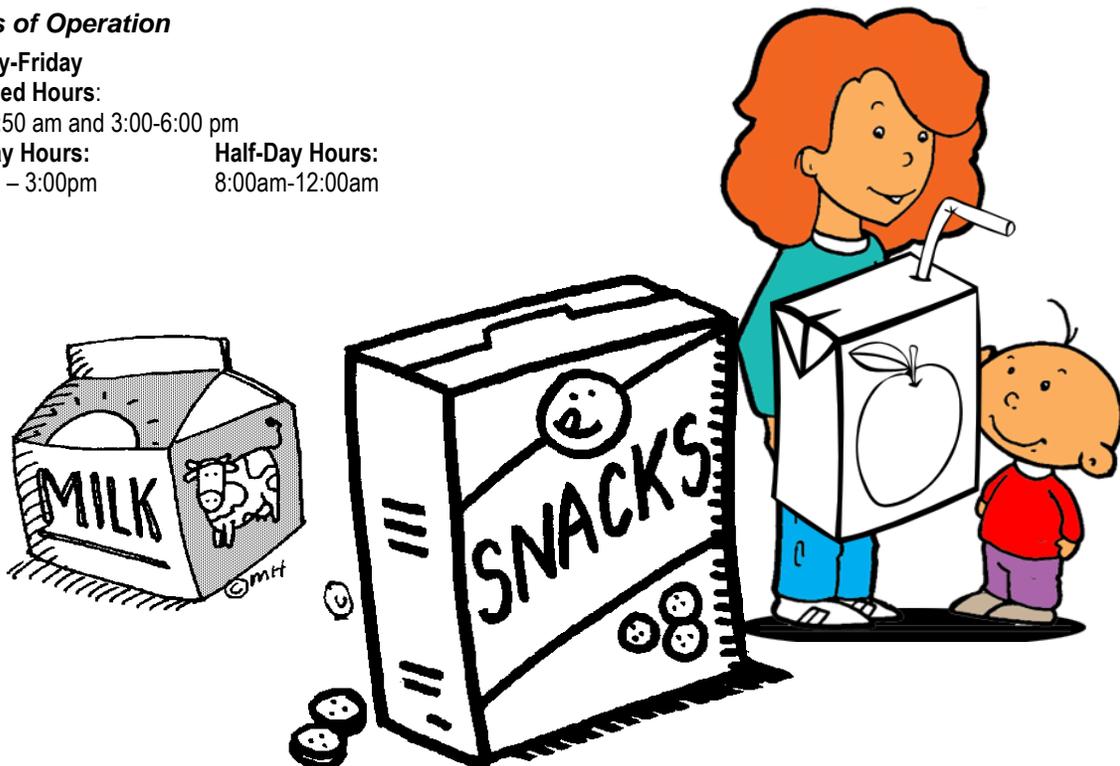
### **Student / Teacher Ratio**

The student teacher ratio at CCP follows the 12:1 California State Guidelines. However, classes will usually have Team Teachers and supporting staff which lowers the ratio considerably.

### **Snacks and Lunches**

Parents are required to provide 2-3 snacks and lunch for full-day students, and 1-2 snacks for half-day students. An optional school lunch is available for an additional charge. **Please make sure all snacks and lunches are nutritious and healthy.**

**CCP is a peanut free environment.**



## Curriculum

### Staff

The staff at CCP has been selected because of their love for Jesus and their background with children. All of our staff members exhibit a standard of positive Christian behavior for your child to model. Regularly scheduled staff meetings and professional development activities are offered to our staff members in order to better serve your children.



### Daily Schedule and Activities

7:00 Early Bird drop-off in Rooms 8 and the Toddler Center.

7:50 Preschool teachers pick up their students from room 8.

8:00 Greeting & Morning Meeting: SEL, calendar, weather, monthly theme, Bible.

8:30 P.E./Chapel on Mondays

9:15 Snack

9:30 **Curriculum** Instruction/Outside Play & Gardening Class

11:00 Story time

11:15 Lunch

11:45 Enrichment Program – 1 day a week

12:00 Dismissal for half-day students. Naptime for toddlers.

12:30 Naptime for preschoolers

1:00 Naptime for TK students

2:00/2:30 Wake-up. Snack.

2:50 Closing Meeting.

3:00-6:00 Extended Care: Abba's Garden then room 8 for 4 & 5 year old's.

Extended Care: Toddler Yard then room 7 for 2 & 3 year old's.

### Toddler Daily Schedule (Instruction and Play time is child-centered)

7:00 Early Bird Drop-off in the Toddler Center

8:00 Welcome and free play

9:15 Snack & Bible Time

11:00 Lunch

12:00 Half-Day pick-up time

12:15-2:15 Nap time

3:00 Dismissal

3:00-6:00 Extended Care

### Curriculum

Since our Lord Jesus is the center piece of Calvary Chapel Schools, Biblical integration naturally occurs throughout every curriculum area. The day is divided between inside and outside activities. We use both environments for the various curriculum areas.

The curriculum used at CCP is a playful blend of developmentally appropriate pre-reading, math, and science, balanced by music, art, and physical activity. We hope to stimulate growth in physical, creative and cognitive development as well as help encourage self-confidence and social interaction. We use the Christian curriculum published by ABEKA book as the base of our curriculum as well as supplemental materials which will lead to strong kindergarten readiness.

Children learn best through play as they engage in real actions involving tangible objects. Children learn best though direct experience with their world using all their senses. Play promotes growth in all areas of development: spiritually, emotionally, socially, physically, intellectually, and creatively.

### **Specific Curriculum Areas**

**Faith Development:** Living a life of worship to Jesus is the core of who we are. All classes will be taught in the light of God's Word. Bible time occurs daily as well as prayer, weekly chapel, songs, Bible reading, drama, puppet play, classroom activities and projects, and character building to help our students live a life of love and praise for our Savior.

Chapels are presented weekly with our Chapel director. They are presented on Mondays with 2 classes per session. Parents and family members are welcome to join their child in chapel which is held in a classroom or Abba's Garden.

**Language Arts:** The language arts Abeka curriculum is embedded in an environment to include and expand learning and interest for young children. This will include such activities as: recognizing and writing alphabet letter shapes and their sounds, word meanings and homonyms, synonyms and antonyms, writing capital letters, conversation, stories, Share Time, pre-reading skills, word games and activities, recordings, puppets, prayer, songs, loud-soft, high-low, names, left-right, body parts, finger plays, coloring, and practicing good listening skills.

**Music:** With preschool children, music opens the door to creativity, motor development, and the total learning process. Music will be enjoyed in praise to God, getting acquainted, to make transitions and give directions, quiet groups, and to develop cognitive and listening skills.

**Science:** The Science curriculum consists of both planned and spontaneous experiences. Science for young children is child-centered and activity-driven. The teachers provide opportunities for the children to explore the world our Lord has created for us outdoors in Abba's Garden Playground. Children will plant, observe, handle, classify and experience outdoors.

**Art:** Experiencing and enjoying art activities provide children with many opportunities to use their imagination to express their individuality and be creative. The children will experiment with a variety of media (paint, crayon, pencils, markers, clay, paper, cloth, glue, yarn, etc.) Craft activities will be offered regularly, too.

**Math:** The students will begin to experience math in many hands-on activities. Counting, classifying-grouping, comparing, sorting, size relationship, estimating, matching, patterning, measurements, one-to-one correspondence, numbers and shapes will be introduced. The Abeka curriculum is used for math instruction.

**Physical Education:** The physical education program helps with the students' gross and fine motor skills development. Instruction is taught by our P.E. teacher focusing on coordination, core balance, eye-hand coordination, and skills used to increase cognitive development. Beginning sports drills are practiced depending on the season of the sport.

**Social Studies:** Family, community helpers, holidays, diverse cultural appreciation, geographic awareness and beginning map skills will be experienced at CCP. These topics and skills are reinforced in our Enrichment class also.

**Health and Safety:** Daily personal hygiene, play safety, accepting safe limits, exposure to health, safety rules and nutrition are topics which will be introduced to the children. These topics and skills are reinforced in our Enrichment class also.

**Practical Life:** Self-care, buttoning, snapping, tying, cleaning chores, snack activities, kindness, good manners, and appropriate school behavior will be modeled, encouraged and experienced. These topics and skills are reinforced in our Enrichment class also.

### **Outdoor Classroom/Playground Activities:**

We are thankful to have an outdoor environment which includes science exploration, trike trails, sandbox, stage/deck, outdoor musical instruments, building area, art activity, gardening spot, water fall and gathering place. Plans for the future include a playhouse, observation deck and a tunnel. Abba's Garden Playground is used as an outdoor classroom where academic concepts are experienced in different ways.

### ***Child Guidance and Discipline***

At CCP child guidance of behavior is seen as an opportunity for a child to learn and grow. Some children may not have had experiences in a setting with their peers and may need guidance to become comfortable in a social setting without Mom and Dad. We see this as an important task in helping children learn to use self-control, make appropriate behavior choices, and to cooperate with peers and teachers.

It is the policy of CCP to keep disciplinary issues minimized and to help children monitor their own behavior. The staff will encourage self-control, self-direction, responsibility and cooperation. Natural consequences will be presented to the child when appropriate.

The preschool will use the process of loving guidance or positive discipline. Positive discipline instructs children as to what they should do. For example: "We use our walking feet inside the building' instead of 'No running.'" This philosophy of discipline is in accordance with the belief that children learn best in an environment where love, guidance and encouragement promote the development of self-confidence.

Most often, suggestions, conversation, distraction, choices and redirection are all a child needs to change behavior. Children having extreme difficulty with behavior issues may be removed from the situation and be taken to the director's office to calm down.

### **Extreme Situations**

In unusual or extreme situations, if a child cannot calm down or cannot be managed safely by staff and is a danger to himself or others a parent will be called to pick up the child and parents or emergency contacts will be told of the situation. A future conversation can be scheduled, as needed. The child may return the following day.

Unsafe aggressive physical behavior (fighting, hitting, biting, spitting etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all children. Be confident that children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities.

Parents will be informed if aggressive physical behavior occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. Open communication between home and preschool is considered the key to effective discipline. Contact the director and/or teacher if you feel that you have not been given clear details of such an incident.

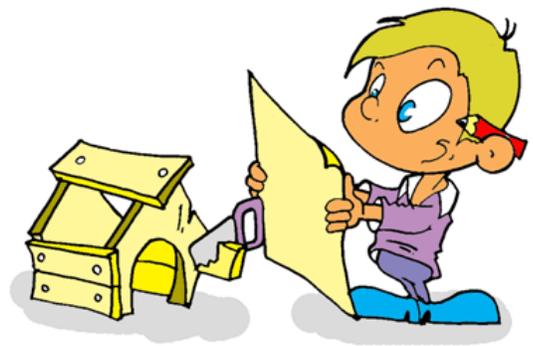
### ***Student Removal Procedures***

The preschool will make every effort to work with parents of children having difficulties. However, Calvary Chapel Preschool must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may require the following actions:

#### **Initial Teacher/Staff Conference**

The teacher or Preschool Director may request the parent(s) of any child who attends Preschool to meet for a conference. Behavior goals may be established and the parent(s) will be involved in creating an approach toward solving the existing problem.

If the initial plan for helping the child fails, the parent(s) may again be required to meet with the Preschool Director. Another attempt may be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.



**Student Withdrawal**

If the child does not exhibit significant progress or if a child at any time exhibits behavior that is harmful to themselves or others and/or consistently detracts from the classroom learning environment by consuming the teachers' attention away from the class, the child may be asked to withdraw from the Preschool until he has made progress in developing appropriate preschool behavior.

## Parent-School Communications

### ***Parent Observations / Conferences***

We encourage parents to visit, observe and maintain open communication with our staff. Please keep us aware of changes in your child's home life to help ensure that our staff has the information necessary to meet your student's unique and developing needs. Parents are encouraged to participate in the opportunities listed in the school newsletter or ask your child's teacher if you can help in the classroom.

If you wish to observe in the classroom, we ask that you respect the confidentiality of children enrolled and refrain from conversing with the teacher or other people about other children's behavior. If you are observing (as opposed to volunteering), we also ask that you refrain from class participation, this includes guiding students through activities, disciplining, talking with students, and such as this disrupts the normal class activity. Parent volunteers and observers are not to discipline children other than their own, but are expected to report them to the teacher if discipline issues arise.

Please make sure to check into the Preschool Office or Director, before visiting your child during preschool hours.

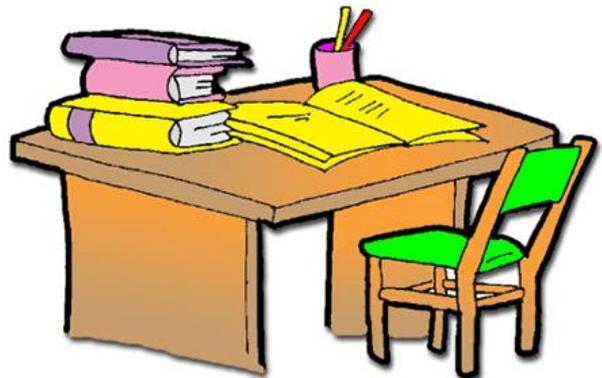
### ***Change of Address / Phone Numbers***

Please notify the preschool office immediately if you move, change phone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change information that you have given us on the enrollment forms.

### ***Emergency Information and Pick-Up***

In case of an emergency CCP will follow the school's Disaster Plan. Parents must remember to keep their contact phone numbers up-to-date so that we may contact the proper person in an emergency situation. We use this information to reach you; therefore, it is important that we have the correct information at all times.

If there is a disaster, we will follow the school's Disaster Plan, which is located in your child's classroom and the Preschool Director's office.



### ***Fire and Earthquake Preparedness***

Monthly earthquake drills, fire drills and lock down drills will be conducted. Fire/earthquake safety skills will also be taught to students in a developmentally appropriate manner. In the event of an emergency closing, children will be relocated directly across from the preschool building. If you are unable to reach the Calvary Chapel Preschool office at 714-556-0965, please call our alternative phone number at 714-662-7485 for further information.

### ***Newsletters***

A newsletter/calendar will be sent home at the beginning of every month and weekly e-mails to share what's happening in your child's classroom. Upcoming events will be mentioned too. It is important that

parents read the newsletters and information sent home so that you are aware of what is being planned and your child doesn't miss out on anything.

### ***Calvary Chapel Schools***

Being that we are part of Calvary Chapel Schools, preschool parents and families may be invited to share in activities of interest to you and your children, such as Back-to-School Picnic, Open House, Family Legacy Day and End-of-the-Year Bash.

### ***Volunteer Opportunities***

Let us know of any special interests or skills that you or your family members might have that could help our ministry. We strongly encourage families to participate whenever possible so they can share in the education of their children.

The partnership of parents and staff is a vital part of our program. Parent involvement is encouraged and opportunities will be available throughout the year.

## Health

### **Medication**

- Please send all medications in its original container.
- All medication needs to be delivered to the Preschool Office. Never leave any medication with your child.
- Fill out the "Medication Permission and Request Form" (available in the Preschool Office) stating the time and amount to be given.
- The preschool will do its best to administer the medication properly; however, the preschool cannot guarantee or take responsibility for the administration of medication.
- **Illness and Injuries:**  
First-aid supplies and a staff person trained in First-Aid and CPR will always be present. If any student is injured while at the school, a report will be sent home with an explanation of what happened. In case of illness or injury during school hours, the parent/guardian will be called immediately. If the parent/guardian cannot be reached, the Preschool Director will decide the next step according to the circumstances and gravity of the situation. The Director may do any of the following in a medical/dental emergency:
  - Contact person(s) on the child's "Emergency Form"
  - Call the doctor/dentist listed on the "Emergency Form"
  - Take child to the nearest emergency room or urgent care center
  - Call 911

### **Immunization Check List**

All children must be immunized before entering school for the following:

- 3 Polio Vaccinations
- 4 DTP Immunizations
- 1 Measles/Mumps/Rubella
- 1 HIB (Haemophilus Influenzae B)
- 1 Varicella (Chickenpox)
- 3 Hepatitis B

Note: depending on the physician's assessment of risk factors, your child may require a T.B. skin test to be performed.

### **Illness Policies**

Each child must have had a physical and have the State "Physician's Report" completed prior to admission.

**Please keep your child home under the following conditions:**

- A. Your child exhibits symptoms of possible severe illness, including:
- Temperature of 99.6 or higher
  - Nausea, vomiting
  - Abdominal pain
  - Diarrhea
  - Ear Aches or Pains
  - Unexplained skin rashes or swollen glands



- Runny nose with discoloration
- Uncontrolled bleeding
- Mouth sores with drooling
- Lethargy
- Wheezing
- Behavioral changes
- Other unusual symptoms or until medical evaluation indicates that the child can be included in the schools activities

B. Your child has a communicable condition such as, but not limited to:

- Conjunctivitis (Pink Eye)
- Head lice
- Scabies
- Impetigo
- Strep throat

C. Your child has had chicken pox, for 7 days after the onset of rash or until all sores have scabbed over.

**A child will not be readmitted until they are free of these symptoms for 24 hours. This is for the protection of all children and the staff at CCP.**

Your child's teacher or teacher's aide may do a brief "health assessment" at the door each day. Please stay until your child has been greeted and admitted by the staff member at the door. Please notify the Preschool Director immediately if you discover your child has been exposed to any communicable diseases. The school will notify all families of the communicable disease by sending home an "exposure notice."

## Day-to-Day Concerns

### ***Absences and Tardiness***

Please inform the Preschool in the event of an absence by calling 714-556-0965 ext. 2292. If your child will be arriving after 9:00 AM, please call us so we may include them in the lunch count if your child will be ordering a school lunch for the day.

### ***Arrival and Departure***

Each student is required to be **legibly** signed in/out by the child's parents (or an individual authorized on the child's release form) with full names. Older siblings 18 or older may sign your child in and out only if they are on the authorization form. No child will be released to a person not authorized by a parent to pick up their child; identification may be required. Children left after 6pm will be charged a late penalty.

**Note: The school can be fined \$250 for missing or illegible signatures; CCP reserves the right to pass fines on to those parents who incur these fines by not following directions to sign out properly.**

We must have written or rarely, a verbal authorization from the parent for any changes made to their child's release form. The staff reserves the right to keep a child on the premises if they feel that the child would be placed in an unsafe situation upon release.

### ***Dressed to Play***

Children should come to school dressed to play. Keep in mind that your child will be participating in a variety of activities such as painting, climbing, digging, playing in sand, water, etc. Please dress your child appropriately. Shoes should have closed-toed (with Velcro or laces). Clothing should reflect Christian values.

Students will also be toileting by themselves. Please make sure they wear clothing that is easy to pull down and up avoiding anything that might hinder their ability.

**\*Children must have a complete change of clothing in the classroom at all times. Please label ALL clothing, especially jackets and sweaters.**

**Parents must be modestly dressed on school grounds.**

### ***Playground***

Children will enjoy participating in many different outdoor activities each day and are asked to follow playground rules for their own safety and the safety of others.

### ***Shared Items / Toys***

Children can bring one “transitional item” from home to help them feel more comfortable away from home. An example of this would be a stuffed animal or favorite blanket. Please put your child’s name on it and be sure it is the size to fit in their cubby drawer. **Please label all toys.**

Please do not allow your child to bring other toys or treasures from home. This creates a major “sharing issue” for students and the risk of toys being lost or broken. “Show and Tell Days” will be an opportunity for students to share special items.

### ***Quiet Time***

Quiet time is a daily activity (required by the state). Most children, even those who do not take naps at home, will fall asleep quickly and easily since we have a busy day full of friends, fun and physical activity. Those who don’t sleep will be expected to at least rest quietly during that time.

Parents provide the bedding for napping. Children must bring a crib sheet, small blanket, and soft toy to sleep with. You are asked to take your child’s blankets and such home each weekend for laundering and bring it back when your child returns.

**Please label the blanket, sheet, and toy.**

### ***Birthdays***

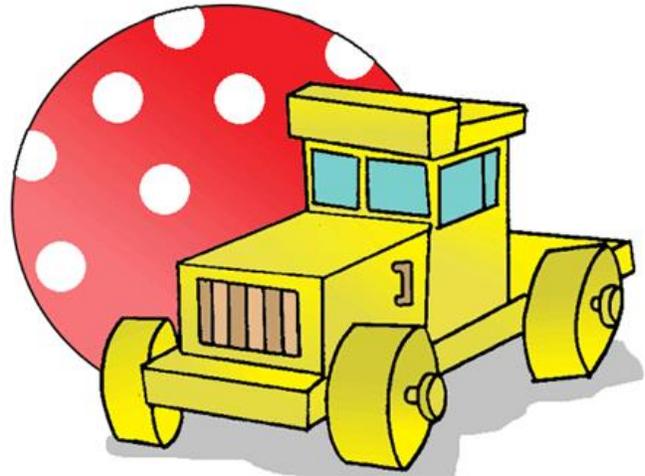
Birthdays are very special days! Please speak to your child’s teacher at least one day prior to their birthday if you are planning on sending special birthday treats or special items.

### ***School Pictures***

Each year, you will have an opportunity to have your child’s picture taken. Several packages are available for purchase through Life Touch photography in the fall and professional portraits are available in the spring.

### ***Parental Rights / Children’s Rights***

All parents have the rights that are posted on the “Notification of Parents’ Rights” Children’s Rights notice that is posted on the Parent Information Board in every classroom and was included in the registration packet. All children will be treated equally with kindness and respect. Calvary Chapel Preschool provides a secure, nurturing environment for all children.



# Parent/Student Handbook Agreement Form

Thank you for entrusting us with your precious child. We are looking forward to a successful learning experience with your child at Calvary Chapel Preschool where every child is nurtured and loved as a unique child of God.

After reading the Parent Handbook, please sign and return this page, which includes the Notification of Parents' Rights Form.

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent's Name \_\_\_\_\_

I have read the Calvary Chapel Preschool Parent/Student Handbook and I understand the policies and agree to follow them. I understand that photographs of my son/daughter may be taken throughout the year and used in school publications or on the Calvary Schools website.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date

Detach Sign Return