

Grace Brethren Preschool



PARENT/STUDENT HANDBOOK Addendum A

GRACE BRETHREN PRESCHOOL PARENT/STUDENT HANDBOOK ADDENDUM (A)

A. Affiliation

Grace Brethren Preschool is part of a non-profit corporation in the State of California, owned and operated by the Grace Brethren Church and Schools as a ministry to the community. Grace Brethren Preschool is an accredited school and a member of the Association of the Christian Schools International.

Grace Brethren Preschool is licensed by the State of California Department of Social Services (License Number 566208209).

B. Philosophy

1. Philosophy of Ministry

The Philosophical basis for the school is the biblical, God-centered view of man and truth (1 Corinthians 8:6; Colossians 1:16-17). Ultimate truth is God's truth through a personal relationship with Jesus Christ (John 14:6). Therefore, Grace Brethren Preschool seeks to bring students into fellowship with God through a Christian education. The following objectives are derived from this philosophy:

a. To reveal and Glorify God

"You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." Matthew 5:14-16

b. To Train and Educate Children Spiritually

"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." Deuteronomy 6:6-7

c. To Bring Students To A Personal Knowledge of Jesus Christ

"But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness." 2 Timothy 3:14-16

d. To Offer A Superior Academic Education Within A Loving Christian Environment

"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another." John 13:34

2. Purpose

Grace Brethren Preschool was established as a ministry of Grace Church of Simi Valley as a service to the families and children in this community. This service has grown from a sincere love for children and a desire to help them in the proper adjustment to our modern world. It is equipped and staffed to give the best possible care for children.

Grace Brethren Preschool's purpose is to provide children ages 2-5 with an environment that is safe and conducive to good health, where they can assemble, work, and play together while being guided toward a happy, wholesome, and spiritual development. All are welcome, regardless of race, color, or religion.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his/her own rate-of-speed toward enriched experiences, self-discipline, and the ability to make good choices.

The process of Christian education includes the integration of scriptural truth in every academic discipline and in every activity of school life as a primary goal. More specifically, the program seeks to show God revealed in His Word and in creation and to guide the student into conformity with His revealed will. The ultimate objective is that God be glorified in the life of the student (*Romans 11:36*).

3. Educational Philosophy

Grace Brethren Preschool operates on the philosophy that the early years of a child's development are important. During these formative years, the need to establish a solid foundation in the life of the child is critical. While human development progresses in a predictable pattern, children do learn at different rates. The preschool curriculum is designed to meet the

needs of the whole child, providing meaningful experiences, i.e., using play as a means for learning. Grace Brethren Preschool's aim is to develop the total personality of each child by providing hands-on educational experiences of lasting value:

- a. **Intellectually**
By encouraging an enthusiasm for learning, exploring, and first-hand experiences of lasting value.
- b. **Physically**
By encouraging experiences, which will develop large and small muscle coordination and motor skills.
- c. **Socially**
By encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging.
- d. **Spiritually**
By having a daily time of devotion as well as integrating Biblical concepts throughout all learning experiences, giving each child an awareness of God's love for him/her.

4. **Curriculum Philosophy**

The curriculum has been designed to specifically meet the needs of the students enrolled in the program. For each class there exists a curriculum guide with objectives that are developmentally appropriate for that age group. Using the curriculum guides, the teachers are able to provide opportunities for growth in all areas of development. Appropriate materials and resources are implemented into the curriculum to achieve the expected outcomes. On a regular basis each of the curriculum guides are reviewed by the teaching staff and adjusted accordingly.

5. **Intended Outcomes**

The goal of Grace Brethren Preschool is to partner with parents to prepare children for formal education by addressing their development spiritually, cognitively, socially, and physically. Upon completion of our preschool program, it is intended that each child should:

- a. **Spiritual**
 - a. Understand that God is a loving God.
 - b. Understand that the Bible is God's Word, instructing His people how to live.
 - c. Use prayer to communicate with God, sharing thoughts, needs, and feelings.
 - d. Share with others about God, Jesus, and the Bible.
 - e. Have a desire to know more about God.
 - f. Comprehend that the world, and everyone in it, was created by God.
 - g. Begin to develop a sense of intrinsic rewards for behaviors.
- b. **Cognitive**
 - a. Exhibit an ability to explore, observe, create, experiment, plan, analyze, and reason.
 - b. Express self creatively through a variety of mediums.
 - c. Have an understanding of math concepts related to counting, sorting, and comparing.
 - d. Demonstrate an ability to use receptive and expressive language skills to communicate with others.
 - e. Have developed pre-writing skills, exploring writing utensils and the meaning of print.
 - f. Have developed pre-reading skills, becoming aware of visual and auditory differences of letters and their sounds.
- c. **Social**
 - a. Be able to initiate friendships and enjoy interactions with a variety of individuals.
 - b. Begin to exhibit character traits of kindness and empathy towards others.
 - c. Develop an ability to share objects and thoughts with peers and adults.
 - d. Utilize language skills to navigate interactions with others.
 - e. Begin to demonstrate the ability to control him/herself, acting appropriately without direct instruction from an adult.
 - f. Gain self-confidence, mastering skills through age-appropriate activities and positive adult interaction.
 - g. Feel comfortable taking part in group activities and discussions.
- d. **Physical**

- a. Explore fundamental movements such as balance, movement, touch, and coordination as well as develop gross motor skills.
- b. Acquire and refine fine motor skills.
- c. Understand the need to care for his/her body and begin to have an awareness of how to accomplish that. *“And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.”* Deuteronomy 6:6-9

C. Hours of Operation

1. Preschool is in session from 8:30 a.m. to 12:30 p.m.
2. The School is open daily for childcare from 6:30 a.m. to 6:00 p.m., Monday through Friday. (Students and parents will not be admitted into the facility prior to 6:30 a.m.)
3. For special events the preschool will occasionally close early. Please check the preschool calendar for dates and times that the preschool is closed.

D. Admission Policy and Procedure

Grace Brethren Preschool does not discriminate on the basis of race, color, national, or ethnic origin. Registration is based on available space within the child’s developmental level. Developmental level is determined by the child’s chronological age as well as how the child fits into the academic and social framework of the school. Grace Brethren Preschool accepts the obligation to work with each child and family to determine the proper placement of each child.

Each child admitted must be determined by the School Administrator to be able to benefit from the program offered and that his/her needs are being met.

The school maintains a waiting list in general chronological order to applications as received, giving preference to siblings of enrolled children in the Grace Brethren School system.

E. Admission Procedures

1. An orientation time will be held with a member of the preschool staff and the parents to discuss goals, purpose, philosophy, school policy, and general information pertinent to both the child and the school.
2. A registration packet must be fully completed online to be accepted. The packet will include, but is not limited to, the following forms:
 - a. Enrollment Agreement (regarding tuition rates)
 - b. Identification and Emergency Information
 - c. Pre-Admission Health History
 - d. Notice of Parents Rights
 - e. Notice of Personal Rights
 - f. Consent for Medical Treatment
 - g. Field Trip Consent Form
 - h. Acknowledgment Statement
 - i. Birth Certificate
3. In keeping with the California Health & Safety Code 120335, which states that schools may not unconditionally admit students unless they have been fully immunized, Grace Brethren Schools requires that each child’s parent/guardian must present proof of proper immunization prior to admission. Per allowances articulated in Section 120365 of the California Health & Safety Code, upon appropriate documentation, students with exemptions from immunizations for medical reasons or because of personal beliefs will be admitted. Students with exemptions from immunizations will be temporarily excluded where there is cause to believe that the student has been exposed to a communicable disease (California Health & Safety Code 120365).
4. Each family must have a Parent Interview with the Preschool Administrator. The Parent Interview will be scheduled once the completed registration packet and registration fee have been submitted, prior to the child’s admittance to the program.

F. Family Preference Registration

Each year Grace Brethren Schools offers “Family Preference Registration” to all returning Preschool students. Preference is granted if the registration documents are received and the dues are paid prior to the deadline. Information regarding the specific dates will be sent home.

“Family Preference Registration” is also extended to Kindergarten students at the Grace Brethren Elementary School in accordance with vacancies available and the following priority schedule:

First: All are members of Grace Brethren Church.

Second: All siblings of existing Grace Brethren students in the Preschool, Elementary, or Jr./Sr. High School, or Grace Brethren Youth Sports.

Third: Registration Packets MUST be turned in and Registration Dues MUST be paid PRIOR TO THE DEADLINE. Priority is also based on the DATE STAMPED on the envelope. (Information regarding the specific dates will be sent to the home.) Any student who could not be accepted into the elementary school will be placed on a waiting list.

G. Programs Offered

And he said to him, *“You shall love the Lord your God with all your heart and with all your soul and with all your mind.”*
Matthew 22:37

Children may attend 2, 3, 4, or 5 half or full days. Half day hours are from 8:30 a.m. to 12:30 p.m. Full-day care is from 6:30 a.m. to 6:00 p.m. However, it is suggested that in the interest of the child, they are left no longer than necessary.

Any half-day student may spend an occasional afternoon at school as space allows. Half-day and hourly rates are listed on the included schedule of Tuition Rates.

Based on a developmental approach to learning, the child is exposed to various forms of stimuli to develop his/ her readiness in the following areas:

1. Curriculum (2-3 Year Olds)

- a. Language Arts: circle times, books, pictures, group discussion, and puppets.
- b. Cognitive Learning: learning and listening centers, monthly themes, science and math centers, and cooking.
- c. Creative Development: art, music, dramatic play, blocks, learning centers.
- d. Social/Emotional Development: daily interaction, home living, monthly themes, field trips, teaching health and hygiene.
- e. Motor Skills: playground equipment, activity records, lacing, threading beads, coloring, working with scissors, dressing and undressing dolls, puzzles, cutting and pasting.
- f. Spiritual/Moral Development: Bible stories, art projects, chapel services, Bible in felt, “God loves me”, Gospel Light, and “Scripture Bites” curriculums.

2. Curriculum (4-5 Year Olds)

- a. Language Arts: circle times, share time, and group discussion.
- b. Reading Readiness: Story book journals, begin formation of letters and numbers through various mediums, reading and writing centers, and other school resources and tenets.
- c. Math Readiness: “Math Their Way”, math learning centers, and math manipulatives.
- d. Creative Arts: Art projects, music, dramatic play, movement, and learning centers.
- e. Social/Emotional Development: Daily group interaction, monthly themes, class parties, learning centers, field trips, and school projects.
- f. Motor Skills: Playground equipment, exercise/activity records, and learning centers.
- g. Spiritual/Moral Development: Association of Christian Schools International (ACSI) Bible Curriculum, “Scripture Bites” and “Bright Beginnings” curriculums, object lessons, chapel, scripture memorization, and Bible in Felt.

3. Field Trips

Field Trips will be scheduled monthly. Notices will go home to parents to be signed before the day of the field trip. If the field trip is scheduled on your child’s regularly scheduled day, and you do not wish for him/her to attend, you are responsible to make alternate arrangements for the care of your child since all teaching staff will attend the field trips. If it is not your child’s regularly scheduled day and you and your child would like to join us on the field trip, you are welcome to do so.

Transportation for off-site events will be provided by bus or by teachers and parents over 21 years of age who have working seat belts in their cars and carry comprehensive insurance. Car seats must be provided for children as applicable by state law.

4. Progress Reports

Preschool developmental progress reports are sent home twice annually to reflect the child’s behavior observed in class for each area of emphasis taught.

Parent/Teacher Conferences may be scheduled during these times to discuss your child’s individual progress and needs.

5. Sample Daily Routine

Please note that class-time begins promptly at 9:00 a.m. It is best if your child arrives prior to that time so as to establish a consistent routine for your child and to not interrupt class already in progress.

Morning Schedule:	
6:30 – 7:30	Arrival and combined class
7:30 – 8:30	Free play
8:30 – 9:00	Outdoor time/Bathroom
9:00 – 9:15	Arrival and opening exercise (roll call, calendar, flag salute, weather, introduction to learning centers)
9:15 – 10:00	Learning Centers (cognitive)
10:00 – 10:15	Snack Time
10:15 – 10:45	Recess
10:45 – 11:00	Bible
11:00 – 11:40	Learning Centers (creative)
11:40 – 12:00	Language Development/Share Time
12:00 – 1:00	Lunch
Afternoon Schedule:	
1:00 – 3:00	Nap Time
3:00 – 3:30	Bathroom and snack time
3:30 – 4:30	Outdoor play
4:30 – 5:30	Centers and special projects
5:30 – 5:45	Story time
5:45 – 6:00	Clean-up and closing

H. Financial Policies

1. Registration Fees

A non-refundable registration fee is due before a child is admitted or re-enrolled.

2. Tuition

Tuition is paid in advance on a monthly payment schedule. The monthly tuition charge is due on the first (1st) of the month and is to be paid-in-full regardless of the child’s attendance, illness, teacher in-service days, or holidays therein. If tuition is not paid by the tenth (10th) of the month, a \$35.00 late fee will be assessed.

Money will be accepted anytime during school hours.

Tuition is as follows for illness:

- a. If a five-day student is out for 5 days, ½ week tuition credit will be given.
- b. Absences must occur in the same week and cannot be accumulated.
- c. There is no illness credit for students who are scheduled to attend school for less than five (5) days a week.
- d. If a child should miss a portion of a week, tuition must be paid-in-full for that week.

Checks may be left in the tuition box or given to the Administrator or Administrative Assistant. Please get a receipt for all cash payments. In the memo field of the check please write the Family I.D. code listed on the monthly statement.

Please put cash in a sealed envelope and provide the following information:

- a. Your child's first and last name.
- b. Amount being paid.
- c. Date.
- d. Month you are paying for.
- e. Any additional charge(s) you are paying for, such as an extended day or extra hours.

3. **Overtime Fees**

A child left after the closing time of 6:00 p.m. will be charged \$1.00 per minute, with a minimum charge of \$10.00. When the Preschool closes prior to 6:00 p.m., late fees will apply at the stated time of closure.

The preschool's clocks are set by official Pacific Time Zone. This can be verified by the staff upon request.

4. **Vacation Policy**

If a child is out for a complete week the parent may request "Vacation Credit" for that week.

A maximum of two weeks credit may be permitted in each calendar year (July – June). To receive credit, a parent must submit a "Change of Information" form prior to the 15th of the month. Vacation credit will only be credited the month following the vacation time taken so it can be verified by the attendance records. Partial days or weeks will not receive any credits.

5. **Withdrawal Policy**

At the time that enrollment is terminated, the parent must give notice, in writing, at least two (2) weeks prior to date of withdrawal. Parents are responsible for tuition during the two-week notice.

6. **Additional Days Or "Make-Up" Days**

There are no make-up days for any holidays or teacher in-service days when the school is closed. There are no make-up times or credits available for full-time students. Part-time students may request a make-up day for illness only. Permission may be granted if space is available. When the school's enrollment capacity is full each day, this may not be an option at all. Permission must be asked within one week of the illness and granted only by the administrator.

Parents may add extra days to their schedule if space is available. This may be done by checking with the administrator first. The parent will be billed an additional daily charge for each additional day requested.

On Field Trip days or "Party" days that do not fall on your child's regularly scheduled days, the parent has either of the following options available:

- a. Bring your child that day and participate as a volunteer on the trip or in the classroom at no additional tuition cost. Fees for the activity/event will apply.
- b. Ask permission to add an extra day to your schedule (if space is available) at the additional daily rate.

7. **Schedule Change Policy**

If parents find that a change is needed in regard to their child's schedule, the preschool will do its best to accommodate the need. The parent must first contact the preschool office to verify availability, and then submit a "Change of Information" form prior to the 15th of the month for the change to be reflected on the next billing statement. Schedule changes will become effective only on the 1st of each month.

8. **Delinquent Account Payments**

There will be a \$35 late charge for payments received after the 10th day of the month. If your tuition is not paid by the 25th of the month, and you have not contacted the Administrator regarding this delinquency, services may be terminated.

Your child may be reinstated if there is a spot still open in your child's age group. The unpaid delinquent amount prior to termination and an additional re-registration fee of \$25.00 will be due before he/she can be re-admitted. The first month's tuition must then be paid in advance.

9. **Returned Check Policy**

The following policy is set for all checks returned "NSF" or "ISF":

- a. The first check returned will be picked up and paid for by cash. Future personal checks will still be accepted.

- b. The second check returned will be picked up and paid for by cash. Personal checks will then NO LONGER be accepted and payment for tuition must be made with either a Cashier's Check, Money Order, or cash, for a period of 6 months before personal checks will be accepted.
- c. There will be a \$25.00 service charge for all returned checks.

I. School Policies and Procedures

1. General Health Policy

Because Grace Brethren Preschool is concerned about the well-being of all children, PLEASE KEEP YOUR CHILD HOME if he/she is ill. It is imperative that precautions are taken to prevent the spread of illnesses amongst the other children and staff. The school retains the right to send home any child that displays symptoms of illness as well as the right to require a doctor's note for a child's re-admittance to school following an illness or suspected illness.

Please notify the office if your child may have exposed others to contagious illnesses. The school staff will take the necessary precautions, but will never release information about a specific child's health without parent consent.

This sick policy is designed for the health and well-being of all students and staff. It should be understood, however, that there are cases which may not fall into any of the situations specified below. Parents are encouraged to discuss the specifics of their child's health with the school's administration to determine the most appropriate course of action.

- a. A child with any contagious disease may return to school after being on antibiotics for at least 24 hours, and be free of symptoms, for the following:
 - i. Conjunctivitis/pink eye (the student may return after 48 hours)
 - ii. Tonsillitis
 - iii. Strep Throat
 - iv. Ring Worm
 - v. Pin Worm
 - vi. Scarlet Fever
 - vii. Ear Infection
 - viii. Skin Rash
 - xiv. Lice (the student may not return until all nits/lice are removed)
- b. If, during school, a student develops a fever of 100 degrees F or more, vomiting, diarrhea, or upper respiratory infection, they MUST be taken from the school within one hour of when the parent is called by the staff member. Alternative arrangements are the responsibility of the parents in cases where they are unable to pick up the sick student.
- c. A child with an uncontrollable, persistent cough or congestion, and/or wheezing, will be sent home. The student must be symptom-free before returning to school, or provide a doctor's note stating that the child is not contagious. Students with known cases of asthma need to provide the office with necessary medications to treat an asthma occurrence at school. In the case that an asthma occurrence cannot be controlled at school, the child will be sent home.
- d. A child with thick, colored mucus from the nose will need to be on antibiotics for 24 hours before returning to school, or provide a doctor's note stating that the child is not contagious. Students with allergy symptoms will need to provide the office with a note from the doctor stating that the child's symptoms are not contagious.
- e. A child with diarrhea should remain at home until there has been 24 hours free from loose bowel movements. Should a child develop reoccurring diarrhea at school, the parents will be notified and arrangements for the child to be removed from the school will be made.
- f. Children must be fever free for a 24-hour period before returning to school.
- g. Children must be vomit free for a 24-hour period before returning to school.
- h. A child with CHICKEN POX may return to school ONLY after ALL the lesions are scabbed and no new ones have formed (a minimum of 7 days).

If a child is not well enough to go outside, then he/she is not well enough to be in school.

2. Dispensing Individual Medication

- a. All medication can only be dispensed by a staff member with written permission of a physician and the parents. This includes both prescription and non-prescription medicines. Please be aware that many over-the-counter products are considered medication.
- b. A Medication Permission Form **MUST** be completed and signed by a parent **WEEKLY**, before medication can be given to the child.
- c. Medication must be provided by the parent, in the original container, dated, and labeled with the child's name. Expired medications will not be given.
- d. The parent must provide the appropriate measuring tool for the dispensing of medication.
- e. Parents must hand over all medications directly to the preschool staff to be properly secured. Medications must **NOT** be left in backpacks, lunchboxes, etc. (This includes medications such as vitamins and supplements.)
- f. Medications must be taken home as soon as the course of treatment is completed. Medications not picked up will be discarded by the preschool staff.
- g. Incidental Medical Services (IMS) may be provided by the preschool staff in accordance with regulations set forth by the state licensing agency. IMS includes EpiPen injectors, inhaled medications, blood glucose testing, and Glucagon administration.

3. Reporting Accidents At School

- a. In case of a serious accidental injury, the parent will be notified immediately.
 - i. If a parent cannot be reached, the child's physician may be contacted and, if necessary, the school will call an ambulance or paramedic.
 - ii. The Administrator, or designated responsible personnel in charge, will make **ALL** decisions about the care of the child until the parent arrives.
 - iii. Non-serious accidents will be handled at the school, and an Accident Report Form will be completed and given to the parent.

4. Emergency Procedures/Staff CPR and First Aid

Preschool staff members have CPR and First Aid certifications and update these certifications on a regular basis.

5. Disaster Supplies

As part of the enrollment process for each student, a \$10 disaster supplies fee is collected annually. This fee goes toward the purchase and maintenance of disaster supplies, including a 3-day supply of food and water for each student.

6. Disaster Drills

In preparation of potential emergencies, the staff is trained in disaster drills. Fire drills are conducted monthly and the teachers regularly review earthquake procedures with students.

7. Severe Allergic Reactions

In the event of a severe allergic reaction, emergency medical services will be contacted. The reactions for these types of allergies can be quite severe, potentially leading to anaphylaxis, a life-threatening reaction. In the event that a child with identified allergies is exposed, or may have been exposed, to the known allergen, the staff will call 9-1-1. Additionally, in the case that a child without any known allergies exhibits symptoms of a severe allergy, the paramedics will be called.

8. Evacuation Plans

In the event of an emergency on the preschool premises, students may be evacuated to preserve their safety. Should the need ever arise, students would be evacuated to one of the other Grace Brethren School Campuses or Grace Brethren Church.

9. Emergency School Closures

In the event that there is an emergency school closure, the preschool staff will seek to notify parents, and keep them updated, in the following ways:

- a. Phone Calls to Parents.
- b. Website Updates.
- c. Answering Machine Messages.
- d. Posted Signs on the Buildings.

10. Signing In and Out Procedure

In order to provide a safe learning environment, it is imperative that ALL children are signed in and signed out in the school roster book DAILY. Each child has his/her own page for the RESPONSIBLE ADULT to sign and write in the child's arrival and departure times. Siblings signing a child out must be at least thirteen (13) years old, must be listed on the student's Identification and Emergency Information form, and must be known to the preschool staff.

Only those individuals on the child's Identification and Emergency Information form will be allowed to pick up the child. Unfamiliar persons will have their ID checked and verified. Be sure to list all people who might possibly be picking up your child.

All changes of information on the Identification and Emergency form must be submitted in writing. Verbal changes will be made only upon the confirmation of the Family Password. If there is no Family Password, no changes may be made verbally. Please be sure to keep the information current.

Any school correspondence needing to be picked-up by the parent will be in the child's Parent File located at the sign-in desk. Please check this daily.

In cases where there exists a custody situation, the responsible party must provide the school with copies of court documents (i.e., restraining order) in which the other party has restricted access to the child.

If an individual is impaired/or under-the-influence he/she may not transport the child, the individual should be given options, which may include:

- a. Give the individual an opportunity to regain the ability to safely transport the child/student.
- b. Food or nonalcoholic beverages may be offered (Note: coffee alone is not sobering).
- c. Contact another authorized person to take the child from school.

11. School Visits

Grace Brethren Preschool welcomes parents to visit the school and be involved in their child's preschool experience. Please communicate with your child's teacher to coordinate your participation in the classroom.

- a. All parent volunteers, visitors, and other volunteers MUST report to the school office first.
- b. All visitors need to sign in and receive a visitor's badge prior to going to the classroom.
- c. Volunteers (outside of parents) will be required to fill-out a volunteer application prior to beginning volunteer service at the preschool.
- d. Children will remain under the direct supervision of preschool staff, unless otherwise directed by the child's parent.

12. Parent Participation

A. Volunteers

Parents are encouraged to participate in the preschool, however, there is not a requirement to do so. For parents who seek to volunteer within the school, there are a number of ways in which that might occur. Please speak with your child's teacher or the Administrator should you desire to become involved in this way.

B. Parent Seminars

It is our desire to partner with parents in the raising of their children. As such, from time to time the preschool will offer Parent Seminars. Seminars offered will be based upon the needs and interest levels of the parents

13. Toys From Home

Grace Brethren Preschool requests that your child not bring any toys from home.

14. Meals and Snacks

Learning to eat the right foods is a necessary part of every child's education. A snack will be provided before the morning and afternoon recess times that will include two of the four (4) basic food groups. Lunch for each child is the responsibility of the parents. You may send a lunch or purchase a hot lunch. When sending a lunch from home, please do not send candy or soda. Candy and soda that are sent will be put in the child's Parent File to be taken home. Please do not send lunches that need refrigeration or heating.

To assist your child in developing nutritional eating habits, the following recommendations are made for lunch:

- a. Sandwich or Main Course (peanut butter and jelly, ham and cheese, pizza, chicken).
- b. Fruit or Vegetable (carrots and dip, applesauce, celery and peanut butter, strawberries).
- c. Cheese (cubed, string, or sliced).
- d. Yogurt.
- e. Juice.
- f. Dessert – Please only one (cookie, Twinkie, cupcake).

**The teachers will not allow your child to eat dessert until a portion of the healthier foods has been eaten. If a child has food allergies and will need specialized snacks, it is the parents' responsibility to provide the necessary items. It is recommended that you place extra snacks in your child's lunch box. A snack menu is available for your review.

Please feed your child breakfast prior to coming to school. Children who arrive at school between 6:30 a.m. and 7:30 a.m. may sit at one of the tables to eat breakfast provided by the parent. All breakfast activities must be completed by 7:45 a.m. so as to not impede classroom routines and activities. When sending a child with breakfast, the parents must provide all the necessary supplies (i.e.: spoons, bowls, milk).

Birthday parties are welcome! The students love a birthday party. You are free to bring party favors, snacks, and balloons if you desire. Please let your child's teacher know in advance if you wish to celebrate your child's birthday.

Hot lunches are catered in 5 days per week. Menus and sign-up sheets are located at the sign in desk. Lunch orders must be signed-up by 9:00 a.m. You may pay with cash each day or buy a lunch ticket for 10 lunches. You must sign-up either way if you wish for your child to have hot lunch. Change will not be given (nor partial credits tracked) for over payment.

15. Attendance Conduct

- a. The parent is expected to notify the school by telephone if their child will not be attending his/her normally scheduled program for that day.
- b. Attendance at our school is a privilege. Any parent/student whose conduct or attitude in or out of Grace Brethren School shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, will be dismissed or asked to withdraw from the school.

16. Discipline

- A. Basic School Expectations: The following basic expectations will be introduced the first few weeks of school, and reinforced the remainder of the year.
 - Classroom:
 - i. Walk in the classroom.
 - ii. Use inside voices (talking not yelling).
 - iii. Keep toys and games in the appropriate areas.
 - iv. Use toys, games, and art supplies appropriately.
 - Circle Time (Five Checks On The Rug):
 - i. Folded legs (pretzel).
 - ii. Folded hands.
 - iii. Quiet mouth.
 - iv. Raise your hand to talk.
 - v. Listen when the teacher talks.
 - Nap Time (Before Laying Down):
 - i. Go to the restroom.
 - ii. Wash hands.
 - iii. Lay still and quiet on mat.
 - Restroom:
 - i. Knock when door is shut.
 - ii. One person at a time.
 - iii. Wash hands when finished.
 - Outside:

- i. Use equipment properly.
 - ii. No standing on swings; sitting on bottoms only.
 - iii. No twisting on swings.
 - iv. Sitting, face forward on the slide.
 - v. No throwing sand or woodchips.
 - vi. Use toys appropriately.
- Lunch Time:
 - i. Stay seated while eating.
 - ii. Raise hand for help.
 - iii. Empty lunch box of trash when finished.
 - iv. Put your lunch box away when finished.
 - v. Keep food and drinks away from carpet area.
 - Lining Up:
 - i. Stand one behind the other facing forward. Keep hands to yourself.
 - ii. Corporal punishment or humiliating or frightening techniques are never used.
 - iii. Punishment is never associated with food, rest, isolation for illness, or toilet training.

B. Classroom Discipline/Positive Discipline

At the preschool positive discipline is to be the approach, always expressed in the staff's attitudes and actions. Tools, such as a color coded chart, will be used to supplement positive discipline approaches and interactive discipline techniques. Teachers strive to implement discipline techniques that will result in long-term changes to behavior by changing the child's character. Keys to Positive Discipline include:

1. Build A Relationship With The Child

- i. Encourage the child's sense of initiative.
- ii. Take advantage of teachable moments.
- iii. Clearly state expectations, using a tone of voice that is kind, yet firm.
- iv. Set reasonable goals.
- v. Offer appropriate choices.
- vi. Look for win-win solutions.
- vii. Always follow through.
- viii. Celebrate successes.

2. Incentives

Incentives will be used by the teachers to motivate the children toward positive behavior. Incentives will be genuine and available to all students. Some incentives include:

- i. Marble Jars (class incentive).
- ii. Special Activity or Party (class incentive).
- iii. Sticker Charts (individual incentive).
- iv. Treasure Box (individual incentive).
- v. Awards (individual incentive).
- vi. Treats (individual incentive).

3. Visual Tools

In each class, there is a color coded chart to be used as a visual tool to help the children know how their day is going. Each of the classes may modify the system for their class in order to meet the developmental needs of the specific age group. Within the chart, each color signifies a specified level of reward or discipline, with age appropriate incentives and consequences associated to promote appropriate behavior.

4. Individualized Approach

No discipline system, approach, or tool is perfect for every child in every situation. While the teachers will follow these general guidelines for discipline, they will also tailor their classroom management to meet the needs of their students.

If the staff and parents cannot work out a successful behavior modification plan, the child may have to withdraw from the school.

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

- Make going to school a pleasurable experience.
- Send your child regularly and promptly.
- Tell the teacher anything about your child that will help him/her understand him/her better.
- Be interested in what your child brings home from school, never belittle it.
- Ask your child about his/her day and listen to what he/she has to say.
- Put your child's first and last name on everything that is brought to school.
- Try to be involved in the classroom. Parents are always welcomed guests to all of our special events, or just to visit the class on occasion.
- Please keep in mind that the time your child is at school is a learning experience and needs to have the opportunity to give it his/her full attention.
- Let your children see your confidence in the teacher.
- Never discuss the teacher, school, or church negatively in the presence of your child.
- If your child is ill or has symptoms of an illness, keep your child home from school.
- Please read all correspondence/newsletters sent home from school so as to be informed of upcoming activities involving your child.

17. Personal Needs of Children

- a. Grace Brethren Preschool is not responsible for any personal items that are damaged, lost, or stolen at the preschool. **Please label everything in permanent marker.**
- b. Children need to come to school dressed in comfortable clothing that is okay to get soiled. Children should wear closed-toe and closed-heel shoes or tennis shoes at all times. Girls need to wear shorts under their dresses for climbing and playing. Elastic waist bands and snaps are preferred for shorts and pants. Items that depict scary or violent scenes will not be allowed.
- c. Each student staying for nap needs a fitted crib size sheet and lightweight blanket for naptime. (Parents are responsible for taking the bedding home weekly and laundering it.) Please no pillows.
- d. All children need at least two (2) complete changes of clothing in a large plastic zip-loc bag for when accidents and spills occur. Be sure that spare clothes are labeled and are appropriate for the current weather and size of the child.
- e. For children who are still in the process of potty training, the parents are responsible for providing the preschool with:
 - i. Diapers (plan on at least 5 diaper changes a day).
 - ii. Wipes.
 - iii. Several changes of clothes (easy for the child to manage).

It is the parents' responsibility to monitor the supply of these items and replace them as needed.

Potty Training is defined as being in the process of learning to care for one's bathroom and toilet needs. A child who is to be considered "potty trained" has met a reasonable level of self-sufficiency to be determined by the staff. Criteria include: consistently urinating in the toilet, consistently having bowel movements in the toilet, being able to properly wipe one's own bottom, being able to dress and undress oneself for bathroom usage, no use of diapers or pull-ups, and having only an occasional accident.

18. Parent – School Communication

Parents will be informed of the latest announcements relating to the school through notices on the parent bulletin boards and in student files as well as through e-mails and/or postings on the website. Please read all information thoroughly so that your child will not miss important events.

Parent/Teacher Conferences will be held twice a year. If a parent requests a special conference, an appointment should be made through the Administrator. Teachers are not allowed to conference with parents while they are in the classroom or on the playground.

Leaving the children unsupervised violates the school safety code and can be disruptive to the class.

J. Staff Requirements

“So we, though many, are one body in Christ, and individually members one of another.” Romans 12:5

1. Staff Qualifications

All employees must be Christians who have had experience working with children. Preschool teachers must meet state requirements, which includes college units in Early Childhood Education. However, a number of our teachers have, or are pursuing, an AA, or a Bachelor Degree in Early Childhood Education. Ongoing staff training opportunities are available through teacher conventions, guest speakers, and staff in-service training.

2. Medical

All employees at Grace Brethren Preschool must have a Health Certificate certified by a practicing physician, and be free from any disability which would prevent him/her from caring for the children under his/her supervision.

3. Criminal Clearance Check

All employees at Grace Brethren Preschool must be cleared through California Department of Justice in Sacramento.

4. Staff Evaluation

All teachers and childcare providers will be observed on a regular basis, and formally evaluated annually to determine if they are meeting expected standards of performance.

K. Statement of Faith

We Affirm and Believe in the Following:

BIBLE:

The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (*2 Timothy 3:16; 2 Peter 1:21*). The One True God: existing eternally as three persons—the Father, Son and Holy Spirit (*Luke 3:22; Matthew 28:19; 2 Corinthians 13:14*).

LORD JEUS CHRIST:

His preexistence and deity (*John 1:1-3*), incarnation by the virgin birth (*John 1:14; Matthew 1:18-23*), sinless life (*Hebrews 4:15*), substitutionary death (*2 Corinthians 5:21*), bodily resurrection (*Luke 24:36-43*), ascension into heaven and present ministry (*Hebrews 4:14-16*) and coming again (*Acts 1:11*).

HOLY SPIRIT:

His personality (*John 16:7-15*), deity (*Acts 5:3-4*) and His work in each believer, baptism and indwelling at the moment of regeneration (*1 Corinthians 12:13; Romans 8:9*) and filing (*Ephesians 5:18*) to empower for Christian life and service (*Ephesians 3:16; Acts 1:8; Galatians 5:22-23*).

MAN:

The direct image of God, created male and female as determined by God, unchangeable by human intervention (*Genesis 1:26-28, 2:18-24*); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (*Genesis 3:1-24, Romans 5:12, John 3:3-5*).

SALVATION:

A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (*Ephesians 2:8-9; Titus 3:5-7; 1 Peter 1:18-19*).

CHURCH:

One true Church, the body and bride of Christ (*Ephesians 1:22-23, 5:25-32*), composed of all true believers of the present age (*1 Corinthians 12:12-13*) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (*Ephesians 4:11-16*).

CHRISTIAN LIFE:

A life of righteousness, good works and separation unto God from the evil ways of the world (*Romans 12:1-2*), manifested by speaking the truth (*James 5:12*), maintaining the sanctity of the home (*Ephesians 5:22-6:4*), settling differences between Christians in accordance with the Word of God (*1 Corinthians 6:1-8*), not engaging in carnal strife but showing a Christ-like attitude toward all men (*Romans 12:17-21*), exhibiting the fruit of the Spirit (*Galatians 5:22-23*) and maintaining a life of prayer (*Ephesians 6:18; Philippians 4:6*), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (*James 5:13-18*).

SEXUAL PURITY:

God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts and practices are sinful and outside of God's revealed will. (*Genesis 1:27,28, 2:18-25, Leviticus 18:22-24, Proverbs 5:15-23, Matthew 5:27,28, Romans 1:24-32, 1 Corinthians 5:9-13, 6:9-11, Ephesians 5:22-33*).

ORDINANCES:

The Christian should observe the ordinances of our Lord Jesus Christ which are: (1) baptism of believers by triune immersion (*Matthew 28:19*) and (2) the threefold communion service, consisting of the washing of the saints' feet (*John 13:1-17*), the Lord's Supper (*1 Corinthians 11:20-22, 33-34; Jude 12*) and the communion of the bread and the cup (*1 Corinthians 11:23-26*).

SATAN:

His existence and personality as the great adversary of God and His people (*Revelation 12:1-10*), his judgment (*John 12:31*) and final doom (*Revelation 20:10*).

SECOND COMING:

The personal, visible and imminent return of Christ to remove His Church from the earth (*1 Thessalonians 4:16-17*) before the tribulation (*1 Thessalonians 1:10; Revelation 3:10*) and afterward to descend with the Church to establish His millennial kingdom upon the earth (*Revelation 19:11-20:6*).

FUTURE LIFE:

The conscious existence of the dead (*Philippians 1:21-23; Luke 16:19-31*), the resurrection of the body (*John 5:28-29*), the judgment and reward of believers (*Romans 14:10-12; 2 Corinthians 5:10*), the judgment and condemnation of unbelievers (*Revelation 20:11-15*), the eternal life of the saved (*John 3:16*) and the eternal punishment of the lost (*Matthew 25:46; Revelation 20:15*).

L. Lifestyle Statement

As an extension of the Statement of Faith, Grace Brethren Schools affirms the authority of God's Word as it applies to all aspects of life. Grace Brethren Schools exist to provide an educational environment that is based on a Biblical worldview. Organizational values, and all aspects of the school, are based upon Biblical truths and morals. While the preschool operates as a ministry open to the community, it is our expectation that parents would be supportive and respectful of the principals and values upon which the program is founded.

1. Personnel

All staff shall demonstrate a personal relationship with Jesus Christ, and must maintain a lifestyle consistent with Christian moral standards as defined by God's Word. This includes, but is not limited to, sexual conduct, sobriety, respect for individuals, and adherence to the laws of the land as ordained by God.

2. Curriculum

The curriculum chosen for the school reflects the Biblical worldview and Biblical principals upon which the program is founded. Students at all levels are taught to think critically about what God's Word says in regard to their lives. As such,

we affirm God's authority as it relates to the structure of the home, the components of marriage, and the need for repentance of sin.

3. Operational Integrity

All school policies and procedures are based upon Biblical values of integrity, good stewardship, and equitable treatment of all people.