



SAN RAMON VALLEY  
**CHRISTIAN ACADEMY**  
**PRESCHOOL**

PARENT HANDBOOK

# WELCOME

*Welcome to San Ramon Valley Christian Academy Preschool!  
If you are new to our program, then let me be the first to say  
we are so happy that you are here! If you are a returning family,  
then we are thrilled to see you back again!*

*We are looking forward to a wonderful year with your children  
here at SRVCA Preschool.*

*This booklet is your guidebook for the school year. Please be  
sure to keep it in a safe place where you may refer to it  
throughout the year.*

*Here's to a great year ahead!*

*Sincerely,*

*The San Ramon Valley Christian Academy Preschool Team*

**A time to explore, a time to play  
a time to develop new skills &  
a time to learn about God's love.**



# STEPS TO ADMISSIONS

## STEP 1: COMPLETE THE APPROPRIATE ONLINE ADMISSION APPLICATION

Your submitted application serves as a timestamp for the application process. Priority status is based upon our [Admissions Policy](#) (linked).

- A yellow caution sign will appear in the menu next to forms that are missing required information. You may review the entire application at any time by selecting the Application Review item on the left menu. From here, you will also be able to print a PDF of the application in its current state.
- If a form contains all required information, a green check mark will appear next to the form's menu item. After you have completed the application, "Submit Application and Make Payment" will appear. Please follow the instructions
- Submit the application along with the non-refundable \$100 application fee.
- You will receive an email confirmation that it has been successfully submitted.
- If you don't receive the confirmation email, check your spam folder and log back into your account and make sure that you have gone through all of the steps correctly.
- Once we reach a maximum waitlist level, that age level will not be seen in the application queue. Do not fill out an alternate age level as the application is not transferable and will not be processed. Additionally, if you are "in process" with your application and we reach waitlist maximums, your application will become inactive and no longer accessible.

## STEP 2: NEW FAMILY INTERVIEW

After reviewing and processing your child's application, we will schedule a meeting with an administrator for an informal interview. We will take this time to learn more about you and your child, answer any questions, and discuss next steps.

## STEP 3: ENROLL YOUR STUDENT

If an offer of enrollment is offered during your interview, you will be emailed instructions on enrollment. You must complete and submit the enrollment packet and one month's non-refundable tuition deposit within 48 hours of receipt.

### Application Checklist

Please complete the checklist items listed below, including submission of all supplemental application forms. If you don't have all documents immediately available, you may submit the application and then email the documents to [Admissions@srvca.org](mailto:Admissions@srvca.org). After submission, documents may no longer be uploaded to the application.

- Current Immunization Records in accordance with state requirements • [State Physicians Health Report for Preschool/Daycare Form](#) please make sure that you have signed the form after it has been completed by your child's physician

If you do not see your child's age level / day preference, that indicates that we have reached enrollment maximums.

Please complete a "For More Info" form at [SRVCA.org/Admissions](http://SRVCA.org/Admissions) so that we may contact you if space becomes available.

# ADMISSIONS POLICY

Applications will be processed in the order they are received when the application queue is opened. On January 31, re-enrollment for current students and priority application status concludes. Beginning February 1, the applicant's priority status will be ranked according to the priority groups listed below. Applications received after February 1, will be part of a new group whose priority status will be determined once all the applicants from the previous year have been placed. Newly enrolled families will establish priority upon enrollment. Only under extenuating circumstances, will the School Board or Administration allow for enrollment outside the established policy.

San Ramon Valley Christian Academy (SRVCA) does not discriminate on the basis of race, color, nationality or ethnic origin. However, we do reserve the right to prioritize applicants based on any of the following:

## **Priority Group I**

Children of SRVCA and CPC Staff

## **\*Priority Group 2**

- A. Siblings of enrolled\*\* SRVCA TK -8th students for TK -8th Siblings of students recently graduated from SRVCA
- B. Students that did not prove readiness from the previous year.  
Siblings of Preschool Students for (for TK -8th Admission)  
Siblings of TK - 8th grade Students (for Preschool Admission)
- C. Children of alumni

\*special consideration will be given to students who were enrolled but withdrew due to extenuating circumstances

\*\*current and re enrolled students. Priority is recognized once the student is enrolled in the current school year.

Preschool students must be enrolled at SRVCA the year prior to TK/K to receive priority status.

## **Priority Group 3**

Children of CPC Members (completed membership class and currently active)

## **Priority Group 4**

All other qualified student applicants based on application submission date.

All applications within Priority I – III categories will be sub-prioritized by submission date.

## **WAITLISTS**

- The need for waitlists will be established following the re-enrollment/priority application deadline.
- When we reach capacity in a grade level, a waitlist will begin.
- Waitlists will be managed according to priority status and application qualifications.
- Students on the waitlist for the current school year will remain on the list until a space becomes available or until the conclusion of the existing school year.
- If something becomes available at any time during the school year and the offer is declined, that applicant is removed from the admissions queue and a new application will be required for future school years.
- Once waitlist capacity has been reached for a grade level, the application platform for that grade level will be deactivated and we will no longer receive applications.
- If space does not become available during the application school year, the admissions department will ask for your written permission to add that application to the following year's application queue (with no additional fee). Those applications will remain in the same priority level unless the applicant's status has changed.
- All application fees are non-refundable.

## AGE REQUIREMENTS

Age requirements are not subject to change and are established in the best interest of your child and the classroom.

### 3 Year Old Classes

Day Class T/TH: Must be 3 years old by Sept 1 and fully toilet trained.

Day Class M/W/F: Must be 3 years old by Nov 1 and fully toilet trained.

### Pre-K 4/5 Year Old Classes

Day Class M - Th Afternoon: Must be 4 years old by Nov 1.

## CLASSROOM MANAGEMENT

Part of your child's earliest learning experiences include following a teacher's directions and learning to navigate big feelings when interacting with their peers. At SRVCA, our teaching staff will give children clear directions and interface with students when they need support. Positive reinforcement, praise and modeling are consistently used. Additional strategies will be redirection, a space or chair to rest their body, helping a teacher with a task, etc. Any severe behavior concerns will be brought to the attention of the Director as well as the parents/guardians. Parent Conferences will be scheduled and strategies will be implemented and asked to be reinforced at home. It is our very last resort to ask a child to leave our program, but our number one goal is to provide a safe and healthy environment for every child.

At no time, will corporal punishment ever be used with a child.

# CLASSROOMS

## 3 YEAR OLDS

In our classrooms for three year old children, a teacher/student ratio of 1:6/7 allows our teachers to give personal attention to your child. The classroom is inviting and designed to introduce children to many modes of creative expression. Children can explore tables covered with educational manipulatives, puzzles, and free art supplies. Play dough and painting easels are always available. Our playground offers the opportunity for children to ride bikes, climb and slide, dig in the sand, and play with hoops and balls. Imaginary play takes place in and around our playhouses which have an ample supply of tools and dishes.

### THEME PROJECTS

Every week there is a teacher guided theme project that corresponds to the classroom theme. Some of our themes include Farm, Fall, Christmas, and Sea Life. Your child will learn to follow directions, gather insight into the theme, and create a special project to take home.

### BIBLE

Your child will hear an age appropriate Bible story every week. Big, colorful books are used, along with the teaching of many Bible songs. Our emphasis is on how much God loves each child.

### FINE MOTOR

Teacher-directed activities strengthen children's fingers. For example, children squeeze and roll out play dough, use tongs for picking up small objects, cut with scissors, and string small objects.

### MUSIC

Everyday songs and rhymes are incorporated in both teaching and transition times. Different songs for different themes provide constant variety, as well nostalgic favorites. Children learn songs and are given an opportunity to perform a Christmas and Spring Musical presentation.

### MATH

Numbers and counting are involved in everything our preschoolers do. In addition, a teacher-directed Math Program focuses children on sets, sorting, identifying shapes, and the number concepts 1-10.

### PERCEPTUAL MOTOR

Teacher-directed activities require children to use their large muscles: crawling through tunnels, tossing bean bags, walking like animals, hopping, jumping, and catching balls.

### SOCIAL/EMOTIONAL DEVELOPMENT

A key element of our three year old program is to engage in lessons that help identify feelings, and encourage self-control and cooperation. We give the children tools to develop positive expressions of their emotions and practice using those tools to develop a cooperative spirit and community.

### PRE-READING

The children participate in activities that help them recognize the uppercase letters of the alphabet.

After a year with our experienced and caring teachers, your child will be prepared to move on to SRVCA Preschool's Four Year Old Class.

### Fast Facts:

- 1:6/7 teacher-child ratio
- ECD Credentialed Teachers
- Theme based curriculum: Math, Literacy, Fine & Gross Motor, Bible, Music, Art
- Emphasis on social and emotional development
- 2 Day per week/3 hour morning program. **Must be 3 by Nov 1<sup>st</sup>**
- 3 Day per week/3 hour morning program. **Must be 3 by Sept 1<sup>st</sup>**

# CLASSROOMS

## 4 YEAR OLDS

SRVCA Preschool offers a 4 day (M-TH) class for our 4 year old's with options to extend the fun until 1:30pm. With a teacher/student ratio of 1:8, our inviting classrooms are designed to encourage physical, mental, social, emotional and spiritual development. The curriculum is an age appropriate balance of academics and play, presented by experienced teachers in such a way that your child has fun while learning. Educational materials cover the tables and are changed frequently in order to provide new exploratory experiences. Our new outdoor play space creates a park-like atmosphere where children can run and play, climb and slide, swing, dig in the sand, ride bikes and play with hoops and balls. Imaginary play takes place in and around our olive tree grove, outdoor "mud" kitchen, play decks and STEAM wall. After completing our Four Year Old PreK class, your child will be prepared to move on to TK or Kindergarten.

## LANGUAGE & LITERACY

Our Handwriting Without Tears and AlphaTales curricula emphasizes the creation of both upper and lowercase letters and the corresponding sound that each letter makes. Many activities are included that make learning our ABCs fun while also broadening your child's vocabulary and sentence structure. Distinguishing initial sounds, rhyming, sight words, and book handling all work together to build a strong foundation for your child to jump into reading.

## MATH

Much of our math curriculum focuses on spatial relationships, shapes and numbers. Children engage in activities that involve the numbers 1-30. Functional math includes working with a variety of manipulatives including unit cubes, scales, blocks, and rulers.

## BIBLE

Every week the children hear an engaging Bible story told with songs, props, and illustrations to bring the stories to life. The children learn that God loves them and will never leave them. Several times during the school year, the children attend chapel to hear a Bible story and worship. This gives them a chance to participate in the beauty of God's word in a new way.

## SOCIAL/EMOTIONAL DEVELOPMENT

Our Kimochis curriculum introduces students to six main characters and their distinctive feelings and personalities. Through weekly lessons and extension activities children are given tools to promote self-regulation, reflection, rethinking choices and behaviors and conflict resolution. Enabling children to practice these skills enhances their communication and relationship skills.

## THEME PROJECTS

Monthly seasonal themes will be introduced in the classroom including apples, pumpkins, weather, the human body, hibernation, and life cycles, to name a few.

## NUTRITION

Children learn about healthy food choices, as well as how to cook simple foods such as pizza, applesauce or muffins

## SCIENCE

This is a hands-on time of learning where the children will explore concepts like sinking, floating, and magnification. Some of the year's exciting activities are building volcanoes and launching rockets.

## MUSIC

We love music. SRVCA preschool integrates music as a teaching method as well as emotional expression. Different songs for different themes provide constant variety, as well as old favorites.

## MOTOR SKILLS

Teachers will direct children toward large muscles activities: walking on balance beams, bowling, walking like animals, hopping, jumping and catching balls. Movement and rhythm activities set to music are also included in this curriculum.

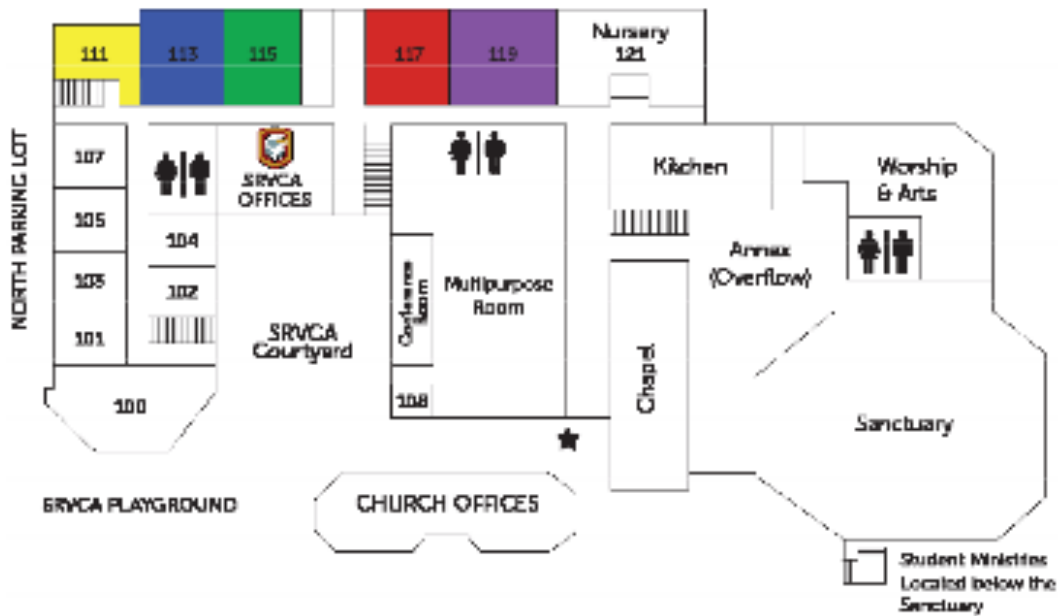
## 4's FAST FACTS:

- 1:8 teacher-child ratio

- ECD Credentialed Teachers
- Theme based curriculum: Language/Literacy, Social/Emotional Development, Math, Hands-on Science, Gross & Fine Motor Skills, Bible, Art, Cooking, Music
- 4 Days per week(M-Th) with optional extended day programs. **Must be 4 by Nov 1<sup>st</sup>**

## MAP OF CLASSROOM LOCATIONS

Purple Room	Room 119
Blue Room	Room 113
Green Room	Room 115
Red Room	Room 117





## PRESCHOOL SESSION SCHEDULES

<b>Classroom Time</b>	8:30am – 11:30am
<b>Optional Lunch Bunch</b>	11:30am – 12:30pm*
<b>Optional Extended Day</b>	12:30pm – 1:30pm*

\*Optional Programs are subject to availability and incur additional fees and qualifications.

## CLASSROOM SCHEDULES

(SAMPLE ONLY)

**3's: T-Th / 3's M-W-F / 4's M - Th**

<b>8:30 - 9:00 am</b>	<b>Arrival / Wash Hands / Welcome</b> Free choice of play as children arrive.
<b>9:00 - 9:30 am</b>	<b>Welcome Class Circle Time</b> Calendar / Weather / Weekly Theme
<b>9:30 - 10:30 am</b>	<b>Learning Centers</b> Language / Handwriting / Math / Science / Art / Creative Play Various levels of challenge and play are offered based on age group
<b>10:30 - 10:40 am</b>	<b>Snack</b> A healthy snack is provided for all children.
<b>10:40 - 11:10am</b>	<b>Outdoor Exploration and Play</b> Children explore our park-like environment that includes a variety of interactive play and imagination.
<b>11:10 - 11:30am</b>	<b>Closing Class Circle Time</b> Review Math / Language / Science / Art / Music / Bible / Story
<b>11:30am - 12:30pm</b>	<b>Lunch Bunch*</b>
<b>12:30pm - 1:30pm</b>	<b>Extended Program*</b>

**\*Note:** 4's optional Lunch Bunch and Extended Program begin in September  
3's optional Lunch Bunch and Extended Program begin in January

# FINANCIAL POLICY (TUITION)

**Your initial deposit covers your first month's tuition and is non-refundable.**

## Monthly Payments

Monthly payments are due on the 1st day of the month, charged by the 5th and delinquent after the 10th. A \$25 late fee is added to the payment if it is received after the 10th. A convenience fee has been included in the monthly tuition for payments by credit card.

## Refunds

There is no refund for the admission or re-enrollment fees. The first month's tuition is non-refundable.

## Rate Change

Parents will be given a minimum of 30 days for a notice of a rate change.

## Late Pick Up Fee

Failure to pick up your child on time may result in a late charge of \$25 for each 15-minute period, or portion thereof.

## Sign In/Sign Out

The child must be signed in at drop off and signed out at pick up on the classroom attendance sheet. Failure to sign in or out may result in a \$25 fee per occurrence.

## Withdrawal

SRVCA does not enroll students on a month-to-month basis. It is understood that once enrolled, each child will attend for the entire school year. Families who withdraw mid-year are required to provide a 30 day written notice to the school office. If less than 30 days or no notice is given, one month's tuition will be charged.

## Application and Other Fees

Application one-time fee	\$100
PTF Annual Fee	\$ 55
*Optional lunch bunch monthly fee (per student/Sept – May)	\$110 per 2 day commitment
*Optional extended day monthly fee per student/Sept- May. Includes lunch bunch)	\$220 per 2 day commitment

# ENROLLMENT AGREEMENT

*(SAMPLE ONLY) This is a sample of our enrollment agreement*

*Enrollment is completed through our online RenWeb/FACTS system*

- I/We agree to pay the stipulated rate upon contracting for the services offered by San Ramon Valley Christian Academy for the 2023/2024 school year. The cost of tuition is divided evenly over 10 months (August-May). Your non-refundable first month tuition payment submitted at the time of enrollment is the August payment and is non-refundable. Please see the annual (per child) rate table below:

Three Year Old Classes	1st/2nd Child	3rd Child	4th Child
2 day	\$5,000	\$3,350	\$1,650
3 day	\$5,950	\$4,000	\$1,950
Four Year Old Classes			
4 day	\$7,260	\$4,860	\$2,400

- We have two payment options: **Monthly Payments:** Monthly payments are due on the 5th of the month and collected September through May, after initial non-refundable first month tuition payment is made at time of enrollment. **Annual Payment:** Annual payment of tuition is due on August 5th, after initial non-refundable first month tuition payment is made. For all tuition balances paid in full by August 5th, a \$100 discount (per student) will be applied to your account.
- We understand that there will be a \$25 late charge assessed on accounts not paid by the 5<sup>th</sup> of the month. Any waiver by the school in enforcing a late charge assessment with regard to any delinquent payment in no way should be construed as a waiver or a bar against the school enforcing and adding on such late charge assessments for subsequent delinquent payments.
  - We understand that there will be a \$30 charge for any payment returned to the school by the bank.
- Refunds:** Enrollment fees and non-refundable first month tuition payment (August prepayment) are non-refundable.
- Rate Change:** Parents will be given a minimum of 30-day notice of a rate change.
- Late Pick Up Fee:** A late fee of \$25 for each 15 minute period or portion thereof may be charged if your child is picked up late. The fine will be automatically charged to your account.
- Sign In/Sign Out:** Community Care Licensing Agency requires that each child be signed in and signed out at drop off and pick up. Failure to do so may result in a \$25 fine per occurrence. The fine will be automatically charged to your FACTS account.
- Reasons for Termination:** Failure of the parents/guardians to meet financial obligations or to comply with this Admission Agreement; San Ramon Valley Christian Academy or the parents/guardians believe the child is not benefiting from the program; inability of child or parent to adjust to the preschool program; child's behavior is harmful to others.
- Withdrawal:** A minimum **30 DAYS** written withdrawal notice must be given to the preschool office. If less than 30 days or no notice is given, one month's tuition will be charged.
- Optional Services:** An extended lunch program may be offered for our Three and Four Year Old Classes. Sign-up is at the time of enrollment for the school year. To withdraw from Lunch Bunch or Extended Care, notice must be given to the office by the 20<sup>th</sup> of the month.
- Rights of the Licensing Agency Section 101200 (b) & (c)** Community Care Licensing has the authority to interview children or staff, inspect and audit child or facility records without prior consent, and observe the physical condition of the children.

This agreement is between San Ramon Valley Christian Academy and the parent/guardian for the care of this child.

# SCHOOL CALENDAR

(SAMPLE ONLY) This is the initial calendar and experiences changes. Please refer to updates and changes in your weekly email

# SAN RAMON VALLEY CHRISTIAN ACADEMY

## 2023-2024 QUICK GLANCE CALENDAR

<b>AUGUST 2023</b> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	S	M	T	W	TH	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			7 STAFF WORK DAYS 9 ORIENTATION/ SUPPLY DROP-OFF 10 TK-8 FIRST DAY 16 PRESCHOOL FIRST DAY 24 TK/K FIRST FULL DAY	8 STAFF RETURNS 9 SCHOOL RESUMES 15 MARTIN LUTHER KING DAY 29 PRESCHOOL CONFERENCES	<b>JANUARY 2024</b> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	S	M	T	W	TH	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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CALENDAR KEY  
■ NO SCHOOL  
■ SPECIAL EVENTS  
■ PRESCHOOL ONLY  
■ MINIMUM DAY  
■ STAFF ONLY

Updated 1/21/24  
176 Academically Days

SRVCAPRESCHOOEPARENTHANDBOOK

FOR REFERENCE ONLY

## PRESCHOOL RIGHT TO EVALUATE

San Ramon Valley Christian Academy Preschool reserves the right to assess your child's readiness for the classroom experience. If your child requires attention beyond the typical range, you may be asked to do one or more of the following:

- Arrive late and/or pick up early
- Engage the services of a shadow aide, ABA Therapist
- Withdraw your child. If he/she is of an age where he/she can return in a subsequent year, you may enroll with a Returning Student priority status. Please refer to [SRVCA.org/admissions](http://SRVCA.org/admissions) for all applications and admissions updates.

## THE RIGHT OF THE STATE LICENSING AGENCY

The State of California Department of Social Services, Community Care Licensing has the following authority:

- To interview children or staff and to inspect and audit child or facility records without prior consent.
- To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

## SIGNING IN & OUT

The state of California requires that an adult signs a child both into and out of the classroom each school day. You must use your full legal signature and record your time of arrival and departure. Failure to sign in and out will result in a \$25 fine per empty signature box. Fines will be billed through our accounting department.

Please use the notes section if someone different (but still on your pre-approved list) than typical will be picking up.

## EMAIL ADDRESSES

SRVCA Preschool utilizes email to communicate everything from reminders to newsletters to emergency notices. It is crucial that we have at least one current email address for each family on file at all times. If your email address changes, please update it in your FACTS SIS Family Portal. Contact **[Registrar@srvca.org](mailto:Registrar@srvca.org)** with any questions.

## CARPOOLS / EMERGENCY PICK UP

Your child will not be released to any individual who has not been pre-authorized by you. You will be asked in the enrollment packet to provide the names of the people you are authorizing to pick up your child from preschool. If you wish to add additional names during the year, please update these "authorized pick up" friends or family members in your FACTS Family Portal, family demographic form. ID will be required before your child will be released to anyone who is not known by the SRVCA staff.

## CAR SEATS

Your child's safety is our number one priority and we require that all of our families follow the California Child Passenger Safety Law. Please read the linked information below to ensure that you are complying with the law and utilizing the proper car seat for your child. [CALIFORNIA CHILD PASSENGER SAFETY LAW LINK](#)

## CARPOOL / LATE PICK UP

Pick up time from class is 11:30AM for morning classes and 2:45/3:15 pm for afternoon classes. Emergencies will arise during the year, please plan to add a trusted SRVCA parent to your pickup list that may sign your child out. Failure to pick up your child on time may result in a \$25 charge for each 15 minute period, or portion thereof.

### NEVER LEAVE A CHILD UNATTENDED AT ANY TIME IN YOUR CAR

According to California State law SB255: It is a crime to leave your child 6 years or younger unattended in the car without the supervision of an individual 12 years or older.

## CONFERENCES

A conference may be scheduled at any time at the request of a parent or Head Teacher. PreK - Kindergarten readiness conferences will be held in January. There will be no PreK classes in session this day.

## CELL PHONE & CAMERA USAGE

We ask all parents, shadow aides, family members, classroom visitors and guests to refrain from using cellular phones in all our SRVCA hallways, classrooms and playgrounds during preschool hours. We respectfully ask any individual, in the event he/she must receive or make a phone call, to please be excused from where children are present. Thank you in advance for your attention to this request, as it enables our staff to better serve our SRVCA children and families.

Due to media release variances, photos in the classroom or playground may only be taken of your child.

## CALIFORNIA LEAD SAFETY INFORMATION

Please read the following linked important information issued by the California Department of Social Services concerning potential sources of lead and lead safety:

[CALIFORNIA LEAD SAFETY INFORMATION](#)

## CLOTHING

Children should be dressed for freedom of activity and freedom from worry about dirt, paint, etc. Assume that anything worn to school can get dirty. Make sure children can handle their own clothing when using the restroom. Shoes should be safe for all activities. Sandals, cowboy boots, crocs, jellies, and slippery-soled shoes invite accidents. Tennis shoes are the best footwear at school. Please label all removable clothing (*sweaters & jackets*) your child wears to school!

### EXTRA CLOTHING

All Classes: Please bring a Ziploc bag with a change of clothing for emergency use. It should be labeled with the child's name. If your child experiences a growth spurt, be sure to replace emergency supplies with the new size.

## EMERGENCY PROCEDURES

Fire and earthquake drills are practiced at regular intervals as required by law. It is essential that when the first signal is given everyone obeys orders instantly and quietly follows the prescribed route of evacuation. A disaster preparedness plan has been developed and emergency supplies are stored on site.

### Important Reminders:

- Children will be evacuated to the blacktop area and will be grouped together by grade level.
- An emergency Student Release Area will be set up.
- Parents should be prepared to walk to the Academy to pick up their children in the event of an emergency (earthquake, fire, power failure, freeway disaster, flood, etc.)
- Parents are to proceed to the Student Release Area on the blacktop or other designated area. Staff members will assist parent in signing out/releasing children. A signature will be required before any child is released to a parent or authorized adult. Authorized adults are those listed on the Emergency /Disaster Student Release Form. No exception will be made.
- Please do not call the school or church, as we must have the lines open for emergency calls. Every effort will be made to disseminate information regarding the nature of the emergency to parents via RenWeb and our school website ([www.srvca.org](http://www.srvca.org)). Parents should keep this in mind when designating emergency phone numbers.
- We are prepared to care for your child(ren) in crisis situations. If you are not able to reach the school, we will care for your child(ren) here. We will also be in touch with various local emergency services. SRVCA has adequate supplies of emergency food, water, and first aid on campus.
- It is important to discuss our Emergency and Disaster Preparedness Plan with your child(ren), spouse, and your designated caretakers. Your child(ren) should know who would be picking them up should you not be able to in the event of an emergency/disaster. Please reassure your child(ren) that they will NEVER be left alone.
- Shelter in Place: Children and staff will be notified of any Shelter in Place situation and will be secured in their homerooms/work areas until an official ALL CLEAR is given. Parents arriving at school before the ALL CLEAR is given may wait in the gym or in their vehicle.
- Parents are asked to assist the staff in maintaining a safe environment for their child(ren) by remaining calm and helping staff in any way necessary.
- **You are responsible for updating any changes to your contact information on RenWeb.** This is especially important in emergency situations. Once you have completed updating information, please inform the SRVCA office so that we can let the accounting department know.

## ILLNESS

To protect the health of all students, teachers will conduct a brief wellness check of all children during drop-off time. If a child appears ill, the teacher may ask parents to take the child home until he/she is well enough to attend school.

Parents will be called to immediately pick up a child who has become ill at school. Children with a temperature of 100 degrees or more will not be permitted to stay at school.

To promote a healthy environment, please be considerate of your child's classmates and teachers by keeping your child home when he/she is ill. Students should not be sent to school if they have:

- Fever
- Any type of rash
- Eye discharge / Pink eye
- Vomiting
- Diarrhea
- Persistent cough/runny nose

Children should also not be sent to school if they are unable to take part in group activities or require the continued assistance of a teacher 1:1.

**For fever, vomiting or diarrhea, your child may return to school after they are symptom free for 24 hours without medication.**

In order to track and communicate illness with families, please call or email the office specifically when your child is ill with any communicable disease or infection such as lice, strep throat, chicken pox, flu, hand, foot and mouth disease, etc.

## IMMUNIZATIONS (Child)

Children must be up-to-date on their immunizations before they can be admitted. There is no grace period. California State law requires all students to be immunized according to its standards. Compliance must be obtained before school begins. The immunization requirements change frequently, please check with your doctor if you have any questions or online: [shotsforschool/Preschool.Childcare](https://shotsforschool.org/Preschool/Childcare)

## SEPARATION OF PARENT & CHILD

Our first weeks of school are designed to ease your child into their classroom community. Please let your teaching staff know of any separation anxiety.

\*You are welcome to stay in the classroom for a few minutes if your child requires your support. If they are having difficulty, please give them a hug, assure them you'll be back, and allow a teacher to step in and offer comfort. If helpful, you are welcome to come sit in the office and have a cup of coffee while our office staff will make sure tears have subsided and your child has engaged in an activity.

Your teaching staff will also keep you informed regarding any transition concerns or if a more formal process needs to be implemented.



## SNACK GUIDE

### SNACKS

SRVCA Preschool provides a daily snack consisting of two food groups, for example, yogurt and blueberries or crackers and cheese. All of our snacks are peanut and tree nut free. A detailed snack menu will be posted monthly on your classroom's parent board.

If your child has an allergy please discuss snack substitutes with your child's teacher or our office staff.

### BIRTHDAYS

Many families love to sign up to bring snacks in celebration of their child's birthday. Please sign up on the snack calendar on your classroom's parent board. **Snack items must be in their original commercial packaging and not homemade.** Please check the food allergy label as well to make sure the item has not been made in a facility that also manufactures nuts (peanut & tree nut). Classroom favorites include:

Rice Krispy treats, drinkable yogurts, real fruit popsicles, juice bars, ice cream cups, two bite pastries, etc.

- Danville Bakery and Christy's donuts are great options for nut free cookies or donut holes. Please let them know your requested items are for school and must be nut free.
- Please do not send additional party favors, treats or party invitations for distribution.
- You will receive a classroom roster to email party invitations. (when appropriate)

## LUNCH BUNCH

This lunch program is available to children in the 3's and 4's classes and extends the day until 12:30PM.

Sign-up occurs at enrollment for the school year. M/W or Tu/Th - \$110/month per 2 day commitment. To withdraw from Lunch Bunch, a notice must be given to the office by the 20th of the month. If you're interested in adding the lunch bunch mid-year, please speak with the office for space/waitlist information.

We are a nut free school and we cannot have lunches containing peanut or any tree nut butter.

Additionally, please do not send any granola bars since many contain traces of nuts. Children must bring a lunch that does not require refrigeration or heating.

## TOILET TRAINING

Our 3–5 year old classes must have accomplished this task, including wiping, by the time they start school. If your child is having difficulty, please discuss with your child's teacher or Director.

## VOLUNTEERS

We welcome volunteers into the classroom after the first few months of school. Parents/guardians will be notified when the classrooms will be open to volunteers. All volunteers must be prescheduled, sign in at the school office and are required to have completed and cleared a Live Scan clearance from the DOJ. Live Scan forms must be obtained through the school office and processed through the school contracted provider. Additionally, all volunteers must provide the necessary health forms as required by



**SAN RAMON VALLEY  
CHRISTIAN ACADEMY**

220 W EL PINTADO ROAD, DANVILLE, CA 94526  
925.838.9622 | [srvca.org](http://srvca.org)