

# **Plymouth Christian Early Education**



Welcome to Plymouth Christian Preschool. We are a non-profit organization which was founded in 1956 as a ministry of Plymouth Church to serve the families of Whittier and the surrounding communities. We are supported by tuition and fees collected.

The administration and staff wish to welcome you and your child to our program. We are pleased to be involved in your child's early education and development. Here at Plymouth, we are dedicated to provide and implement a curriculum that promotes spiritual, academic, and social growth through a Christian perspective. Our staff will offer a "hands on" learning experience, not only for the children, but for the parents as well.

This handbook was designed to inform you of our school policies and procedures. Please read through the handbook carefully. We encourage you to make any note of any questions, which would need clarification.

We are grateful and delighted that you have chosen Plymouth Christian Preschool for your child!

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## **Statement of Purpose**

We believe that God has given parents the direct responsibility to train and educate their child according to God's word. We, the school, along with the church, serve as a partner with them in carrying out this responsibility.

## **Our Mission**

Our mission is to reach children for the Lord and give them a Christ-centered education. This includes opportunities to acquire the spiritual, academic, social, and physical skills necessary to reach their God-given potential, and to encourage them to make positive contributions to their world according to God's plan for their lives.



## **Spiritual**

- We believe that all truth comes from God and thereof, within all of our activities we strive to integrate what God says about Himself, the world, and ourselves as revealed in the Bible.
- It is our desire that each child comes to a personal relationship with Jesus Christ
- It is our goal to educate students so that they can successfully integrate Christian philosophy into their lives.



## **Intellectual**

- It is our purpose to offer a quality educational program, which stresses social skills and motor competence. We will strive to provide a learning center environment along with small group times, challenging each child according to individual abilities to reach their God-given potential.
- It is our goal to provide a loving, cheerful, and appealing environment tailored to a preschooler's developmental needs, so that each child has the opportunity to experience the success and joy of learning, as well as self-discipline and responsibility.
- We are committed to providing each child with the time for play and interaction with their environment, and understanding that this is the way children learn.



## **Social**

- It is our purpose to help children accept themselves and others as unique creations of God, and to develop social skills that show that they value the individual worth of others.
- It is our goal to encourage children to develop self-discipline, accept responsibility, and respect authority.
- It is our goal to prepare students to take their place in the home, the church, and the community in a manner that is God-glorifying.



## **Physical**

- It is our purpose to help children understand the marvelous workings of their bodies and to help develop healthy habits and activities to aid their physical growth.
- It is our goal that each child will have daily opportunities to practice balancing, crawling, jumping, swinging, or have ball play.
- It is our goal that each child feels mastery and competence with gross motor skills.

## **Admission**

Plymouth Christian Preschool admits children of any race, color, nationality, ethnic origin to all rights privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admission policies, tuition assistance or other administered programs.



## **Admission procedures and guidelines include:**

1. A tour and interview scheduled with the Director-incoming children may attend. Together we will determine if PCS will meet your child's needs.
2. All new children are admitted on a temporary basis for the first 30 days. This helps in determining if the school is able to meet the child's needs.
3. Admission to PCS is on a year-to year basis, and parents do not have the right to continued enrollment.
4. Continued admission will be based on a parent's support of the school, prompt payment of tuition and no outstanding balances, and or delinquent accounts.
5. The school reserves the right to deny re-admission to any family who has failed to support the philosophy, objectives, and policies of Plymouth Christian School.
6. PCS is not geared or trained to accommodate students who demonstrate severe learning disabilities or behavioral issues. Therefore unfortunately PCS has the right to deny admission based on behavioral issues and learning disabilities. We can provide parents with information on acquiring resources on assessment and assistance from **Whittier Area Cooperative Special Education Program**.

7. It is of the utmost importance in maintaining a cooperative, nurturing, spiritual, and educational environment. As such, the school reserves the unconditional right to dismiss any student/family who does not respect the school's spiritual standards, cooperate in the educational process, and or adhere to requirements set forth by administration, teachers, and School Board.



### **Tuition/Fees (See Tuition Rates and Fees for current pricing)**

Full time students may take one week vacation at no cost per school year. Tuition will be prorated in August when the school is closed.

All other vacations and holidays have been accounted for in the monthly fee and monthly payments reflect the tuition cost.

1. There is a non-refundable yearly registration fee, payable in June through August, prior to the next school year.
2. Tuition is due on the first of each month and is subject to a late fee after the 5<sup>th</sup> of each month.
3. Checks returned due to insufficient funds will result in a service charge. (See current pricing sheet.) After two returned checks, it will be required for a family to pay tuition with a money order, cash, or debit/credit card.
4. If an account becomes past due, it is the school's right to exclude the child until the balance is paid. No child will be allowed to re-register for a new school year, if any tuition or fees are unpaid and delinquent after August 15<sup>th</sup>. This means that a family may lose its preferred position on a roster list.
5. A fee will be incurred if a child is picked up late- half day students past 12:30 p.m. or full-time students past 6:00 p.m.
6. If at any time a half day student needs to stay a full day or an additional day is needed, a flat rate/daily fee will be incurred.
7. If at any time enrollment days change or a child is being withdrawn from the preschool program, PCS must be notified in writing within two weeks in advance of the change. During this notification, the full amount of tuition is due. Failure of notification will result in paying the next month's tuition in full. Once a child withdraws from our program, their enrollment status is no longer available. Upon return to our program, all application and registration procedures will be due.
8. Children are not allowed to "Switch Days", unless approved by the Director. A family may request an extra day, if space and teacher-student ratio allows.
9. As this handbook represents the understanding of both parent and school, attendance at school is therefore to be viewed as agreement to the terms and conditions stated.

10. Tuition alone does not cover the cost of providing a quality preschool education; therefore, we also depend on donations and participation in at least two (2) school-wide fundraisers per school year. Families have the option of either participating in fundraisers or choose the buy-out option of \$100.00. All donations are tax-deductible.



### Arrival and Departure

All students must be signed in and out of school by an approved adult, and escorted into a classroom with a teacher or staff member. (18 years or older) A child will only be released to designated persons listed on the “Authorization List”. The school accepts no liability if a child enters on school campus unaccompanied. Parent cooperation regarding this matter of supervision is mandatory. Supervision is provided from 6:30 a.m.-6:00 p.m. Monday-Friday, except holidays and other days scheduled by administration when the school is closed.

**A child must be picked up and signed out by 6:00 p.m.** Our staff ends their day at this time and needs to be free to move on to other obligations. A fee must be paid at the time of pick or the next day. This fee goes directly to the teacher.



### Illness and Emergencies

When a child is sick, it is NECESSARY that he or she remain at home to prevent other children or staff in becoming ill as well. According to State requirements, all children must be **fever free, not vomiting, or have diarrhea for at least 24-48 hours before returning to school.**

When a child has an ear, throat, nose, or eye illness, all mucus secretions must run clear. Any sign of coloration may be an indicator of possible infection. In the event a child contracts a communicable disease or major injury, parents must notify the school office, and a medical release will be needed for your child to return to school. Some may include however may be subject to additional diseases or injuries:

- Head lice
- Foodborne illness
- Influenza
- Respiratory infection
- Stomach virus
- “Hand-Foot-Mouth” virus
- Conjunctivitis ( Pink Eye)
- Rash or skin infection

- Wet cough
- Open wound
- Head injury
- Any other incident that requires immediate attention by a physician

\*Please remember that the school does not prorate tuition for any time missed due to illness, and days cannot be made up.



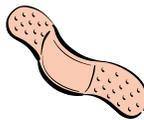
### Emergencies

Here at PCS, we will conduct monthly fire, earthquake, and “Lockdown” drills to help the children be prepared for an emergency. In the event of an emergency when we would have to re-locate due to damage or unsafe conditions such as an earthquake, fire, or gas leak, we will walk the children to ***Palm Park***, where parents will be notified to pick up their child immediately.

In the event of a life threatening injury, Plymouth Christian School is obligated to take the necessary steps to obtain emergency medical care, if warranted. These steps include, but are not limited to:

1. Attempt to contact parent or guardian directly via phone call, or through any persons listed on the emergency information you provided the school.
2. If we cannot reach you, we may do the following:
  - a. Call 911 for paramedics/ambulance
  - b. Have the child taken to an emergency hospital in the company of a staff member.

***It is understood that no liability would be attached to such a decision. Any expenses incurred will be borne by the child’s family. The school will not be responsible for anything that may happen as a result of false information given at the time the incident/accident.***



### Accidents

Accidents do happen, as they do at home. Our staff has the knowledge to treat most minor injuries. Minor scrapes and cuts will be treated with water and soap. Children with a more serious injury will be taken to the office for observation and/or first aid. Parents will be notified as soon as possible for a serious injury or sudden illness.



### **Medication Distribution**

Plymouth Christian Preschool will only administer medication that has been prescribed by a physician; this includes any over the counter medicines. All medication must have the authorized prescription with the child's name on the container. This includes nebulizers and inhalers for children who suffer from asthma and seasonal allergies. All medication must be given to the school office or teacher. Students are not allowed to carry medication in their lunch pail or backpack. Parents must also fill out a "Medication Consent Form", which they may obtain from the office or teacher. Although staff will attempt to give medicine as directed, we cannot guarantee the time.



### **Child Abuse Law**

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of any physical or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the suspected crime stated above, is to mandate the report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child, and once reasonable suspicion is established, have no legal alternative except to make the report to the proper authorities.



### **Parent Visitation Policy**

We welcome parents to visit our Observation Room at any time. It is located between Room 102 and Room 104. If your child is in another classroom besides these rooms, parents are encouraged to observe from outside the room, if your child is experiencing separation anxiety. At times, it is more difficult for a young child to become acclimated to a preschool setting, if a parent is present for too long. We welcome you to communicate with the teacher or Director, to determine what techniques may work best for your child to help him or her transition to preschool. Please schedule a time of observation with your child's teacher ahead of time. Observation time should not be more than 30 min.



## Parent Volunteers-

Any parent who wishes to volunteer more than 6 hours per week, must go through a background check and be fingerprinted. Volunteers are responsible for the fees incurred by the Whittier Police Dept. A volunteer application packet is available in the school office and needs to be returned and approved by administration prior to volunteering. We ask that parent volunteers check-in and check-out in the school office and obtain a visitor's badge. A parent volunteer may never be alone with children without a staff member present. **All volunteering is subject to teacher and administration approval. The school reserves the right to not accept or remove volunteers from a classroom or task. Some reasons may include:**

- A child related to the volunteer is displaying "Separation Anxiety", which may lead to continual disturbance to classroom routine.
- A volunteer fails to uphold the policies of Plymouth Christian School as stated in this handbook, as well as support the staff and administration
- A volunteer interferes with the teachers' goals and objectives of the classroom
- A maximum of 10 hours per week, of those 10 hours, a maximum of 2 hours may be in a particular classroom at one time

## Custody Issues within Families

It is imperative that we obtain all current copies of court orders that may restrict a non-custodial parent of visitation and rights. When a parent does not have custodial rights, we ask that visitations be arranged with the custodial parent and NOT take place on school grounds. Our policy also includes:

1. *The school to not be used for a place of personal visitation or phone calls with your child, the student.*
2. *Staff is not obligated to supervise on-campus visits.*
3. *The school reserves the right to not be involved as a party in any custody dispute between parents. This includes information leading to personal attacks, slander, or other hearsay information about a parent or family member.*

## **Discipline**

Our basic desire is to help build in children a biblical and moral framework from which they can determine right or wrong, independent of outside supervision, and choose to do what is morally right. We will strive to be fair and consistent with each child. We believe that proper discipline is designed to help each student correct undesired behavior. God has placed the primary responsibility of the training of a child on his/her parents. We will endeavor to keep you informed of any disciplinary issues via note, phone call, or direct personal contact.



### **Preschool Rules:**

1. Show kindness and respect to teachers, staff, and classmates with our words and actions.
2. Keep hands, feet, and objects to yourself.
3. Take care of school and personal belongings.
4. Fighting or “play fighting is not allowed. War-type or shooting games are not appropriate.
5. Biting can be dangerous and is prohibited at Plymouth Christian School. Although young children under 3 years old who commit this act may be unaware of the seriousness of this behavior, repeated biting offenses will be reported to State Licensing, and may result in removal from our program.

The teacher and Director will use the following steps to assist the child in changing the behaviors as deemed.

- a. Warning/re-directing
- b. Time away from group or activity (ex: 1 min. per age year, 2 years old= 2 min.)
- c. Parent contact
- d. Restriction from an activity or event (determined by teacher and Director)
- e. A child may be sent home, if he or she is endangering themselves, others, or the teacher
- f. Dismissal from the school, if all efforts have been exhausted by the school and parents, and/or the child is displaying behavioral issues and needs that the school is not able to meet



## Dress Code

It is important that children have that children have the freedom to explore and create in order that the opportunities for learning will be maximized. Therefore, we encourage children to be dressed in the following:

- Comfortable, easy to manage clothing-no excessive zippers, buttons, or clasps
- Rubber soled shoes. Shoes should be closed at the heel and toe to maximize safety. Sandals should have a back strap, and are encouraged to only be worn during May through September
- Clothing should not have scary characters, skeletons, weapons, ghosts, super heroes, and other violent acts may not be worn to preschool
- Girls need to wear shorts underneath dresses
- Loose fitting, not binding attire
- Please no “dress up clothing” like princess dresses or superhero costumes, unless it is a special event or dress up day

***It is required that all preschool students keep an extra set of clothes in their cubby, in case of an accident, spill, or other circumstance when your child may need to change. The extra clothes set should include: pants or other bottoms, shirt, underwear, and shoes. Place extra clothes in a zip-lock bag labeled with the child's name.***



## Chapel

All children enrolled (3 years and older) in our preschool participate in a 25 min. chapel service weekly. Chapel consists of singing, praying, hearing God's word via story, puppets, visuals, role playing, or a class presentation. Parents are welcome to join us. Please see our *Statement of Faith* for Biblical truths we teach.



## Nutrition, Lunch, and Snacks

We offer a hot lunch program through a private lunch catering service. Parents are responsible for ordering in advance through the designated company. (See the office for information on our current lunch provider.) Parents will need to check our monthly newsletter for when a special event is planned, and hot lunch will not be provided.

In the event of an “Emergency Lunch” is needed for your child on any particular day, the school will provide a lunch at the cost of \$5.00 per meal.

If you are sending a lunch from home, we ask that that you send a balanced and nutritional meal, and geared towards your child’s eating habits. This includes: a protein, carbohydrate, fruit, and drink. All drinks sent from home in your child’s lunch pail must be either **100% juice, milk (soy, almond, or rice- chocolate flavored is fine), or a bottled water.** *This includes popular juice pouches such as Capri-Sun, Kool-Aid Jammers, or Hi-C.* These same brands may carry 100% juice selections; therefore we ask that you choose this option. **This also includes sending drinks for special events and birthday celebrations.**

You may send a lunch that requires “warming up”. We ask that it takes no more than 1-2 minutes to heat the meal thoroughly. Please label all containers and lunch pails.



## Breakfast

Since we do not refrigerate lunches, an ice pack is needed daily in your lunch pail. If your child arrives at school before 8:00 a.m. you may send breakfast to enjoy before their scheduled activities begin at 8:30 a.m. **We ask that you send healthy balanced options for breakfast as well such as: low sugar cereals, eggs, fruit, yogurt, cheese and/or lean meats. Please refrain from sending items such as: doughnuts, sugary pastries/ cereals, cookies, chips, etc.**

The school offers a morning and afternoon snack. We serve 2% low-fat milk and 100% juice. Our snacks may consist of the following: whole-grain crackers and cereal, low-fat cream cheese and yogurt, and fruit (fresh and canned in light syrup).



### **Parties/Special Days**

During the holidays or special events, the teacher will inform parents of when an item(s) are needed. We strive to balance foods being offered at parties, so that sugar will not be the main portion of the meal.

Your child may celebrate their birthday here at school with his or her classmates. We ask that parents please coordinate with the teacher ahead of time of when a special snack will be served. Please only send individual items such as: cupcakes, muffins, donuts, ice cream cups, etc. Also please check with the teacher if any child in the class has a sensitivity or allergy to certain foods. We ask that parents refrain from bringing a piñata, excessive candy in goodie bags, or special entertainment such as a character or clown.



### **Rest Time**

Rest time is given daily from 12:30-2:30 p.m. This is a time for your child to rest and recharge for the afternoon portion of the day. We will provide a cot or mat and a quiet, relaxing atmosphere for your child to rest.

### **All full day students taking a rest time will need to bring the following:**

- A crib sheet
- Small blanket for covering
- Pillow is optional

\*All bedding should be labeled with the child's name and will be sent home every Friday to be laundered and needs to be returned on Monday. A fee will be incurred, if bedding is not brought to school. It is a state requirement for all children to have bedding on their cot.



### **Special Events**

A yearly calendar of scheduled events will be given out every beginning of the school year. Events and dates are subject to change. Some important events include:

- Back-to-School Night
- Back-to-School Sunday at Plymouth Church
- Harvest Festival
- Christmas Programs
- Open House
- Muffins with Mom and Grandma
- Donuts with Dad and Grandpa
- Preschool Promotion



### **Show and Tell**

Each teacher will have certain designated days that children will be allowed to bring a special item from home to share with their class. Please look in your child's weekly newsletter for more details. No toy weapons or electronics, and devices such as Ipads or Nintendo gaming devices.



### **Field Trips**

Sometimes the entire preschool participates in a field trip together or only certain classes attend according to age level. Children who are under 4 will generally only go on walking field trips or participate in "on site" field trips, when a special presentation is offered here on school campus. Parents are needed to assist in chaperoning and sometimes in transporting children, in the event we are not able to travel via school bus. Fees for transportation and entrance are paid by the parent. Any parent who volunteers to drive must sign a "Driver's Statement" form and submit proof of insurance. All students and parents attending a field trip must wear a school issued t-shirt.

