



FOOTHILL CHRISTIAN PRESCHOOL

Parent Handbook 2026–2027

Welcome to Foothill Christian Preschool! This handbook provides comprehensive information about our programs, policies, and procedures to help you understand our mission and how we support your child's development. As a fully accredited institution through the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges, we are committed to providing a nurturing, Christ-centered environment where children can learn, explore, and grow. Our experienced staff is dedicated to fostering your child's physical, cognitive, social, emotional, and spiritual development in partnership with you as parents.

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Welcome!

Dear Parents,

Welcome to Foothill Christian Preschool! We are delighted to partner with you in your child's early education journey. We are proud to be fully accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges, a testament to the unwavering dedication and hard work of our administration and staff. Our highly experienced teachers are qualified professionals in early childhood education, consistently demonstrating their ability to create an exceptional learning environment.

We firmly believe that open communication between parents and our staff is essential for effectively meeting your child's unique needs, and we eagerly anticipate building a positive, collaborative relationship with each of you. We recognize that early experiences are pivotal in a child's growth and development, with experts in early childhood education emphasizing the critical importance of these years for developing social skills, self-esteem, and language abilities.

Foothill Christian Preschool is a vital part of your child's early years, supporting growth in every area—physical, cognitive, social, emotional, and spiritual. Guided by our skilled and Christ-centered teachers, your child will build a strong biblical foundation, grow in their love for Jesus Christ, and learn the importance of communicating with God through prayer. Our developmentally appropriate programs are thoughtfully designed to spark imagination and lay the groundwork for a lifelong love of learning.

Through excellent learning resources and our dedicated staff, we enhance the educational process, supporting each child's holistic growth. We provide a nurturing environment brimming with warmth and encouragement, and it is our unique philosophy and exceptional staff that qualify Foothill Christian Preschool to truly support you in raising your child.

This handbook is designed to share comprehensive information and insights, promoting a clear understanding of our program and fostering a strong partnership between parents and our staff, united in faith, to support your child's development. We trust you will find it a valuable guide to our policies, programs, and services.

Sincerely,

Christi Navarrette
Preschool Director

"I have no greater joy than to hear that my children are walking in the truth" 3 John 1:4

Mission Statement, Organization, and Philosophy

MISSION STATEMENT

Foothill Christian Preschool exists to glorify God by living as disciples of Jesus who make disciples of Jesus, providing a nurturing and safe environment where children learn, explore, and grow.

ORGANIZATION

Foothill Christian Preschool was established in 1979 as a ministry of Foothill Church in Glendora. It is also part of Foothill Christian School, a fully accredited Kindergarten – 8th grade program. The preschool is a non-profit community service.

Foothill Christian Preschool is a member of the Association of Christian Schools International (ACSI). We have dual accreditation with the Western Association of Schools and Colleges (WASC) and Association of Christian School International. We are fully licensed by the State of California.

PHILOSOPHY AND PURPOSE

Our preschool is a Christian preschool and, therefore, emphasizes Christ-centered teaching. The Bible is the integrating factor around which all activities and subject matter are correlated. We will be introducing to your child the things of God, so they might discover Him as a real and vitally personal part of their young lives. We believe the Bible is the inspired and only infallible Word of God and acceptance of Jesus Christ as our personal Savior is the only way to enter heaven.

Behind all the planning for preschool is the philosophy that these early years are the foundation upon which future learning depends. Our aim is to provide an environment where your child will experience some of their happiest times. Recognizing the importance of balanced growth, our staff will provide opportunities for the Social/Emotional, Intellectual/Cognitive, Physical, and Spiritual Development of your child.

Statement of Faith

THE BIBLE

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21).

GOD

We believe there is one God, eternally existent in three persons--- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30, Deuteronomy 6:4; Isaiah 46:9-10; John 17:3, 1 Corinthians 8:4-6; 1 Timothy 2:5).

CHRIST

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

SALVATION

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24. Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

RESURRECTION

We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

HOLY SPIRIT

We believe in the present ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30, 5:18).

We believe human beings are the pinnacle of God's creation, made in His image. We believe all human life is sacred and of inestimable worth in all its dimensions, from conception through natural death. We believe the biblical position that marriage involves the union of one man and one woman in permanent, sacred fidelity. Though various cultures have evolving definitions of marriage, it is God alone who has ultimate authority to prescribe and describe the marital relationship.

Family Priority

The Bible has given parents the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set forth in Ephesians 6:4. Our school understands the Biblical role of parents and family and is committed to supporting the growth and development of this God-ordained institution.

PARENTS IN AUTHORITY

We recognize the Godly standards of parenthood as being in authority over their children, *"Children, obey your parents in the Lord, for this is right. Honor your father and mother-which is the first commandment with a promise-that you may enjoy a long life on the earth"*. Ephesians 6:1-3

PARENTS ARE LEADERS

Parents provide leadership for their children, *"...teach them to your children and to their children after them."* Deuteronomy 4:9

PARENTS AS PRIMARY TRAINERS

Parents are the primary trainers of their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Ephesians 6:4

We believe in the importance of the family/home and support the family institution. *"Let the children come to me, and do not hinder them, for the kingdom of Heaven belongs to such as these."* Matthew 19:14

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we "train and educate" on behalf of the parents, not in place of them, and view ourselves as an extension of the education process of the home. We place strong emphasis on good communication between the family and staff.

Our Program: Domains & Outcomes

We are established to promote preschool education with a spiritual dimension for children. Our primary goal is to provide a safe and happy atmosphere where children can grow in their understanding that there is a creator God who loves them and desires a personal relationship with them. We also want to provide a supportive, educationally rich environment and program consistent with the highest standards that will allow your child to develop to their maximum potential.

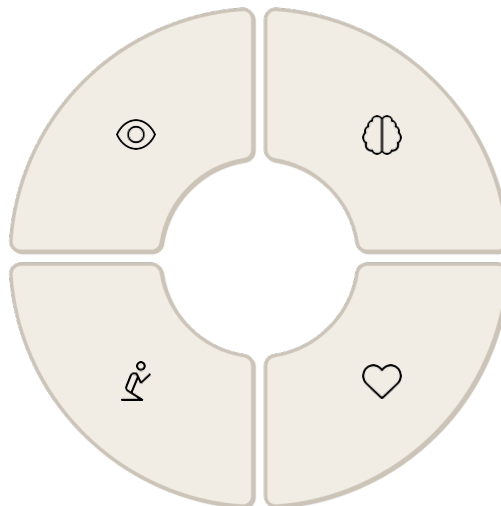
Because children learn and develop by experiencing the world as a whole, the FCP Outcomes and Benchmarks cover four major domains – or areas – of development. These four domains represent a commonly held, and research-based, organization of the dimensions of children's overall development. Though presented separately, the four domains of children's development are, in fact, inextricably interrelated. Children develop holistically; growth and development in one area often influences and/or depends upon development in other areas.

PHYSICAL

Development of fine and gross motor skills, sensory motor skills, health and nutrition awareness

SPIRITUAL

Understanding God's love, learning Bible stories, prayer, and developing Christian character



COGNITIVE

Language, literacy, numeracy, scientific thinking, problem-solving, and creative expression

SOCIAL/EMOTIONAL

Building relationships, self-confidence, emotional regulation, and positive social interactions

The aim of Foothill Christian Preschool is to partner with parents to spiritually, socially/emotionally, physically, and cognitively prepare children for school readiness and the plan God has for their life, as well as to support parents in their role to raise their children as God desires. No single domain is more important than another, as they all work together to support the whole child's development.

Physical Development Outcomes

Physical Well-Being, Health, and Motor Development

FUNDAMENTAL MOVEMENTS

The children will acquire and refine the fundamental movements of balance, movement, touch, and coordination by:

- Demonstrating strength and coordination of large motor muscles
- Exploring these fundamental movements through time, activities, and equipment
- Actively pursuing gross motor activities such as jumping, hopping, throwing, catching, balancing, kicking and skipping

FINE MOTOR SKILLS

The children will acquire and develop fine motor skills by:

- Demonstrating strength and coordination of small motor muscles
- Becoming acquainted with and having time to use appropriate equipment and materials
- Using various drawing and art materials (crayons, brushes, scissors, finger paint, etc.)
- Completing increasingly complex puzzles

SENSORY MOTOR SKILLS

Children will develop sensory motor skills by:

- Using their senses (sight, hearing, smell, taste and touch) to guide motions
- Performing basic creative movements (dances to music or rhythm)
- Developing hand-eye coordination
- Playing with materials of different textures
- Enjoying pushing objects, climbing short ladders, swinging on swings and sliding

HEALTH AND SAFETY

Children will recognize that their body is created by God, and they will take special responsibility to care for it by:

- Being introduced to health and nutrition
- Demonstrating personal health and hygiene skills
- Beginning to make good food and activity choices
- Understanding the importance of movement and exercise for good health
- Responding to cues about warnings of danger
- Demonstrating awareness and understanding of safety rules
- Following emergency drill instructions and understanding why they are important

Social and Emotional Development Outcomes

TRUST AND INTERACTION

Children will trust and interact comfortably with familiar adults by valuing family relationships, understanding the importance of obeying parents and teachers, seeking assistance when needed, following guidelines for appropriate behavior, and separating from significant adults without excessive anxiety.

POSITIVE INTERACTIONS

Children will develop positive interactions and friendships with peers by developing friendships with diverse peers, demonstrating positive negotiation skills, showing awareness of behavior and consequences, and appreciating the gifts and talents of all members of the classroom.

SHARING AND EMPATHY

Children will begin to learn the art of sharing and showing empathy and kindness by sharing ideas, toys, and items with friends and family, showing empathy to family members and friends, and expressing interest and excitement about animals and other living things.

SELF-EXPRESSION AND CONFIDENCE

Children will use language to express themselves, developing positive conflict resolution by expressing both positive and negative emotions, using words that explain frustration and discontent, and using words to discuss other options of behavior.

Children will develop self-confidence in self-initiated activities by perceiving themselves as unique individuals created and loved by God, gaining competence through age-appropriate activities, demonstrating awareness of their abilities, characteristics, and preferences, and mastering new skills through encouragement and direction from the teacher.

SELF-CONTROL AND GROUP PARTICIPATION

Children will begin to exhibit self-control by understanding and controlling their emotions and beginning to act appropriately, whether or not they are directly interacting with an adult.

Children will participate positively in group activities by enjoying and participating in child-to-child and child-to-adult interactions, making attempts at communicating effectively using their words, and being able to take turns and sit quietly while others are sharing/talking.

Cognitive & General Knowledge Outcomes

GENERAL LEARNING SKILLS

Children will be able to engage in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question by:

- Initiating investigation as a result of carefully observing their surroundings
- Demonstrating awareness of cause and effect
- Comparing, contrasting, examining and evaluating experiences and tasks and events
- Developing problem solving skills and multiple solutions to tasks, problems and challenges

CREATIVE EXPRESSION

Children will enjoy creative expression by:

- Being encouraged to express creativity within their area of interest and learning styles
- Being free to work with mediums that uniquely express the creative element for process art
- Being introduced to "kid writing" and encouraged to put their thoughts on paper
- Using imagination through music and movement activities and dramatic center play

NUMERACY

Children will understand math vocabulary, concepts, and directed activities by:

- Engaging in opportunities to explore counting, sorting, and classifying objects
- Working well with manipulatives to aid in smoother transition into formal schooling

LANGUAGE AND LITERACY

Children will understand the importance and use of language in the environment by:

- Participating in receptive language activities using literature as the foundational tool
- Having a desire to look at books with text and illustrations Engaging in expressive language experiences that foster growth in language proficiency
- Cultivating prewriting skills in the context of emergent literacy
- Being able to write their own name and some alphabet letters. Understanding that print carries Meaning.

LETTER SOUNDS

Children will be aware of different letter sounds by:

- Recognizing the name of some alphabet letters and some numbers
- Being able to create the sound the alphabet letter says
- Possibly beginning to hear rhyming sounds in prominent words
- Becoming phonemically aware through classroom activities designed for that purpose

SCIENTIFIC KNOWLEDGE

Children will develop scientific knowledge and thinking by:

- Engaging in exploring the natural world by manipulating objects, asking questions, making predictions and developing generalizations
- Observing and describing characteristics of living things and of the earth
- Demonstrating awareness of relationship between humans and the environment
- Using technology appropriately (battery-operated toys, tablets, screen time etc.

Spiritual Development Outcomes

Children will learn that God loves them unconditionally and that He has a special plan for their life. They will also learn to hide God's word in their heart (Psalm 119:11) and seek His kingdom (Matthew 6:33) so they can live a life of peace (Isaiah 54:3) that glorifies Christ.

UNDERSTANDING GOD'S WORD

Children will understand that the Bible is a special book by understanding that the Bible is God's Word, knowing that the Bible is true (the stories are fact, not make believe), and understanding that Bible truths teach us lessons we can use in life.

UNDERSTANDING GOD'S LOVE

Children will understand that God is a loving God by understanding that Jesus is God's Son, knowing that Jesus loves them so much he died for them, and knowing that they can have a personal relationship with Jesus.

CREATION

Children will know God created the world by having enjoyed direct experiences with nature, knowing that God wants each person to care for the world, and knowing they are most special of all God's creation.

PRAYER

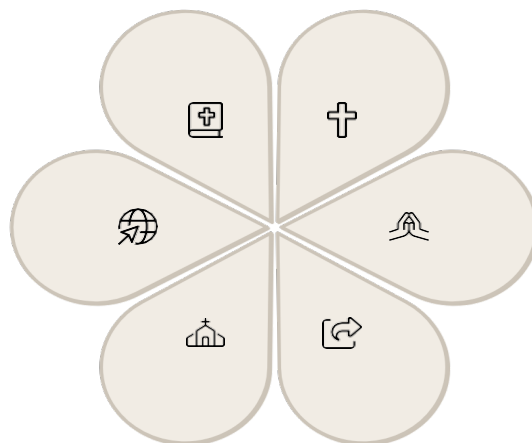
Children will use prayer to express their thoughts and needs to God by understanding that prayer is talking to God, knowing they can ask Him to protect and care for them, knowing they can ask for His help in being kind and thoughtful to others, and knowing they can ask for His help in making good choices in life.

CHURCH EXPERIENCE

Children will have a positive perspective of church by learning to enjoy being in church through chapel experiences and special events, perceiving the church environment as welcoming and safe, and having a desire to learn more about God, Jesus and their love.

SHARING FAITH

Children will freely share about God, Jesus, and the Bible with others by talking about spiritual things as "real," speaking spontaneously about spiritual things, praying with and for their family, and worshiping God with freedom.



Our Program Components

Our preschool has a well-written, researched based, comprehensive curriculum. Each classroom has planned activities geared to the interest and level of that particular age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing, where a child's self-worth is strengthened and opportunities are given to promote independence and success.

BIBLE

To help children develop a love for God and others. Also, to teach them that Jesus is God's son and how much He loves them. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, flannel graphs, stories, puppets, songs, Godly character traits, Bible videos and a Bible memory verse program.

CIRCLE TIME

To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games and sharing.

BLOCKS & PLAYGROUND

To encourage problem solving, large muscle development, creative play, imagination, math, grouping, social development, cooperative play and spatial relations.

Playground equipment develops muscular coordination, control, dexterity, balance, and experimentation with a wide variety of equipment.

CREATIVE ART & DRAMATIC PLAY

Includes easel and finger painting, clay, play dough, gluing, crayons, markers, felt pens, chalk, paper, glue, scissors, collage, constructions to stimulate imagination and help express feelings and ideas through artistic activities and small muscle development.

Dramatic play encourages symbolic play, imagination, self-identity, family relations, child's view of the world, fantasy play and reality play.

MUSIC, MOVEMENT & SCIENCE

To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Our science program uses magnets, magnifying lenses, prisms, measuring, exploration, discovery, encourage thinking, problem solving, observing, predictions, balance, color paddles, insects, plant and animal life, nature and sensory materials.

LANGUAGE, LITERACY & MATH

To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension. Math concepts include how many, one-to-one correspondence, counting, less or greater, small and large, big and little, making predictions, graphing, adding and subtracting, patterning and number recognition.

Additional program components include Free Choice Centers, Book Center, Cooking experiences, Concept Skills development, Technology through iPad centers with age-appropriate learning programs, and Bathroom and Hygiene instruction to encourage independence, grooming, healthy habits and cleanliness.

Toddler Program | 18 Months - 36 Months

In the spring of 2026, FCP introduced a toddler component for children beginning at 18 months of age. This licensed, developmentally appropriate early learning program provides a loving, Christ-centered environment where each child is recognized as a precious gift from God.

LOVING ENVIRONMENT

A Christ-centered space where each child is cherished as a precious gift from God, offering comfort and consistency.

GENTLE GUIDANCE

Nurturing care and developmentally appropriate play support toddlers as they grow and explore.

GROWTH & DEVELOPMENT

Teachers support increasing independence, communication, and social awareness in every child.

FAITH FOUNDATION

Nurturing body, mind, and spirit, laying a foundation of trust, kindness, and joy within God's love.

CLASSROOM ORGANIZATION & RATIOS

Age-specific grouping (younger with younger, older with older) with a 6:1 child-to-teacher ratio and a maximum of 12 children per classroom, ensuring personalized attention.

QUALIFIED STAFF

Our dedicated teachers meet/exceed CCLD requirements, possess college-level ECE units with Infant/Toddler coursework, and are trained in supervision and responsive care.

COMPREHENSIVE CURRICULUM

Utilizing the research-based Frog Street Toddler Curriculum, our program supports social-emotional, language, cognitive, and physical development through play-based and developmentally aligned activities.

CONSISTENT DAILY ROUTINES

Daily routines are designed to meet toddlers' needs for care, consistency, and security, including supervision, smooth transitions, rest periods, nutritious meals, and hygiene practices in full compliance with licensing.

Concept Goals & Benchmarks

Following is a list of benchmarks taught at our preschool. The benchmarks were created to develop a common understanding about what children should know to be able to do at different stages in their lives. They help teachers and parents better understand what they can expect to see as their children develop to better support and enhance their children's development and learning.

18 MONTHS - 36 MONTHS

1. Concept of "one"
2. Follows adult directions
3. Begins to problem solve
4. Begins to show fine motor dexterity and control
5. Begins to function in a group setting with cooperation
6. Knows basic body parts
7. Listens to simple stories & songs
8. Recognizes shapes (10)
9. Recognizes colors (8)
10. Begins to understand and use expected behavior
11. Groups things together by size
12. Participates in musical activities
13. Repeats rhyming words
14. Displays ability to catch, throw and kick objects

3 & YOUNG 4 YEAR OLDS

1. Counts 1-10 or more
2. Can explore with materials
3. Sorts objects by size, shape & color
4. Exhibits beginning listening skills
5. Recognizes shapes (10)
6. Concepts big/little, short/tall
7. Concepts full/empty
8. Understands the concept of measurement
9. Recognizes name and letters in name
10. Beginning sequencing
11. Uses three-to-five-word sentences
12. Memorizes and repeats simple rhymes, songs and Bible verses
13. Retells story parts
14. Engages in simple conversation
15. Identifies colors (10)
16. Uses feeling words
17. Follows adult directions
18. Participates in musical activities
19. Displays observation skill

4 & 5 YEAR OLDS

1. Holds pencil properly
2. Able to solve a 12-15-piece puzzle
3. Recognizes name
4. Can write name (1st letter capital)
5. Uses three-plus word sentences
6. Uses different writing tools and materials
7. Identifies colors (10)
8. Recognizes shapes (10)
9. Recognizes & understands (1-20)
15. Recognizes and names (12) body parts
16. Classifies objects by color, size & shape
17. Counts (1-20+)
18. Knows same/different
19. Shows interest in reading-related activities

20. Knows top/bottom, biggest/smallest
21. Begins to associate letters with sounds
22. Rhymes words together
23. Can cut without help
24. Patterning
25. Shows awareness of how books work
26. Understands ordering (sequencing)
27. Understands the concept of measurement
28. Understands the functions of 5 senses
29. Identifies upper- and lower-case letters
30. Recognizes forms of print
31. Demonstrates eye-hand coordination
32. Uses large muscles to manipulate objects
33. Understands basic health and safety rules
34. Displays observation skills
35. Progresses from using scribbles to using letter like symbols
36. Recognizes the beginning letters in familiar words
37. Recognizes spatial relationships
38. Understands that letters create words and words are read from left to right
39. Maintains concentration and interest despite distractions
40. Exhibits problem-solving skills and accepts a variety of answers
41. Shows the ability to retell, dictate and predict story outcomes
42. Clearly pronounces words
43. Shows awareness that words can begin with the same sound
44. Understands more complex vocabulary and displays listening comprehension
45. Interacts with others by helping, sharing and developing friendships
46. Follows simple directions (1-3 steps)
47. Displays confidence and independence in a school setting
48. Bounces and catches a ball
49. Can separate easily from parents
50. Expresses ideas and responds to questions
51. Understands that writing is a way of communicating
52. Shows awareness of individual family composition
53. Identifies sounds in the environment and in speech
54. Recognizes and moves to different musical beats, uses instrument
55. Plans & works independently through the process of art activities
56. Participates in dramatic play by using materials to role play
57. Makes independent choices and is willing to try new things
58. Demonstrates independence in hygiene and nutrition
59. Begins to show fine motor dexterity and control
60. Represents stories and experiences through pictures and dictation

Sample Preschool Schedule

This is an example of a typical day at Foothill Christian Preschool, *varies by room*.

TIME	ACTIVITY
6:30-8:00 AM	Morning day care, inside free play, breakfast from home may be brought before 7:30 am
8:00 AM	Students arrive, school begins, school prayer and flag salutes All children go outdoors (weather permitting)
8:25 AM	Morning assembly
8:40-9:00 AM	Welcome time, attendance, worship, bible time, memory verse
9:00-10:40 AM	Outside time (classes take turns), outside coordinators plans activities designed for outside play according to frog street curriculum
9:00-9:30 AM	Snack
9:30-11:00 AM	Curriculum activities, concept goals, & learning centers, circle time, crafts, story time, motor skills
11:00-11:15 AM	Transition for lunch
11:15 AM	Lunch
11:45 AM	Clean-up/restroom
12:00 PM	Nap, half-day children at baseline campus go home
2:00 PM	End of nap
2:10 PM	Afternoon snack
2:30 PM	Afternoon centers, free play and activities
3:00 PM	Full day children go home
3:25-4:30 PM	Outside free play, centers, art, group participation, pick up and clean up
4:30-6:00 PM	Inside activities, circle time, music & movement, iPads, story time, books & free play

Admission Requirements

Foothill Christian Preschool exists to provide a safe, secure place for children to learn and grow during their early years by providing a loving environment and a safe, carefully supervised program of activities.

Foothill Christian Preschool is licensed by the State Department of Social Services to serve children ages two to six years of age. Children must be two before they can start. Children 6 years of age may attend if they have not attended Kindergarten.

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin or ancestry.

ENROLLMENT PROCESS

We encourage parents to visit and tour the preschool prior to admission and see our program in action. Please call to set up a tour with the admissions Coordinator. We will explain the preschool program, policies of the school and answer any questions you may have. Once the tour is complete, if there are openings, you may register. If no openings are available your child will be placed on our waiting list.

Registration is held each March as spaces become available. A registration fee will be charged once the application is approved. All supplemental forms will be sent via email and should be completed and returned as soon as possible.

Children already enrolled in our school have priority. Next will be siblings of currently enrolled students, then children on our waiting list and lastly is made available to the children from the community at large.

REQUIREMENTS

Each child must have a physical examination by a doctor to be certain that the child is in good physical health and free from any communicable diseases.

Also, a complete report of the child's medical history must be submitted prior to admission. We adhere to state regulations regarding immunization records for your child. Immunization records must be current. Validated proof of immunization should be submitted as your child receives new immunizations.

An annual, non-refundable registration fee is required of each child. (See Financial Rate Sheet for current rates.) January is re-registration month for current families, and the annual fee becomes payable. For new families, registration is in March.

Our two-year-old children do not have to be toilet trained but there is an additional "toilet training" fee and you must provide disposable diapers, pullups and wipes as needed. To remove the additional fee the child must be completely toilet trained, in underwear with no accidents for a full month. At that time the extra charge will be eliminated. Our incoming three- to six-year-olds must be fully toilet trained. Disposable pull-ups are not considered an acceptable substitution for "toilet trained". Children need to be able to drink from a regular cup, no bottles, and be independent of pacifiers while at school.

Children with special needs, such as emotional, developmental or physically challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff is able to meet their individual needs. 3) There will be no adverse effect on other children through direct behavior. 4) The child does not require extra staff who would be devoted solely to monitoring them. Students who have (or had) assessments related

to an IEP or 504 health plan must disclose this to the preschool prior to admission and provide copies of the assessment to help the preschool determine our capacity to serve the child.

Tuition and Financial Policies

A non-refundable registration fee per child is payable each year at registration time. This registration fee covers the application process, cot sheet, accident insurance, earthquake supplies, some classroom supplies and ACSI membership.

Tuition fees are based on the program your child is registered to attend, are due on the first school day of each month, and considered delinquent after the 5th day of each month. A \$50.00 charge will be assessed to your account if not paid by that time. Please refer to our Financial Agreement Contract for current tuition and enrollment fees. If tuition is not paid by the 20th of the current month, the parent will be asked to withdraw their child from school. All tuition and late charges must be paid even if the child is withdrawn.

PAYMENT INFORMATION

All tuition payments must be made via Brightwheel, the office will not be accepting payments. There is no service fee for a bank transfer. When using a debit or credit payment you will incur a 2.9% service fee. (Rate subject to change.) Tuition is set on a standardized monthly rate considering that some months have less days while other months have more days (including holidays and non-holiday school closures). Tuition is payable whether the child is present in school or not. All statements and tax paperwork are printable through your Brightwheel account.

PROGRAM OPTIONS

Our full time program is Monday through Friday. Our part-time program is M-W-F or T/TH. *Part-time is offered only when the space is available.* We offer three additional plans:

Extended Day

6:30 AM - 6:00 PM

Regular Day

8:00 AM - 3:00 PM

Half Day

8:00 AM - 12:00 PM

The First Few Weeks

The first few weeks in any new environment can cause anxiety for your child. The director and teachers are sensitive to these feelings. Our staff is trained in being alert and aware of your child's reactions to this new environment and will make every effort to help your child adjust as easily as possible.

There are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child.
- Talk with your child positively about the school, staff and activities.
- If you anticipate a problem in separation, discuss the situation with the staff and decide on a procedure to follow in advance.
- During the first weeks you may feel some apprehension after leaving your child. This is a perfectly natural response. We encourage you to feel free to call the school or message the Teacher through the Bright wheel app during the day.
- Not staying, stay consistent with words and depart quickly to avoid the anxiety the child feels anticipating the separation.

Withdrawal, Schedule Changes, and Termination

WITHDRAWAL OR SCHEDULE CHANGE

Our policy requires that all withdrawals, whether before the school year begins or during the year, must be made in writing with at least two weeks' notice and shall be effective when such notice is delivered to the school office. Tuition is due for that two-week period. If a child withdraws from the program without a two-week notice, tuition will be charged continuously until a letter of termination, in writing, is received. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing.

If a student leaves for any reason or enters after the school year has begun the tuition fees are prorated on a weekly basis. If you are changing your child's schedule a two-week notice is also required.

VACATION CREDIT

After one full year (12 months) of enrollment, you will earn one week of vacation credit. After 2 years, this increases to two weeks; you will continue to receive two weeks of vacation credit every subsequent year.

ANTI-HARASSMENT POLICY

Foothill Christian Preschool's desire is that students look forward to coming to school. It is the policy that all students are entitled to attend school in an environment that is free from harassment and intimidation. Foothill Christian is committed to creating an environment that represents the respect and dignity that we all want and deserve.

Harassment on the basis of sex is a violation of federal law. Title IX of the Education Amendments of 1972 protects students from unlawful sexual harassment in all of a school's programs or activities, regardless of who the harasser is.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program, activity, or creates an intimidating, threatening, or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school.

Harassment in any form, by an employee or another student, will not be tolerated and will be the basis for discipline up to and including dismissal from school. Students should tell their teacher, parent, school employee or Director if they experience harassment. Complaints will be promptly investigated and documented, and students shall not suffer retaliation for filing a complaint.

TERMINATION OF ENROLLMENT

Preschool may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

- Tuition payment has not been received by the 20th of the current month.
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.
- Excessive tardiness or late pick-ups. We close promptly at 12:00 PM for Half day, 3:00 PM for Regular day, and 6:00 PM for Extended day.
- Failure to check-in and out every time on our Brightwheel App. This is a licensing requirement and the person picking up or dropping off must check-in and out every time.

Toilet Training

TOILET TRAINING/CONTRACT

All non-potty-trained students must have a toilet training contract on file. This tool is useful in determining if your child is showing any readiness signs. It also puts teachers and parents on the same page when potty training begins.

FCP requires an additional fee for toilet training. Your child must be trained fully for one month without accidents before eliminating this fee. *Refer to Financial Agreement Contract for current prices.* Our toilet training program is only offered in our 2-year-old room because we provide an aide to help with the training. Children already in our program who are turning 3 and not toilet trained will stay in the 2-year-old classroom with the aide until they are fully toilet trained. They will transition into the 3-year-old classroom once fully trained and there is availability. New students 3 years old or older must be toilet trained.

Meals

HOT LUNCH PROGRAM

We have an optional hot lunch program. You can bring your child's lunch, or you can use our online catering service. Our hot lunches are cooked on campus and provided by the catering company. They will provide a monthly lunch menu on which you may choose the days that you would like your child to have a hot lunch. Lunches ordered in advance before the predetermined deadlines are offered at a discounted rate. Lunches can be ordered on the same day, before 9:00 AM at the regular lunch rate. Emergency lunches, (lunches ordered the same day without payment or notification) are also available at a higher lunch rate. (See monthly lunch menu for prices.)

If you decide to pack your child's lunch from home we request that you send nutritious, healthy meals that are proportioned for your child, which include vegetables, fruit, bread or bread alternatives, meat or protein and a drink of fruit juice, water or milk. (No soda or candy is permitted.) Since there is no availability to heat or refrigerate foods, your child may bring a thermos or ice container. Lunch must be clearly marked with the child's first and last name.

SNACKS

A nutritious mid-morning and mid-afternoon snack will be provided for preschool children each day. (Our Half-day program provides a mid-morning snack only.) We serve a variety of raw fruits and vegetables, pretzels, cheese, muffins, crackers, yogurt, cereal products, 100% fruit juice, milk or water for our snacks. (No soda or candy is permitted.) Menus are planned to include at least one serving from each of two or more of the four major food groups and meet state requirements for nutrition and quantity served.

Please keep the preschool office and your child's teacher informed of any food allergies that your child may have or develop. If a child has severe food allergies, we ask the parent to provide snacks for their child. A monthly snack menu is posted in the classroom and kitchen and available for you in the office.

BREAKFAST

Children may bring their own breakfast between the hours of 6:30 AM and 7:20 AM. Food should be low sugar and nutritious. After 7:30 AM breakfast will not be given. It may be saved for snack. Our first snack is served at 9:15 AM.

Hours of Operation

HOURS OF OPERATION

The preschool hours are:

- Half day: 8:00 AM – 12:00 PM
- Extended day: 6:30 AM – 6:00 PM
- Regular day: 8:00 AM – 3:00 PM

If you are on the Half Day plan, and pick up your child late, you will be charged \$1.00 for each minute after 12:15 PM. For the Regular day plan it applies if you pick up after 3:15 PM. The same late fee applies for our Extended day plan after 6:00 PM. If late on a consistent basis, you may be asked to withdraw.

The preschool is open Monday through Friday on a year-round, 12-month program. There will be no reduction in tuition for illness, holidays or non-holiday school closures. Tuition is set on a standardized monthly rate considering that some months have less days while other months have more days.

HOLIDAYS AND CLOSURES

The preschool will be closed on the following holidays:

- New Year's Eve and New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday and the Monday after Easter
- Independence Day
- Labor Day
- Thanksgiving Week (Staff In-Service & Holiday)
- Memorial Day
- Christmas Eve & Christmas Day
- The days between Christmas Eve & New Year's Day

There are some non-holidays when the school is closed, a few days between the end of summer school and before fall school starts are set aside for staff orientation and prep days. We are also closed for two days for Teacher In-services in November (Monday and Tuesday, and then for the holiday Wednesday through Friday of Thanksgiving week). We take one day in January for parent-teacher conferences to discuss student progress and development assessments. Refer to the current yearly calendar for the actual dates.

ARRIVAL PROCEDURES

ARRIVAL AND DEPARTURE

For the safety of our children, we have a security system which requires an access code to enter the front door. At the time of enrollment, you will be given the code and you may share the code with those who are authorized to pick up your child. If you forget the code, ring the doorbell for assistance. When entering, if you do not recognize those behind you, please close the door and let them use the code.

You must accompany your child into the school, classroom or yard every day. When the school opens for the day, the children are gathered in the library. The staff will gather their students from the library at 7:30 AM to

take them to the daycare rooms and then teachers will gather their students from daycare rooms at 8:00 AM. We do encourage all the children to arrive by 8:30 AM. This is our welcoming and Bible time, we don't want any child to miss this special time. It is also very distracting to the teacher and other children when you walk in late. When departing, don't forget to check your child's cubby and coat hook. For safety reasons, be sure to close the entrance door behind you.

Check-In/Out Process

CHECKING IN & OUT

According to state law, parents are required to check their child in and out each day!

For the Check-In/Out process we use an app called Brightwheel. FCP is assigned a unique QR Image for each campus. Parents will select Check-In/Out from their phone app and quickly scan the image provided at the entrance of the school. You will then be prompted for your check-in/out code to complete the in/out process.

The check-in/out code is located on your child's profile on Brightwheel. You can always change your code if desired. Parents and any person authorized to pick up the child will receive their own Check-In/Out code. You must always use your own code. If you do not have the Brightwheel app or your phone is not available, you may always use our iPads that are located by our office counter.

If someone is new to our school, please be ready to show us your driver's license and we can give you your own code upon entrance. Also, when checking in you will be required to answer our health questions and then you will sign either on your phone or our iPad. You will see a green screen that shows you successfully check in or out your child. Please see the office if you have any issues checking in or out.

Parent Involvement

PARENT - TEACHER CONFERENCES

The teachers are continually making observations, collecting samples of work, and assessing the developmental growth of each child throughout the year. Parent-teacher conferences will be held twice during the year. An informal one, the day before school starts which we title: "Warm-Up Day", where you and your child can meet the teacher and get acquainted. Then, in January, you and the teacher will have the opportunity to discuss your child's developmental progress, ask questions or share any concerns. We do provide care for your child during your conference. Our Pre-K teachers will discuss kindergarten readiness and possible enrollment at Foothill Christian Elementary School. If you ever would like to set up a conference with your child's teacher, other than January, please contact the teacher and she can schedule one at your convenience.

PARENT INVOLVEMENT / AMBASSADOR ROOM PARENT

We always encourage parents to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child you care. Your involvement is part of what makes our school a wonderful place for children. We provide opportunities for parents to be involved such as helping with cooking or art experiences, bringing in items for special events or parties, helping cut out items for the teacher, etc. We encourage parents to share their talents, careers, and culture with the children. In the month of October, with community helper's month. You will have the opportunity to share your career in your child's class.

FUNDRAISING

We also have two fundraisers each year in which we appreciate parent support. In the fall we have our Annual Fund Campaign Gala. We basically outline the school improvement projects and ask parents to help us raise money. There are no candy or catalog sales. In March, we have our all-school Fun Run, where students run laps. We ask students to gather pledges from family members, friends, and neighbors. The fundraising is used for all those extra things the school needs not covered by tuition. We have been able to purchase many wonderful items, make improvements and updates to our school because of generous parents and friends.