



# PARENT HANDBOOK

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## **INTRODUCTION**

Adobe Christian Preschool is a non-profit ministry of Adobe Christian Church and the Church Board oversees the operation of the school.

The school is licensed by the State of California Department of Social Services for children ages 2 to 6 and has been serving the needs of children and families since 1964.

## **PHILOSOPHY**

At Adobe Christian Preschool we believe that children are born with a natural sense of wonder and desire to learn. As children begin to grow and to explore their world, fascinating discoveries are made, loving relationships are built and developing milestones are achieved that will shape and mold the person in which they will aspire to be. To nurture this process, we create an environment of trust and joy that embraces their young minds and their tender hearts to their fullest potential. As we teach to their understanding, we build upon their gifts and talents and give them tools to expand upon their growing knowledge. We live to capture the moment and to appreciate today. And through the love and grace of God we lead and guide children in planting seeds of faith and hope for tomorrow.....

## **ADMISSIONS**

Adobe Christian Preschool welcomes children ages 2 to 5 years of age regardless of race, color, religion or creed. A tour will be scheduled with each family and child, if required a second visit may occur. It is important that both the director and parent determine that the program offered will be appropriate and beneficial for each child's needs.

Entrance requirements include the completion of all forms that you will receive upon your child's enrollment into the program. California Department of Social Services mandates that these forms be on file for each child prior to the first day of school. Also, please let us know of any changes that may occur throughout the year that would require your information to be updated. These forms are a valuable tool which helps us to best serve the needs of your child.

## **PRESCHOOL – FAMILY RELATIONSHIP**

We believe God has given parents the primary responsibility for the training of their child. You have chosen us to partner with you in the education and care of your child and we consider it an honor to do so. Our working relationship and support is essential to the success of our school and vital for your child's growth and development.

### **As an Early Education program, we will:**

- Provide a safe and caring environment and be clear and consistent in all that we do.
- Acknowledge that each and every child is a unique individual created by God.
- Provide a broad and balanced curriculum to develop the whole child.
- Have clear goals and learning objectives for the children.
- Inform parents at an early stage of any concerns we have regarding a child's learning or behaviors.
- Ensure that we are available, by prior arrangement, to discuss progress, behavior, or any concerns that you might have about your child.
- Model God's love and His desire for an intimate relationship with each child and his/her family.

**As the parent of a child attending Adobe Christian Preschool, we ask that you:**

- Support the school's philosophy, programs, policies, and procedures.
- Ensure that your child attends school regularly.
- Ensure that your child is at school on time.
- Let the school know the reason for your child's absence.
- Let the school know about any problems or situations that might affect your child's learning or behavior.
- Encourage your child to obey the teachers, rules, and play safely, with pride in his/her actions and learning.
- Cooperate with the school in the guidance and discipline of your child.

**OUR PROGRAM**

We provide experiences that enrich and enhance each child's intellectual, language, creative, physical social/emotional and spiritual growth. Within our program's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills and to learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of free choice and teacher directed activities. Opportunities for solitary play, as well as cooperative group activities are provided. Our staff serves as role models and provides care that is loving, nurturing and responsive to each child's individual needs. Within our faith lies the desire to provide your child with a preschool experience of lasting value.

**CLASSES**

Bluebirds—Children are 2 by September 1<sup>st</sup>

Butterflies---Children are 2.9 (potty trained) and turning 4 after January 1<sup>st</sup>

Hummingbirds---Children are 3 by September 1<sup>st</sup> turning 4 between September and December

Wise Owls—Children are 4 by September 1<sup>st</sup> and graduating to Kindergarten

**Each child should be ready for the type of group experience that our preschool has to offer.** Children with special needs such as emotional, physical, or cognitive are always welcome if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children in the class.

## **TOILETING REQUIREMENTS**

### **Bluebirds**

Children enrolled in our two-year old program are not required to be potty trained to participate in this class. During your child's time in the Bluebirds, we will work with you and your child to provide him/her the assistance and support needed through the various stages of toilet training.

If your child is enrolled in our 2's, and is not potty trained, please bring enough diapers for a period of a week. The school will provide all other supplies such as wipes and changing table and diaper genie cleaning materials. Diapering will occur at two-hour intervals and after naptime unless a child is soiled at which time they will be attended to immediately. A consent form is required if you would like the teachers to apply diaper cream on your child. When a child is ready to be potty trained, a plan will be established between staff and family to ensure that the child is successful both at school and at home.

### **Butterflies, Hummingbirds and Wise Owls**

Children are required to be fully potty trained in order to enroll in our older groups. All children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed if enrolled in the above-mentioned classes. We understand that newly potty-trained children may require assistance and teachers will guide as needed. While we take into consideration that young children have accidents, if toileting difficulties arise and/or persist, parents may be asked to make other arrangements until success in this area is achieved. This is a huge milestone in a child's development and we want to ensure their success.

## **PROGRAM SCHEDULE**

Times will vary amongst groups. See posted schedule in each classroom.

7:00 to 8:15	Extended care offers opportunities for quiet, open-ended activities.
8:30 to 9:00	Children begin arriving for the morning program and are welcomed in their classrooms or outdoors to greet teachers and friends.
9:00 to 9:30	Good Morning Song and dismissal to Groups for First Circle.
9:30 to 10:30	Activities in Learning Centers/Small Group Time/ Clean up and Snack
10:30 to 11:30	Outdoor Time
11:30 to 12:00	Closing Circle--Children prepare for the end of the morning session and are dismissed from their individual classrooms.
12:00-12:30	<u>Lunchtime</u>
12:30 to 2:45	<u>Naptime/Rest Time (see next page)</u>
3:00 to 6:00	<u>Snack- Extended Care</u> After a busy morning, the emphasis in the afternoon is to create a peaceful free-play time that feels like home.

## **NAP TIME/REST TIME**

Nap Time is from 12:30 to 2:30 each day for the 3 to 5 year olds and begins at 12:00 for our 2's. Children nap/rest with a staff member present at all times. We provide mats, back rubbing and soft relaxing music. Families provide a crib sheet and blanket (please no pillows or stuffed toys). Quiet time with activities is provided for children who wake up early and for those who may not fall asleep. Bedding is to be taken home at the end of the week for laundering in their designated tote and returned the following week.

## **ARRIVAL AND DISMISSAL**

We ask that children arrive at school on time. Because of the nature and design of our program, we value and reserve these times for the children and their experiences. Late arrival makes this difficult to maintain because of the disruption of the continuity and flow for the children in the classroom. However, we are aware that there are circumstances that may necessitate a late arrival. When that happens, we ask that you please call and let us know when to expect your child so we can prepare for and transition your child in the best possible manner to already occurring activities.

When coming to school please walk your child in, help them to place their personal belongings in their cubbies and lunches on the cart (please label all of children's items including lunchboxes, clothing etc.). There will always be someone there to greet you and your child each morning and at the end of the day. Please be certain that you always walk your child in and connect with a teacher and do not leave them at the door.

When you leave, please insure that you check in with the teacher and have picked up all of your child's personal belongings from their cubbies and remember to check their files daily.

## **SIGN-IN AND SIGN-OUT**

It is important that you always sign in and out on the appropriate form located near the front outdoor table. California Department of Social Services requires a full-legal signature. Periodic site visits are conducted and agency will cite and fine facility for missing signatures; parent will be responsible for absorbing cost of the fine if this should occur.

**IMPORTANT:** Your child will only be allowed to leave with an authorized person in which you have indicated on your emergency card and they must have at least one form of picture identification. If the person is not listed on the emergency card, the parent in written form or verbally over the telephone must give permission. We will not release a child if the above criteria have not been met.

## CHILD RELEASE

In addition to the normal sign in and out procedures, the director or staff member in charge may deny access to an adult whose behavior presents a risk to the children present in the facility and may deny access to noncustodial parents or guardians if so requested by the responsible parent.

If the parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center will ensure that:

- The child is not released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent;
- Staff members offer alternatives that will ensure the child goes home safely;
- If alternative arrangements are not possible, a staff member will contact the police or other authorities to ensure the safety of the child, staff and other persons involved.

## **Court Orders**

The school must have a certified court order on file regarding parental custody matters. We cannot refuse a parent pick-up rights unless we have a court order on file about those rights. Please notify us immediately of any changes in custody orders.

## PROPERTY SAFETY

Please drive slowly through our parking lot. **NEVER leave a child of any age in the car unattended.** Please do not leave your vehicle motor running while you drop off your child. We have had instances where a vehicle has rolled while unattended and unfortunately a child was in the car. Please use good judgment.

Your children are very precious to us. These rules are here to protect them and to ensure their safety.

## EMERGENCY INFORMATION AND PROCEDURES

In accordance with the State of California, emergency drills (fire and earthquake) are held on a random schedule in order to familiarize the children with proper and safe procedures for emergency exit of the building. The preschool is prepared with food, water, and other supplies in the event of an earthquake. Additionally, we will practice lock down drills at least once per year.

In the event of an unexpected school closing or delayed opening, early dismissal, or other emergency such as fire we will implement the "One Call Now" school-to-parent notification service. This service allows us to quickly contact all preschool families in a matter of minutes with any urgent school news and other pertinent school information.

The Fire Marshall inspects our facility on a regular basis. Emergency exit signs are posted in major classrooms as well as other areas of the facility.

An Emergency Preparedness Form is posted on the Parent Board in Room 7.

## **RIGHTS OF STATE OF CALIFORNIA LICENSING AGENCY**

Adobe Christian Preschool is licensed by the California Department of Social Services, Community Care Licensing Division (CCLD). License No. 49010. The State of California Department of Social Services has the right to visit Adobe Christian Preschool and perform inspections of the classrooms and programs, including interviewing of students and staff, as well as to examine all childcare and facility records without prior consent.

### **Information in Child's File**

It is the policy and practice of Adobe Christian Preschool that only the parent(s) or legal guardian(s) whose signature(s) is on the child's Admission Application may view the contents of said child's file. The term "file" is used to refer to the information inspected by the State of California Community Care Licensing that contains all enrollment paperwork and required forms including medical and contact information. Copies of custody agreements or court orders are also kept in this file.

### **HEALTH GUIDELINES**

Upon enrollment, Community Care Licensing requires the submission of a health form signed by the child's physician.

### **Daily Health Checks**

We are required by the State of California to make a daily observation of each child on arrival at our school for signs of communicable diseases or other evidence of ill health. If we see signs of suspected illness, you will be asked to take your child home or to pick-up your child from school.

### **Absences / Illness**

If your child is unable to attend class, please notify the preschool office and/or email preschool director [sandy@adobecc.org](mailto:sandy@adobecc.org). If your child is absent due to illness with a communicable disease such as chicken pox or strep infection, please let us know as soon as possible. We are required by the State of California to notify all parents that their children may have been exposed to a communicable disease. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If your child becomes ill at school, a parent or authorized adult is to pick-up the child within 60 minutes of a call from the school. Sick children will be separated from other children and kept comfortable until the parent or authorized adult arrives.

We will do our best to keep our school healthy and so to ensure the well-being of the children and staff at our facility, we ask that parents be responsible for keeping a child home when there is any doubt about their child's health. A child that does not feel well enough to participate comfortably in the day's activities needs to remain at home.



Please keep children at home if they have:

- Fever of 100 degrees or higher.
- Diarrhea – two or more watery stools within the past 24 hours.
- Nasal secretion that is thick, yellow or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your child's doctor.
- Sore throat with fever or throat spots.
- Cough accompanied by fever, chills, or coughing up of green or yellow mucous.
- Vomiting or nausea.
- Eye drainage of any type should be checked by your physician to rule out bacterial infection.
- Unusual rashes.
- Child not feeling well, such as lethargic behavior and increased crying.

If a child is fussy, cranky, and generally not him/herself it is recommended that the child stay home. Rest during these times may prevent the development of serious illnesses and prevent the spread of potential infection to others.

Your child may return to school after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned. When children are sent home ill from school with fever, vomiting, or diarrhea, they may not attend school the following day (the 24 hour "rule").

Please note that the school may request a doctor's note dependent upon the severity of the illness and the risk potential for both the child's return and for those in attendance at the school.

If a child has been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician's release may also be required.

## **MEDICATIONS**

At Adobe Christian Preschool we realize that sometimes it is necessary to administer medications for the health and welfare of a child. The staff will dispense medication only with written consent by the parent or guardian. Medication forms are available at the preschool office. A physician's signature is required for any prescribed medication and:

- All medication must be in original containers with physician's name, medication name, dosage, time to be given, what the medication is for, and any side effects to watch for.
- Over-the-counter medications must be in original containers as well with the name of the medication clearly visible. The child's name, amount to be given, and when must also be written and signed by the parent.

Adobe Christian Preschool is not to administer the FIRST dose of medication. NO medication of any kind may be left in a child's backpack or cubby including vitamins or cough drops. Always let us know if your child has been given any medication before coming to school. This includes Tylenol, allergy medications, antibiotics, etc. Please help us keep all of our children safe.

## **Medical Service Plan**

Instructions must be on file if your child will require medication to be stored at school for a food or allergy of any kind, asthma or other emergency condition that requires ongoing special attention.

## **Allergies**

All allergies to medications and other substances including insect stings must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms, in the kitchen, and in the emergency and field trip backpacks located in each classroom.

## **Sunscreen Application**

We spend time outdoors daily and so we advise that you apply sunscreen to your child before school. We will reapply a school brand in the afternoon if your child stays for extended care after 3:00. If your child requires another brand, please bring it to school in a labeled baggie with your child's name and give to director. A consent form must be signed to authorize all application of both school and personal sunscreen.

## **Accidents and Minor Injuries**

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to parents on an "OUCH" report. A copy of the report is given to the parent and one copy is retained in the child's file. Parents are called immediately in the event of any serious or questionable injury, or a bump to the head.

## **MEDICAL EMERGENCIES**

The school shall call both 911 and the parents in the event of a medical emergency or accident of any kind that is beyond treatment that the staff is able to administer and which places the child's life in jeopardy.

STAFF MEMBERS ARE TRAINED AND CERTIFIED IN FIRST-AID AND CPR

## **CHILD ABUSE REPORTING**

All staff members are trained and required to report any signs of suspected child abuse under Section 11166 Penal Code.

## **California Department of Justice Background Check and Megan's Law**

In keeping with the policies and procedures of Adobe Christian Preschool and Community Care Licensing to protect our students, staff, and families, and to promote a safe school environment, we will utilize publicly available search engines, databases and websites such as the Megan's law website (convicted sex offenders) and the Department of Justice databases.

## **DISCIPLINE STATEMENT**

We believe that children find security and direction where there is consistent adult guidance. Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can adhere to our rules. It is important to remember that at times mildly aggressive feelings in young children are a normal part of the developmental process of growing. In all situations, we will use constructive and preventive methods of discipline and maintain an atmosphere of acceptance, respect and order. Techniques we use and steps we take:

- Create an environment of love and trust
- Prevention—we plan ahead for possible areas of conflict
- Re-direction
- Problem solving and conflict resolution through talking
- Model and encourage appropriate and responsible behavior
- Explanation of basic school rules and reiterate and reinforce them often
- Set limits and expectations
- Establish logical consequences
- Positive reinforcement for appropriate behavior
- Consistency as a staff
- Find a quiet spot for child to take a break while staff is near
- Meet with parents to establish a mutual plan when needed
- Contact parent at work or home if situation requires immediate attention
- Work with families if environment is no longer suitable for both child and school

## **CLOTHING AND PERSONAL BELONGINGS**

Since we offer a wide variety of experiences (active, exploratory, experimental, outdoor play), we encourage parents to send their children in clothes that are comfortable, sturdy and washable.

For safety reasons, we recommend that your child wear rubber soled shoes as they are the best for running, jumping, climbing and all the other things preschoolers do. Open-toe shoes such as sandals, flip-flops and crocs are not permitted.

Please label all of your child's belongings and please check that what you are bringing home belongs to your child. There are many duplicates of items. The Lost and Found box is located out in front of school.

Please keep an extra set of clothing in your child's cubby in the plastic shoebox that is provided. Items to include are socks, underwear, pants, shirt and shoes. Please check these frequently and restock as needed.

Please do not bring toys, games or personal belongings from home. Losing a favorite toy can be a heartbreaking experience for a child. Teachers will establish opportunities for sharing in their classrooms.

## **SNACKS AND LUNCHES**

Having meals at school promotes social development and encourages good eating habits. The school will provide a nutritious morning and afternoon snack. A snack menu is posted on our parent board in room #7.

Families provide lunches in labeled lunchboxes for children. Please send balanced meals in appropriate quantities for your child. The school does not have space for refrigerating children's lunches, so please use cold packs to keep items at appropriately safe temperatures until lunchtime.

Helpful hints for packing lunches: Because we provide a nutritious morning and afternoon snack, your child's lunch should contain just enough food for one child-size meal. We recommend not over packing as a lot of food tends to go to waste,. We will let you know if you are packing too much or too little.

- Slice sandwiches in halves or fourths. Cut into fun shapes!!
- If your child is not a sandwich eater, we will warm up food that you send. Children love pasta, rice, left-over dinner etc....
- Cut up fruit in bite-size pieces, seldom will a child eat a whole apple or peach.
- Small containers of yogurt are best, children generally eat only half and the rest is discarded.
- We have a **NO JUICE POLICY**. Children fill up quickly on these and don't eat their growing food. Milk and water are the best nutritious choices. Small bottled waters; the large ones seem to topple over.
- **NO CANDY PLEASE**. And please watch for foods high in sugar. Remember that naptime is right after lunch.
- No sticky foods such as fruit roll-ups, fruit snacks etc... they get stuck to children's teeth and are the #1 cause of cavities as they tend to sit on and between children's teeth not to mention full of sugar and preservatives.
- Please label all plastic containers that go inside of lunchbox

Note: Families of children with special dietary restrictions and or food allergies are to consult with Director to develop an individualized plan when able.

## **PEANUT AND NUT FREE POLICY**

Depending on the needs of the children enrolled each year, it may be determined that the school will enforce this policy. In the event that there are confirmed and suspected allergies the following guidelines will be enforced:

- Foods with Peanuts and Nuts will not be served in the school.
- Parents of children with allergies will provide snacks for their children.
- Children who stay for lunch may not include foods with Peanut or Nuts such as Sandwiches, granola bars, cookies, breads etc. Acceptable alternatives include WOW Butter & Sunflower Butter. A note is to be provided if parent plans to pack a sandwich with the alternate option so as to not have it mistaken with Peanut Butter.
- This policy eliminates the sharing of homemade goods for special events, birthdays, etc.

## **BIRTHDAY CELEBRATIONS**

A typical birthday celebration includes honoring of your child during our morning greeting and circle times and given a special goodie bag. If you choose, you may bring a special snack for your child's group to celebrate. Keeping in line with our nutritious suggestions, parents in the past have creatively turned traditional sugary treats into decorative nutritious surprises. Also important to adhere to our Peanut-Nut Free policy when enforced. Please let the program director know in advance of when and what you are planning to bring.

## **PROGRAM RATES AND FEES**

### 2 Year Old Program

	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>
<u>Preschool (8:30-11:30)</u>	<u>\$305</u>	<u>\$440</u>	<u>\$550</u>	<u>\$685</u>
<u>9 ½ Hour Day</u>	<u>\$555</u>	<u>\$810</u>	<u>\$945</u>	<u>\$1020</u>
<u>Over 9½ Hour Day</u>	<u>\$650</u>	<u>\$920</u>	<u>\$975</u>	<u>\$1,105</u>

Extended Care Charge: \$10 (Contracted) \$12 (Drop-In)

### 3-5 Year Old Program

	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>
<u>Preschool (8:30-12:00)</u>	<u>\$295</u>	<u>\$425</u>	<u>\$535</u>	<u>\$655</u>
<u>9 ½ Hour Day</u>	<u>\$520</u>	<u>\$765</u>	<u>\$895</u>	<u>\$960</u>
<u>Over 9½ Hour Day</u>	<u>\$610</u>	<u>\$875</u>	<u>\$925</u>	<u>\$1,055</u>

Extended Care Charge: \$9 (Contracted) \$11 (Drop-In)

- A non-refundable registration fee of \$100.00 is due at time of enrollment and each subsequent year.
- Material Fee of \$100.00 at beginning of each school year.
- 10% sibling discount for tuition only.
- 10% church member discount for tuition only.

### EARLY DROP OFF FOR PART TIME SCHEDULES 8:30 to 12:00

Drop off prior to 8:25 is subject to an extended care charge. Please make arrangements with preschool director if you are in need of extra time in the morning. This must be pre-determined to ensure proper staffing. The rate is determined by the ½ hour and will be included in your tuition each month.

### **Drop In Care**

Our maximum capacity set forth by California Department of Social Services and Fire Department permits us to accommodate 60 children per day. Please contact the preschool director if you have an emergency that requires the care of your child on a day in which they are not enrolled. There are often times when other children are on vacation or absent and we may be able to grant your request. Unfortunately, there are no switching and trading of days; you will still be required to pay for your scheduled days as well as for drop-in days. Rate is based on schedule.

Drop-in care may also be available if you are in need of dropping off your child prior to the program start time of 8:30 or need to stay beyond the 12:00 dismissal time. Please call preschool director in advance

### **Lunch Bunch**

This is an opportunity for children in our older groups to stay for lunch from 12:00 to 12:30. Prior arrangements are to be made with preschool director and schedule and costs to be predetermined and included in monthly tuition.

### **Closing Time/Late Pick Up Fees**

We ask that you please be considerate of our 6:00 p.m. closing time as our teachers have families to go home to as well (this means leaving by 5:55 so that staff is able to stay on schedule). It is highly recommended that families plan ahead to ensure that arrangements are made with a friend or family member as a back-up should the need arise for an alternate pick-up. This person(s) should also be included on the emergency card. Please notify the school if you are going to be late and your emergency contact cannot be reached. A late fee of \$20.00 will be imposed for every 15 minutes after 6:00 p.m.

### **Additional Fees**

Fees for special activities and field trips will be charged and collected as events occur. Participation in field trips and special activities is always optional.

### **PAYMENT PROCEDURE**

Monthly tuition and extended care are due on the 1<sup>st</sup> of each month. A late fee of \$25.00 will be assessed for late payments. Your tuition will reflect the rate for the number of days and hours for which you have registered. There are no deductions or refunds for illnesses, vacations or holidays. Unfortunately, because of scheduling conflicts, there is no trading or making up of days to compensate for loss of attendance. Please see the preschool director if there are any problems with timely payments. A \$25.00 fee will be charged for all returned checks.

Our monthly tuition and extended care (if applicable) is based on a 20-day month and averaged out over 9 equal tuition payments September through May. This amount will remain the same unless your child's schedule changes or drop-in costs are incurred.

NOTE: You will be billed per diem for days attended during the last weeks of August.

Summer Camp costs are based on attendance and determined at time of summer sign-ups in April.

### **PAYMENT DURING ABSENCE FROM SCHOOL**

Please contact the school by phone 707-762-7713 or email Director sandy@adobecc.org if your child does not attend on their scheduled day for any reason. It is also important that you notify the school of extended leave, such as vacations or for family emergencies. Families are responsible for payment during all absences from school. Arrangements to secure your child's enrollment must be made with Program Director if leave extends beyond one month

## **Change in Schedule Payment**

A 30-day written notice is required for request of change in schedule. Your request may be granted if space is available and staff schedules permit. Upon approval, you will be responsible for payment for original schedule for up to 30 days while accommodations are being made for new schedule.

## **NOTICE OF WITHDRAWAL & DISMISSAL**

If you plan to withdraw your child from the program, please provide 30-days written notice. If your child is dismissed from the program, we will provide you with a two-week notice and refund any tuition due at the time of dismissal.

## **Reasons for Dismissal from the Program**

- Non-payment of tuition---over 30 days late.
- Child poses an emotional or physical threat to the safety of other children in the program.
- Child's family poses an emotional or physical threat to the safety of other children in the program.
- Child is not developmentally prepared.
- Habitual late pick-ups after 6:00 p.m.

## **HOLIDAYS AND SCHOOL CLOSURES**

School Calendar provided at beginning of school year. Note that there are no make-up days for school closures.

Labor Day	September
Staff Training/Retreat	September
Veteran's Day	November
Thanksgiving and Day After	November
Christmas Break	December for one week through January 1st
Martin Luther King Jr. Day	January
President's Day	February
Good Friday	Friday before Easter
Memorial Day	May
Summer Preparation	Friday after last Day of School
Independence Day	July 4 <sup>th</sup>
Staff Work Week	August one week prior to first day of school

Note: On occasion school may close early for special events, ie. Graduation, Staff Development, etc. You will be notified well in advance of these dates.

## **PARENT COMMUNICATION**

We want to do our best to keep all our families informed about what is happening at Adobe Christian Preschool. A school newsletter is published once a month, emails are sent with current activities, events and reminders. Classroom information and your child's work is placed daily in their files on the front table near sign-in/out board. We also have communication boards that are located outside of each classroom that shares the activities of the day and week for your child's group. Please take the time to read everything we give you.

## **Parent-Staff Interactions**

We love to welcome families in the morning and greet them at the end of the day. We regard our family relationships highly. When time permits and it is appropriate there may be time for sharing about your child, other times conversations may need to be kept brief. We are simply being mindful that the teacher's primary responsibility is the safety and well-being of all the children. We especially want to be considerate and respectful when the discussion involves children's behaviors. These discussions are more appropriate by scheduling an appointment or a phone call. We are always here for you.

## **PARENT INVOLVEMENT**

We believe that parents and teachers are partners in a child's care and education. The staff at Adobe Christian ensures that parents are always informed and given the opportunity to participate in the school's continued success. From time to time the staff may invite parents to assist with special projects or to share a special talent.

**California State Law began requires that all volunteers working directly with children in a day care center or family day care home provide proof of immunizations for Measles, Pertussis and Influenza aka flu shot (flu shot is optional, however requires a signed waiver.) This is all a relatively simple process and Ms. Sandy can guide you and answer your questions.**

## **ADOBE CHRISTIAN PARENT VOLUNTEER GROUP (PEACE)**

This group is comprised of parent volunteers that together with school staff work towards providing and maintaining a level of excellence and quality for the children's learning experiences at Adobe Christian Preschool. The efforts of this group include the coordinating of:

**Preschool Enrichment** happens through Donations and Fundraising efforts for enhanced and safe classroom environments, curriculum materials, professional growth for staff and playground improvements. Activities include, Pizza Days, Scholastic Books, Jingle Bell Sales at Christmas, See's Candies Sales and always open to new and innovative methods to raise money to provide the very best for your children.

**Community Elevation** is another function of the Adobe Christian **PEACE** group. We strive to reach out to both local and global communities as we begin to share the values of serving and giving with the children. Some of our endeavors have included Food Drives, Operation Christmas Child, Adopt a Family at Thanksgiving, and One Warm Coat Drive. It is always so wonderful to see children participate and begin to develop compassion and generosity. It is a true blessing.

We would be honored to have you join our Adobe Christian PEACE Committee. Please contact Ms Sandy for more information.



**OUR STAFF**

Program Director.....Ms. Sandy Greenhalgh  
Wise Owls (4's and 5's).....Ms. Laura Beilhes and Ms. Diane Ashdown  
Hummingbirds (Older 3's turning 4)..... Ms. Jennifer Isola and Ms. Michelle Johnson  
Butterflies (Younger 3's turning 4).....Ms. Michelle Willis and Ms. Audrey McVay  
Bluebirds (2's turning 3)..... Ms. Kristina Charleston and Ms. Julia Penfield

May the Lord richly bless and guide you as we work together to train up your child  
in the way he/she should go. Proverbs 22:6